



An Daras Trust
Igniting Curiosity Growing Capabilities

Coads Green Primary School
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Head Teacher – Claire Bader
Chair of Governors – Michelle Mitchell

25/06/2022

Minutes

Local Governing Board; Coads Green School

Monday 20th June 2022 at 5.30pm at Coads Green School

1. Welcome and Apologies

Present: Michelle Roberts (Chair), Jan Bartlett, Marina Pridham, Ralph Hudson, Hayley Budge, Oliver Stephens, Claire Bader

In Attendance: Toni Martin (Governance Officer)

2. Declarations of Interest Relevant to this Agenda

None declared.

3. Confirm Minutes of LGB Spring Meeting (14th March 2022) and Matters Arising

- Governors requested to provide appropriate information to TM promptly in order that the bio document can be completed (All). **Action: Outstanding bios and photos required for MP, JB and HB as soon as possible (MP, JB, HB)**
- Update on the low level reporting system – Confide – at the next meeting (Head). *See item 9*
- Complete safeguarding training on SSS (HB, RH) *See item 12*.
- Complete DBS (RH) *Done*.

Governor monitoring: *See item 12*

- Curriculum embedding and writing (MM) *Complete*.
- EYFS – early writing and role play opportunities and SEND (MP). *Complete*.
- Familiarisation visit to school, discuss data and improvement plan with Head teacher prior to end of term, and then use next term to complete training and re-visit/review data/improvement (RH). *Complete*.

Decision made to accept the minutes as a true and accurate record of the meeting and the Chair signed copy.

4. Confidential Matters

None.

5. Headteacher Report

JB joined the meeting. HT report was provided to governors prior to the meeting. The Chair noted that despite a great deal going on, there has also been extra-curricular activities and residential which is good to see. The report contained much detail and the governors had no further questions.

6. Improvement Plan & Attainment/Progress

The next AIP will start in September, so the next set of priorities are currently being looked at. Writing will continue to be included, planning and problem solving (capabilities curriculum), SEND and Visible learning will also likely be included. The governors agreed from what they have seen that this seems sensible.

7. Curriculum

Curriculum is in the 'embedding phase'. CB noted the open day designed to attract more children to the school. Extra-curricular provision is now playing a full part of the programme again which is good after the period of lockdowns deprived the children of so many experiences. The governors agreed it is important to keep up the enrichment activities in order to broaden the children's life experiences.

8. Five Year Ambition Plan

The 5-year plan was previously been discussed. **How did you approach the 5-year plan?** The priorities in the short term (1-2 years) mirror those on the improvement plan, looking at curriculum offer, embedding knowledge, embedding visible learning strategies and community cohesion. The medium term (3-4 years) will likely embed what has been done previously, connections across the curriculum, building on the curriculum, subject leadership and Head succession plan. The longer term (5 year) has been estimated but the reality will really depend on how the next few years go as this is a working document.

9. Safeguarding / Health & Safety

Staff have been trained on Confide and how it will work. The governors discussed Confide and the basis for it. Where is this information held and who has access? This was explained to governors along with the mechanism for reporting. No safeguarding issues have arisen.

10. SEND & SEND Local Offer

CB will continue as SENDCO and noted that school SEND numbers have reduced. A trust SEND review has been conducted, SEND documentation has been amalgamated and scrutinised. The governors briefly discussed this.

11. GDPR

The school is GDPR compliant. Trust employs an external DPO so we are not 'marking our own homework' and the staff have been trained in the requirements. **How long do you hold records for in general?** Depends on the document and the rules surrounding that information as it varies, some are hard copy under lock and key, and some are held securely electronically.

12. Staff Matters

Staff survey complete and the response was fairly positive despite everything that has been going on with recovering from covid lockdowns, and the hard work taken to bring up standards in preparation for the next Ofsted visit. CB's main focus is the work/life balance of the staff. Training provided a trust level, sharing best practice and sharing information.

13. Governor Monitoring & Training

Monitoring visits were discussed:

- **Writing Monitoring.** MM conducted a follow up monitoring visit on writing on 18th May, the school's priority. MM discussed with the subject leader and also reviewed 2 recent reports provided by the trust improvement officer to triangulate her views. **Noting that the recent data is being benchmarked against 2019 stats, MM challenged where we are at with KS2 writing?** At that time, Y6 were predicted at 63% to reach ARE (a reduction from 2019) and Y2 were predicted at 57% ARE (in line with 2019). **Which are the vulnerable cohorts in relation to writing and how are these children being supported?** The disruption in writing

attainment as a result of previous school closures has had an impact and it was noted that mobility has affected this data too. MM noted the concern regarding Y3 & Y4 writing data and that additional support was required. **What are we doing to support these pupils?** Y3 have had a significant amount of support through the catch-up fund with one-on-one and small group tutoring. The number of children and expectations were noted. **What elements of writing need to be a priority?** This was explained. **On the visit, MM asked what progress has been made since the previous writing exceptions report?** Progress has been made in Y5 and progress at foundation stage, Y1 and Y2 remains excellent with 100% expected to reach ARE. **What needs to be put in place ahead of a potential Ofsted visit?** A review of Y3 and Y4 writing provision and assessment. It was noted that the subject leader has monitored the progress of the Y3 pupils closely and specific support is in place. Trust level support will be used to ensure Y3 & Y4 assessments are accurate. **Is there a difference between girls and boys attainment?** Subject leader will review this in the summer data collection and put a plan in place to address any issues. It was noted that staff are feeling under pressure and the workload of the English subject lead needs to be monitored. It was noted that since the visit, the progress of these cohorts is looking much better and there is a plan to improve this further next year.

- **Initial Familiarisation Visit to School & discuss improvement plan.** Completed by RH.
- **Initial Data Monitoring.** RH conducted an initial visit to look at data, in particular writing and Y3 data. He stated that he is getting more familiar with ittrack. RH confirmed that it is clear that teachers know the children very well and that they are positive and proactive in bringing out the best in children. **How much support do you get from the trust?** CB explained that the trust improvement officer support will be provided as more targeted support next year rather than more general support against the AIP priorities. It was noted that there is a data drop at the end of June.
- **Visible Learning Monitoring.** HB briefed on her monitoring visit. Have the staff got capacity to embed the strategies? Many visible learning strategies are embedded across the school and the children have ownership of them, everything is going in the right direction. Recent deep dives by trust improvement officer have been positive and the actions are being addressed. HB noted it was very interesting to hear how the children talk about and engage in their learning.
- **EYFS & SEND Monitoring.** MP conducted a monitoring visit to look at EYFS and SEND. She noted that EYFS progression has been positive, lots of enrichment activities, children provided positive answers and answered her questions sensibly. KS2 were engaged with the curriculum activities. School lunch meals seemed to be good quality. Overall, MP noted that behaviour was excellent and the children were well-mannered and polite.

Governor Training

- Governors to send in copies of training certificates and bios so that records can be updated (note outstanding bios in item 3).
- HB has completed L2 for staff on SSS. RH completed SG on SSS on 17 May and TPAT SG course on 20 June 22. RH completed Prevent training on 18 May 22. MR completed L3 safeguarding through Babcock on 1 Oct 21.
- CB & school secretary completed safer recruitment training on SSS.
- Cyber security training to be completed once it is available.

The following monitoring was agreed:

Summer Term

- **Chair meeting with CEO in June (MM)**
- **PE review summer term (RH)**
- **PPG review summer term (MM)**

Autumn Term

- Writing (MM)
- Planning and problem solving (RH)
- VL & pupil conferencing (HB)
- SEND (MP)
- Safeguarding (JB)
- School open day 28th June (all governors invited)

Training

- Safer recruitment training (MM, RH)

14. Any Other Business

CB extended an invite to governors for the “Big Picture” being held in the town hall on 12/13 July where each school in the trust will be show casing a range of art from the pupils.

15. DONM

Date of next formal meeting is provisionally Monday 21st November at 5.30pm at Coads Green School.

Meeting closed at 7pm.

TJH Martin

Governance Officer

Distribution List:

Michelle Mitchell – Chair/Co-opted Governor

Claire Bader – Head Teacher

Jan Bartlett – Co-opted Governor

Hayley Budge – Parent Governor

Oliver Stephens – Staff Governor

Marina Pridham – Co-opted Governor

Ralph Hudson – Co-opted Governor

Will Hermon – CEO

Steve Tavener – Chair, Trust Board