



An Daras Trust
Igniting Curiosity Growing Capabilities

Coads Green Primary School

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Interim Head Teacher – Amy Hooper
Chair of Governors – Michelle Roberts

26/11/25

MINUTES

Autumn Term Meeting 2025

Local Governing Board: Coads Green School

Monday 17th November 2025 / 5.30pm at the School

1. Welcome (to include Trust Identity Recap) and Apologies

Present: Michelle Mitchell (Chair), Sarah Reid (HT), Ruth Marriott, Rebecca Gristy, James Savage (via Teams)

Apologies: Hayley Howard

In Attendance: Ann Cullum (Local Government Officer).

The Trust Identity will be discussed at the next meeting.

2. Declarations of Interest Relevant to this Agenda

Governors confirmed any changes in their pecuniary interests.

3. Re-Elect Chair and elect Vice Chair, Governor Appointments & Roles

All governors agreed for MM to continue as Chair and MM is happy to continue for this academic year. A Vice Chair will be discussed at the next LGB meeting – **carry forward**
Governors confirmed that they are happy with their current governor roles.

4. Confirm Minutes of LGB Summer Meeting (16th June 2025) and Matters Arising

The governors agreed to accept the minutes as a true and accurate record of the last full LGB meeting and the Extra Ordinary meeting (20th October) and the Chaired signed copies.

- SEND (SR/RM) – completed, report shared
- PPG impact and provision for next year– to be completed next week – **carry forward**
- PE Review, plus impact and provision for next year – completed (MM), report shared
- **Governors to familiarise themselves with the Trust PR Strategy and bring ideas to the next meeting (All) – ongoing, carry forward (standalone agenda item)**
- SEND policy and Local Offer – **see item 18**
- Monitoring Visits, Working Group and Training – **See item 17.**

5. Confidential Matters

The Head shared a confidential staffing matter and a safeguarding concern which are recorded separately in Confidential Minutes.

6. Agree Term Dates 2026-27 – carry forward.

7. Head's Report

The Head's Report has been made available to all governors. MM explained to the new governors that as this is a small school with small cohorts any numbers less than ten are not published. 50% of pupils achieved the Maths target and 50% achieved SPaG.

Staff changes are discussed in the report. EYFS and Y2 outcomes are looking good. For the benefit of new governors SR explained that MyConcern is for safeguarding concerns - anything that happens between the children, and logging everything, including actions taken and conclusions, is essential, although quite time-consuming. MM advised that MyConcern is used as often as possible, particularly when estranged parents are involved. Attendance is good, especially with SEND children. **SEN provision is good at this school, is it worth promoting this which may bring more children on role? Does the ratio of SEN children make any difference to the staffing levels?** Probably not, as TAs are employed to be with the SEN children. **How do you implement Step Lab Coaching?** This is small-step online coaching where the coaching can be discussed and evaluated then revisited in a couple of weeks when the teacher will implement the methods discussed.

The Chair complimented SR on a comprehensive report and for making a good start despite the problems experienced. Governors were happy with this and raised no further questions.

8. Improvement Plan and Data Analysis

We have looked at how the children are progressing and have identified where the needs are and across the school. The overall picture is good with interventions in place where needed. Y6 Maths is 50%, Writing 63%, Reading 75%, SPaG 50%. Early Years are on course for a good level of development with hopefully 100% achieving the Phonics check. Y3 are making good progress in Phonics and SPaG. **Is SPaG finishing?** Not yet. **Why are there gaps in achievement in Y3 Phonics?** We are currently assessing this as it is holding the children back in other subjects. Read Write Inc. has been increased to five times a week (three days of input and two days of review.) Staff understand the need for this. Governors were satisfied with this.

9. Top 3 Risks for 2025-26

1. Falling Roll numbers (only 27 pupils this year compared to 41 last year – a lot of Y6 children left)
2. Staffing
3. Finance.

10. Safeguarding

A Deputy Designated Safeguarding Lead is needed and Sam Povey (Y2 Teacher) is happy to do this. Debbie Ledwith (School Secretary) will be level 3 trained as well. **RM will conduct the SCR check.**

11. SEND

RM has had discussions with SR and RM will make a school visit as soon as her DBS is finalised.

12. Attendance

This has been discussed in item 7. Behaviour is generally good across the school and there have been no disciplines nor exclusions.

13. PPG Review and next academic year plan

MM will visit the school in January and meet with SR to discuss the PPG Review.

14. Pupil Voice

The school is using the NSPCC initiative of 'PANTS' which is designed to create a safe learning environment for children, free from sexual abuse. Children are generally happy in class and are enjoying learning. Extra equipment is being added to the playground.

15. Pre School

There will be a Stay & Play day this week. SR has contacted a member of staff at St Stephens so that she can look into increasing pre-school roll numbers.

16. Compliance

SR has completed a comprehensive check and has met with Sam Cardew when follow-up points will be made.

17. Governor Monitoring & Training

Monitoring/Visits and Working Groups

- **SEND (SR/RM) – being completed next week – carry forward**
- **PPG impact and provision for next year (MM) – carry forward**
- PE impact and provision for next year (MM) – completed, MM will handover to JS in January
- Improvement Plan Priorities Confirmation (MM/SR) – completed, **details will be sent to governors in early January**
- Curriculum (MM/SR) – completed, **details will be sent to governors in early January**
- **Safeguarding (RM) – carry forward.**

Agree Monitoring and Working Groups for next term

- Improvement Plan review – completed, **report awaited**
- **Website compliance / On-line safety**
- **EYFS.**

Governor Training Overdue – to be completed as soon as possible

RM to complete GDPR and Cyber Security training, also a Local Governors course.

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

Chair's meeting with CEO

MM met with the CEO who updated on workload and wellbeing. Digital standards were looked at. NS has visited the school. New Ofsted information is forthcoming and NS will update when available. MM doesn't know how this will work in a small school. iDSR data will be looked at before Ofsted visit the school. SR will share this with RG. New enrichment (sport, drama, music, which Coads Green offer) data will be available very shortly. This will have benchmarks which will be published on the school website so parents can compare school profiles. This links to personal development grades with Ofsted.

18. Policies due for Renewal

The Governors approved the School SEND Policy and Local Offer and this will be now published on the school website.

The Behaviour Policy and Accessibility Plan were approved by the governors at this meeting.

The Governors acknowledged that they are familiar with the School Safeguarding policy.

The Governors reviewed the Admissions policy as part of consultation process and were satisfied with it.

19. Any Other Business

None.

20. Date of Next Meeting

The date of the next meeting is Monday 9th March 2026, 5.30pm at the school.

The meeting closed at 7.30pm.

Ann Cullum

Local Governance Officer

Distribution List:

Michelle Mitchell	– Chair/Co-opted Governor	Jo Callow	– CEO
Sarah Reid	– Head Teacher	Steve Tavener	– Chair, Trust Board
Ruth Marriott	– Co-opted Governor		
James Savage	– Parent Governor		
Rebecca Gristy	– Co-opted Governor		