



An Daras Multi Academy Trust

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Executive Head Teacher – W Hermon
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30/11/16

Minutes

Local Governing Advisory Board; St Catherine's Church of England Primary School
Wednesday 30th November 2016/5pm start 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, Rev Jane Everitt, Louise Hussey (HoS), Libby Bruce, Pippa Warner, Liz Davy

Apologies: James Wonnacott, Maria Lawson, Will Hermon

In Attendance: Clerk

The Chair welcomed everyone and thanked them for attending.

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 SSCA (part of ADMAT).

4. Pecuniary Interest Policy and Register

The Clerk reminded the Governors about signing the forms and that she would put together the register to go on the website before Christmas break.

5. Confirm Minutes of LGB Meeting Autumn 1 (5th October 2016) and Matters Arising

- Carry forward Funding Agreement Compliance Review. **Clerk. See item 10**
- Visible Learning to be a standard agenda item from now on. **Clerk. See item 13**
- Organise meeting with small group of Governors to discuss staff directed hours and report back to next meeting. **Chair/HoS. Complete.**
- Carry forward Christian Character and Distinctiveness Review. **Clerk. See item 19**
- Look at Christian distinctiveness and collective worship as part of their responsibilities under RE. **PW and JE. See item 19**
- Governor skills audit and training needs analysis to be updated. **ML**
- Add Review of Governor Monitoring and Visit Policy to next agenda. **Clerk. See item 24e**

The Chair signed the previous minutes.

6. Confidential Agenda Items

An element of item 12, and items 16 and 17.

7. **School Risk Register**

External H&S audit was conducted on 30 Nov 16. Report to follow with lots of actions. There are many out of date actions and they will be done in priority order.

8. **Fixed Asset Register**

This is being looked at before Christmas and will be done electronically. LD stated that cataloging and pricing of assets was done in great detail earlier in the year.

9. **Premises**

HoS updated Governors on premises issues including electrical work that needs doing. Some work has been done including the new doors and work will begin on the cloakroom next week. The roof has been checked by Diocese but something is still outstanding so it hasn't been signed off yet. **EG challenged whether the bill has been paid in full** but HoS confirmed there is an outstanding balance.

10. **Funding Agreement Compliance Review**

On the website and the school is compliant.

11. **Keeping Children Safe in Education**

HoS explained 'My Concern' to Governors and **RB challenged whether 'My Concern' is more practical and coherent than using paper records?** LH highlighted that it is easy and efficient to use, and is a useful tool to help analysis of issues. The staff in the meeting agreed it was a much improved safeguarding system and MY looked at it during her safeguarding audit. Keeping Children Safe in Education has previously been issued to all staff and they have signed to say that they understood it.

12. **Head of School Report**

HoS talked through key points from her report. She explained the concept of 'golden threads' that run through everything that is done and is based on priorities in improvement plan. She explained the data regarding percentages below age related expectations; the figures in September seem low but they are based on expectation at end of year and curriculum hasn't yet been taught. Also the tests in September were not standardised and the MAT has now bought into standardised tests so figures will be more accurate in future.

HoS explained how interventions are being used to help pupils. Also year 5 now do the Christmas play and year 6 will now do the Leavers Show as they need to focus on learning. The Governors discussed the need to balance learning and fun activities, and were supportive of this step. She explained Amy Elson's role across the schools developing EYFS provision.

The Chair was pleased to hear LH had requested feedback from staff too, and Governors appreciate her open and listening approach to leading the staff.

HoS explained how she has been carrying out quality of learning checks. She has been supported by Carol Green (Mat Improvement Officer), Jo Osborne (Diocesan Mentor) and Liz Brandt (School Improvement Partner). **The Chair commented that the SIP report was**

positive but challenged whether there were any surprises. HoS stated there were no surprises but the SIP gave some useful advice to improve some areas.

HoS explained that a Quality Assurance Check will be conducted next term (10 Jan 17) in preparation for an OFSTED inspection (bit noted that the inspection might happen before then).

HoS highlighted the new PPG provision map is much more detailed. **The Chair challenged the impact of the provision.** HoS will analyse this terms data over Christmas and present at the next Governors meeting so the impact can be assessed.

Action: Add PPG Impact to next agenda. Clerk

The HoS highlighted plans for further staff safeguarding training to build up resilience across the staff. The Governors discussed behaviour and exclusions. **The Chair was particularly impressed with the HoS communication with the families.** HoS said there is more to do but the Chair said it was a great start.

13. Visible Learning Update

Training and some activities underway. The Chair has attended all the leadership sessions so far. MY will be attending some training in March. LB and LD will be doing some impact training.

14. School Improvement Plan Update and Agreement

New plan will cover from Jan 17 onwards but priorities remain the same as they can't be achieved in the short time frame covered by the last AIP.

15. SIAMS Action Plan Update

SIAMS framework changing so HoS will be trained on it in summer/autumn 17. Nothing further to report at this time.

16. Update on Staff Performance Management and Pay

Discussed at end when staff had left the meeting. In the confidential minutes.

17. Update on HoS Performance Management

Discussed at end when staff had left the meeting. In the confidential minutes.

18. Budget Review

Action: Carry forward to Spring 1 agenda. Clerk

19. Christian Character and Distinctiveness Review

PW read through the report on Christian Character and Distinctiveness Review conducted by herself and Reverend Jane Everitt. Key aspects included ethos, collective worship, prayers, RE teaching, links with Church and school distinctiveness within the wider community. The 'Christianity Project' has been changed to 'Understanding Christianity'. The Governors discussed some of the aspects and were very positive about this.

Governors reflected on their observations regarding the impact on children's behaviour because of the church School ethos. Children forgive each other quickly, understand the importance of loving one another, and College and others in the community often notice

the distinctiveness of St Catherine's pupils because of their caring nature and sense of responsibility.

HoS pointed out that the RE core syllabus is not being used and the HoS believes we should be.

Action: RE Core Syllabus to be added to next agenda. Clerk

20. Governor Visit Feedback

Chair encouraged Governors to visit and complete reports. It was highlighted that reports need to be filled in to provide evidence of Governor visits; send to HoS who will action and then copy to the Clerk. The Clerk will file in a folder with the signed minutes and Governors details.

The Chair has been meeting with the Head for a morning each fortnight, and has generally been involved in supporting her in her first term at the school.

21. Safeguarding Governor's Report

Audit conducted by MY and HoS - see report. Other aspects discussed during item 12.

22. PE Impact Governor's Report

Apologies from ML so carry forward to Spring 1.

Action: Add to next agenda. Clerk

23. Holiday/Inset Dates for 18-19

HoS will circulate by email.

24. Review of Policies

- a. RE – needs amending – **Action: add to next agenda. Clerk**
- b. SRE – **Action: Add to next agenda. Clerk**
- c. Admissions – HoS has made some amendments but complete.
- d. PE Funding Plan – complete, on website.
- e. Governor Monitoring and Visit policy – **Action: add to next agenda. Clerk**
- f. Governors were content with and approved the remaining policies – Exclusion, Attendance, Best Value Statement, Performance Management, Complaints, Pay, H&S, Marking and Feedback, Behaviour and Discipline, Teaching and Learning, Safeguarding and Child Protection, and Tackling Extremism and Radicalisation policies.

25. Any Other Business

None.

26. Governance Matters

The Clerk reminded everyone of the need to submit their details for Edubase. She also asked the Governors to consider whether they had the skills or interest in joining one of the Director sub-committees.

27. DONM

Spring 1 on Wednesday 1 February 17 and Spring 2 on Wednesday 22 March 17.

Meeting closed at 7.20pm

Toni JH Martin
Clerk to LGAB

Distribution List:

R. Brewer – Chair/Foundation Governor

E. Gillespie – Vice-Chair/Parent Governor

M. Young – Foundation Governor

L. O'Connor – Foundation Governor

J. Wonnacott – 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 Co-opted Governor (TBC)

L. Davy – Staff or Co-opted 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) (minutes only)