



**Local Governing Board Meeting 123 – Wednesday 8th September 2021
in Year 2 Classroom, OLSP at 6:11 pm - 7:11 pm**

Attendance:	Mrs A Folland	Headteacher	AF
	Mrs L Coulter	Chair of Governors	LC
	Mrs V Ratcliffe	Co-opted Governor	VR
	Mrs R Gordon	Teacher Governor	RG
	Mrs S Farleigh	Parent Governor	SF
	Fr M Skelton	Foundation Governor	MS
	Lisa Kinsella	Clerk to the Governors	LK

No.	Description	Decisions/Actions
1.	Welcome and Opening Prayer: MS opened the meeting in prayer.	
2.	Apologies and Confirmation of Quorum: No apologies. Quorum confirmed.	Quorum confirmed.
3.	Election of Chair: LC was voted back in as Chair for the next academic year. Election of Vice Chair: VR was voted back in as Vice Chair for the next academic year.	LC voted in as Chair VR voted in as Vice Chair
4.	Declarations of Interest (for this meeting): No declarations.	No declarations of interest.
5.	Minutes of Previous Meeting: The Part I and Part II minutes for the meeting held on 19th July 2021 were agreed and signed.	Previous minutes agreed and signed.
6.	Governors Housekeeping: Annual Declarations: LC informed the Governors that DF has stepped down from Governors. Lead Governor roles would be discussed later. LK was waiting on one declaration to be returned. Meeting dates for the year: It was agreed that LK will email dates to LC & AF for checking. Wednesday was the preferred evening. Lead Governors: Governors to keep their Lead Roles. VR will now also be the Lead Governor for Statutory Grants. The Lead Governor for Parents in the Community is vacant.	AF to complete the annual declaration. LK to email LGB dates. VR - Lead Governor in Statutory Grants

Governor Visit Dates:
To be discussed later in the meeting during the Headteacher update.

Vacant - Lead
Governor in Parents
& the Community.

Governor Training:
LC advised that she had reviewed the Governor Audit and felt that the Governors training was up to date. LC asked the Governors to check the email with information regarding future training dates.

7. **Policies:**

No policies for review or noting.

8. **Safeguarding:**

AF informed the Governors that over the summer the school received 4 Police ViST's (Vulnerability identification Screening Tool). Appropriate action had been taken on these and additional services have become involved where necessary. AF also advised that the SG1 (self-evaluation form) & SG2 (audit tool) forms were due next Wednesday and were both currently with Rachel O'Sullivan (RO). AF said that the staff who were in school on the non pupil day had received their Safeguarding updates and that the staff who were absent would receive the Safeguarding update at a later date.

SG1 & SG2 forms to
be sent.

9. **Headteacher Update:**

AF passed out a printed copy of the Draft Self-Evaluation and Improvement Plan 2021-22. AF informed the Governors that there were spaces still available in most year groups.

SIP to be uploaded
onto the Gov Hub.

Talk moved to Part II minutes - Item 1.

AF advised that the BASC (Breakfast and After School Club) was now open.

AF continued to go through the draft SIP with the Governors highlighting the following:

Areas of Strength:-

- Collaboration of leadership across OLSP and St Nicks has a strong impact on the improvements in OLSP;
- The catholic ethos of the school strongly permeates all aspects of school life;
- The staff team work well together;
- Children behave well and show respect for adults and one another.

Areas for Improvement:-

- Early Years provision;
- Improve the effectiveness of Subject Leaders across the school;
- Quality of teaching to be consistently good across all year groups.
- Embed the new Behaviour Policy.

VR asked for confirmation that all staff have leadership skills in a particular subject. AF said yes and that this was correct. Discussion continued on the SIP around milestone areas:

- Quality of Education;
- Behaviour & Attitudes
- Personal Development
- Leadership & Management
- Early Years

LK to create
document for
Governors meetings
for the term.

- Catholic Life of the School

A draft of Governor meetings for the term were selected using the SIP document. LK to type up the visit dates and distribute to the Governors.

Staffing Update:

18:44 RG left the meeting.

AF informed the Governors on the current staffing:

- Reception - Chloe McGinty
- Year 1 - Becky Sherwood (Until Christmas)
- Year 2 - Jane Day
- Year 3 - Laura Merrit
- Year 4 - Indya Bramley-Astle
- Year 5 - Jemma Standon
- Year 6 - Ruth Gordon

David Lamoon will be covering in classes during subject leadership time.

AF went on to say that all the Teaching Assistants have returned and a new Teaching Assistant position will be advertised.

AF then informed the Governors that she will be leaving OLSP at Christmas. The staff and Plymouth CAST have been informed. Letter to parents will be sent out next week. The Headteacher position will also be advertised next week, nationally. AF advised that Charlotte Targett was the new Educational Standards Manager for OLSP. AF said that she would ensure a smooth handover with a good understanding of the staff and the strengths and weaknesses in the school.

Talk moved to Part II minutes - Item 2.

10. **Any other Business:**

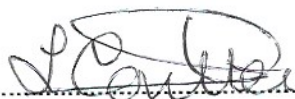
No other business.

11. **Date of next LGB:**

To be arranged.

Meeting closed at 7:11pm.

Signed by Chair.....



Dated

13/10/21