

INDEPENDENT PROFESSIONAL CLERKING SERVICES

The Cluster Board of St Charles, St Richard's, St Thomas More and St Vincent's Voluntary Catholic Primary Academies

Minutes of a meeting of Cluster Board 2
held at St Charles Primary Academy on Thursday 28 November 2019 at 2.00pm

PRESENT: Mr S Prince (in the chair)
Mrs C Johnson; Mr M Pickering

IN ATTENDANCE: Mr D Barwick (Teacher, St Anthony's); Mrs C Coldham (Head of School, St Richard's); Mrs N Coyle (Lead Lay Chaplain); Mrs P Donnelly (Head of School, St Vincent's); Mr A Foster (Deputy Head of School, St Charles); Mrs M Ryan (Acting Head of School, St Anthony's); Mr G Shaw (Assistant Head of School, St Thomas More); Mrs K Siedle (Executive Headteacher); Mrs S Wilson (Safeguarding Lead)

CLERK TO THE CB: Tony Hammond, Independent Professional Clerking Services

50 OPENING PRAYER. Members and attendees joined in the Lord's Prayer.

51 DECLARATIONS OF INTERESTS. No interests were declared.

52 APOLOGIES. Apologies for absence were received from Mrs Eley and Mrs Ward.

RESOLVED: that consent be given to the absence of Mrs Ward.

53 MINUTES OF THE LAST MEETING.

RESOLVED: that the minutes of the meeting held on 20 June 2019 be confirmed as a correct record and signed by the Chair.

Mrs Donnelly joined the meeting.

54 MATTERS ARISING FROM THE MINUTES. There were no matters arising.

i) Positive Handling (minute 45(iii) refers)

It was noted that Mrs Wilson had clarified Trust policy for the heads of school.

ii) CPOMS (minute 48(ii) refers)

Ms Wilson confirmed that she would look at the possibility of the inclusion of a CPOMS tab to record how often advice had been sought from Social Care.

iii) St Richard's Report (minute 45 refers)

Mrs Coldham was asked to circulate the Summer term report.

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55 CHAPLAINCY UPDATE. The report had been circulated in advance of the meeting. Mrs Coyle drew attention to key points, as follows:-

- The prayer days had allowed staff to experience different ways of leading prayer and had given pupils opportunities to pray in a variety of ways. The feedback had been positive.
- The Year 6 Reflection Day had been a success. The pupils had been able to reflect on their journeys to date and consider their next steps.
- First Holy Communion had taken place at Marist College on 9 July 2019.
- The Junior Chaplaincy Commissioning Day had taken place on 27 November 2019 and had included consideration of Fairtrade issues.
- The Extraordinary Month of Mission had been commemorated in a variety of ways.
- The Mission Days in January and February would be based on The God Who Speaks initiative. Members of the Chaplaincy Team were attending training and resources would be produced for staff.
- The Mini-Vinnies remained active. Their Formation Day would take place on 18 March 2020 and it would be helpful to know in advance how many teaching assistants would be available to provide support.
- Primary staff had joined the staff retreat in September.
- Planned projects included the following:-
 - Mission days in the primary academies in January and February 2020;
 - YSVP and Mini-Vinnies Formation Day in March 2020;
 - Day of Adoration on 25 March 2020;
 - Be Spirited days in June 2020;
 - Year 6 Reflection Day on 3 July 2020; and
 - First Holy Communion day on 8 July 2020.

The expansion/development of Chaplaincy within the Trust was recognised and the team congratulated on its work, which was highly regarded within and outside the Trust.

RESOLVED: that Mrs Coyle be thanked for her report.

Mrs Coyle and Mrs Siedle left the meeting. Mr Pickering joined the meeting.

56 MISSION CHAMPIONS. Mr Barwick gave a presentation in relation to the Mission Champions scheme, which had been introduced at St Thomas More to allow pupils to achieve accreditation (Bronze, Silver and Gold) for demonstrating that they fulfilled criteria in relation to the Academy's mission statement: "Love God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbour as you love yourself."

Mrs Siedle re-joined the meeting.

Mr Barwick informed members that pupils had ownership of the scheme (which was open to all Key Stage 2 pupils) and that the process included the completion of tasks to evidence how they met the criteria for demonstrating love of God and love of your neighbour. He confirmed that the structure had been put in place by staff, but the pupils had then taken ownership.

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Members were informed that there had been a high profile launch of the scheme at St Thomas More, but participation was on a voluntary basis.

It was noted that following the success of the scheme at St Thomas More, it was to be introduced at St Anthony's, St Charles, St Richard's and St Vincent's in the new year.

In response to a question, Mr Barwick informed members that it would generally take a term to achieve an award, though one pupil had very quickly gained Gold accreditation.

Mr Barwick was thanked for his attendance and left the meeting.

57 COMMITTEE REPORTS AND UPDATES. Copies of reports had been circulated in advance of the meeting. Academy leaders were asked to identify three key points from the reports.

St Richard's VC Primary Academy

Mrs Coldham drew attention to the following:-

- There had been eight Operation Encompass notifications. This did not reflect the high level of domestic abuse in the community, but children were increasingly confident in reporting incidents to staff. There had been staff training in relation to domestic abuse and the Jigsaw programme was used to empower children in managing their emotional responses to incidents. The Academy had delivered the Expect Respect toolkit and had engaged with the White Ribbon campaign.
- The ELSA (Emotional Literacy Support Assistant) delivered anger management sessions (in groups and one-to-one) and would be delivering the Headstart Power programme for all Year 6 pupils, which would give them strategies to aid the transition to secondary school. The ELSA was to be trained to use My Star to measure the impact of the Academy's work to develop the skills to recognise, acknowledge and regulate their emotions.
- The Behaviour Hub had not been required this year. Most pupils had been successfully reintegrated into class and were being supported by pastoral and inclusion mentors as a result of trusting relationships being developed. Pupils new how to access their key workers where needed and incidents were quickly discussed and resolved.

It was pointed out that the training in relation to domestic abuse must be high quality and that staff needed to know how to deal with associated discussions.

In response to questions, Mrs Coldham confirmed that she would check how many of the 15 bullying incidents had been substantiated and how the figures compared with the previous year's.

It was noted that the report referred to punctuality and persistent absence as being of concern and Mrs Coldham was asked what action was being taken with specific families, over and above the general strategies listed. She confirmed that the Attendance Officer made daily telephone calls and staff worked relentlessly to identify and address barriers. It was suggested that consideration could be given to using Family Star.

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In response to a question, Mrs Coldham confirmed that the single central register (SCR) was to be updated the following week to ensure compliance.

St Thomas More VC Primary Academy

Mr Shaw drew attention to the following:-

- There had been a significant amount of work with classroom teachers to help them develop their understanding of the particular needs of pupils, supported by windscreens of need. Focused inclusion meetings took place regularly to identify what support was needed and what key members of staff (classroom teacher, DSL, SENCO etc) could contribute.
- Behaviour had continued to improve. One pupil was receiving Whitehouse support after other agencies had withdrawn support, and parental engagement was a challenge in this case.
- There was an improving trend in attendance. There was a small group of PA children and members of the Attendance Team were working proactively with the families.

In response to a question, Mr Shaw informed members that a parents' meeting held to share the attendance strategies/letters had not been well attended, but those parents who had attended had given positive feedback.

St Vincent's VC Primary Academy

Mrs Donnelly drew attention to the following:-

- The school collection procedure had been reviewed and was now more robust. Key Stage 2 pupils now lined up before being allowed to leave and the office gave clear information to teachers about who was collecting each pupil. The process was being monitored closely by senior leaders and the DSL.
- Attendance had been a challenge in the Autumn term. Chicken pox and holidays in term-time had impacted on both attendance and persistent absence. There had been a change in attendance lead and systems were more rigorous. Strategies were in place to encourage attendance on the last few days of the Autumn term. The traffic-light system was used and the attendance of individual children was frequently discussed with their parents.
- My Star was being used to identify specific needs, particularly for children under 10.

St Charles VC Primary Academy

It was noted that Mrs McGrath had resigned. Mrs Siedle was Executive Head, Mr Foster was Deputy and there were two assistant heads. Mr Foster was DSL, supported by Miss Wilson.

Mr Foster and Mrs Siedle drew attention to the following:-

- Attendance had been a concern last year, but the Trust Policy was now being followed and the culture had changed. Systems were in place to ensure attendance was

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monitored on a daily basis, which led to absence calls, visits and work with families. The traffic-light system had been adapted, there were attendance displays, staff welcomed children and parents at the gates.

- In conjunction with the School Council, the behaviour system had been revised to ensure it was clear how staff should respond at each stage of the traffic-light strategy.
- There had been a significant focus on pupil voice.

It was noted that Mrs Wilson had requested copies of the Academy's behaviour policies.

Mr Foster left the meeting.

58 FEEDBACK ON SCHOOL PRAYER DAYS. This had been dealt with earlier in the meeting (minute 55 refers).

59 ACADEMY WEBSITES. It was noted that the Academy report template included a section in relation to safeguarding compliance, but there was also a generic checklist.

Members were informed that the primary academy websites were being rebranded to align with St Mary's College site and there would be tabs relating to statutory content.

Mr Foster re-joined the meeting.

It was pointed out that the St Richard's website included a link to former Ofsted report and Mrs Coldham confirmed that this was an intermittent problem and the Academy would be including a copy of the latest report on the site itself. It was noted that this issue should be resolved when the site had been rebranded/formatted.

Mrs Siedle confirmed that she would check the timescale for reviewing the websites.

It was noted that the inconsistencies in relation to Ofsted reports (some included a link to the Ofsted site, some included the latest report) and other documents/plans would be addressed.

60 DATES AND TIMES OF FUTURE MEETINGS.

RESOLVED: that meeting arrangements be noted as follows:-

Thursday 12 March 2020 at 2.00pm
Thursday 18 June 2020 at 2.00pm

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signature of Chair