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Headteacher: Mr P Gallagher

Minutes of A Local Governors' Committee Meeting Wednesday 19th January 2022 at 4.30pm Anney Catholic Primary School

PRESENT: Rob Carter (Chair); John Cornish; Siobhan Cox; Emily Danvers; Paul Gallagher (Headteacher); Anthony Moffatt; Amelia Neel; Fiona Parker; Colin Purchase

IN ATTENDANCE: Anne Robinson (clerking service); Sue Homer and Anneke Langford (Associate Members). Corinne Didcote (Bursar) item 4; Laura Greppi (PHSE lead) item 4

APOLOGIES: Katherine Plows

Due to the chair being detained at another commitment, the vice chair chaired the meeting.

1. Welcome and opening prayer

At the invitation of the vice chair, Colin Purchase opened the meeting with a prayer.

2. Apologies for Absence

Apologies for absence were received and accepted from Katherine Plows. Apologies for late arrival were received and accepted from Rob Carter

3. Declarations of Interest in the Business of this Meeting

There were no declarations made, either new or against this agenda.

4. Staff presentations – Corinne Didcote (Bursar) and Laura Greppi (PHSE lead)

Laura Greppi spoke to [a ppt presentation](#) outlining the school's approach to PHSE

Governors queried how learning was sequenced through the school. They were advised that there was a curriculum for each year group that reflected a progression of skills and that earlier learning was revisited periodically to ensure learning was retained. Recognising the sensitivity of some aspects of the curriculum, **governors asked what happened if a child raised questions that for example were not consistent with the Catholic teaching.** This was a not a routine issue at the school and usually staff were able to children's questions fully and honestly. However, when it did occur, it was most frequently suggested to children that this was something they should talk to parents about. **Governors asked how the school helped children differentiate between good and less good advice from websites.** They were advised that generally children were supported to think critically about sources of advice and its credibility and this was explicitly taught in 5 and 6. **A question was raised as to why Ofsted were reportedly critical of purchased schemes of work.** The PHSE lead explained the importance of tailoring teaching and resources to meet the needs of the children and that where schemes such as that developed by the Catholic Education Service were used they had been tailored appropriately for Anney. The headteacher confirmed that this was the case in all subject areas.

Laura Greppi left the meeting

5. Leadership reports (agenda item 6, commenced out of order in absence of the chair)

[Leadership reports](#) including an overview report from the headteacher, data dashboard, pupil premium and catch up funding statement, SDP and SEF update, SEND information report and spring monitoring schedule had been made available in advance of the meeting. The headteacher presented these reports.

In response to a question about imminent inspection, the headteacher outlined the process. The expectations on governance were discussed. It was **AGREED** that the headteacher would ensure governors were provided with a summary sheet of key information to support consistency of message to the inspector when the time came. It was also **AGREED** that time be given at the next meeting to review the kind of questions governors could be asked and consider how these could be best answered.

Rob Carter (chair of governors) joined the meeting. The meeting reverted to the agenda

6. Staff presentation continued (agenda item 4)

Corinne Didcote joined the meeting and introduced herself as the new school bursar. [Budget monitoring papers](#) had been provided before the meeting. She reported that there was some recoding necessary but otherwise the budget was in a healthy state. The school was considering how some of the substantial carry forward could be best used, for example in upgrading the KS2 toilets. Firm proposals would be brought to the LGC for discussion and agreement shortly. The headteacher highlighted the plan to give every new Reception child a 'my first' book bag that would be supplemented through the year by other 'my firsts'. The cost for the academic year was in the region of £1k but it was felt would be something uniquely Ancey and would add value to the children's experience. It was suggested that bags were distributed at induction assemblies and the school sought press coverage.

Corinne Didcote left the meeting

7. Leadership report continued

On reviewing the data, governors commented on the apparent emergence of writing as an issue. The headteacher reported that progress in writing had been made but acknowledged attainment was lagging behind age related expectations. Both writing, especially vocabulary, and maths were foci for the spring term having primarily focussed on reading during the autumn. **In response to a follow up question**, he confirmed that progress is often slower in the autumn term, which was traditionally a period of consolidation. Progress generally accelerated into the spring and summer terms which he expected to see reflected in the spring term data at Easter. He also confirmed that appropriate interventions were in place. **Governors asked about the headteacher's confidence in the accuracy of assessment and whether data about subgroups, for example in relation to disadvantaged pupils, was available.** The headteacher confirmed his confidence in the data, stating that the school engaged in cross moderation within and beyond the trust and that data from FFT Aspire would be updated the following day that would provide a subgroup breakdown which he would ensure was shared with governors.

In respect of behaviour, governors asked for more information about the empowerment approach and whether there were any plans to share the approach with parents. The headteacher expanded on the approach, highlighting the shift in thinking away from behaviour as a choice but a reaction and how using different language and moderating adults own reactions could have a positive impact. The approach also shifted the emphasis of reward away from that which was extrinsic to that which was intrinsic, for example in encouraging pupils to be proud of themselves for their achievements in their own right rather than reliant on external praise. The headteacher was keen that understanding of the approach be fully embedded within the staff body before explaining it to parents, however resources were available that would be shared and it was hoped a session to introduce the approach to parents could be arranged shortly.

The headteacher reminded governors of the monitoring schedule which was based on a 3 phase approach of pupil voice; staff meeting; and follow up monitoring. He invited governor participation.

Governors asked about the SEND statistics and whether they were in line with most schools

The headteacher confirmed that the proportion of children with SEND needs at the school was higher than average and had increased year on year for a variety of reasons. **Governors asked how the additional need was being supported.** They were advised that additional staffing had been put in place, although it was noted that this had impacted on the supply budget and the way in which SEND support was organised had been revised. The school was also looking to recruit an IMA to strengthen support further. **Governors asked about the apparent delay in securing pending EHCPs.** They were advised that this was not so much a delay but the time it took to collate the necessary data and evidence to support application.

Governors queried the persistent absence data asking if rates were in line with average. They were advised that persistent absence rates were running at 3% above national. There were a small number of families still uncomfortable about sending children into school but the school was being proactive in addressing this and utilising the support of the attendance advisory services as appropriate.

Governors asked about the effectiveness of what appeared to be a job share in Y4. The headteacher confirmed that the year group was staffed by two part-time teachers rather than a job share. This flexible approach was already in place in other year groups and worked well. There were no issues in terms of communication or accountability for which procedures were in place.

8. Chair's Report (agenda item 5)

The chair reported that the CEO had recently visited the school and had been very impressed; He had also recently undertaken online safer recruitment training and training related to managing sexual abuse at school provided by the NSPCC, which he recommended governors consider; the headteacher's appraisal and pay committee meetings had both taken place. The pay committee had discussed and agreed a change in respect of the apprenticeship pay structure and an honorarium for one staff member. These decisions had been agreed with the CFO

9. Delegated Governor Reports (agenda item 7)

9.1 Committees.

The headteacher's appraisal and pay committee had taken place as reported at Item 8

The admissions committee recommended the revised 2023 [admission arrangements and supplementary information form](#) as agreed by the Diocese for local determination. This was **AGREED**. It was noted that for the 2022 admissions round, the school was likely to be oversubscribed for the first time in a number of years and this would necessitate at least two members of the admissions committee meeting to oversee application of the oversubscription criteria. It was **AGREED** that Anthony Moffat and Fiona Parker would arrange a meeting with the office manager to fulfil this need.

9.2 Lead Governor reports

[Governor visit reports](#) from Sue Homer and Siobhan Cox/Katherine Plows in relation to pupil premium and safeguarding/SEND respectively had been made available with the meeting papers. **A governor sought assurance that pupils' personal medical supplies, for example, Epi pens were clearly labelled and appropriately stored.** It was confirmed that they were.

10. Governance Effectiveness and Development (agenda item 8)

8.1 Feedback from professional development undertaken

Anneke Langford reported having participated in sessions on Ofsted and SEND. The slides and handouts from these sessions were lodged in the [governor training folder](#)

The chair advised that the trust did not have a service level agreement for governor training with East Sussex and as a cost effective alternative Bosco had established a programme of training that governors were encouraged to access. He would forward the listing to the clerk for circulation.

It was **AGREED** that the chair would make sample inspection questions available for governors to consider and comment on between this meeting and the next, when the possible responses would be discussed in more detail.

8.2 Reflection on how well the LGC evaluates the impact of pupil premium

It was felt that this item was dealt with by the pupil premium visit report

11. Minutes of the LGC meeting held 17th November 2021 (agenda item 9)

Approval for Accuracy

The [minutes of the meeting held on 17th November 2021](#) were **AGREED** as an accurate record

Review of actions and matters arising

Governors were reminded to forward a brief personal profile and photograph to the school. It was suggested that a 'meet the governor' item be included in the school newsletter, perhaps based on interview conducted by pupils.

The action for the headteacher to consider developing parental year group ambassadors was deferred. For the time being this action was closed.

All other actions were complete. There were no matters arising.

12. Any Other Urgent Business (agenda item 10)

There were no matters of an urgent nature to discuss.

13. Meeting close and future meeting dates (agenda item 11)

The meeting closed at 6.05pm

The next meetings will be on 9th March; 11th May; 13th July

14. Any Confidential (part 2) Matters (agenda item 12)

No such matters were recorded.

Signed as true record of the meeting	
Name and role	
Date	

Action Points Arising from this Meeting:

Rob Carter

- Make Ofsted questions available to governors
- Make Bosco training offer available to governors

Headteacher

- Ensure a summary of key messages for inspection were made available to governors
- Share data for sub groups with governors

Governors

- Review monitoring schedule with a view to participation and advise headteacher of availability
- Consider undertaking NSPCC safer recruitment training

Anthony Moffat/Fiona Parker

- Liaise with the office manager to make arrangements to oversee oversubscription application (end of Feb is normal timeframe)

Agenda

- Review Ofsted questions