



## An Daras Multi Academy Trust

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02/02/17

### Minutes

**Local Governing Advisory Board; St Catherine's Church of England Primary School  
Wednesday 1<sup>ST</sup> February 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), Libby Bruce, Liz Davy, Pippa Warner

**In Attendance:** Will Hermon, Clerk

The Chair welcomed everyone and thanked them for attending the meeting.

#### 2. **Prayer**

Rev Jane led an opening prayer.

#### 3. **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.

#### 4. **Confirm Minutes of LGB Meeting Autumn 1 (5<sup>th</sup> October 2016) and Matters Arising**

- SIP Visit Feedback. *Covered previously with Chair. Complete*
- PPG Impact. HoS. *See item 16*
- Budget Review. HoS/Chair. *See item 12*
- RE Core Syllabus. HoS. *See item 17*
- PE Impact Report. ML/EG. *See item 16*
- RE Policy. *See item 19d*
- SRE Policy. *See item 19e*
- Governor Monitoring and Visit Policy. *See item 19f*

Chair signed the previous minutes.

*The order of the items on the original agenda was adjusted during the meeting.*

#### 5. **Quality Assurance Report**

WH gave some background on the internal 'OFSTED' style quality assurance visit that included discussions with HoS, key stage leaders and children. It was a useful visit conducted with no background knowledge less last year's data. Judgements were based on what the likely outcome would be if the school was OFSTED inspected on that day – St Catherine's is on the cusp of being 'Good'. The real inspection will be 2 days not one. The

immediate concern is making sure the quality of T&L in the classroom is consistent and always of the highest quality. Longer term, it is about positive data too. **LO challenged what would make it “consistent”?** WH explained that it is partly to do with planning and the fact that the learning needs to be challenging. It is important that the able children are taken far enough, quickly enough. **EG remarked that it was a promising to see more about GDS on the QA report but challenged whether this is followed through to the AIP?** WH stated that the AIP is based on last year’s data – last year’s GDS was not so good and there is a need to make the learning more challenging. WH stated that it is a fairly easy fix with some focused attention. **RB challenged the staff on how they found the inspection.** The staff confirmed that they felt it was a positive inspection and it is helpful to get feedback. HoS also gave some feedback.

6. **Confidential Agenda Items**

HoS performance review and contract - see confidential minutes.

WH left the meeting at 5.38pm.

7. **Curriculum Review including British Values and SMSC**

HoS explained how the curriculum is being developed. HoS and PW are attending a course with the Diocese to build the ‘characteristics’ of the curriculum. The Governors were content.

8. **Review Spiritual Development Impact**

PW has been looking at the spiritual development, in particular SMSC to make sure it is inclusive. The Governors were content.

9. **Extra-Curriculum Provision Review**

HoS explained that WH is not keen for teachers to have to run after-school clubs due to their heavy workload. The aim is for it to be voluntary or pay HTLAs or buy in provision.

HoS is intending to set up paid after-school provision from 3.30 to 5.30pm, similar to breakfast club. Children will be able to do 1 hour after-school club, and then a paid 1 hour of after school care. **RB challenged if there was enough interest.** HoS confirmed she has had interest from 30+ families.

10. **Visible Learning (VL) Update**

HoS gave an update on VL, including surveys and conducting feedback. Impact coaches start feedback in February. HoS explained the 0.4 scale of improvement over a year and that one sample SPAG test conducted at the beginning and end of term showed a much greater improvement (0.7 and above). This is a very positive start to the VL journey.

RB explained the concept and that it involves approaching everything in different ways. HoS gave more detail. **LO challenged whether it gives teachers even more to do and JW challenged that it seems to be a different way of doing things rather than more to do?**

**MY challenged about the marking feedback that teachers seem to spend a lot of time completing.** HoS confirmed that OFSTED do not expect to see such heavy marking in books now. She stated that immediate and verbal feedback is much more effective than written feedback 2 days later. The governors agreed VL is a positive step forward.

## 11. SEF Review and New AIP

HoS handed out the AIP in a Nutshell document. She explained the priorities and in summary are:

- (1) Improve progress and attainment of disadvantaged pupils including PPG and SEN
- (2) Improve learning for GDS
- (3) Improve pupils independent learning (VL)
- (4) Curriculum Development
- (5) Develop school leadership. (£10K grant has been obtained to work on PPG and developing leadership)
- (6) Develop Governors
- (7) Develop the spiritual dimension of subjects

PW explained how 'pupil voice' is progressing in terms of gaining feedback on the development of activities and learning. **LO challenged that this is a positive step and gave the example of incorporating topical and inspirational subjects into the curriculum such as Tim Peake travelling to space.**

HoS gave more feedback about how a variety of interesting ideas are being incorporated into the learning – pupil surveys have been useful. **RB challenged that although priorities are communicated to staff and Governors, are they communicated to children?** HoS confirmed that AIP is on the website for all to see but it isn't currently communicated to the children. PW suggested putting the priority into a language understandable by the children and perhaps discussing with the school council. **EG challenged whether the AIP is fixed or if it can be amended as things improved.** HoS confirmed it is very much a working document.

## 12. PPG Impact

HoS briefly talked through the PPG data and explained some of the processes that are being put in place to improve performance. The QA visit was positive regarding the improvements in PPG attainment. PIRA and PUMA standardised tests for reading and maths respectively are used to indicate how a child is performing. HoS stated that while we don't want to put children under pressure, it is important to teach them the skills involved with taking tests/exams for later on in life.

**EG challenged what "de-aggregated" means?** HoS explained that it is the data with the 'statemented' children's data removed. The % in year 5 and 6 is greater. HoS explained how judgements are made. **RB commented that she likes the way the data is presented but challenged whether there are interventions that have been removed because they don't produce results.** HoS explained how the processes have been reviewed and interventions are more focussed. **RB challenged why some of the data looks like the difference is bigger?** HoS explained the reasons – new children, cases where a child is not making expected progress for a number of reasons and external assistance is required.

**LO challenged about SPAG – whether there has been a positive improvement to changes in the curriculum.** HoS confirmed that the improvements to the teaching and schemes of learning are assisting with better results. The staff are sharing ideas and a glossary of terms has been produced. **EG challenged the EYFS data** and HoS explained the differences.

**JW commented that all of the documents are well put together and there is obviously a lot of work going into the improvement.**

JW and JE left the meeting at 6.45pm.

**13. PE Impact Report**

After a short discussion, Governors agreed they were content.

**14. Health and Safety Governors Report**

EG is monitoring H&S. HoS briefly talked through the H&S report and the allocation of tasks. These include the need to update risk assessments. **LO challenged that the H&S policy needs to be signed by the Chair.** HoS confirmed that a few changes are required and then the Chair agreed to sign it.

**15. SEN Report to Governors**

**The Chair questioned the data and would like to investigate in more detail.**

**Action: Carry forward to next agenda. RB/Clerk**

**16. Budget Review**

HoS meets with the Business Manager once a month to discuss budgets, and is mindful that the budget is likely to decrease in future. The Chair has had sight of the budget and has no concerns.

**17. Review Exclusion Policy and the Use Thereof**

Adopted at the last meeting. **EG challenged if there is any policy that includes exclusion of parents if warranted.** HoS explained about the notices that are up and around the school and that a policy is being drafted. **ML challenged what is to happen if a parent confronts a member of staff outside of schools.** The Governors agreed that would be a police matter.

**18. RE Core Syllabus**

Adopted.

**19. Training Requirements**

The skills audit is in hand and the Clerk will source specific courses for those that need to attend.

**20. Review of Policies**

- a. Educational Visits
- b. Exclusion
- c. Asbestos Management
- d. RE Policy (carried forward)
- e. SRE Policy (carried forward)
- f. Governor Monitoring and Visits (carried forward)

All policies were approved.

**21. Any Other Business**

HoS made Governors aware of the Cornwall Leave of Absence Policy.

Admissions policy has come back with a few minor amendments. Consultation has taken place. Governors approved.

**MY thanked RB for her hard work and dedication as Chair of Governors, and the remaining Governors agreed. LO also thanked PW for her effort in her role as Deputy Head and Adviser to the Governors.**

**22. DONM**

Spring 2 confirmed as 22 March 17 at 5pm.

Summer 1 and 2 are planned as 17 May and 28 June 17 respectively at 5pm.

The meeting closed at 7.20pm

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 or Associate Governor (TBC)

L. Davy – Staff or Associate Governor (TBC)

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)