



An Daras Trust
Igniting Curiosity Growing Capabilities

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

20/3/22

MINUTES

Local Governing Board; Coads Green School

Monday 14th March 2022 at 5.30pm at Coads Green School

1. **Welcome and Apologies**

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

In Attendance: Toni Martin (Governance Officer), Ann Cullum (Assistant Governance Officer)

The Chair welcomed everyone and TM introduced Ann Cullum, the new Assistant Governance Officer/Clerk focusing on local governing boards.

2. **Appoint New Governors**

Ralph Hudson has volunteered to be a governor and the governors formally co-opted him to the board. RH will take the lead on data and improvement, and TM will provide some useful information on this.

3. **Declarations of Interest Relevant to this Agenda**

None declared for this agenda. RH submitted his declaration. HB is now a staff member employed by An Daras. It was noted that the terms of reference allow HB to remain as a parent governor until the end of her term (2/12/23) only and HB has agreed to do so.

4. **Confirm Minutes of LGB Autumn Meeting (22nd November 2022) and Matters Arising**

- Complete governor safeguarding and prevent training on-line (SSS) prior to the next meeting (MP, HB) *This is overdue and must be completed. See item 16.*
- Curriculum presentation at next meeting (Head) *See item 8.*
- Monitoring to be completed this term: *See item 16.*
 - Curriculum embedding and writing (MM) *Early March*
 - Visible learning, priority 3 and pupil voice (HB)
 - EYFS – early writing and role play opportunities (MP)
 - Safeguarding/attendance/priority 4/on-line safety (JB)
- Five year ambition for the school needs to be discussed at the next meeting (MM). *See item 5.*

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

5. **Confidential Matters**

None.

6. **Headteacher Report**

It was noted that HB has been appointed as a TA in OS' class. It was confirmed that the school top 3 risks are meeting the demands of the curriculum, Ofsted inspection forthcoming and finance because of the size of the school. **Is the Year 6 data being purposely underestimated as this should be better?** This is based on the position now and they would be at 'expected progressing' at this time of year; this was discussed in more detail. Other data is looking in order.

In the stakeholder information, you mention 3 areas which required improvement; access to trips and activities, access to governors, system for payment for dinners and clubs – where are we with those matters and what is being done to address those? The Head explained each area in detail; in summary trips hampered due to covid but are starting up again and are in the pipeline. Governors bios will be more front and centre on the website and governors will be invited to be present at certain events (it was noted that the bio document was started previously but information from governors was missing). **Action- governors requested to provide appropriate information to TM promptly in order that the bio document can be completed.** This will then be published on the school website and in the newsletter. An update on the payment system was given. Governors were satisfied that these areas are being addressed.

The Chair thanked the Head for a comprehensive report as it gives the governors a very good idea of what is going on in school. She thanked the staff for their effort this term in trying to get things back on track and in particular, the copious work that has gone into developing the capabilities curriculum.

7. Improvement Plan & Attainment/Progress

Attainment and progress covered in item 6. The Head updated on the improvement plan priorities including writing in year 5 and 6, the curriculum development (a lot of work involved but some school documents are being used across the trust which is positive), attendance which has been above national average at 95.7% (with most children having had covid already) and the implementation of the EYFS framework with which there are no issues. Governors were content with the direction of the improvement plan.

8. Curriculum Presentation & Discussion

The Head gave an update on the curriculum planning including the 'what', 'when' and 'how' and the medium and long term planning. The governors were briefly updated on the whole school concept overview, schemes of learning, knowledge and skills, the sequence of learning and the weekly planning. **Do you have a method of tracking each child against the curriculum and also do you set targets for each child individually to tailor to their needs?** This was explained in detail.

9. Five Year Ambition Plan

This was briefly discussed and the Chair will seek guidance from the CEO prior to proceeding.

10. Cyber Security

TM provided an update on the cyber security audit and action plan, the accreditation process, the new suite of cyber/IT related policies and the requirement for cyber security training in the near future.

11. Safeguarding / Health & Safety

JB gave an update on her visit and meeting with the EWO. The EWO was content with the attendance and reasons for absence. No safeguarding issues. The school fence has been erected which is a positive measure for safeguarding. **Action: Update on the low level reporting system – Confide – at the next meeting (Head)**

12. Review Vision & Ethos

Governors content that the current vision and ethos is fit for purpose.

13. Pre-School/EYFS Statutory Framework

The Head noted the changes made to the EYFS curriculum in September including the early learning goals, role play, writing and development matters, and this has been implemented. No issues to report.

14. Stakeholder Engagement

Pupil Voice – due to the number of deep dives, there have been numerous pupil conferences. The children are very confident to talk about their learning.

Parental views and engagement – covered in item 6.

15. Term Dates

Not available at the meeting, it was agreed that these would be checked and approved by the Chair after the meeting. *[Afternote, term dates for 2022-2023 were approved by the Chair on 15th March 2022]*

16. Governor Monitoring & Training

No working group this term as requirements allocated to governor visits.

Monitoring visits:

- Curriculum embedding and writing (MM) – *not complete due to staffing issues. Carry forward to later this term.*
- Visible learning, priority 3 and pupil voice (HB) *Completed in 31 Jan and report shared with governors. Many visible learning strategies are embedded across the school, with the children having ownership of them but staff capacity still needs to be monitored. The school will continue to access support from the trust and address the actions from the recent deep dives. It was noted that the children are very capable of talking about and evaluating their learning.*
- EYFS – early writing and role play opportunities (MP) *Not completed, carry forward.*
- Safeguarding/attendance/priority 4/on-line safety (JB) *Complete – see item 11.*
- Chair's meeting with the Trust CEO is on 18th March 2022; governors will be updated at the next meeting.

The following monitoring was agreed for next term:

- **Curriculum embedding and writing (MM) 23 March.**
- **EYFS – early writing and role play opportunities and SEND (MP) Early May.**
- **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)**

Governor Training

- MP has completed safeguarding for governor training.
- RH attended Local Governor training on 9th March 2022.
- **Complete safeguarding training on SSS (HB, RH).**
- **Complete DBS (RH)**
- Cyber security training will have to be completed by governors in future; TM will provide details in due course.

17. Any Other Business

None.

18. DONM

Date of next meeting is Monday 20th June 2022 at 5.30pm at Coads Green School.

Meeting closed at 7pm.

TJH Martin

ADMAT Governance Officer

Distribution List:

Michelle Mitchell – Chair/Co-opted Governor Marina Pridham – Co-opted Governor Jan Bartlett – Co-opted Governor Hayley Budge – Parent Governor Oliver Stephens – Staff Governor	Ralph Hudson – Co-opted Governor Claire Bader – Head Teacher Will Hermon – CEO Steve Tavener – Chair of Trust Board
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