



An Daras Trust
Igniting Curiosity Growing Capabilities

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

29/06/2021

Minutes

Local Governing Board; Coads Green School

Monday 28th June 2021 at 5.30pm start at Coads Green Village Hall

Meeting was held in person, socially distanced, in Coads Green Village Hall

1. Welcome and Apologies

Present: Michelle Roberts (Chair), Marina Pridham, Jan Bartlett, Oliver Stephens, Claire Bader (Head)

Apologies: Hayley Budge

In Attendance: Toni Martin (Governance Officer)

2. Governor Appointments, Resignations & Terms

It was noted that Carolyn Marshall previously resigned. Hayley Perring recently submitted her resignation too. The registers and GIAS will be updated.

It was agreed that the following governors would renew for a further term and all governors voted for this. GIAS and registers will be updated.

Michelle Roberts from 18/10/21

Marina Pridham from 10/09/21

Jan Bartlett from 10/09/21

Oliver Stephens from 13/09/21 (subject to no other staff volunteers)

3. Declarations of Interest Relevant to this Agenda

None.

4. Confirm Minutes of LGB Spring Meeting (22nd March 2021) and Matters Arising

- Complete outstanding DBS with the school as a priority (HP, HB) *HB complete, HP resigned so not applicable*
- Discuss governor roles/leads at summer meeting (TM/MR). *See item 13, carry forward to Autumn term*
- Monitoring/work agreed prior to the next meeting: *see item 10*

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

5. Current Situation Update

Recovery schedule sent out to governors prior to the meeting. It has been a busy term but the children are coping quite well. Attendance has improved and writing has been moderated across all year groups. Pupil voice has been conducted twice. Ofsted inspection is likely to

happen very soon; website and paperwork reviewed to ensure all is in date. Recovery and data covered in item 6.

6. Recovery & Data

Covid has definitely had an impact, writing is the greatest concern, but phonics and reading haven't seen as many gaps. Gaps analysis has been done to see where the gaps are in the children's attainment and progress since lockdown. Gaps have been addressed with additional provision and the curriculum has had to be adjusted to cope with this. Year 6 has shown great progress, year 4 and 5 have gaps but classes are staying with the same teachers next year so this can continue to be addressed. Year 2 data has been affected by lockdowns and new pupils, and will need to be addressed next year. Progress has been better than predicted. The children have shown a lot of resilience in addressing the gaps. The academy improvement officer is due to visit before the end of term to do a deep dive on reading and phonics. How many year 6 are leaving and have transition arrangements been made? The provision on offer was discussed.

7. Improvement Plan

Improvement priorities are currently being assessed but are likely to be on similar lines to the current recovery schedule. Priorities will likely include attendance, standards and improving attainment, phonics, reading, emotional health and well-being, maths, outdoor learning and visible learning.

It is intended to produce an improvement plan that will kick in from September or as near as possible.

8. Safeguarding

Feedback from S157 received and nothing to report. The role of SG governor was discussed and TM will be producing short job specs for lead governor roles.

9. Staff and Pupil Welfare

Head has carried out a questionnaire with KS2; responses collated. Two areas raised. Firstly, behaviour at lunch times; this is surprising and a lunch time charter will be displayed so children know how to behave at lunch time. It should be noted that behaviour is not a concern of the staff or parents. Secondly, knowing how well they are doing in class. Frequency and types of feedback have been discussed, and Visible Learning will help with this. Staff welfare is monitored, especially given how much has been squeezed into the term. Staff are looking forward to a summer break.

10. Governor Monitoring

The following governor monitoring and discussion took place:

Chair's meeting with Trust CEO on 23rd March

Discussed standards and operations, learning recovery schedule, admissions, budget, curriculum provision, security fencing and school boiler, safeguarding, and school priorities going forward.

Monitoring Visit – Writing

A discussion took place on 2 recent reports produced in writing. Time has been made for accurate moderation of pupils writing. Writing will remain a focus of the school however the subject leader, HT and teachers are fully aware of what needs to be done so a coherent action plan is in place to address the issues which has arisen as a result of the pandemic. The following was challenged and answered: **Which are the vulnerable cohorts in relation to writing and how are these children being supported? What elements of writing need to be a priority? What evidence still needs to be gathered to support judgements and how is this evidence being collected. What progress has been made since the last writing exceptions report? What needs**

to be put in place ahead of a potential Ofsted visit next term? It was agreed that a review of writing is to take place by governors in the autumn term, and suggested that governors look at books during this visit to gain an understanding of the evidence required to meet ARE. Staff are feeling under pressure and big expectations are being set ahead of the autumn term. Covid has had a significant impact on children's progress in writing and this will need to remain a focus of the school. It was agreed that the workload of the English subject leader be monitored in relation to this curriculum area and support purchased where required to ensure the workload remains at a reasonable level.

Monitoring Visit – PE

The Covid underspend from last year was discussed and the need to improve playground equipment and the playground area with some markings to engage the children. The impact of the PE plan was also discussed and the need to put in additional monitoring post Covid to ensure evidence is gathered with regards to club data, pupil impact, and staff training. The following was challenged and answered: **Has the Covid underspend been allocated for 2019 – 2020 and is this identified in the plan? What is the current underspend from this years plan and what are the plans for this spend? Are we prepared for Ofsted as this subject is a strength of the school and do we have all documents in place for a Deep Dive? What do we need to address in PE for the next academic year?** A Deep Dive into PE has been booked for the autumn term. The 2020 – 2021 PE plan has been updated with Covid underspend allocated from 19/20, and a provisional plan is in place for 2021-2022. Governor to review PE plan in autumn term. The HT is also the PE Subject leader; this is a considerable responsibility in addition to class teaching and headship responsibilities. Monitor workload of HT and purchase support where possible. The Governor responsible for PE has significant experience in this area.

Monitoring Visit - PPG impact

The Pupil premium review was discussed. Discussion focused on the progress made by pupils eligible for the premium support and how they were coping after 2 lockdowns in the last 12 months. Data in writing is a concern for the whole school including pupil premium children. The following was challenged and answered: **What is the current number of pupil premium pupils and how are they achieving in English and Maths? Which year groups are vulnerable currently and not reaching expectations? What are the in-school barriers to achievement? Are there any external barriers to achievement?** Class structures are changing next year which will help to address the vulnerable groups of pupils currently in year groups 2 and 4. Narrative and action plan to be put in place for current year 2 pupils. Writing and spelling remain a focus for the school and this will support pupil premium pupils to raise their attainment in these areas. There are 7 pupils currently funded in pupil premium, although funding levels to be confirmed. Year 2 and 4 are the vulnerable year groups who require a high level of support for next year. The Governor responsible for pupil premium is also the Chair and is responsible for maths, PE and is covering English. This area needs to be allocated to another member of the governing body for the next academic year (**action for Autumn term**).

Governor Monitoring - GDPR

Has/is relevant training being conducted? HT and administrator have both received training via SSSCPD online training. GDPR governor also has this available to do and it will be rolled out to other teaching staff. **Do we have robust procedures in place in event of breach? Have they been tested? Have we had any breaches and what have you done about it?** Coads Green Primary School has not had any breaches of GDPR however from experiences on other An Daras schools, the procedures put in place by the trust have proven to be effective. **Have all staff reviewed and updated procedures?** ICT4 have audited all procedures and this have recently been reviewed and considered compliant. Correct procedures for GDPR are on display in the staffroom for all staff and visitors to read.

Pupil conferencing (HB). *Not yet complete.*

Check up on outstanding DBS (JB). *HP not applicable now as resigned. HB complete.*

Once safe to do so, conduct a SEND monitoring visit (MP). *Carry forward.*

Agree monitoring and working group for next term:

SCR check (JB)

SEND/reading (MP)

Writing KS2, year 3 and 5 data (MR)

Pupil conferencing on visible learning – do the children know how well they are doing? (HB)

Meet with CEO (WH)

Working group in first half of term – curriculum mapping – all governors to attend staff meeting to discuss and also to meet the staff (All)

11. SEND

Review SEND and local offer – reviewed, nothing changed and uploaded.

12. Governor Recruitment, Mentoring, Training and Leads (Chair/TM)

Potential new parent governor. Chase parish clerk.

c/f mentoring and training autumn term.

HB visible learning.

New governor PPG ?

13. Any Other Business

None.

14. DONM

Date of the next meeting is Monday 22nd November 2021 at 6pm.

Meeting closed at 6.40pm.

TJH Martin

ADMAT Governance Officer

Distribution List:

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