



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 Mitchell

30/06/2023

MINUTES
Summer Term Meeting 2023
Local Governing Board; Coads Green School
Monday 19th June 2023, 5.30pm, at Coads Green School

1. Welcome and Apologies

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

In Attendance: Ann Cullum (Local Governance Officer)

Apologies: Hayley Budge

2. Declarations of Interest Relevant to this Agenda

None relevant to this agenda.

3. Governor Resignation and New Appointment

Oliver Stephens resigned on 16/3/23 due to moving to another school within the Trust.

Hayley Howard was appointed as the new Staff Governor for a 4-year term until 19/06/2027.

Hayley Budge's term of office ends 2/12/23. As HB is now a member of staff, she will no longer be eligible to continue as a Parent Governor for another term. CB will look for a new parent governor before the end of HB's term.

4. Confirm Minutes of LGB Spring Meeting (27th February 2023) and Matters Arising

The Minutes of the Spring Meeting were agreed as a true and accurate record and the Chair signed a copy.

Term Dates (Head)

Term dates for 2023-24 have been approved by the Governors and posted on the school website .

Review Vision, Values and Lived Experience

This is still in progress but will be ready for September. There is not much difference from the current document other than re-formatting in line with the Trust' requirements.

Governor Monitoring – see item 13

Governor Training – see item 13

5. Confidential Matters

CB shared confidential matters concerning finances, class structure changes and staffing.

6. Headteacher Report

The Head's report has been made available to all governors. Key points were raised. **Who will be taking the lead on Maths now that OS has left?** OS did a deep-dive and this will form part of staff reviews but a new lead has yet to be decided. After discussion, the governors were happy with the Head's report and raised no further questions.

7. Improvement Plan & Data Analysis

The latest data was provided to governors in the Head's report. CB has met with the CEO who is happy with attainment and progress.

All Trust schools need to be right-respecting schools, which should tie in with the Trust Improvement Plan.

8. Curriculum

This includes extra-curricular provision – athletics and cricket are taking place this term, plus after school club and breakfast club.

The curriculum will include reading & phonics, sustainability and climate change

A bid has been submitted to Awards for All which will hopefully fund improving the garden. MM will also put a bid in to Tesco.

The Head assured the governors that information about the curriculum is published on the school website and that the website is compliant.

9. Safeguarding

S157 has been submitted to the LA. No issues to report.

10. Review SEND and agree SEND local offer

CB suggested that this should tie in with the policy review which is due in September – *carry forward*

11. Staff Matters

- Views of Staff (survey/feedback) - CB has collated all the surveys and reviews; the staff review was overwhelmingly positive.
- Monitor welfare & workload, and work/life balance—CB ensures staff have a good work/life balance
- Skills & Training – **will anyone need to have training for the Maths Lead?** Hopefully not, as all staff, including TAs, are already involved and everything is covered. RW Inc is being followed and it is hoped more RW Inc resources will be introduced in September. TAs are also involved with this.

12. Compliance

The GDPR review has taken place. Health & Safety checks are all up to date.

CB will review the Exception Report.

13. Governor Monitoring & Training

It was confirmed that the second Open Day took place on 16th May.

The Big Picture is taking place at Launceston Town Hall on 4th/5th July. CB will be organising the Coads Green exhibition.

Governor Monitoring

- Writing (MM) – report received and key points noted are:-
 - Progress continues to be made in Writing (although class 4 are still vulnerable with some pupils not at expected)
 - The implementation of the Literacy Tree is having an impact and staff have been positive about this programme
 - Some pupils would benefit from some interventions in the autumn term
 - Spelling is the priority.
- VL and Pupil Conferencing has been cancelled for the time being

- Planning and Problem Solving has been cancelled for the time being
- **Curriculum and Improvement Plan Priorities (MM) – these are in hand and will be concluded within the next 2 weeks, following MM's meeting with Jo Callow – carry forward**
- PPG impact and provision for next year (MM) – report received and key points noted are:-
 - Funding will continue to be provided for extra-curricular activities
 - Writing and spelling remain a focus for the school and this will support pupil premium pupils to raise their attainment in these areas
 - The impact of the new class structure for the autumn term 2023 will be monitored.
- **PE impact and provision for next year (RH/MM) – this is still outstanding but it will be completed and on the website before the end of term – carry forward**

Agree Monitoring and Working Groups for next term

- Improvement Plan priorities for next year – will be completed in summer term (MM/CB)
- Curriculum (MM)
- EYFS (MP)
- Risk analysis to ascertain current top 3 risks (MM)
- Safeguarding (JB) - this will include the new KCSiE policy.

Governor Training Completed

Vision & Values training 30/1/23 – MP, RH

HB - Cyber Security 23/2/23

RH - Local Governance (Challenge & Accountability) 9/3/23

Governor Training Overdue – to be completed as soon as possible

- MP to complete Prevent training
- Bio and photo required from JB – JB supplied bio
- A governor to complete Equality & Diversity training. CB and HH have completed this.

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

Skills Audits and Governor Roles

Agree governor role for new Staff Governor – HH agreed to take on the role of Equality, Diversity & Inclusion.

GovernorHub / The Key

Governors to gain access and confirm to AC.

14. **Chair's meeting with CEO**

The Chair's Spring Meeting with CEO was on 6th March and the Summer Meeting was on 22nd June.

Key points discussed :-

The heating system will be looked at.

Vision & Values and the reasons why the Trust were changing this to ensure consistency.

The Wellbeing review (covered in item 11).

The school will be a right respecting school from September.

Is there a SEND profile report? This is sent to Debbie Bartlett every term.

British values are also included in the curriculum.

Concerns regarding the Parish Hall are discussed in item 15.

15. **Policies for renewal**

RSE Policy is due for renewal in November.

16. **Parish Hall**

CB reported ongoing safeguarding concerns regarding the hall's installation of CCTV cameras. Concerns have also been raised by parents. **Can the school ask the hall to turn off the cameras during school hours?** This will be discussed with the Chair of the Hall Committee. Emma Gooding & CB will be

attending the Parish Hall meeting on 11th July. Safeguarding is of paramount concern and CB will keep the governors informed of the meeting, developments, risk assessment and the Hall Committee's policy

17. Any Other Business

CB handed out Staff Mental Health Evaluation forms for governors to complete and hand back to her.

18. DONM

The date of next meeting is Monday 20th November 2023 at 5.30pm.

Meeting closed at 6.50pm.

Ann Cullum

Local Governance Officer

Distribution List:

Michelle Mitchell -- Chair/Co-opted Governor
Marina Pridham – Co-opted Governor
Jan Bartlett – Co-opted Governor
Hayley Budge – Parent Governor
Ralph Hudson – Co-opted Governor
Hayley Howard - – Staff Governor

Claire Bader – Head Teacher
Will Hermon – CEO
Steve Tavener – Chair of Trust Board