



## An Daras Multi Academy Trust

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23/05/17

### Minutes

#### Local Governing Advisory Board; St Catherine's Church of England Primary School – Summer 1 Wednesday 17<sup>th</sup> May 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:** Rebecca Brewer (Chair), Eoin Gillespie, Margaret Young, Lisa O'Connor, James Wonnacott (Vice), Maria Lawson, Rev Jane Everitt, Louise Hussey (HoS)

**Apologies:** Libby Bruce, Liz Davy

**In Attendance:** Clerk, Pippa Warner, Will Hermon for item 4/9 and Bex Couch for item 5.

The Chair welcomed everyone and thanked them for attending. Rev'd Jane led in an opening prayer.

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

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

#### 3. **Confirm Minutes of LGAB Meeting Spring 2 (22<sup>nd</sup> March 2017) and Matters Arising**

- Carry forward SEN report to Governors. RB. *See item 12.*
- Carry forward PPG Impact Governors Report. LD/LO. *See item 13.*
- Carry forward Curriculum policy to Summer 2. HoS. ***Carry forward to Summer 2.***

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

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

A section of item 7 and item 9 are covered in the confidential minutes.

WH covered some confidential matters under item 9. Before leaving the meeting, he then updated the Governors that St Catherine's is in step with other schools in terms of attainment (F is strong, KS1 is strong and KS2 is fine) but there needs to be a continuing focus on free school meal/PPG children. However, on the whole everything is going well.

WH left the meeting.

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

Bex Couch, Governance Officer for Diocese of Truro and ADMAT Director introduced herself to the Governors and likewise so did the Governors. She handed out a useful leaflet and talked through it to include points of contact at the Diocese, what the Diocese would like from the Governing Board and how they can help the Governors. She also covered the key things that Governors should think about. Finally, BC highlighted the CofE Vision for Education document that the Governors were aware of.

**RB challenged whether there is evidence that a church school joining a MAT without other church schools already is having a positive impact?** BC stated that it seems to be but the evidence is anecdotal at the moment. BC, HoS and RB discussed other examples and HoS stated that she is also forging a partnership with Lew Trenchard HoS to share ideas and best practice. RB pointed out that the focus on values, extremism and mental health overlaps nicely with the ethos of a church school. The Governors discussed the characteristics of a church school and how they are used to reinforce behaviour in the community. **EG challenged whether there have been issues in a MAT with church schools in two different Diocese (noting that St Catherine's is under Truro and Lew Trenchard is under Exeter)?** BC briefed that it is not common thus far but there doesn't seem to be any problems and communication channels are open. BC cannot see anything that should cause a problem.

BC left the meeting.

#### 6. **Ethos and Vision Review**

HoS explained how the new ethos and vision have been formulated. The idea is to have an image and words that are simple and easy to look at that can be displayed around the school and on the website. There can be further detail behind each aspect. HoS explained how everything they teach can be related to it and equally it can be used as a teaching tool.

**EG challenged whether it is intended to link other initiatives to this?** HoS explained how the new vision and ethos will fit into all areas of teaching and behaviour in the school; HoS and PW gave examples. HoS then highlighted that the next step was to produce a St Catherine's booklet called '50 things to do at St Catherine's' and showed the Governors a draft. The Governors were very pleased with this idea, and thanked the HoS and staff for the work that has been put into it.

#### 7. **SEF Review**

HoS handed out the latest data. There is still a gap in 'free school meals' and explained what is being done to diminish the gap. The Governors then discussed a confidential staffing matter.

The HoS explained the new timelines for teacher assessment to ensure an accurate picture is obtained, forward planning is possible and the new academic year can be started having already met new teachers and set ground rules. It will take place at the end of term and is a trial but will hopefully give children a positive start in September with less anxiety over the summer holidays.

**RB challenged the reading figures for 'free school meals' in that it seems to be higher?**

HoS explained that reading has improved across the school, and all figures are up on last year. **EG challenged whether the change in layout in the school is helping?** HoS confirmed that the extra room has proved extremely useful.

The Governors discussed staffing and MY noted that it is pleasing to see that the HoS is involving staff in the decision making and not dictating what happens. The Governors agreed.

8. **Update on Staff Performance Management and Pay**  
All on track and nothing to report at this time.
9. **Update on HoS Performance Management**  
See confidential minutes.
10. **Appointment Procedure Review**  
Appropriate procedures are in place and Governors are content.
11. **H&S Governor's Report**  
EG had nothing significant to report this time. HoS highlighted that Launceston College will no longer be providing Property Compliance Services and the Assistant Business Manager is looking to obtain the services from elsewhere. The Assistant Business Manager has also studied the external H&S report and is content that everything is being addressed.
12. **SEN Governor's Report**  
RB gave a brief update on SEN and progress is being made. From the beginning of autumn term to the end of autumn term, 94% progress was made in at least 2 strands in maths. Writing, speech and language is proving to be more challenging. RB was very content that the staff fully understand the needs of each child and progress is being made.
13. **PPG Impact Governors Report**  
Some detail was discussed under item 7. LO briefed that PIRA and PUMA is making it much easier to monitor progress, TAs are being given specific training which is being used widely and PPG children's parents are now becoming involved in what is going on. The training for TAs is focussing on better ways of coaching the children to give them more beneficial support without actually doing the work for them. ML and HoS discussed some initiatives. LO summed up that the PPG work is going in the right direction.
14. **Governor Visit Feedback**  
Discussed briefly and covered under other items. Reports will be loaded on to the portal visit folder.
15. **Training: Basic Child Protection for Adults**  
HoS explained what is happening with safeguarding training and future planned training. She invited Governors to attend Level 2 training in September if they so wish.
16. **Nursery**  
HoS explained the issues with gaining DFE clearance to lower the age range to 2. Plan to reduce the minimum age to 2 but it has not been advertised yet. **LO challenged if additional staff or budgets are required.** HoS said it can be done through redeployment of current staffing and resources, or additional income will support. The Governors agreed and proposed a change of age range to 2 years.  
**Action: Take to Board of Directors, through RSS committee, for approval and report back. Clerk**
17. **Review of Policies**
  - a. **British Values** – Governors content.
  - b. **Lettings** – **LO queried the capacity figures.** This was clarified. **EG challenged that if someone external used the school, how easy is it to gain access to the internet?**

HoS confirmed that it is password protected and is not shared, but even if accessed, the internet settings still apply.

- c. **Church Ethos** – covered at item 6.

**18. Any Other Business**

The Chair proposed that Governors meet for lunch with staff at 11.45am on 20<sup>th</sup> June 17.  
RB handed out questions that Governors might be expected to answer on an OFSTED visit.

**19. DONM**

Summer 2 on 28<sup>th</sup> June and Autumn 1 and 2 dates are 27<sup>th</sup> September and 29<sup>th</sup> November respectively, all starting at 5pm at St Catherine's School.

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  
B. Couch – Diocese of Truro