



An Daras Multi Academy Trust

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CEO/Executive Head Teacher – W Hermon

29/10/17

Minutes

Local Governing Advisory Board; St Catherine's Church of England School – Autumn 2
Wednesday 29th November 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), Margaret Young, Lisa O'Connor, James Wonnacott (Vice), Libby Bruce, Liz Davy, Louise Hussey (HoS)

Apologies: Eoin Gillespie

In Attendance: Clerk, Pippa Warner

The Chair welcomed everyone and thanked them for attending. Apologies were noted from EG. The Chair also welcomed Claire Fishleigh who attended the meeting as an observer and potential governor. JW 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. RB is contracted by ADMAT. The Clerk explained the new annual pecuniary interest forms and that this document is now a live document.

3. **Confirm Minutes of LGAB Meeting Autumn 1 (27th September 2017) and Matters Arising**

- Top 3 risks briefed to Governors at next meeting (HoS/Chair). *Already at item 6.*

Everyone agreed the minutes and the Chair signed a copy.

Claire Fishleigh was asked to leave the meeting.

4. **Confidential Agenda Items**

See confidential minutes.

Claire Fishleigh re-joined the meeting. The Governors discussed the code of conduct and the need to abide by the confidentiality clause. The Clerk will be updating the code of conduct. This was followed by a discussion on the make up of the governing board, and the allocation of foundation and parent governors.

St Catherine's Governor Handbook was discussed and governors asked for their feedback. HoS confirmed she would look at induction process in the school to ensure it is fit for purpose.

5. HoS Report

The monitoring visit from an external monitoring consultant who is also an OFSTED inspector highlighted that his findings confirmed that St Catherine's is a 'good school'. He was pleased with the data as there are no real threads to follow and compared to national figures, St Catherine's is secure. PPG are doing well. Leadership and management has come out positive and leaders are impacting on results in the classroom. School improvement plans are robust. HoS highlighted other areas to the governors such as consistency across the school and confirmed that there are definite improvements from the last inspection. The school has an orderly environment, the pupils are well behaved and there is a good feeling across the school. The HoS then highlighted areas for development; access to mathematical resources to aid learning, challenging the most able and developing mathematical reasoning. There was no feedback from early years and no areas for development.

RB challenged the data line at paragraph 1.4 – PPG are doing well but others not so well? HoS explained the reason behind this- that the inclusion of EHCP pupils altered the results. **JW challenged what the national comparison is for PPG?** HoS clarified that this is not given, as PPG is compared to national non-PPG (and not national PPG). She briefly discussed the remaining data and highlighted the improvement plan that will start from Jan 18. Governors agreed that responsibilities will remain the same, in pairs. HoS highlighted the priorities and some details including EGPS (English, Grammar, Punctuation and Spelling), work on maths mastery, leadership development and Christian distinctiveness development, and the details behind these. She also pointed out the new SIAMS inspection framework.

The Clerk agreed to take on skills and training, and highlight when courses are available. Individuals are responsible for booking courses themselves, or through the school if payment is required. JW agreed to take on RE and link in with PW. General responsibilities will stay the same.

RB thanked the HoS for her detailed report. Her assessment is that it has been a busy but constructive term. **RB challenged the frequency of assessing potential SATs results, and that PIRA and PUMA are no longer used. She also challenged whether staff are confident that they can raise the standards as well as teach the broader curriculum in a positive way.** HoS and staff highlighted the innovative ways that subjects are being taught, including active sessions and ways of teaching subjects in an active way. **RB challenged if there are enough resources for this?** The staff highlighted that lots of maths resources have been purchased and a new kitchen is being fitted (for cookery lessons).

6. Review School Risk Register

HoS highlighted top 3 risks that had been worked through with the Chair. (1) Finance – national funding formula and nursery falling roll (although this is improving), (2) School fails to meet national floor standards and (3) loss of staff and long-term absences.

7. AIP Update and Agreement

Discussed under item 5.

8. Governor Visit Feedback

Discussed under item 5. Governors were reminded of the need to produce short visit reports to ensure there is evidence to support the hard work that they do.

9. **Update on Teaching Staff Performance Management and Pay**
This item was carried out at a separate pay committee for which there are confidential minutes. HoS highlighted the measures in place for staff well-being. **MY challenged what staff absences are like?** HoS updated the governors on non-sensitive staff matters and the governors discussed staff well-being.
10. **Budget Review**
HoS highlighted that the budget is very tight. In theory there is enough money, but staff costs, H&S costs and maintenance/repair costs are on-going and ever-increasing. Also the costs of mandated training have an impact. There are also costs associated with visible learning (VL) but these are for a finite period. **JW challenged how VL is going?** HoS and staff explained the positive outcomes so far. **JW challenged the water bill** and HoS explained the situation, and that it has been taken up with SW Water. **LO challenged why yr 5 and 6 have a combined trip – is it budget constraints?** HoS explained the situation. **LO challenged that it is nice for Yr 6 to have their own trip** but staff confirmed that Yr 6 don't always have their own trip and it is important not to build expectations because there are too many limiting factors. **MY challenged, that in her opinion, it is good for the years to mix.**
11. **Review Christian Character and Distinctiveness Impact**
Covered under item 5. PW confirmed that everyone is using 'Understanding Christianity' in the curriculum.
12. **SIAMS Action Plan Update**
PW highlighted assessment tools that are used to prepare for SIAMS. Staff attending training to be updated on new SIAMS process and the SEF will also be updated. PW highlighted some other measures that are in place and JW stated that he will link in with PW.
13. **Premises and Fixed Asset Register Update**
Covered under item 10.
14. **Safeguarding Governor's Report**
Safeguarding audit has been completed and no issues highlighted. PW is assistant safeguarding officer (L3 trained). HoS highlighted Operation Encompass and how it works. **JW challenged that an E-safety meeting is required** and HoS noted this for the diary.
15. **PE Impact Governor's Report**
Covered last term.
16. **Keeping Children Safe in Education**
This is part of safeguarding training, has been sent out and staff have signed to confirm their understanding of the requirements.
17. **Holiday/Inset Dates for 18-19/19-20**
Confirmed 3 years ahead.
18. **Review of Policies**

- a. SRE – carried forward on 1 Feb 17 meeting but no evidence at next meeting of review. *Updated January 2017.*
- b. Admissions Agreement – no change, consultation ends on 1 Dec 17.
- c. Other subjects – SMSC, approved.

19. **Any Other Business** (Chair)

Chair and HoS confirmed that Impact Statement will be finished and forwarded to Clerk to post on the website.

20. **DONM**

Spring 1 on 17th Jan (**MY apologies**), Spring 2 on 14th Mar, Summer 1 on 2nd May and Summer 2 on 20th June, all Wednesdays at 5pm at St Catherine's.

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
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