



An Daras Multi Academy Trust

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10/07/17

Minutes

Local Governing Advisory Board; St Catherine's Church of England School – Summer 2 Wednesday 28th June 2017 at 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, Lisa O'Connor, James Wonnacott (Vice), Maria Lawson, Rev Jane Everitt, Libby Bruce, Liz Davy, Louise Hussey (HoS)

Apologies: Margaret Young

In Attendance: Clerk, Pippa Warner

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

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

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

3. **Confirm Minutes of LGAB Meeting Summer 1 (17th May 2017) and Matters Arising**

- Carry forward Curriculum Policy. *See item 17d. Will be carried forward to Autumn 1.*
- Extension of nursery age range to age 2. *Approved by FSD, RSS and full Board. A letter will be written to DfE from Directors requesting the extension and WH assesses that permission will be granted.*

Governors were content with the previous minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

See confidential minutes.

5. **HoS Report**

HoS highlighted the data in her report. Yr 2 and Yr 6 are submitted teacher results as SATs data is not available until early July; there has been progress. The number of PPG pupils in each group varies greatly. Every result at KS2 has improved, some considerably. In particular SPAG has improved from last year. The Chair noted that the maths at KS1 has improved considerably and this will carry through to KS2.

HoS noted that all teachers have done a brilliant job to improve maths this year and are drilling in the basics. Rev'd Jane noted that at lunch, the children could speak about nothing but maths and were very excited about it. **The Chair challenged LB on whether she has the resources to develop maths provision.** LB and HoS explained the processes that will happen next, including An Daras wide training. HoS also noted that as well as

improving ability, feedback is that children are very happy and that is warming to hear. PW noted that the attitude to maths has changed with the learning journey and other initiatives from visible learning.

KS1 results are very positive, including PPG. HoS noted that some children in LD's class have made considerable progress, despite being just below national average and so in Yr 6, they will hopefully make national average at least. Foundation has made excellent progress and stand in good stead to start Yr 1. **The Chair challenged whether the current Yr 6 PPG had anyone working at greater depth?** LB confirmed that there was a gap but perhaps in future there might be some that push GDS. **The Chair challenged whether the Governors were comfortable with the data format?** The Governors confirmed that it was now understandable and consistent. **LO challenged the use of the colour blue,** and HoS confirmed this was above green.

EG challenged LB on her move from Yr 6 to Yr 5, and what it will free her up to do? LB confirmed it will give her more time to get into other classes to model maths teaching. **EG challenged what will be her success criteria in a years time.** LB stated that it will be greater support to staff including Yr 1. **EG challenged whether there will be risks to Yr 5 if LB is focusing on maths elsewhere?** LB and HoS confirmed that there won't be because time not spent teaching can be put to good use in maths rather than constant assessment at Yr 6. **EG challenged the HoS regarding the thinking behind LB in Yr 5** and HoS explained. HoS discussed more detail of the requirements at Yr 6 and Yr 2. **LO challenged that given Yr 6 is a tough year, is HoS confident that the new teacher will be well supported.** HoS confirmed that there is extra training and LB will mentor. There are also elements of the curriculum that cross Yr 5 and 6, so both teachers can work together.

HoS noted the QA report that is still in draft form. QA visit took place on 22 June in preparation for OFSTED visit. **Governors challenged the likelihood of an OFSTED visit soon** but HoS stated it is difficult to tell. During this recent QA visit, observations from the previous QA visit were looked at; 2 areas have made progress and the remainder have made good progress. HoS talked through the detail and stated that the report will be available to Governors later this term. **The Chair challenged whether the QA visit is useful.** HoS confirmed the first visit was more useful as it was very OFSTED-like and the second visit was more condensed but it was good to get feedback. The Chair stated that having a team re-visit to give proper feedback on progress is very useful and she feels that this is how OFSTED visits should occur. In particular, the HoS noted the positive feedback in the way that learning objectives are carried out and how VL is helping enable this. SIP visit due and report will be shared in September.

Action: Add SATs results and SIP report to Autumn 1. HoS

RB challenged attendance figures. The Governors discussed the 'attendance gnome' for the highest weekly attendance. Average is 94%, just below national requirement of 95%. Governors discussed initiatives and HoS explained the non-authorised holiday policy.

HoS reiterated that staff well-being is a high priority; ensuring that staff are well supported and feel like they can ask for time to catch up. The staff continue to look out for each other and the atmosphere is positive.

HoS reported that fire safety procedures have been reviewed recently and are up to date. Fire drills are conducted regularly. **JW challenged what the drills involve?** HoS explained

and highlighted some initiatives such as 2 bands per class for going to the toilet so that the staff know there are up to 2 children missing from the class in the event of a fire.

6. AIP and Next Steps

Covered under item 5 and at the September meeting.

7. Visible Learning Update

VL updates have been covered under item 5. All teachers have had 2 full days and 2 twilights, the impact coaches have had 2 days, and leaders have had 4 additional sessions. TA training will start in September.

8. Review Parental Engagement

HoS referred to the parental engagement audit. She feels this is an ongoing thing and there are more initiatives in hand to improve engagement. The Governors discussed facebook and how it seems to be positively received, and other initiatives that seem to be working well. **LO challenged that communications between teacher and parent needs tightening up with regard to work that children are expected to do and other activities that they can be involved in such as bikeability.** HoS explained some of the initiatives, such as teachers using the text system, to improve specific communications between teacher and parents. Also the homework policy will be updated.

9. Educational Services for Pupils and Parents

Parental support will include a maths workshop next term, and English courses will be looked at, along with other support.

ML left the meeting.

10. EAL Proficiency Levels

Chair noted that the EAL data was very valuable to see the breakdown across the school.

11. Safeguarding Governor's Report

F157 submitted on time. HoS will meet with MY to discuss. JW noted that it seems very comprehensive. Claire Paul will run safeguarding update training in September. PW is now level 3 trained and will be deputy safeguarding lead to assist HoS.

12. Governor Visit Feedback

HoS and Chair noted the positive visit to the Scilly Isles. Governors discussed this visit as an alternative to the London visit. The children really enjoyed the visit and relative freedom it involved, and HoS noted the co-operation of various departments to authorise the risk assessments to ensure a safe trip. Rev'd Jane submitted a visit report. LO and MY reports to follow.

13. Premises Update

All H&S issues have been rectified.

14. Budget Review

HoS updated Governors on the new budget and further work required to ensure school remains in budget. She explained how the new financial system will allow the budget to be managed easier.

15. Review Website Compliance

Website is compliant.

16. On-Line Safety Compliance Review

HoS explained that the on-line safety committee meets regularly and addresses any issues with regards to children accessing sites, and how on-line safety is taught to children. The parents brief on On-line safety was good but not many attended; LO commented that it was excellent and worthwhile. The Governors discussed the issues and how they could encourage more parents to attend. **JW challenged that the safeguarding S157 return includes the fact that on-line safety measures and training are recorded.**

EG left the meeting.

17. Review of Policies

a. On-line Safety

Action: Carry forward to Autumn 1. HoS

b. Home/School Agreement

Complete last Autumn.

c. Complaints

Adopted An Daras policy.

d. Curriculum

Action: Carry forward to Autumn 1. HoS

18. Any Other Business

Governors were made aware of the data protection measures including password encrypted USB sticks. SENDCO has encrypted hard drive. **LO challenged how it is backed up?** JW confirmed that data on MCS system is backed up, but any info taken off it has to be put on an encrypted device. **LO challenged if it is on the 'cloud'?** HoS and JW explained the processes and confirmed nothing sensitive is on the 'cloud'. MCS has been contacted about back-ups and they have assured HoS that they are protected from cyber attacks.

The Clerk reminded the Governors that the annual paperwork requiring signature such as Pecuniary interests will be issued next term and she requires nominations/volunteers for the position of Chair.

The Chair thanked the team of Governors and noted that so much has been achieved this year.

19. DONM

Autumn 1 will be 27th September and Autumn 2 will be 29th November respectively, all starting at 5pm at St Catherine's.

The meeting closed at 8pm.

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

B. Jennings – ADMAT Board of Directors Chair
W. Hermon – Executive Head/CEO
B. Couch – Diocese of Truro