



**An Daras Trust**  
Igniting Curiosity Growing Capabilities

**Coads Green Primary School**

Coads Green

Launceston

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Head Teacher – Claire Bader

Chair of Governors – Michelle Roberts

7/7/24

## **MINUTES**

### **Summer Term Meeting 2024**

#### **Local Governing Board: Coads Green School**

#### **Monday 24<sup>th</sup> June 2024 / 5.30pm at the School**

**1. Welcome and Apologies / An Daras Trust Identity**

**Present:** Michelle Mitchell (Chair), Claire Bader (HT), Ralph Hudson, Jan Bartlett, Claire Hatwell

**Apologies:** Hayley Howard

**In Attendance:** Ann Cullum (Local Governance Officer).

The Head showed the Trust Identity PowerPoint presentation to the governors.

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

None relevant to this meeting.

**3. Governors**

Due to the impending proposed hub with Callington School, the finding of new governors has been put on hold.

**4. Confirm Minutes of LGB Spring Meeting (26<sup>th</sup> February 2024) and Matters Arising**

- **Monitoring Visits and Working Group** – *to be discussed in item 17*
- **Governor Training** – *to be discussed in item 17*

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

**5. Confidential Matters**

None.

**6. Head's Report**

The Head's Report has been made available to all governors. The Head raised key points, stating that she was disappointed in the Humanities Review. CB's Exceptions Report for Humanities Follow-Up has been shared with all governors. The number of SEND pupils is stable at 11.7%. The SEN register was recently reviewed to ensure that adequate provision is in place.

Behaviour and behaviour for learning remains good, with good pupil engagement across the school, as evidenced in internal leader monitoring. There have been no recent suspensions nor exclusions, nor any incidents of bullying since the last meeting. **How can you ensure that behaviour in the school remains good?** Any poor behaviour is dealt with immediately and in line with the school policy. Attendance is currently 94.08%, which is a slight improvement.

**How can you ensure consistent teaching?** There must be a clear plan in place for staffing from September. The Chair will raise succession planning and staff budget with the CEO when they meet next week. The Chair is concerned that there are no gaps in staffing, especially with CB's impending retirement. Any staffing changes should be known by September.

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

**7. Improvement Plan & Data Analysis**

The Chair and the Deputy CEO (Jo Callow) have been through the Improvement Plan and completed reports. As the final data drop is not until next week, with SATs results due the week after, very little data is available at this time. Year 2 data is very encouraging with all pupils achieving ARE in all three subjects. Phonics, Maths, Computing and Sustainability are on track, which is a huge achievement in a year. **How did the recent Writing moderation go?** The external KS2 Writing review was very positive. **What progress has been made against the Rights Respecting Schools initiative?** The Head is due to meet with JC regarding Rights Respecting Schools. **How is the school going to address the gaps identified in the Humanities Exception Report?** MM will discuss staffing and the staff budget when she meets with the CEO. Subject leadership of curriculum subjects will need to be reviewed, with succession planning in place. **What are the next steps for Computing?** Concept Maps have recently been updated.

The governors were happy with this and raised no further challenges.

**8. Curriculum**

Curriculum has been covered in the Improvement Plan. Concept Maps and Schemes of Work for Computing, History, Geography and PHSE have all been updated over the last 2 terms and will be on the website later this week. Various After-School Clubs take place, including Football (which is provided by Plymouth Argyle) and Arena (Wild Tribe) who provide different sports clubs every term. KS2 children also have swimming lessons. This is a very busy term regarding engagement in the community and taking part in wider school life. The children have also experienced Cross Country at Duchy College, the Big Picture Art Exhibition at Launceston Town Hall, alternative Sports Day, 'Open the Book' Assemblies and Bikeability. Further planned events are a sports afternoon, a three-day residential to Porthpean and a beach day at Carlyon Bay.

**9. Safeguarding**

CB and JB have completed the S175. **The SCR will be checked later this term – carry forward.**

**10. P.E. Review and next academic year plan**

MM has reviewed the P.E. Plan and her report has been made available to all governors.

**11. Review SEND and agree SEND Local Offer**

This has been completed and the Local Offer is on the website. All agreed.

**12. Coads Green Pre-School**

The Pre-School is looking very healthy. 6 pupils will be progressing to EYFS in September.

**13. Staff Matters**

- Views of Staff (survey/feedback) – this was overwhelmingly positive.
- Monitor welfare & workload, work/life balance – work/life balance is a priority of CB and she has been carefully monitoring this. All is going well.
- Skills & Training – Staff CPD is in line with the school's Improvement Plan and all staff are up to date with training.

**14. Pupil Voice**

Class teachers and key leads are using pupil conferencing as part of monitoring to gather information regarding learning and as part of the new Capabilities and Visible Learning curriculum. Weekly class forums are held to gather views about the pupils' learning. Year 5 Playground Leaders have been trained and appointed and have been helping to provide additional physical opportunities for the rest of the children.

#### 15. Parental Views and Engagement

Parent surveys were distributed earlier this term and the responses were very positive.

#### 16. Compliance

The Health & Safety Audit is forthcoming. Cyber Security has been checked and everything is satisfactory.

#### 17. Governor Monitoring & Training

##### Monitoring/Visits and Working Groups

- **EYFS – CB will meet with HH – carry forward**
- Improvement Plan Review (MM) – completed, report shared with governors
- **Next likely Improvement Plan priorities (MM) - will be looked at later this term – carry forward**
- Website Compliance (CB) –completed
- Curriculum – Maths (MM) –completed
- **Safeguarding (JB) – also covered in item 9 – carry forward**
- PPG impact and provision for next year (MM) – completed, report shared with governors
- PE impact and provision for next year (MM/RH) – completed, report shared with governors.

##### Monitoring and Working Groups for next term

- **Improvement Plan Priorities Confirmation (MM/CB)**
- **EYFS (HH)**
- **Risk analysis to ascertain current top 3 risks (MM/CB)**
- **Safeguarding (CB/HH/JB).**

##### Governor Training Completed

No recent updates.

All governors confirmed that they have received and read the Trust Termly Safeguarding Update as part of their ongoing Safeguarding training.

##### Governor Training Overdue – to be completed as soon as possible

**JB to complete Cyber Security and GDPR training.**

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

**Chair's meeting with CEO – to take place later this week – carry forward.**

#### 18. Policies due for Renewal

The SEND Policy and the Behaviour Policy were approved by the governors.

**The Safeguarding Policy is due for review at the next meeting (in alignment with Trust policy).**

**The Admissions Policy is due for review at the next meeting.**

The ADMAT Attendance Policy is now published on the Trust website.

All governors confirmed they have received the Meeting Schedule for next year.

#### 19. Village Hall

Contracts for the use of the hall have still not been received. **CB will chase this.** CCTV has now been switched back on. Fundraising, with help from the school PTA, is taking place and the school feels it is “building bridges” with the Village Hall committee.

**20. Any Other Business**

None.

**21. Date of Next Meeting**

The date of the next meeting is Monday 18<sup>th</sup> November 2024 at 5.30pm.

The meeting closed at 6:30pm.

**Ann Cullum**

**Local Governance Officer**

**Distribution List:**

Michelle Mitchell	– Chair/Co-opted Governor
Claire Bader	– Head Teacher
Jan Bartlett	– Co-opted Governor
Hayley Howard	– Parent Governor
Ralph Hudson	– Co-opted Governor
Claire Hatwell	– Parent Governor

Will Hermon	– CEO
Steve Tavener	– Chair, Trust Board