



Governor's Newsletter. Autumn Term 2023

Welcome to Mrs Dorothy Marlowe

As you know, Mrs Dorothy Marlowe will be our new Headteacher from the 1st January 2024. Governors want to thank Mrs J. Devonshire for her excellent work as Interim Headteacher, during the autumn term 2023. She has worked with Mrs Marlowe to ensure a smooth transition for Mrs Marlowe to take up her post as Headteacher in January 2024. As governors we welcome Mrs Marlowe as St. Catherine's new Headteacher and look forward to working with her in the New Year.

SIAMS Inspection

We had our SIAMS Inspection on Monday 18th September. A very big thank you to those parent, pupils and staff who met with the inspector during the day. The inspection was a very positive experience, with a final judgment stating that – "*St Catherine's Church of England Primary School is living up to its foundation as a Church school*". If you would like to read the whole report then click on this [LINK](#)

Governing body

Our governing body membership is currently:

Peter Falconbridge	Co-opted governor
(Chair)	
Cathy Irons	Co-opted governor
(Vice Chair)	
John Forrest	Co-opted governor
Vacancy	Co-opted governor
Vacancy	Co-opted governor
Vacancy	Foundation governor
Mike Marsh	Foundation governor
James Nicolson	Foundation governor
Neil Turner	Parent governor
Jelisa Smith	Parent governor
Dale Webster	Parent governor
Mrs Jo Devonshire	Headteacher governor
Mrs Sarah T-Storey	Staff governor
Thomas Dowle	Local Authority governor
Mrs Tracey Fisher	Associate member

As you can see, we have vacancies for 2 co-opted governors and 1 foundation governor. The vacancy for a foundation governor has arisen because the Rev Rachel Pennant is no longer the Vicar at St. Catherine & St. Paul's Church. Until that vacancy is filled, we will be one foundation governor short on our governing board. If you are interested in applying for either of the co-opted governor posts you can download the application form and a description of the role from the [governor page](#) on the school website. If you would like to discuss a role first

before applying then speak to Mrs Devonshire, or email the Chair of Governors at admin@stcaths.herts.sch.uk.

Catch-up. As the chair of governors, I have met with the Interim Headteacher and Interim Deputy Headteacher, during the autumn term, for informal 'catch-up' meetings. We met on **26.09.23, 02.11.23** and **29.11.23** At these meetings we discussed information regarding pupils and staff; e.g., child protection concerns, staff vacancies and recruitment. We also discussed the arrangements for the transition between Interim Headteacher and Substantive Headteacher in January 2024.

LINK VISITS

All non-staff governors have a 'Link Governor' responsibility. In this role they monitor specific aspects of the school to ensure good progress and management. The current link governor responsibilities are: -

Peter Falconbridge	SEND & Performance Management
Cathy Irons	Safeguarding & SFVS
John Forrest	Christian Distinctiveness
Mike Marsh	English
Dale Webster	Mathematics
Jelisa Smith	Cultural Diversity
Jim Nicolson & Dale Webster	Health & Safety.

Since September 2023 the following link visits have taken place;

Performance Management Link Visits. Mr Peter Falconbridge carried out his first autumn term Performance Management Link visit on **07.09.23** When he chaired a meeting of the Performance Review Committee (PRC). The committee met with Mrs J. Devonshire to agree appraisal targets for her role as Interim Headteacher.

Mr Peter Falconbridge carried out his second autumn term Performance Management Link visit on **05.10.23** When he chaired a meeting of the PRC. The committee met with Mrs J. Devonshire to review the autumn 2023 Quality of Teaching and Learning Profile and receive recommendations for teacher pay progression.

Mr Peter Falconbridge carried out his third autumn term Performance Management Link visit on **30.11.23** When he chaired a meeting of PRC. The committee met with Mrs J. Devonshire to review evidence for her appraisal targets as Interim Headteacher.

GDPR Link Visit. Mr Peter Falconbridge carried out his autumn term GDPR Link Visit on **26.09.23** when he visited Mrs T. Fisher and Mr D. Wallis. They reviewed the current data protection policies and procedures. They also reviewed the current privacy notices and staff & pupil data management systems.

SEND Link Visit. Mr Peter Falconbridge carried out his autumn term SEND Link visit on **17.10.23** When he visited Ms J. Fitzgerald (Inclusion Officer). They reviewed and updated the SEND Policy, the SEND Parent Information Report and the SEND Information Leaflet.

English Link Visit. Mr Mike Marsh carried out his autumn term English Link visit on **07.11.23** when he met with Mrs L. Maud (Literacy Lead). They discussed and reviewed current initiatives to improve reading and writing across the school and carried out classroom observations in a Year 1 & Year 6 class.

Health & Safety Link Visit. Mr Dale Webster and Mr Jim Nicolson are our H&S Link Governors. They carried out two visits to the school this term; on the **11.11.23** & **30.11.23**. They met with Mrs J. Devonshire (Interim Headteacher), Mrs T. Fisher (Business Manager) and Mr S. Whorlow (Site Manger). They discussed and adopted a new PLAN-DO-CHECK approach to reviewing and managing H&S. The new approach is working well, enabling more systematic identification and action of key H&S issues.

Maths Link Visit. Mr Dale Webster carried out his autumn term Maths Link visit on the

14.12.23 When he met with Mr D. Fitch (Maths Lead). They reviewed progress of the new approach to MNP, which allows staff scope to use the scheme, but adapt the resources where appropriate to meet the needs of all pupils. Mr Webster also visited a Y4 class to observe a lesson. It was clear that the new approach to MNP was working, as children were able to verbalise and explain their answers fully and utilised numerous resources to visualise the questions and answers.

Safeguarding Link Visit. Mrs Cathy Irons carried out her autumn term Safeguarding Link Visit on **18.12.23** when she visited Mrs J. Fitzgerald (Safeguarding Lead). They completed the autumn term safeguarding report, which will be published to governors ahead of the FGB Meeting in March 2024.

Induction Governor Visit. Mrs Cathy Irons is our Induction Link Governor. She met with our new governors, Mr Neil Turner and Mr Thomas Dowle, on the **20.12.23**, to carry out basic induction training and ensure all appropriate induction and appointment checks had been completed.

SFVS Link Visit. Mrs Cathy Irons is the School Financial Value Standards (SFVS) Link Governor. She is responsible for ensuring the appropriate

SFVS criteria are met and good financial standards maintained. She met with Mrs T. Fisher (School Business Manager) to start work of the 2023 SFVS Audit, which will be completed in the spring term 2024 and forwarded to Herts County for validation.

MEETINGS

Resources Committee (RES) Meeting. The RES Committee met on the **12.09.23** to monitor; finance, premises, health & safety; and data protection. The meeting received reports on the allocation of Pupil Premium and Sport Premium funding. The meeting also received the Autumn GDPR Report and reviewed and approved the following policies; Data Protection, Data Security, Data Retention, Data Breach Response Plan, Subject Access Request, Emergency Evacuation Plan & Procedure, Health & Safety & Teachers' Pay.

School Improvement Committee (SIC) Meeting. The SIC met on the **07.11.23** to monitor

- 2023-2024 Self-Evaluation Form
- 2023-2024 SIAMS SEF Summary
- 2023-2024 School Development Plan (Autumn 2023 update)
- 2023-2024 Governor Development Plan (R.A.G. – 07.11.23)

- 2023-2024 Pupil Premium Grant. Monitoring impact of strategies
- 2023-2024 Sport Premium Grant. Monitoring impact of strategies
- Staffing and personnel (wellbeing)

The committee also received and approved the Autumn 2023 PRC Report and Vulnerable Groups update. The committee also confirmed updates to the governor page on the school website.

Performance Review Committee (PRC).

The PRC met with Interim Headteacher on **07.09.23, 05.10.23** and **30.11.23** to agree appraisal targets for the Interim Headteacher, review the Autumn QTLP Report and review evidence for the Interim Headteacher's autumn appraisal.

Full Governing Board (FGB) Meeting. The Full Governing Board met on **23.11.23**. Governors reviewed the School's Christian Distinctiveness, with reference to the development of 'Spirituality' and 'Courageous Advocacy'. Governors also reviewed the autumn updates to the 2023-2024 SDP, SEF and GDP. The Headteacher's Autumn 2023 Report was discussed. Governors reviewed the autumn DPO Report, the Away Day Report from October 2023, the summer 2023 Safeguarding Report and the autumn Attainment and Progress update. Committees and Chairs were agreed for 2023-2024. Governor Link Roles were finalised. The following policies were approved; Child Protection, Children Looked After, Governor Code of Conduct, Home-School Agreement, Safeguarding Statement, SEND, Staff Handbook and the Whistleblowing Policy.

On behalf of the governing board can I wish all our families a very Happy Christmas and restful New Year

Chair of Governors at St. Catherine's School

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