



20/3/25

MINUTES

Spring Term Meeting 2025

Local Governing Board: Coads Green Primary School

Monday 10th March 2025 /5.30 pm at the School

1. Welcome (including Trust Identity) and Apologies

Present: Michelle Mitchell (Chair), Claire Bader (Head), Ralph Hudson, Ruth Marriott

Apologies: Hayley Howard

In Attendance: Ann Cullum (Local Governance Officer).

The Chair briefly explained the purpose of the Trust Identity.

2. Declarations of Interest Relevant to this Agenda

All governors' pecuniary interests have been confirmed. There were no other declarations of interest relevant to this meeting.

3. Governors

Clare Hatwell resigned on 28th January 2025 due to family commitments.

The Chair welcomed Ruth Marriott, who briefly introduced herself. The governors were happy to appoint RM as a Co-opted Governor for a 4-year term ending 10th March 2029. RM agreed to take on the roles of SEND and Safeguarding Governor.

4. Confirm Minutes of LGB Autumn Meeting (28th November 2024) and Matters Arising

The decision was made to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

- **Monitoring Visits and Working Group** – to be discussed in item 13
- **Governor Training** – to be discussed in item 13.

5. Management of Top 3 Risks

1. Falling Roll numbers – this is being closely monitored. The projected number for September is 34. **Is there a number it can't fall below?** No, not that we are aware of at the moment.
2. Transition of the school regarding replacement of three staff and impact within the community – we are in a really good place at the moment. New staff have established themselves very quickly and become a valuable part of the team.
3. Finance – the school budget is good at the moment.

6. Confidential Matters

None.

7. Head's Report

The Head's Report has been shared with all governors. There are 44 on roll, which includes the pre-school. 10 children from Y6 will be leaving. There are 14 first-choice applications for September, so we are hopeful that all these children will start. SEN numbers are stable. Improvement in quality SEN teaching has made a huge difference. **A governor asked if MHST is the same as CAMHS?** The

Head explained that it is similar but CAMHS are not taking new referrals. MHST is funded through the NHS and is proving very valuable.

Have attendance figures improved? Currently attendance is 95.02% against our target of 95%. Attendance always drops at this time of year but picks up after Easter. We have been above the national average for the last 2 years. The Attendance Officer will visit the school in the summer term. **Are SEN numbers increasing?** No, but our pupil numbers are falling so the percentage of SEN children is rising. Year 6 SATs, along with NTS and GaPS tests for Years 3, 4 and 5, will take place the week beginning 24th March.

The governors were satisfied with this and had no further questions.

8. Improvement Plan & Data Analysis

The Improvement Plan will be reviewed at the end of term before CB leaves. In terms of data analysis, we are on target. **MM will monitor the Improvement Plan with CB and the new Head. MM will also do a Maths monitoring visit and send in both reports before the end of term.**

9. Safeguarding

JB checked the SCR before she left. **CB will meet with RM to handover Safeguarding.**

10. EYFS statutory framework

Everything is going well and class 2 currently has a SCITT student teacher.

11. Pre-School

The pre-school is going well with five children currently on roll.

12. Compliance

All staff have completed Cyber Security training. ICT4 have visited the school regarding GDPR and were happy with everything. Ray Clarke (Trust Health & Safety Consultant) has visited the school for a health & safety check and everything is in order.

13. Governor Monitoring and Training

Governor Training

No recent updates.

Skills Audits required from MM and RH.

Governor Training outstanding – to be completed as soon as possible

MM and RH to complete GDPR Refresher training and Cyber Security training.

Governors to Email copies of training certificates to AC so that records can be updated.

Monitoring and Working Groups

- Website compliance / Online Safety (RH)- completed. Report awaited
- **Improvement Plan review (MM/CB) – carry forward**
- **Curriculum – Maths (MM) – carry forward**
- **SEND (CB/RM) – carry forward**
- **Computing (HH) – carry forward.**

Monitoring and Working Groups for next term

- **Next likely Improvement Plan priorities (MM)**
- **PPG impact and provision for next year (MM/RH)**
- **PE impact and provision for next year (MM/RH)**
- **Safeguarding (RM).**

It would be useful if the schools knew in advance what monitoring visits the Trust had planned, to avoid duplication. **AC will enquire if this is possible.**

Chair's Meeting with CEO

The Chair met with the Jo Callow, the current Deputy CEO, who will be taking over from Will Hermon as interim CEO. They discussed the government's teachers' salary bill and children having an identification number to avoid children falling through the education net. It looks like Children Matters may be re-introduced.

14. Update re. recruitment of new Head Teacher

RH advised on the progress and the short-listing. CB will arrange for some children to be available on 29th March to meet with the short-listed candidates. In the meantime, Amy Hooper (Assistant HoS at St Stephens) will be the interim Head.

15. Trust PR Strategy Guidance

Governors are requested to familiarise themselves with this document and bring PR ideas to future meetings.

16. Statutory Policies

The Governors approved the PHSE Policy.

The SEND Policy and SEND Local offer are due for review at the next meeting for publication on the website in September.

Governors are requested to be aware of the Trust updated Complaints Policy.

17. Any Other Business

This is CB's last LGB meeting and she thanked the current governors and all those over the past years for their commitment. The Chair thanked CB for her hard work and dedication over the years. All governors were invited to CB's leaving celebration at 9.15am on 1st April at the school.

18. Date of Next Meeting

The date of the next meeting is Monday 16th June 2025, 5.30 pm at the School.

The meeting closed at 6.40pm.

Ann Cullum

Local Governance Officer

Distribution List:

Michelle Mitchell	– Chair/Co-opted Governor
Claire Bader	– Head Teacher
Hayley Howard	– Staff Governor
Ralph Hudson	– Co-opted Governor
Ruth Marriott	– Co-opted Governor

Will Hermon	– CEO
Steve Tavener	– Chair, Trust Board