



An Daras Trust
Igniting Curiosity Growing Capabilities

Coads Green Primary School
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Head Teacher – Claire Bader
Chair of Governors – Michelle Roberts

4/12/19

Minutes

Autumn Term Meeting 2019

Local Governing Board; Coads Green School; Monday 2nd December 2019 at 6pm

1. Welcome and Apologies

Present: Michelle Roberts (Chair), Oliver Stephens, Marina Pridham, Carolyn Marshall, Jan Bartlett, Hayley Perring, Claire Bader (Head Teacher)

Apologies: Robert Crowther (Vice Chair), Hayley Budge

In Attendance: Governance Officer

2. Declarations of Interest/Pecuniary Interests Relevant to this Agenda

None.

3. Elect/Re-elect Chair & Vice Chair

MR agreed to continue as Chair and all governors voted for this. RC is currently Vice and has not expressed an interest to step down; all governors voted for him to remain as Vice Chair.

4. Annual Paperwork & Admin

All governors have seen and agreed to abide by the Code of Conduct. All governors have seen the latest version of KCSiE.

5. Confirm Minutes of previous meeting (24th June 2019) and Matters Arising

- All governors are to provide a short bio and a photo for the newsletter – carried forward (All). *All governors need to action as soon as possible and send to CB for inclusion in the newsletter.*
- SEND local offer update (CB) and approval (RC) before end of summer term. *Complete.*
- Complete SCR check before end of summer term (JB). *Complete beginning of Autumn term. See item 9.*

LGB agreed minutes are an accurate reflection of the meeting and the Chair signed a copy.

6. Confirm Minutes of previous extra-ordinary meeting (7th Oct 19) and matters arising

These minutes are confidential and the two actions were followed up and concluded. An update is recorded at confidential minutes.

LGB agreed minutes are an accurate reflection of the meeting and the Chair signed a copy.

7. Confidential Agenda Items

Staffing matters were discussed and recorded at the confidential minutes.

8. HoS Report

a. **Current Top 3 Risks**

Risks confirmed as (1) Falling Pupil Numbers, (2) Pupil Outcomes - in light of restructuring and (3) Reading.

b. **Data**

SATs KS2 results were positive for reading, writing and combined and were within national standards. However, KS1 results were slightly lower, particularly the reading. CB noted that caution should be used when analysing the data because pupil numbers are so small but reading is a priority on the new improvement plan.

c. **Improvement & Priorities for next Plan**

Under the new inspection framework, Ofsted are likely to do a deep dive on reading and so reading is part of Priority 1 on the new improvement plan, along with science. CB explained the Viper reading provision, and it was noted that Read Write Inc is also being used. The remaining priorities are (2) Curriculum development, (3) vision and culture, (4) safeguarding/behaviour and (5) develop roles and responsibilities of middle leaders. The Chair requested that governors ensure these priorities are incorporated into their focused visits.

d. **Curriculum Update**

MAT Improvement Officer visited in October and the governors noted observations with regard to the curriculum. This is work in progress.

e. **Attendance**

Attendance sits at 95.4% with no persistent non attendance.

f. **Discipline/Behaviour/Exclusions**

No exclusions to report and behaviour is generally good with no incidents of bullying.

The Chair confirmed that there is a reduction of 25 TA hours from January; staff preferences seem to be to reduce hours by not working on a Friday. **The Chair challenged that the staffing ratios in the nursery and also assistance with vulnerable pupils will be an issue if all TAs are given the reduction of hours on a Friday.** The governors discussed in detail that it was important to have cover across all days and that some sort of rotation should be agreed. CB explained that even with the hours spread through the week, it will be difficult to cover the nursery sufficiently and the governors agreed that the nursery must stay open in order to prevent falling pupil numbers in future. It was agreed that the Mat would be requested to allow funding for additional TA hours to allow for the nursery to have sufficient cover.

9. **Safeguarding/SCR/KCSiE**

SCR was checked at the beginning of term. Queries were raised regarding seeing evidence again and if a persons details have changed such as moved address or got married; the school secretary obtained clarification from the MAT Child Protection Officer (Claire Paul) and all was resolved. Only Claire Paul and the school secretary have access and all information is secure. CB noted a safeguarding incident and the MAT Child Protection Officer has confirmed that it was handled entirely appropriately. The Chair sought assurance that suitable help is in place. All governors have seen the latest KCSiE and safeguarding policy. On-line safeguarding training has been made available to governors and should be completed by end of spring term.

10. **Admissions**

Admissions policy approved.

11. ICT Upgrade and Update

The Chair noted that there have been a few verbal complaints and a written complaint about the school's ICT provision. Governors noted and are grateful for the resources provided by the MAT that includes 3 touch screens, 15 laptops and 4 staff laptops. The new website should be up and running in January and it can then be made compliant. It was confirmed that the school is still waiting for the specification of the server to be checked by ICT4 in order that the laptops can be connected to it. **The governors did not accept the slow progress in this matter and challenged that ICT4 are providing a service to the MAT and that the progress of this work should be chased up, with ICT 4 held to account by the Trust.**

Action: Chase up progress of server specification (TM)

12. Working Group

Policies, risks and admissions were covered in 2 separate visits – see separate visit reports.

The subjects for the spring working group (website compliance, on-line safety & data protection/GDPR) will be covered in a visit – see below.

13. Visit Feedback

Data, AIP priorities (new improvement plan) & LGB effectiveness (MR&RB) – separate report.
Safeguarding/SCR check (JB)
Meeting with CEO (MR)
Curriculum – reading (RC) – separate report.
Performance Management of Headteacher completed by the Chair.

Visits agreed for the spring term:

Initial visit and science curriculum introduction (HP)
Initial visit (HB)
GDPR/data protection/online safety/ safeguarding (JB/OS)
Curriculum development and middle leader development (CM/MR) - 9 March 3.30pm.

14. Policy Approval

Confirm LGB approval of statutory policies that remain at school level:

- a. **Admissions** – approved.
- b. **Accessibility Plan** – approved.
- c. **Behaviour** – approved.
- d. **First Aid** – **carry forward**
- e. **SEND** – approved.
- f. **Children with health needs who cannot attend school (Access to Education)** – **carry forward**
- g. **Supporting Pupils with Medical Conditions** – approved.

Other policies that governors were consulted on and approved the SRE policy.

15. AOB

Governor leads were confirmed:

- Michelle Roberts – Data/Improvement, Strategy (Pri 3), PPG & PE, middle leader development (Pri 5)
- Robert Crowther – Curriculum (reading) (Pri 1), Stakeholder, Whistleblowing,
- Marina Pridham – SEND

- Jan Bartlett – Safeguarding (Pri 4), Information
- Carolyn Marshall – Curriculum Development (Pri 2), Personnel
- Hayley Perring – Curriculum (science) (Pri 1&2) [possibly PE in future]
- Hayley Budge – TBC [possibly curriculum (Pri 2) and Strategy (Pri 3) in future]
- Oliver Stephens – Information

OS left the meeting and the confidential staff items were discussed.

16. DONM

Date of Spring term full Board meeting confirmed as Monday 16th March 2020 at 6pm at CG.
 Summer term date is Mon 22nd June 2020.

Meeting closed at 7.30pm

TJH Martin
 ADMAT Governance Officer

Distribution List:

Michelle Roberts – Chair/Co-opted Governor	Hayley Perring – Parent Governor
Robert Crowther – Vice Chair/Parent Governor	Hayley Budge – Parent Governor
Marina Pridham – Co-opted Governor	Oliver Stephens – Staff Governor
Jan Bartlett – Co-opted Governor	Claire Bader – Head Teacher
Carolyn Marshall – Co-opted Governor	Will Hermon – CEO
	Graeme Barriball – Chair of Trust Board