



An Daras Trust
Igniting Curiosity Growing Capabilities

Coads Green Primary School
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Launceston
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Email: governance@andaras.org

Head Teacher – Claire Bader
Chair of Governors – Michelle Roberts

30/11/2020

Minutes
Autumn Term Meeting 2020
Local Governing Board; Coads Green School
Monday 30th November 2020/6pm start via Zoom

1. Join Meeting

All participants had audio and video connection.

2. Welcome and Apologies

Present: Michelle Roberts (Chair), Claire Bader (Head Teacher), Oliver Stephens, Jan Bartlett, Hayley Budge, Hayley Perring

Apologies: Marina Pridham, Carolyn Marshall

In attendance: Toni Martin (Governance Officer)

3. Declarations of Interest Relevant to this Agenda

None declared. Annual register is up to date and published.

4. Elect Chair and Vice Chair

MR volunteered to continue as Chair and all governors voted in favour. There were no volunteers for Vice Chair and governors were asked to consider this role.

5. Confirm Minutes of LGB Summer Meeting (6th July 2020) and Matters Arising

No actions. Decision made to accept minutes as true and accurate record of meeting and the Chair will sign a copy when normality resumes.

6. Head Teacher Report/Current Situation Update

CB noted that in school provision is going well. Attendance is at 95%; better than this time last year. Pupil and staff well-being seems good; staff survey was positive and children's behaviour has been exemplary. CB has conducted pupil conferencing and this has all been positive. Two staff members have contracted Covid from outside the school and staffing levels have been low recently, which has put everyone under more pressure.

The PPG funding seems lower than previously, is that because there is a lower number of PPG pupils than previously? Confirmed as lower numbers. Have we been approaching families to ascertain if circumstances have changed and that they are aware of registering for PPG funding? CB confirmed that this is being done.

Yr 6 writing data sits at 33% predicted, what are we doing to improve this outcome? Actions are in place to address this but it refers to small number of pupils, some with additional needs.

Governors were made aware of the history behind this and what is being done, it will be looked at again by the Chair in early spring term.

The Chair noted that the whole team has coped really well, particularly with staff absences and gave a huge vote of thanks on behalf of the governors to CB and the staff.

7. **Recovery Plan & Impact**

Plan has been reviewed twice now. Read, Write, Inc has been used across the school and a positive impact has already been noted. Reading has also improved; there is now a daily 15 min reading session across the school. The next data drop is in December so attainment and progress can be ascertained again. The MAT Improvement Officer has assessed the recovery plan and given positive feedback to MR & CB. Recovery plan will be used until early spring term and the impact assessed. After half term, it is planned to return to the usual school improvement planning process.

The Chair noted that funding has been received for the recovery provision (£4.5K from the Trust and £4K from the government) - not all this money has been spent yet? Allocated money from the Trust has mostly been spent on additional teaching assistant hours. Government funding still to be used but will take additional teaching support through to spring half term. CB also noted the additional funds received for Covid expenses such as cleaning.

8. **School Risks**

Top 3 risks are:

- (1) Staff well-being and staff capacity
- (2) Maintaining standards for writing
- (3) Finance due to fall in pupil numbers

It was also noted that low attendance in Jan and Feb (usual at that time of year) due to illness could impact on learning and therefore standards.

9. **Safeguarding**

All governors to confirm they have seen and read KCSiE.

JB and CB will do S157 in Spring term.

Emma Gooding will update SCR and arrange a chat with Jan to discuss.

CB updated on safeguarding matters.

10. **School Sessions/Timings and Term Dates**

Dates for 2020-2021 agreed.

11. **Policies**

Admissions – approved.

Sex Education and Relationships policy – nothing back from the consultation, approved.

SEND policy and local offer – no changes, approved.

PPG Provision Map – rolling review, note comments in section 6.

Remote Learning policy – includes blended learning. Approved. **Are we going to arrange training for parents to be able to assist with home learning?** Possibly early spring term but due to staff absence not approached this yet.

12. **Governor Monitoring**

HB and HP conducted a monitoring visit with the Head to discuss:

Improve understanding of visible learning and how it is having an impact on the children. **What has been the impact of Covid and school lockdowns?** Future meeting will cover recovery schedule and pupil conferencing.

The following monitoring has been carried out by the Chair:

- Week beginning 7th Sep – contact made with school, checked staffing, staff welfare, Covid RA and PE provision. Requested copy of updated recovery plan. Discussion with Head about pupils and how they were responding to full return to school
- Week beginning 14th Sep – liaison with staff ascertained that staff unhappy with cleaning arrangements. MR contacted Trust CEO to request a review of cleaning and request additional support.
- Regular contact with staff during Sep in Head's absence.
- 5th Oct – meeting with Head to discuss issues relating to Covid 19, recovery curriculum, curriculum provision and staffing. Head sent review of recovery curriculum which was discussed on 7th Oct. Challenges: What measures are in place to support the children to ensure they make progress in English, Maths and other curriculum areas? What support is in place for staff and pupils well-being?
- 12th Oct – meeting with MAT Improvement Officer and Head to discuss the recovery curriculum and look at future actions required.
 - Separate report shared with governors
 - Phonics data shows pupils are now back to March 2020 level with pupils on average 3 months behind. Eight phonics groups across the school and Read, Write, Inc is having noticeable positive impact. Reading initiatives discussed.
 - In maths, most KS2 pupils making significant progress in recall of timetables.
 - Resources purchased to help with recovery were discussed.
 - **Challenges included how writing is being supported, How SEND and disadvantaged children are being supported, what plans are in place if the school had to close?**
 - Actions put in place include English subject lead to put quality assurance measures in place, focus on reading fluency, resilience in writing and handwriting.
 - Staff welfare needs to be monitored due to staffing levels. MAT and governor support is important at this time.
 - The amount of work carried out by the staff to help the children get back on track is noted.

Monitoring for next term:

- JB check SCR and S157 safeguarding return with Claire
- MR – data assessment following recovery plan and English plan implementation – early spring term
- HB and HP to conduct a follow up visit in spring term on Visible Learning to include pupil conferencing

13. **Governor Training & Recruitment**

MR has been updated on Visible Learning (a briefing available to governors across the trust)

MR – booked on mental health training 15 Dec 2020

MR – booked on Challenge & Accountability training 15 Jan 2021

HB and HP will book on to zoom governor induction training

14. **AOB**

The Chair has met with the Trust CEO twice since the last meeting. It is his opinion that the school is generally in a positive position and things are moving in the right direction. Ofsted inspections are all delayed but progress is good despite the challenging time at the moment.

CB updated on plans for Christmas; Christmas jumper day, virtual Christingle, Christmas lunches and parties by bubble only. There will not be Father Christmas or presents this year. The Christmas production will be filmed in school (by bubbles) and then a private link will be sent to staff, parents and governors so it can be watched in the safety of their own home.

15. DONM

Spring main meeting will take place on Monday 22nd March 2021 at 6pm. Summer main meeting will take place on Monday 28th June 2021 at 6pm.

Meeting closed 7.15pm

TJH Martin
ADMAT Governance Officer

Distribution List:

Michelle Roberts – Chair/Co-opted Governor Marina Pridham – Co-opted Governor Jan Bartlett – Co-opted Governor Carolyn Marshall – Co-opted Governor Hayley Perring – Parent Governor	Hayley Budge – Parent Governor Oliver Stephens – Staff Governor Claire Bader – Head Teacher Will Hermon – CEO Graeme Barriball – Chair of Trust Board
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