



## An Daras Multi Academy Trust

Central Office  
St Stephens Community Academy  
Roydon Road  
Launceston  
Cornwall PL15 8HL

Central Office Tel: 01566 772170  
E-Mail: clerk2@andaras.org

Executive Head Teacher – W Hermon  
Academy Improvement Officer – C Green

05/10/16

### Minutes

**St Catherine's School; Local Governing Advisory Board; Autumn 1**  
**Wednesday 5<sup>th</sup> October 2016 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), Eoin Gillespie, Margaret Young, Lisa O'Connor, James Wonnacott, Maria Lawson, Rev Jane Everitt, Louise Hussey (HoS), Libby Bruce, Pippa Warner, Liz Davy

**Apologies:** None

**In Attendance:** Clerk.

The Chair welcomed everyone to the meeting and noted that EG would be a few minutes late.

#### 2. **Prayer**

Rev Jane led an opening prayer.

#### 3. **Declarations of Interest Relevant to this Agenda**

None declared particular to this agenda. ML, LH, LB, PW and LD are employees of ADMAT. RB is contracted by SSCA (part of ADMAT).

#### 4. **Confirm Minutes of LGB Meeting Summer 2 (7<sup>th</sup> July 2016) and Matters Arising**

- Ensure outside grounds are tidied by Cormac or the new contractor (Headteacher). *In progress by new contractor. Closed.*

The Chair signed the previous minutes

#### 5. **Confidential Agenda Items**

None.

#### 6. **Chair and Vice-Chair**

RB was nominated to continue as Chair and agreed to continue. The Board agreed and re-elected RB as Chair.

EG and JW nominated as Vice-Chair. EG wishes to stand down as Vice-Chair as he doesn't feel he has the time to devote to it at present. JW agreed to take on the role. The Board agreed and elected JW as Vice-Chair.

7. **Reconstitution of St Catherine's LGAB**

The Chair explained re-constitution and confirmed awareness of the relevant documents; Terms of Reference, Committee structure, decision planner and the LGAB responsibilities. Governor roles and responsibilities are covered under item 16. The Chair proposed that the LGAB adopt the new constitution. The Board agreed.

8. **Review of Terms of Reference**

Board aware and content.

9. **Review of Statutory Decision Planner**

Board aware and content.

10. **Review of Scheme of Delegation**

Board aware and content.

11. **Annual Signature Requirement**

The Clerk confirmed that Governors have signed to say they have read and will abide by Code of Conduct, Keeping Children Safe in Education and that nothing has changed on their Governor Eligibility Forms. The Clerk will issue the latter to the new Governors.

12. **Governor Impact Statement**

The Chair explained the statement and the Board were content.

EG joined the meeting at 5.13pm.

13. **Funding Agreement Compliance Review**

This will be carried forward to the next meeting (HoS).

**Action: Add to next agenda. Clerk**

14. **Admissions**

The Chair explained the need to look at the Admissions Policy. HoS explained the admissions policy and the criteria that needs to be looked at if too many children apply. She talked through the Diocese of Truro presentation and highlighted that faith criteria should play no part in admissions policies of Church of England Schools. The Chair listed some of the criteria as Children in Care, Siblings, Deanery Boundary and Harm. The Governors discussed the criteria and were content to follow the Diocese of Truro criteria.

15. **Review Discipline and Behaviour**

The school is currently looking at how the children can develop increased respect for the staff and each other. They are setting up processes so that respect is engrained in everything across the school including collective worship and playtime. It's not just about saying the words but 'acting' it too. The new leadership team are all working together to ensure the message is getting right across the school. **LO challenged how the children are finding it?** HoS stated it is work in progress but they are seeing some positive changes.

16. **Governor Portfolio and Responsibilities**

The Chair proposed that the Governors work in pairs as this will provide strength, focus and the sharing of skills. It may also enable some efficiencies in the training required. She proposed the following pairings and subject leads. The Governors agreed.

Governors	Action Plan Objective	Curriculum	Other
Lisa O'Connor Liz Davy	1	Literacy	Pupil Premium EYFS
Rebecca Brewer Libby Bruce	2	Maths	SEN
Eoin Gillespie Maria Lawson	3	PE	H&S Governor Skills
Pippa Warner Jane Everitt	4	RE	Pupil Voice
Margaret Young James Wonnacott	5	ICT	G&T Safeguarding

*Objectives:*

1. To increase the number of pupils working at ARE in SPAG and writing.
2. To improve outcomes for PPG and SEN – increased number to achieve ARE.
3. To develop effective leadership systems within school to improve outcomes for all pupils.
4. To develop pupils learning skills – increasing ability to work with independence.
5. To review and improve curriculum provision across the school.

## 17. Review SATs Data/HoS Update on Teaching and Learning

### Visible Learning (VL)

HoS began by briefing on VL and explained that it is a whole school approach to improving childrens learning. She briefly explained the concept and research behind it, and how activities or factors are calculated in terms of impact. There is an initial foundation day for staff on 31 March 17 (inset day). Staff have a programme to work through and 2 staff will be trained as impact coaches. It is asking teachers to be hugely reflective about their practices and it will be challenging. The children will understand their needs as a learner.

**MY challenged what happens when the children go up to secondary school?** The Governors discussed the need for the transition to be looked at. Chair and HoS will explore how other primary schools have managed this and will raise it through SALT meetings.

**MY challenged that Governors need to be fully aware of this concept in preparation for future inspections.** HoS stated that Governors are welcome to attend the training and will get regular updates. They can also look into it during their visits to cover their individual responsibilities (item 16).

**LO challenged how this was going to be communicated to the parents?** The HoS explained the range of ways this will be communicated.

HoS explained that all staff have VL included in their Performance Management.

VL will now be a standing item on the LGAB agenda to ensure that Governors receive regular updates. **Action: VL to be standing item on agendas. Clerk**

### Improvement

HoS explained that the SEF will be updated later this term. She highlighted the Annual Improvement Strategy. She also explained the 'Defining Risk' document and how it feeds into the SEF. The School is currently in phase 2; nearly good.

**EG challenged whether looking at priorities for the whole year without looking at the collective as Governors was the best way forward?** HoS explained that the school improvement plan will be updated in January and so the priorities will be reviewed/changed anyway.

#### **Targets**

HoS explained the Baseline Assessments and end of year Targets. Teachers will continually be looking at progress and looking at strategies to improve over the year.

#### **18. Review Staff Directed Hours**

HoS suggested that a small group of Governors look at this.

**Action: Organise meeting to discuss with small group of Governors and report back to next meeting so outcomes can be 'minuted' where appropriate. Chair/HoS**

#### **19. SEND**

Governors content with SEND offer.

#### **20. PPG**

HoS explained the documents but stated they are very much work in progress. **HoS mentioned 'Thrive' training and the Chair challenged whether every Governor was aware of what Thrive is?** HoS explained it briefly and drew Governors attention to the website for more detail.

ML left the meeting at 6.05pm.

#### **21. Christian Character and Distinctiveness Review**

Review impact – this is to be carried forward to the next agenda. HoS highlighted the new children's collective worship committee and plans for school council. She invited Governors to lunch on 30 November 16 (£1).

**Action: Look at Christian distinctiveness and collective worship as part of their responsibilities at item 16. PW and JE.**

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

#### **22. Skills and Training**

It was agreed that ML would continue to organise the Governor skills audit and training. The Clerk highlighted the need to complete a training form to highlight the impact of the training.

The Chair highlighted some NGA courses that were coming up. It was provisionally agreed that ML would attend 'Preparing for OFSTED' 20 Oct and MY would attend 'Governor visits' 9 Nov. The Chair will liaise with Governors for the other courses.

**Action: The Governors skills audit and training needs analysis form needs amending to (1) remove the committees, (2) amend assigned responsibilities, (3) add the staff governors, (4) update skills audit where necessary and (5) identify any new training needs. ML**

#### **23. Confirm Awareness of Policies**

The Clerk explained that there are some policies that the Governors just need to be aware of their existence and may refer to them as required. The Clerk will be auditing and organising the central ADMAT policies, and there will be overlap with some individual school policies.

**24. Review of Policies**

The HoS will be aiming to identify, find and update school specific policies. The Chair confirmed the process for reviewing policies.

**25. Any Other Business**

**LO stated that while she supports the changes that are being made, she challenged whether it is going to increase the staff workload and impact on children's learning?** The HoS is very aware of the pressures and explained that VL is about working smarter not harder. She is always looking for ways to ease the burden, including verbal forms of feedback instead of mountains of paperwork.

**JW challenged that if feedback is verbal, what paperwork evidence is there to show OFSTED?** HoS explained that the evidence will be shown through pupil progress and improvement. She also explained that some administrative jobs will be done by TAs and not teachers.

MY left the meeting.

**Action: Add Review Governor monitoring and Visit Policy to next agenda. Clerk**

The Chair thanked the HoS and Governors for all their hard work.

**26. DONM**

Date of next meeting confirmed as 30 Nov 16 at 5pm. JW gave apologies in advance.

Meeting closed at 6.56pm

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 – ADMAT CEO

S. Cade – Diocesan Director of Education ([Simon.cade@truro.anglican.org](mailto:Simon.cade@truro.anglican.org))