



## An Daras Multi Academy Trust

Central Office  
St Stephens Community Academy  
Roydon Road  
Launceston  
Cornwall PL15 8HL

Central Office Tel: 01566 772170  
E-Mail: clerk2@andaras.org

Executive Head Teacher – W Hermon  
Academy Improvement Officer – C Green

25/03/17

### Minutes

#### Local Governing Advisory Board; St Catherine's Church of England Primary School – Spring 2 Wednesday 22<sup>nd</sup> March 2017/5pm at St Catherine's School

**Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue**

#### 1. **Welcome and Apologies**

**Present:** Eoin Gillespie, Margaret Young, Lisa O'Connor, James Wonnacott (Vice), Louise Hussey (HoS), Libby Bruce, Liz Davy

**Apologies:** Rebecca Brewer (Chair), Maria Lawson, Rev Jane Everitt,

**In Attendance:** Clerk, Pippa Warner

Due to the absence of the Chair, James Wonnacott chaired the meeting. He welcomed everyone, thanked them for attending and led an opening prayer.

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

None declared particular to this agenda. LH, LB, PW and LD are employees of ADMAT. RB is contracted by ADMAT.

#### 3. **Confirm Minutes of LGAB Meeting Spring 1 (27<sup>th</sup> January 2017) and Matters Arising**

- SEN Report to Governors. RB. *See item 14.*

The Governors agreed the previous minutes and the Chair signed a copy.

#### 4. **Confidential Agenda Items**

An element of item 6.

#### 5. **LGABs in MATs and Support from the Diocese**

***Carry forward to next meeting – 15 mins. Bex Couch***

#### 6. **Head of School Report**

HoS reported that data is looking good this year. The forthcoming tests will give a standardised score. The school's moral imperative is to aim to get 100% success for all the children. LH and PW have done Diocesan training where the emphasis is that all children should have success at St Catherine's regardless of background.

HoS highlighted the St Catherine's Narrative walk showing action, impact and evidence of what is being put in place. She also highlighted documents showing how pupil groups are tracked. **MY challenged whether each individual child is tracked?** HoS said yes through the itrack system which allows us to dig down into the data. She also showed them a model depicting the breakdown on SEN, PPG etc and where the overlaps occur.

**EG challenged why we have set 15% GDS when for some subjects there appears to be no national average figures?** HoS explained that it is an aspirational target and LD explained in more depth, using her class pupils as an example; where pupils are given GDS work to stretch them, even if they might not make the GDS grade. HoS reiterated that children want to be pushed and pupil conferencing is carried out. HoS explained and highlighted a positive external review to the Governors, and further external visits to share best practice.

HoS noted that no SIP visit will occur because other schools have taken priority and St Catherine's is making positive progress; WH's opinion is that a SIP visit is not required this time around.

HoS mentioned that previous child subject to exclusion has been found a placement which can meet his needs.

**MY challenged whether 'My Concern' continues to work well and how often it is being used?** HoS is aware of every concern and allocates a category, and reiterates that it is being used daily and is a very useful tool. LO commented that the on-line safety brief to parents was extremely useful.

Behaviour was discussed and HoS highlighted the positive parental survey. The feedback regarding lack of after-school clubs has been addressed with the addition of 3 extra after-school clubs. Feedback on homework is again half and half; the curriculum will be posted on the class web pages so parents know what is being taught. Maths workshops are being offered to help parents with what their children are being taught.

Governors discussed positive feedback from visits. They also discussed giving year 6 more responsibility in preparation for the transition, and LO mentioned the idea of peer mediators.

Attendance is at 92.7% (amber), mostly due to illness over the winter months. The Governors and HoS discussed attendance letters and parents who may take issue.

MY commented that the new 'art and craft' room is ideally suited for its purpose. HoS highlighted that the new drop-off procedures are positive. **LO challenged that the double door in Year 4 could cause trapped fingers.** HoS agreed to look at this.

The well-being of staff is important and HoS highlighted the measures in place to improve well-being; marking, new planning regime, HoS covers a class for a day and each teacher has a free day. The Governors were very impressed with these measures but **JW challenged the HoS that she also needs to think about her own well being.**

One other matter is dealt with in the confidential minutes.

**7. AIP Update and Next Steps**

No change from the last meeting. HoS highlighted the key documents – AIP in a nutshell, narrative walk and self evaluation form – all of which show positive progress.

**8. 380 Session and Day Timings Confirmation**

No change, school compliant.

9. **RE/Collective Worship Compliance**

PW updated the Governors on RE/Collective worship and compliance at St Catherine's. She handed out her report and highlighted the 'understanding Christianity' resource and SIAMS training. She also laid out her action plan for next summer term. HoS addressed the need to gather input to work on the school vision statement. The Chair thanked PW for her report and hard work.

10. **Nutritional Review on School Meals**

Meals are provided by Chartwells and are compliant.

11. **Premises**

HoS highlighted the report from the Assistant Business Manager. **JW challenged about what is happening with the pond?** HoS stated the safety issues and ideally around the pond. MY highlighted that funds are available from the youth council funds and HoS will need to submit a bid quickly to obtain these funds. HoS highlighted possible future development work to join the nursery with the Foundation.

12. **Budget Review**

H&S budget is overspent as working through a backlog of issues from the audit. HoS informed Governors that TA budget is very high and hours will need to be cut because of lower funding. No more than 80% of budget should be spent on staff and this was an overspend last year. There will be no redundancies but there will be small cuts across all TAs, and if anyone leaves, they won't be replaced to secure other staff in future. HoS highlighted some potential areas for expenditure such as outside areas and the library.

13. **Governor Visit Feedback**

LO visited to look at PPG and SPAG; report to follow.

14. **SEN Report to Governors**

*Carried forward to Summer 1 meeting. RB*

15. **Safeguarding Governors Report**

MY confirmed visits with HoS.

16. **PPG Impact Governors Report**

LD and LO will meet with HoS to discuss PPG in detail. Information is available on the website.

*Carry forward to Summer 1 meeting. LD/LO*

17. **Review of Policies**

- a. Risk Assessment – no policy but risk assessments are work in progress and training is being conducted.
- b. Anti-Bullying – policy in place. HoS would like to review with staff and children over the next year.
- c. Marking – no change since approved in the Autumn term.
- d. Curriculum – *Carry forward to summer 2. HoS*

18. **Any Other Business**

The Governors discussed contact numbers, Governor lanyards, photos for the website and HoS asked for sponsorship ideas for the football kit.

19. **DONM**

Confirm Summer 1 and 2 dates as 17<sup>th</sup> May and 28<sup>th</sup> June respectively, both starting at 5pm.

Meeting closed at 7.05pm

Toni JH Martin  
Clerk to LGAB

**Distribution List:**

R. Brewer – Chair/Foundation Governor

J. Wonnacott – Vice Chair/Foundation Governor

E. Gillespie – Parent Governor

M. Young – Foundation Governor

L. O'Connor – Foundation Governor

M. Lawson – Foundation Governor

J. Everitt – Rev, Foundation Governor

Vacancy – Parent Governor

L. Hussey – St Catherine's Head of School

L. Bruce – Staff Governor

L. Davy – Associate Governor

P. Warner – Observer and Advisor, St Catherine's Deputy Head of School

P. O'Brien – ADMAT Board of Directors Chair

W. Hermon – Executive Head/CEO

S. Cade – Diocesan Director of Education ([Simon.cade@truro.anglican.org](mailto:Simon.cade@truro.anglican.org)) (minutes only)