



## An Daras Multi Academy Trust

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

24/06/19

### Minutes

Local Governing Advisory Board; Coads Green School; Summer Term  
Monday 24<sup>th</sup> June 2019/6pm 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), Marina Pridham, Carolyn Marshall, Oliver Stephens, Claire Bader (Head Teacher)

**Not Present:** Jan Bartlett

**In Attendance:** Governance Officer

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

No declarations less MR declared interest in PE provision to the school. Governors signed the annual declaration.

3. **Confirm Minutes of LGAB Spring Meeting (25<sup>th</sup> March 2019) and Matters Arising**

All governors are to provide a short bio and a photo for the newsletter (All). **Carry forward.**

Decision was taken to accept the minutes as a true and accurate record of the meeting and the Chair signed a copy.

4. **Confidential Agenda Items**

None.

5. **Staff Pay Matter**

MR briefed that support staff were awarded a 1% pay award 2017-2018 but the 1% award for 2018-2019 was not recorded in a set of minutes. The governors agreed that this should be recommended to the full Board for approval on 1<sup>st</sup> July 19. This has already been added to full Board agenda and the CEO or Governance Officer will confirm with CB & MR once decision made.

6. **HT Report**

CB handed out a forecast data sheet and stated that it looks positive, including in comparison to other MAT schools. Year 2 SATs data is positive and Year 6 SATs data has not been received yet. MR clarified that the SPAG % was based on this years SATs and CB confirmed that spelling and grammar will be a focus in the school from Sep 19. MR discussed an attendance issue.

**MR challenged whether the support staff PM has been conducted?** CB noted this has yet to be done.

**MR challenged whether the staffing budget has been finalised and if any changes are required, staff are required to receive notice.** The MAT CEO will be approached to contact MR by telephone to discuss. **MR challenged why the school website is not yet compliant,** and CB explained the issues they have faced with it. MR commented that a reduction in data drops is positive as it reduces the work burden on staff.

**7. Improvement Plan Update & Progress**

Good progress is being made on the improvement plan and it will be reviewed in the Autumn term and new priorities set for the next improvement plan. The English subject leader action plan has just been completed. The governors discussed issues that affect SATs results.

**8. Review SEND**

CB will review SEND local offer before the end of term and RC agreed to approve.

**Action: SEND local offer update (CB) and approval (RC) before end of term**

**9. Safeguarding**

CB noted some recent guidance on safer recruitment. S175 audit completed and feedback that was received has been sent to the MAT Child Protection Officer; no issues of note. The SCR is overdue a check.

**Action: Complete a check of SCR before end of term (JB)**

**10. Curriculum**

CB discussed the new curriculum plans with the governors. She and OS highlighted the positive aspects and stated that they are very excited about the direction the curriculum work is going.

CB updated governors on wrap around care, after schools clubs, school trips and residential trips. MR commented that despite the restrictions on funding and staffing, it is a credit to the staff that they can still fit in the extra-curricular activities.

**11. Governor Impact Statement**

Governance statement is required by Board of Trustees in a MAT and is not technically required by committees of the Trust Board, of which LGABs are included. It is considered good practice but not a requirement. However, it is important that each LGAB reviews where they are and the impact they are having, including that everyone is contributing to the LGAB's activities, to ensure they remain effective. Self-review will be conducted by the Chair & Vice Chair in the Autumn term.

**12. Working Group Feedback (All)**

MR assessed the PPG provision and impact, and reported this to the governors. In short, pupils in receipt of PPG funding and attending the school have made good progress. The PE plan will be on school website soon and will be with DfE by July, this shows the impact of PE provision and MR confirmed that there has been a positive impact.

**Autumn working group will include policy reviews, admissions policy and review school top 3 risks (MP & CM)**

**13. Visits**

Visits for Summer term, with separate reports:

- Improvement/data visit – MR

- Safeguarding/SCR – JB (**to be completed by end of summer term**)

Visits for Autumn term as follows:

- Review data and discuss potential priorities for new improvement plan, complete review of governing boards effectiveness (MR&RC)

**14. Training**

No training conducted this term. Future training to be confirmed.

**15. Any Other Business**

Dates for Academic Year 20/21 - approved

Parent governors – no luck yet finding any volunteers.

**16. DONM**

Autumn term meeting is confirmed on Monday 4<sup>th</sup> November 2019 at 6pm. Subsequent meetings will be Monday 16<sup>th</sup> March 2020 and Monday 22<sup>nd</sup> June 2020 at 6pm. **Afternote; Autumn meeting has changed to 25<sup>th</sup> November 2019 at 6pm.**

Meeting closed at 7.15pm

Toni JH Martin  
Governance Officer

**Distribution List:**

Michelle Roberts – Chair/Co-opted Governor	Oliver Stephens – Staff Governor
Robert Crowther – Vice Chair/Co-opted Governor	Claire Bader – Head Teacher
Marina Pridham – Co-opted Governor	Will Hermon – CEO
Jan Bartlet – Co-opted Governor	
Carolyn Marshall – Co-opted Governor	