



An Daras Multi Academy Trust

Central Office
Unit 4 Tamar Business Park
Pennygillam Way
Pennygillam Industrial Estate
Launceston PL15 7ED

Central Office Tel: 01566 777503
E-Mail: governance@andaras.org

Executive Head Teacher – L Hussey
Chair of Governors – J Wonnacott

10/07/19

Minutes

**Local Governing Advisory Board; St Catherine's Church of England School – Summer
Wednesday 10th July 2019 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 (Vice), Connie Smith, Teresa Sim, Liz Davy, Libby Bruce, Louise Hussey (Head)

Apologies: Margaret Young, Brendan Maguire

In Attendance: Governance Officer, Pippa Warner

The Chair welcomed everyone, in particular Teresa Sim who is attending her first full meeting since joining the governing team at St Catherine's. He then led the governors in a prayer.

2. **Declarations of Interest Relevant to this Agenda**

Nothing relevant to the agenda. Governors signed annual declarations and the register will be updated as necessary.

3. **Confirm Minutes of LGAB Spring Meeting (28th Mar 2019) and Matters Arising**

No actions. The minutes were accepted as a true and accurate record of the meeting and the Chair signed a copy.

4. **Confidential Agenda Items**

None.

5. **Staffing Changes**

LH confirmed the staffing changes that are now all public and parents are aware. This included appointment of Rebecca Brewer as a class teacher, sharing class 4 with Pippa Warner, so that Pippa Warner can be released for Head of School duties.

The Chair thanked Rebecca Brewer for her work and commitment as a governor over a very long period of time. RB confirmed that it had been an honour and she has enjoyed her time as a governor, and looks forward to teaching at St Catherine's.

Liz Davey is leaving to be HoS at Lew Trenchard; the governors thanked Liz and wished her well. Libby Bruce will be Assistant Head. Anna Rowe will be the MAT PE lead, Pippa Warner will be the MAT RE lead and Libby Bruce will be the MAT history lead. Tracey Laithwaite will also cover some SENDCO duties.

6. **Head Teacher's Report**

Governors were content with the report and had no challenges at this time that haven't already been covered at the working group or on visits.

a. **OFSTED Inspection**

All governors have seen the OFSTED report and the Chair noted a huge thanks to LH and the staff for all the hard work that led to this 'good' grading. The governors noted the dedication and team work of the staff will have helped achieve this.

b. **Improvement Plan Progress & Data**

LH briefly talked through the recently received SATs results; These were broadly in line with predictions discussed at previous meetings. LH will analyse the full results including progress measures as these become available and use these to identify key priorities for the next AIP. This will be discussed at the autumn term governors' meeting.

c. **Brief Budget Update**

Funding is within budget this year. There has been a drop in budget this year and in real terms there is an additional drop in funding (increase in staff costs etc but with no increase in income), so the budget is very tight for the upcoming year.

7. **Class Structure 19/20**

Covered at item 5.

8. **Safeguarding**

Safeguarding Audit has been received back and it was all good, nothing specific to work on. SCR is up to date and this was checked at the OFSTED inspection.

9. **Review SEND**

SEND review was made available to governors under the subject leader impact report and OFSTED also looked at SEND during the inspection; SEND children are making good progress. SEND paperwork is being standardised across the MAT.

A new SEND Local Offer has been written by the SENDCo, TL, been approved by the SEND Governor, CS, and will be added to the website once the new site is up and running.

10. **Curriculum**

Curriculum covered in depth at the working group – see item 14. LH highlighted the themes that link to the national curriculum knowledge, wisdom and skills, and the various stages of developing and implementing the curriculum. LH noted that there will be an OFSTED focus on reading.

Extra curricular activities are provided but LH noted that they are hit and miss, one week a club may be heavily subscribed and the next not so. The governors discussed use of PE money for extra curricular activities, the new running track designed to get children more active and also security of the school grounds (including the issues with trespassing).

11. **SIAMS**

The Chair and RB discussed vision and ethos in detail, and the governors felt that the school are in a good place with regard to SIAMS. The work required is known and on-going. LH briefly discussed the SIAMs protocol.

12. Approve Dates for 20/21

Dates approved and will be published on the website.

13. Pre-School Update

Pre-school at capacity for staff now and a very good team is in place, and the numbers of children are increasing.

14. Working Group Feedback

JW and RB met to discuss school vision and ethos. In addition the main working group covered:

- **Curriculum and Vision**

MAT vision and documentation was shared. **BM challenged how this would be shared with pupils and how this continues year on year?** LH explained that introduction of the story had happened through spirituality day and would be revisited annually as well as through collective worship. It would also be used to highlight school and church values where relevant in the curriculum.

LH shared the curriculum documents and explained how they will be used by each teacher, including the fluency, concepts, progress and challenge within the new design. She also noted how topic information will be shared with parents and pupils. **BM challenged what concerns there would be with achieving this?** LH flagged up that a drop in standards in English and maths would be a potential concern if the focus changed to the broader curriculum and non-core subjects. To counter-act this, robust monitoring of planning, books, lessons and assessments would be put in place during the next autumn term as this is the trial period. **Governors asked how teachers felt about the changes.** LH confirmed that the teachers are excited and are pleased to have specific guidance. There was concern regarding workload but once the curriculum is embedded, some of the material can be re-used and ease pressure in the long run. **BM challenged how long it would be before we knew if it was working.** LH confirmed this would be reviewed regularly and adapted, and that this should be a focus of governor monitoring.

- **Pupil Premium Review**

LH shared the PP provision map review and outlined the current position, including strengths and weaknesses. The gaps in attainment were highlighted but this is often due to other needs. The successful strategies were highlighted and these will continue, less those used for Yr 6. Those interventions deemed to have less of an impact such as taking children out for TA intervention have been changed to teacher support in and out of class. The review and new map will be shared with all governors and published on the website.

LH noted that OFSTED had commented on good use of the PP funding and that the map included detail and analytical preciseness.

- **Sports Premium Review**

LH outlined what the funding had been spent on and answered governors questions regarding the impact of this expenditure. BM asked about take up of after-school clubs. LH explained that a range had been offered but commitment was low resulting in some clubs

being poor value for money. A large element of funding will be spent on a all-weather track on the field with the intention to significantly increase pupil activity. **BM challenged if the funding was enough and if it would continue.** LH explained it was guaranteed for one more year and so it was important to make best possible use to have longstanding impact/legacy.

Autumn working group will include:

- School level policy review as required [**LH to identify school policies and circulate prior to working group**]
- Admissions
- Data & discuss possible priorities for the next improvement plan
- Discuss and agree top 3 risks
- SIAMS actions (if required)
- Other as required?

Attendance at Autumn working group – CS, JW, TS & BM

15. Visits

Summary of visit feedback from Summer term (detail found in visit reports):

- MY – safeguarding; SCR & audit – superceded by OFSTED inspection that checked SCR but MY has previously checked the audit with LH
- JW – RE/Christian Distinctiveness – carry forward (vision & ethos working group instead)
- OFSTED inspection participation

Outline visit plan & focus for next term:

- MY – safeguarding including audit
- CS – SEND visit
- JW – RE/Christian Distinctiveness

16. Governor Impact Statement

The governor impact statement is technically no longer required by local governors as this is a requirement of the full Board, it is now only good practice. TM noted that work is put into this statement and it is published on the website, but it is probably not looked at by many parents. She suggested perhaps a termly paragraph in the school newsletter about 'what the governors are up to and possibly the impact they are having' would reach the target audience much better than a governor impact statement. The governors agreed.

Governors required to review their effectiveness as a Board as good practice – given positive feedback from OFSTED report, this is not required this year. However, the **lead governor roles** do need to be confirmed and will be discussed at the next working group.

17. Training

Improvement Plan monitoring & OFSTED framework session 1st May – CS
TM will send out a list of on-line training early next term.

18. Any Other Business

Chair met with CEO and all elements of their discussion have been actioned; including releasing Pippa Warner from class to cover HoS duties to thereby release LH to cover EHT duties. Chair also discussed LH's mid year review with CEO.

LH highlighted the issues with allergies and noted the new Allergy Aware & Nut-Free Policy. It includes the issues with allergies, the possible symptoms, health plans and emergency response,

parent's responsibilities, training, nut-free requirement and staff responsibilities. LH will place the policy on Class DoJo and note that parents should speak to class teachers if they have a concern.

Class DoJo has been in place for about a year and on the whole it has been positive, and improved communication. Commenting has caused a few issues but this can be 'turned off'. However, private messaging is causing some concern with the timings and tone of some messages sent to staff but private messaging cannot be turned off. LH noted that it would be useful to have some guidelines for private messaging to ensure it is used appropriately, and staff will be encouraged to turn off the app in the evening. The governors discussed communication with the parents using Class DoJo and the texting system, and agreed that guidelines should be in place for the protection of staff well-being.

LH noted that the new website will be up and running next term.

New governors – RB will approach a potential new governor.

The Chair suggested meeting for lunch to say farewell to RB and LD. Date is Friday 19th July, 12noon, bring and share lunch.

19. DONM

Autumn term meeting set for Thursday 14th November 19 at 5pm. Provisional dates for next year are Thursday 5th March and Thursday 9th July at 5pm.

Meeting closed at 7pm

Toni JH Martin
Governance Officer

Distribution List:

J. Wonnacott – Chair/Foundation Governor
R. Brewer – Vice-Chair/Foundation Governor [final meeting]
M. Young – Foundation Governor
B. Maguire – Foundation governor
C. Smith – Parent Governor
L. Bruce – Staff Governor
L. Hussey – St Catherine's Head Teacher
L. Davy – Associate Governor [final meeting]
P. Warner – Observer and Advisor, St Catherine's Deputy Head of School
W. Hermon – CEO
B. Couch – Diocese of Truro