Coads Green Primary School
Coads Green
Launceston
Cornwall PL15 7LY
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Head Teacher – Sarah Reid
Chair of Governors – Michelle Mitchell, chaircoadsgreen@andaras.org

10/03/26

MINUTES
Spring Term Meeting 2026
Local Governing Board: Coads Green Primary School
Monday 9th March 2026 / 5.30 pm at the School

1. **Welcome (including brief recap of Trust Identity) and Apologies**
   Present: Michelle Mitchell (Chair), Sarah Reid (HT), Ruth Marriott, Rebecca Gristy (via Teams)
   Apologies: James Savage
   In Attendance: Ann Cullum (Local Governance Officer).

   The Chair opened the meeting by briefly recapping the Trust Identity with the question "Why do we exist?" We exist so that children in our local area can have access to high quality education and we believe at Coads Green School that we offer this high-quality education.

2. **Declarations of Interest Relevant to this Agenda**
   There were no declarations relevant to this meeting.

3. **Governor News**
   Governors to discuss appointing a Vice Chair – more governors are needed for this to be viable and will be discussed at a later date when we have more governors on the LGB.

   Toni Martin (previous Trust Governance Officer) has now left the Trust. Her replacement is Gemma Peacock.

   HH resigned from the school on 31st January. A new Staff Governor is required, as well as a second Parent Governor. Up to three more Co-opted Governors can also be appointed. MM will email the new Chapel Steward to ask if she would be able to become a Co-opted Governor.

   RG agreed to take on Data Governor and the EDI governor role.

   It was felt that governors need to be appreciated more. This might help to retain governors. Governors are vital to the successful running of a school.

4. **Confirm Minutes of LGB Autumn Meeting (17th November 2025) and Matters Arising**
   The governors agreed to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

   - Feedback on Governors' attendance at school Christmas events to raise their profile with parents. RM attended and was involved with face painting. The Chair and Head thanked RM for her help.
   - **Governors to agree Term Dates 2026-27. Emailed to governors - *carry forward***
   - Monitoring Visits and Working Group – *to be discussed in item 16*
   - Governor Training – *to be discussed in item 16.*

5. **Management of Top 3 Risks**
   1) Falling Roll numbers – 3 children have recently left the school (the reasons for which are recorded in Confidential Minutes). 4 Year 6 pupils will be leaving in July, with 6 children expected to start in September.
   2) Staffing – as well as HH, another member of staff is expected to leave in the summer
   3) Finance – some utility costs are higher than expected but staffing costs may be lower.

6. **Confidential Matters**
   The reasons for the three children recently leaving the school are recorded separately in Confidential Minutes.

7. **Head's Report**
   The Head's Report has been made available to all governors. The Head explained the colour system to RG and also explained that Visible Learning is an educational approach that emphasises making learning transparent and measurable, enhancing engagement and achievement through effective teaching practices.

   Key points were raised regarding the Head's Report. **How many pupils does the 22% persistent absent rate represent?** It represents 6 pupils but 2 have since left the school. **What is the national Attendance target?** It's 97%. Coads Green is 94% and the national average is 93%. **Does Coads Green have a Designated Safeguarding Lead (DSL)?** Yes, the Head is the DSL. Sam Povey (Class 2 Teacher) and Debbie Ledwith (Secretary) are currently training to be Deputy DSLs. **Is anyone First Aid trained?** Yes, we have a qualified First Aider.

   What does 'scaffold support' mean and when is it used? It's used to enhance learning for SEND pupils and it aids learning by starting with slightly easier steps. Scaffolding can be particularly useful for SEND pupils as many children with SEND need concepts broken down into manageable sizes and steps, offering additional opportunities for rehearsal, or alternative ways of accessing information. Scaffolding bridges the gap between where a pupil is now and where they need to be, helping them to make progress without lowering expectations.

   The governors were happy with the Head's Report and had no further questions.

8. **Improvement Plan & Data Analysis**
   MM's Review Report has been shared with all governors. We still need to focus on Visible Learning and we are making sure all the provision maps are in place. We are meeting the needs of SEND and expect our SEND numbers to increase. We need a plan for parental and community engagement – see item 19. This may be a role for a Community Governor.

9. **Review Vision/Ethos**
   The Vision for the school is more a "mantra" but it doesn't cover everything we'd like it to cover. We've been thinking about what is important for the school and the children. We feel it's about inspiration and motivation. **Could you have an aspirational goal including one of these words?** Yes, we are going to hold a workshop and invite the parents. **Could this be included with an existing event, for example starting Sports Day an hour earlier?** Yes, we have been looking at this. SR will set a date and involve the governors.

   The governors were satisfied with this and had no further questions.

10. **Safeguarding**
    RM's report has been shared with all governors. RM also checked the SCR and everything is in order. This will be checked again next term.

11. **SEND**
    This has been covered in the Head's Report.

12. **Attendance**
    This has been covered in the Head's Report.

13. **EYFS statutory framework**
    There are three EYFS children who are working well. We have excellent provision and good supportive staff.

14. **Pre-School**
    We need to encourage more children to join the school. **As we are due an Ofsted inspection, can we advertise now for staff for September?** Yes, **the Head will raise this with the CEO**. The Head is already teaching for 60% of her time and a new member of staff needs to be in post by September.

15. **Compliance**
    The Head has checked everything and all is compliant.

16. **Governor Monitoring and Training**
    Governor Training
    RG - SG 10/11/25, GDPR 10/11/25
    JS – Governors for Schools Intro to School Governance 11/12/25, KCSiE 25/2/26
    MM – Safer Recruitment 19/12/25, GDPR 19/12/25
    RM – KCSiE 7/3/26.

    All governors confirmed that they have received and read the ADMAT Termly Safeguarding Update as part of their ongoing Safeguarding training – including last term's.

    Governor Training outstanding – to be completed as soon as possible

    KCSiE updated training is required by MM, RG.

    Skills Audit required from RG.

    Governors to Email copies of training certificates to AC so that records can be updated.

    Monitoring and Working Groups
    - Improvement Plan Review (MM/SR) -completed, shared with all governors
    - Curriculum – Maths (MM) – covered within Improvement Review
    - Website compliance / Online Safety – Neil Swait checked this in September
    - Safeguarding (RM) – completed, RM's report has been shared with all governors
    - SEND (RM) – completed, RM's report has been shared with all governors
    - **PPG impact and provision for this year (MM) – *carry forward***
    - **Computing (tbc) – *carry forward.***

    Monitoring and Working Groups for next term
    - **Improvement Plan Review (MM)**
    - **Next likely Improvement Plan priorities (MM)**
    - **PPG impact and provision for next year (MM)**
    - **PE impact and provision for next year (MM)**
    - **Data and Achievement (RG)**
    - **EYFS (tbc)**
    - **SEND (RM)**

- **Safeguarding (RM).**

New Monitoring Timetable pro forma
The Chair will start collating and summarising the monitoring visits. **All governors to send a summary of their visits to MM for inclusion.**

The Governors' Networking Meeting is planned for 11th May, 5-7pm at St Catherine's School in Launceston. The CEO will talk about the recent 'Ofsted Changes' and the new 'Government White Paper' for Schools. It is hoped all governors will attend.

Chair's Meeting with CEO
The Chair's Report has been shared with all governors. The CEO was happy with the data and it was a positive meeting.

17. **Climate Change & Sustainability and A.I.**
MM volunteered to take on this governor role.

18. **Trust PR Strategy Guidance**
Governors are requested to familiarise themselves with this document and bring PR ideas to the next meeting – this is ongoing and will dovetail into the next item so that we can engage the community.

19. **Parent and Community Engagement Plan**
It is hoped that the new Chapel Steward may be persuaded to take on this. **SR/MM will speak to her.**

20. **Statutory Policies**
No policies are due for review at this meeting but the First Aid and PHSE policies will be due at the next meeting.

The Trust-based SEND and Safeguarding Policies will require governors to confirm they have read them so that they can be published on the school website before September.

All schools are reminded that all policies should be dated in the title and on the policy document.

21. **Any Other Business**
None.

22. **Date of Next Meeting**
The date of the next meeting is Monday 22nd June 2026, 5.30 pm at the School.

The meeting closed at 7.20pm.

Ann Cullum
Local Governance Officer

Distribution List:

Michelle Mitchell	– Chair/Co-opted Governor	Jo Callow	– CEO
Sarah Reid	– Head Teacher	Jon Sharpe	– Chair, Trust Board
James Savage	– Parent Governors		
Rebecca Gristy	– Co-opted Governor		