



An Daras Multi Academy Trust

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Head Teacher – Ms Claire Bader
Chair of Governors – Miss Michelle Roberts

19/11/18

Minutes

Local Governing Advisory Board; Coads Green School; Autumn Term
Monday 19th November 2018/6pm start at Coads Green 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: Michelle Roberts (Chair), Robert Crowther (Vice Chair), Carolyn Marshall, Oliver Stephens, Claire Bader (Head Teacher)

Apologies: Paul Sample, Jan Bartlett & Marina Pridham

In Attendance: Clerk

2. **Signature Sheet**

Governors signed the signature sheet confirming receipt and adherence to Keeping Children Safe in Education and the ADMAT Code of Conduct (Clerk will capture those absent at the next meeting).

3. **Confirm Minutes of LGAB Initial Autumn Meeting (24th Sep 2018) and Matters Arising**

No actions. Board agreed the minutes and the Chair signed a copy.

4. **Confidential Agenda Items**

None.

5. **Head's Report**

The Head updated governors that she is in receipt of a police report (VIST) – no specific details were given. The Chair noted the importance of keeping on top of the safeguarding issues.

The Chair noted that the data shows a dip between EYFS and Yr 1 results; she challenged that the transition will need to be carefully considered to ensure the children are resilient enough to cope with the requirements of Yr 1. CT noted that this year the EYFS and Yr 1 are in the same class, so the challenge will be when pupils go from Yr 1 to Yr 2. CM commented on the grouping of pupil Yr groups and the importance of monitoring how this affects the children.

The Chair noted that data is looking positive at KS2. She also commented on the number of community activities that are taking place, noting that the focus should not just be on English and Maths but also the wider curriculum activities.

The Chair thanked the Head for a comprehensive report.

6. **Chair's Update**

The Chair updated the governors on the financial situation and the fact that the school was in deficit, and cannot rely on always using reserves. An increase in pupils numbers will help secure more financial stability. Some TA hours need to be reduced in a phased programme – some in January, some at Easter and possibly some more in September. The administrator's hours have also been reduced but the change is in line with all other MAT schools. The Chair noted that the reduction in hours cannot be taken on the same day by all staff. She also noted that some of the TA role descriptions will also be updated or amended to better reflect the jobs actually being done now.

The governors discussed the outdoor classroom and the Head gave an update. She is awaiting confirmation from the CEO on the budget available for this. The timescale remains the same but the aim is to get to a dry, useable space with windows, walls and roof. Other aspects like flooring and furnishings can be looked at subsequently.

OS noted the issues with internet connectivity, including lack of access. The Head noted the issues between ACS and BT, and updated the governors. It was noted that it is not acceptable but An Daras is aware and it is being actioned.

7. **Risk Register**

The 3 main risks identified in the working group are:

- (1) Financial situation and falling roll
- (2) Staff well being due to staff changes
- (3) KS 1 SATs data for English and Maths, including greater depth

OS confirmed that it is feasible for some pupils to achieve greater depth.

8. **Improvement Plan**

The Head referred to the 100 day plan that all governors have had sight of. This will now feed into the Improvement Plan for next year. This will be drafted in December and circulated to governors before the end of term.

9. **Safeguarding Update**

SCR has been updated with all MAT staff details such as improvement officers. The Clerk will be added also. All governors acknowledged sight of the new safeguarding policy.

10. **Discipline/Behaviour/Exclusions**

No behaviour issues and no exclusions since the last meeting. The Head stated that behaviour is a strength at the school and the governors agreed. Nothing further to report.

11. **Working Group Feedback**

Governors approved the Admissions policy. Policies were discussed at the working group. The Clerk updated the governors on policy management and confirmed which statutory policies remain at school level. All performance management has been carried out, approved by governors and submitted to An Daras Finance team.

Governor roles confirmed as:

- Michelle Roberts – Strategy, Data & Improvement, PE and Curriculum (Maths)
- Robert Crowther – Stakeholder, Curriculum (English)
- Paul Sample – Safeguarding, PPG
- Marina Pridham – SEND

Carolyn Marshall – Personnel
Jan Bartlett – Information
Oliver Stephens – Information

Spring term working group will include website compliance, on-line safety and data protection/GDPR, along with anything else the governors feel should be discussed. It may also include discussion on the draft improvement plan. Minimum attendance should be PS, JB and OS. It is likely that the Chair, RC and CM may also attend. See item 14 for dates.

12. Visits

The Chair has conducted a considerable number of visits regarding finance and staffing so far this term. She will conduct a Maths visit on Weds 5th December 18. Spring term visits will include Safeguarding (PS), Data (MR) and Stakeholder related (RC)

13. Any Other Business

The clerk briefed on the portal and issued user names and passwords.

MR noted a letter from Sarah Dempsey requesting one day off on Mon 3 Dec; governors approved.

The Head informed governors of the Christmas lunch.

14. DONM

Spring term full Board Monday 25th March 2019 at 6pm (apologies in advance from CM as away). Provisional date for Summer term full Board Monday 24th June 2019 at 6pm.

Spring working group will take place on Monday 11th March at 1.30pm.

Meeting closed at 7.10pm

Toni JH Martin
Governance Officer

Distribution List:

Michelle Roberts – Chair/Co-opted Governor	Carolyn Marshall – Co-opted Governor
Robert Crowther – Vice Chair/Co-opted Governor	Oliver Stephens – Staff Governor
Marina Pridham – Co-opted Governor	Claire Bader – Head Teacher
Paul Sample – Parent Governor	Brian Jennings – ADMAT Board of Directors Chair
Jan Bartlett – Co-opted Governor	Will Hermon – CEO