

**The Governing Board
St Mary's Catholic Primary School, Poole
Summary of Local CAST Board Meeting
Held on Tuesday, 7th February 2023 at 6:00 p.m.**

Present: Mrs L. Culkin (Chair), Mr M. Hayward, Mrs K. Houston-Kypta, Mr K. Jones, Mr A. Nightingale, Mrs M. Norrish, Mrs C. Tickel (Executive Headteacher) and Mrs R. Webb.

In Attendance: Mrs P. Rushton (Clerk).

Apologies: Mr S. Thomas (Head of School).

Matters Arising

- Agreed to hold off appointing new Governors until the structure of the school was resolved.
- Verbal feedback from the safeguarding audit was that systems are robust and the school is committed to keeping children safe.
- Concern raised that communication with parents was inconsistent across the school. Suggested that year group dojo is used to assist with consistency between classes.
- The school has 11 children who are both SEND and Pupil Premium.
- Attendance is now just under 94% so has fallen slightly since the last meeting. The School's Educational Social Worker is working hard to implement the attendance policy and sending letters where children are persistently absent. Parents can be assured that where absence is genuine they do not need to worry. The school is following procedures and putting support in place where needed.
- The maths leaders will be leading an INSET on maths planning on the 20th February.
- Supply agencies have been approached to put in place tuition for vulnerable and cusp children. Teachers are planning to the gaps in children's understanding.
- One year 6 class is trialling the new maths SATs and mock SATs tests have also been done. Data should be available after Easter.

Headteacher's Update

Mrs Tickel reported:

- The leadership advert has gone live today with a closing date of 1st March. Interviews are expected before Easter.
- The school is currently spending cautiously as the supply budget is overspent due to the levels of staff absence.
- £9,000 is available for refurbishment projects, e.g. toilet refurbishment, meeting room redecoration and the library.
- The fire procedures have been reviewed and the school will have one assembly point on the KS2 playground. A secondary evacuation point will be identified should the primary evacuation point be unsuitable. Emergency medicines, e.g. inhalers, epipens, would follow the child.
- Future Ofsted focus will be on subject leaders. A deep dive was held yesterday and every time a subject leader goes through the coaching process, they feel they have a stronger hold on their subject and can identify the next steps in their subject's development. The children have wowed Mrs Tickel when they talk about their learning and most children can confidently articulate their learning.
- Staff are feeling positive now the Headteacher recruitment is underway. Some staff are reluctant to make changes when they know things may need to change in September. Mrs

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Tickel, is therefore focusing on those things that really matter, e.g. pedagogy and teaching and learning.

Transformational Priorities

Mrs Tickel advised that due to staff absence things have not progressed as quickly as hoped, although the first priority would be covered during an INSET for the teaching staff this term. The format of the document was given to schools. The actions will be RAG rated and a comment placed against each one. Evidence to support the transformational priorities would come from governor visits, action plans and curriculum overviews.

Mrs Tickel advised Governors of the progress of each of the transformational priorities.

Safeguarding

Concern raised that the school's DSL is not on site due to staff absence. Mrs Hemsil will be trained as a DDSL. Assurance received that there is always a DDSL on site and any issues are advised to Mrs Tickel.

Mrs Norris advised that she has visited the school three times in the last 10 days and feels the atmosphere has improved and is very calm and positive.

Visual check of the Single Central Record has been undertaken by Mrs Norris.

County Lines training has been organised. Mrs Webb had attended level 2 safeguarding training for early years and Mrs Houston-Kypta has undertaken safeguarding training for St Edwards. BCP will be offering training in June.

Governor Updates

Governors reported on the visits they had undertaken since the last meeting.