



An Daras Multi Academy Trust

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CEO/Executive Head – W Hermon

14/03/18

Minutes

**Local Governing Advisory Board; St Catherine's Church of England School – Spring 2
Wednesday 14th March 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 Wonnacott (Chair), Rebecca Brewer, Margaret Young, Libby Bruce, Liz Davy, Claire Fishleigh, Louise Hussey (HoS)

Apologies: Eoin Gillespie

In Attendance: Clerk, Pippa Warner

JW led with an opening prayer.

It is noted that Lisa O'Connor resigned as governor on 27 Feb 18. The governors discussed how grateful they were for Lisa's commitment and contribution. MY agreed to write a thank-you letter.

RB announced her decision to stand down as Chair as she is contracted by ADMAT on occasion at St Catherine's but would continue as Vice Chair to assist JW. JW agreed to be Chair and the governors voted in agreement.

Brendan McGuire has expressed an interest in becoming a governor.

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 also contracted by ADMAT.

3. **Confirm Minutes of LGAB Meeting Spring 1 (17th January 2018) and Matters Arising**

- Review Governor status and term of LO and EG at Summer 1 (Clerk). **Carry forward to Summer 2.**

No other actions. The governors agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

A staffing matter can be found at the confidential minutes.

5. **Head of School Report**

HoS talked briefly through aspects of her report, previously available to governors and initial progress towards AIP priorities. She discussed the attainment data and some of the provision in place to help individual children with attainment shortfalls, and some of the issues surrounding these shortfalls. She talked specifically about the extra provision in

place to ensure better attainment for the GDS pupils and Yr 1 phonics interventions. Tracking the data allows the HoS and staff to focus on each individual child and what is required. This is also evidence of impact of provision. Tracking data from children who move up from St Catherine's nursery is being compared with children who have been to other nurseries. The children from St Catherine's nursery are better prepared for the transition into school and make better progress in EYFS.

RB challenged whether the maths for years below year 5 are on track? HoS explained that the younger children are judged on progress based on the new tests but the older children have had a much bigger jump. HoS explained some of the maths initiatives that LB has put in place in order to develop reasoning at a much younger age and allow children to strive to GDS early on, as it is not possible to jump to GDS in Yr 6. RB commented that visible learning certainly works hand in hand and PW agreed that the children are now not afraid of a challenge. Instead of HoS doing formal lesson observations, she stated that the process is much more supportive now with very specific weekly targets for improvement given. RB commented that the teachers seem to be collaborating and working well together. The governors discussed the difficulties with young children taking tests.

HoS described measures to ensure that evidence is being collected that the curriculum is being covered but that the exciting areas are still being covered. She stated that a 'Learning Book' will be implemented next year. **RB challenged how the staff know that the curriculum is balanced and being covered appropriately?** PW explained the formal record that is saved on the system which supports evidence in books and displays.

HoS commented that Debbie Bartlett, SENCO, has been extremely helpful supporting the school. Child Mental Health Service has a 2 year waiting list and so where necessary, some PPG funding has been used to provide therapeutic support for PPG children that need support. The governors agreed that a 2 year waiting list for support is ridiculous.

With regard to safeguarding, a pupil questionnaire has been sent out to pupils this term to answer the question "How do we know that the children feel safe?". The results were very positive and the HoS talked through some of the results, and any issues that were flagged up. RB commented that having the results is useful, but it is good to see that the staff are now using these for a way forward. The governors specifically discussed the pupil's view of behaviour in the school. CF commented that it is good that the staff act on the results because the children will feel that their opinion is valued. HoS stated that parent questionnaire has also been sent out and that the results were very positive; the church ethos is welcomed, friendly staff, well behaved children. Requests included more infant clubs but nothing much more as parents are happy. **RB challenged how the school responds to the 2 parent responses that suggested pupils had been bullied?** LH responded that these 2 cases were known to the school, the incidents had been investigated and found to be about difficult friendships rather than bullying. Actions had been taken to reassure the parents that their children were supported in school.

HoS confirmed that the Facebook page is doing well and proving successful.

PW has started her CPQH qualification. LD and LB are having leadership mentoring.

MY conducted a visit as the Mayor of Launceston and the new Police Community Support Officer has also visited. The governors discussed parking outside the school and

aspirations to improve this. MY suggested a council contact who the HoS should speak with regarding this issue.

HoS informed the governors of the 'Standard Operating Procedures' and the aim of these. She also highlighted the sustained improvement initiatives across the MAT that are supporting the school in achieving the AIP priorities.

MY left the meeting at 6.20pm.

The governors discussed what should go on the wall in the hall so that the children have something to look at during collective worship- school vision related suggestions.

Health and Safety – remedial work is on-going for asbestos and legionella. The pond and other outside areas were discussed. A father of a pupil is sourcing materials for the pond and conducting the work for free; the governors are very grateful for this.

6. Review Risk Register

None.

7. AIP Update and Next Steps

Nothing further to item 5.

8. SIAMS Action Plan Update

PW is currently updating the SIAMS action plan in accordance with the new framework. HoS and PW talked through some of the measures. RB suggested the "Understanding Christianity" mural for the wall in the hall? LB suggested that the children paint a section each.

9. Premises

Some elements covered in item 5.

10. Budget Review

The school is operating within budget.

11. Safeguarding Governors Report

MY has completed a safeguarding visit and there were no issues. The OFSTED good criteria were looked at during this visit. Report to follow.

12. PPG Impact Governors Report

Previously, LO conducted a visit looking at the English and PPG. HoS will request the notes from this visit so that a report can be filed.

13. Governor Visit Feedback

CF has submitted 2 visit reports. The governors discussed allocation of responsibilities.

14. 380 Session and Day Timings Confirmation

School is compliant.

15. Review Appointment Procedure

Appointment procedure is compliant with policy and safer recruitment. HoS, RB and WH are Safer Recruitment trained.

16. Review Risk Assessment Process

The risk assessment process is being done correctly and with the appropriate rigour, on EEC live. HoS has also completed H&S training over 2 days. Any issues are reported immediately via Central office and through county H&S department but no issues this year so far.

17. Review of Extra-Curriculum Provision

As per ADMAT policy, the after school provision for extra-curricular is being run by external providers and not the staff. There is an after-school child-care provision run by the school.

18. Review of Policies

- a. Anti-Bullying – minor changes – approved.
- b. Marking – reviewed – minor changes - approved.
- c. Lettings – no changes – approved.

19. Any Other Business

Governors discussed changing one meeting to a morning meeting and including other activities – see item 20.

The Chair raised the issue of an e safety meeting and HoS has arranged this meeting.

The governors were made aware of and welcomed the forthcoming LGAB review.

20. DONM

Summer 1 date confirmed as Weds 2nd May at 5pm. Governors suggested and agreed a change to Summer 2 – this will now take place on Mon 25th June at 10am. Governors will meet at 9am for assembly, then meet with the student council at 9.30am and then begin the governors meeting at 10am.

Meeting closed at 7pm.

Toni JH Martin
Clerk to LGAB

Distribution List:

J. Wonnacott – Chair/Foundation Governor
R. Brewer – Vice-Chair/Foundation Governor
E. Gillespie – Parent Governor
M. Young – Foundation Governor
C. Fishleigh – Co-opted Governor (soon to be Foundation Governor)
Vacancy – Parent Governor
Vacancy – Foundation 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