



An Daras Multi Academy Trust

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21/01/18

Minutes

**Local Governing Advisory Board; St Catherine's Church of England School – Spring 1
Wednesday 17th January 2018 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: James Wannacott (Acting Chair), Lisa O'Connor, Eoin Gillespie, Libby Bruce, Liz Davy, Claire Fishleigh, Louise Hussey (HoS)

Apologies: Rebecca Brewer, Margaret Young

In Attendance: Clerk, Pippa Warner

JW chaired the meeting. He welcomed everyone and led with an opening prayer.

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

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

3. **Welcome and Appoint New Governor**

Claire Fishleigh was welcomed as a new Governor. She will temporarily be a co-opted governor until the relevant paperwork is completed to be a Foundation governor. All necessary DBS paperwork, code of conduct and pecuniary interest forms have been completed.

It was agreed that RB and MY's terms will be extended for a further 4 year term. The clerk will update the register and the DfE database. LO and EG's terms and governor status will be reviewed at Summer 1 meeting.

Action: Review LO and EG terms and governor status add to Summer 1 agenda. Clerk

4. **Confirm Minutes of LGAB Meeting Autumn 2 (29th November 2017) and Matters Arising**

No matters arising. Everyone agreed the minutes and the Chair signed a copy.

5. **Confidential Agenda Items**

Details are confidential but in brief, the Yr 6 teacher has resigned due to personal reasons. The data in December was looking positive and Mr Bevan is assisting and providing some continuity. Interviews will take place on 30 Jan 18. **LO questioned if there had been interest** and HoS confirmed that there had been 5 so far.

6. **Governance Information**

Role of Governors and Challenges/Questions for Governors documents were briefly discussed. The governors agreed these were useful documents.

7. **SEF/Improvement Plan Update**

HoS reminded the governors of the Improvement Plan in a Nutshell. She talked through the main improvement plan and the different sections including the review of last year and the detail behind this year's priorities. Section F highlights the monitoring of the priorities and the questions that governors can ask to check progress and impact. In summary, the priorities and lead governors are:

- (1) Maths – RB & LB
- (2) Improving attainment and progress of disadvantaged – LO & LD
- (3) Improve challenge and mastery in all lessons to improve progress and increase GDS – HoS & RB
- (4) Visible Learning targets and initiatives – LB & LD
- (5) Curriculum development – PW & CF
- (6) Leadership development including CPQH (PW accepted on to the C of E professional qualification for Headship), HoS explained use of consultant for coaching teachers and also the work being done with middle leaders – HoS & RB
- (7) Develop Christian distinctiveness; HoS highlighted key aspects of this and building on the foundation that has been laid, and she highlighted the detail of this development – PW & JW & MY

HoS highlighted the monitoring schedule and suggested some forthcoming visits.

EG questioned whether GDS can be attained on one day or does it have to be consistent? HoS explained that it is really difficult to achieve and maintain. It is expected that children would be GDS in Yr 4 and 5 to be in line for GDS in Yr 6. **EG questioned how these children are identifiable?** HoS explained about stickers on books and tracking of the child's individual progress.

EG challenged whether there is a link between maintaining the school ethos and the curriculum development? PW explained that the ethos underpins everything and HoS discussed more detail including the 50 things to do book, and for children to be able to articulate the school ethos. PW explained that the national curriculum is mandated but the development of it at St Catherine's incorporates the church ethos. The HoS outlined the explicit links made between the curriculum provision and the school vision and church ethos as detailed by the AIP priorities 5 and 7.

8. **Visible Learning Update**

LD and LB (both Impact Coaches) updated the governors on training that has happened and the positive progress that has been made. They have been supporting staff with impact assessments. HoS has conducted learning walks during which the children have been engaged and talking about their learning. It is all very positive.

9. **Update on HoS Performance Management**

This has been confirmed previously during a Pay Committee.

10. **Health and Safety Governor's Report**

HoS has attended 2 days H&S training. She has covered key aspects and risk assessments with the staff. She explained the procedures for lone working after school hours. H&S report from Sam Littlewood is on the portal; there are a few minor jobs but no major issues. DTGS report states that a lot of the outside equipment is now due for repair or replacement. **JW questioned what is happening with the pond area.** HoS explained the

aim of a new fence around the pond and that the mesh covering it is not satisfactory. The trellis on the outside seating area has also been replaced.

11. Review Use of Exclusions

One fixed term exclusion this term and no permanent exclusions. Governors content that the exclusion policy is being properly applied.

12. RE/Collective Worship Compliance

School is compliant.

13. Governor Visit Feedback & Training

JW plans to attend ADMAT HR training. Visit reports have been uploaded on to the portal. The clerk will find out if there are any new foundation governor courses coming up at the Diocese. She will also look out for 'Chair of Governors' courses for JW.

14. Review of Policies

- a. RE – no changes.
- b. Exclusion – no changes.
- c. Educational Visits – minor amendments only.
- d. Asbestos Management – no changes. **JW questioned if there is any asbestos at the school?** HoS explained the current situation as it is known.

The governors approved all the policies above.

15. Any Other Business

RB is doing a masters degree and HoS explained the theory behind the 'Chicken Club' that includes maths and explained the plans for housing the chickens. It starts on 25th Jan 18. The governors were very supportive of this initiative.

DfE have approved the age range for the nursery down to 2 years old. The funding agreement and legal paperwork now has to be done.

Admissions policy for 19/20 has now been confirmed and sent to county.

SENCO carried out a SEN parent satisfaction survey and it is on the portal for governors to see.

16. DONM

Spring 2 meeting on 14th Mar, provisional dates for Summer 1 is 2 May and Summer 2 is 20 June, all Wednesdays at 5pm at St Catherine's.

The meeting closed at 6.40pm.

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
C. Fishleigh – Co-opted (soon to be 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