



An Daras Trust
Igniting Curiosity Growing Capabilities

Coads Green Primary School

Coads Green
Launceston
Cornwall PL15 7LY
01566 782303
Email: acullum@andaras.org

Interim Head Teacher – Amy Hooper
Chair of Governors – Michelle Roberts, chaircoadsgreen@andaras.org

25/6/25

MINUTES
Summer Term Meeting 2025
Local Governing Board: Coads Green School
Monday 16th June 2025 / 5.30pm at the School

1. Welcome (to include Trust Identity Recap) and Apologies

Present: Michelle Roberts (Chair) Amy Hooper (Interim Head Teacher), Ralph Hudson, Hayley Howard, Ruth Marriott

In Attendance: Ann Cullum (Local Governance Officer).

The Chair welcomed everyone and briefly recapped the Trust Identity.

2. Declarations of Interest Relevant to this Agenda

No declarations relevant to this meeting.

3. Governors

MM's term of office ends on 18th October 2025 and she has agreed to continue as a governor. RH resigned at this meeting, due to work commitments. The Chair thanked him for his time and commitment at Coads Green School.

MM thanked AH for the sterling work she has done as interim Head Teacher. Sarah Reid (the new Head Teacher) will be taking over from September.

The governors discussed ideas to recruit more governors. MM will ask if the chapel can provide a governor and will put up a poster there and also in the church hall. An open meeting (with cream tea) was suggested which was agreed for Friday 4th July and the School Secretary will produce flyers for this and also for the Coads Green Summer Fair which is to be held the weekend before.

4. Confirm Minutes of LGB Spring Meeting (10th March 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.

- **Monitoring Visits and Working Group** – to be discussed in item 19
- **Governor Training** – to be discussed in item 19.

5. Management of Top 3 Risks and Sustainability

1. Falling Roll numbers
2. Transition of the school regarding replacement of three staff and impact within the community
3. Finance.

The management of the risks are covered in the Head's Report.

Debbie Saunders (Trust Improvement Officer) has asked if all school sites can be mapped on DfE National Education Parks website, which includes a digital mapping tool. Coads Green are part of 'Learning through Landscapes' which is a very similar resource.

6. Confidential Matters

The Head shared confidential matters which are recorded separately in Confidential Minutes.

7. Head's Report

The Head's Report has been made available to all governors. AH highlighted key points, especially the falling role. Apparently there are only three schools in the area that are full for September. The low birth rate is one reason. HH has created a Facebook page promoting the school which has been viewed over 1000 times. Interested families are still visiting the school with positive results. A school video has also been produced which has been very well received. **If numbers don't improve will we need to go down to two classes?** It is hoped that Coads Green will maintain three classes in September as it is felt that numbers will decrease further if we go down to two classes. **Has the number of SEND children increased?** Yes, SEN services have visited the school and Debbie Bartlett (SENCo) has worked really hard to ensure staff training and other procedures are in place. The governors and the Head wished to record their thanks to DB for everything she has done. RM will be meeting with DB next week. Sam Povey was confirmed as Maths Lead.

There are a lot of enrichments planned which the children are thoroughly enjoying and finding very beneficial. Some of the funding has come from the PTA. AH is hoping to offer a few more clubs for the children.

The Chair thanked AH for a good first report. The governors were happy with the Head's report and raised no further questions.

8. Improvement Plan – Review and Data Analysis

MM to review the Improvement Plan with AH and CB and also do a Maths monitoring visit – completed - see item 19.

As soon as the Trust Improvement Plan is available the new Head will be able to move forward with it.

9. Curriculum

The 90-day plan and curriculum mapping have taken place, but mapping wasn't aligning with the lessons - **AH is going to check that the units are mapped out correctly.** Curriculum is on the school website.

10. Review of Vision/Ethos

There wasn't a daily timetable in place and AH has been gradually introducing this to include "reflective time". AH has started themed assemblies and Mark Goodright (Year 3 Teacher and Music Lead) takes a music assembly on Fridays. RM advised that free resources are available from Truro Diocese. AH is hoping to timetable collective worship.

11. Safeguarding

CB to meet with RM to handover Safeguarding - completed. RM met with AH and CB; they checked the SCR and completed the S175. Everything was in order. The Chair thanked RM for doing this as it was a large job. The front door is being mended over the summer.

AH is looking at security for the school hall, especially when it is used for lunch.

12. Review SEND and Attendance - **carry forward**

13. P.E. Review and next academic year plan

MM has been waiting for more information and will arrange to meet with AH as soon as possible this term - **carry forward.**

14. Coads Green Pre-School

This is running satisfactorily, although numbers are currently very low at only 3.

15. Staff Matters

- Views of Staff (survey/feedback)
- Monitor welfare & workload, work/life balance
- Skills & Training

Staff surveys were all very positive.

16. Pupil Voice

The results from the surveys have been posted on the school website and are all positive.

17. Parental Views and Engagement

The results from the surveys have been posted on the school website and are all positive.

18. Compliance

Cyber Security, GDPR, Health & Safety are all compliant.

19. Governor Monitoring & Training (Chair)

Monitoring/Visits and Working Groups

- Curriculum - Maths (MM) - report shared with all governors
- Website Compliance / Online Safety (RH) - completed, report shared with all governors
- Improvement Plan review (MM/CB) - completed, report shared with all governors
- Safeguarding (RM) – completed, report shared with all governors
- **SEND (CB/RM) – being completed next week – carry forward**
- Computing (HH) – completed, report shared with all governors
- **PPG impact and provision for next year (MM) – carry forward**
- **PE impact and provision for next year (MM) (see item 13) - carry forward**

Agree Monitoring and Working Groups for next term

- **Improvement Plan Priorities Confirmation (MM/SR)**
- **Curriculum (MM/SR)**
- **Risk analysis to ascertain current top 3 risks (MM/SR)**
- **Safeguarding (RM)**
- **SEND (RM).**

At the last meeting the governors agreed that it would be useful if the schools knew in advance what monitoring visits the Trust had planned, to avoid duplication. AC looked into this and advised that the Trust monitoring was completely different to governor monitoring, therefore duplication wasn't an issue.

New Monitoring Timetable/Summary pro forma

Update and feedback on the use of this new form to collate all the monitoring visits together in the same place before the LGB meetings - this will be looked at when SR is in post and should be effective from September.

Governor Training Completed

MM – Cyber Security 17/4/25

RM – various Safeguarding certificates 2023/24

RM attended the Monitoring Networking Evening on 21/5/25.

All governors confirmed that they have received and read the Trust Termly Safeguarding Update as part of their ongoing Safeguarding training.

Governor Training Overdue – to be completed as soon as possible

RM to complete GDPR and Cyber Security training, also a Local Governors course and Skills Audit.

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

Chair's meeting with CEO

The Trust will be drafting AI and IT and the policy will be looked at very soon. The new Ofsted criteria was discussed. Coads Green could be one of the first schools to be inspected under the new criteria. SR will need to take the NPQ in SEND as she will be the School's SEND Co-ordinator.

20. Trust PR Strategy Guidance

Governors were requested to familiarise themselves with this document and bring ideas to the next meeting. All governors agreed that HH's Facebook video was a brilliant idea and really promoted the school well.

21. Policies due for Renewal

The SEND Policy and Local Offer are both due for review at this meeting, in readiness for publication on the school website in September.

The Behaviour Policy and Accessibility Plan have been amended and require governor approval at this meeting.

HH approved the above but due to technical issues **MM and RM have not been able to read the policies yet – AC to email these to them – carry forward.**

The Trust Safeguarding Policy will be reviewed and revised in the Autumn term. At the next LGB meeting the governors will need to acknowledge that they are familiar and content with the school version of this policy.

The next school Admissions Policy will be produced in the Autumn term. The governors will need to review this as part of the consultation process at the next LGB meeting.

22. Village Hall

There haven't been any issues recently. Arena recently ran a sporting event which was well attended but there was a slight problem as the hall's facilities were needed which the school had to use these even though it wasn't booked. The School Secretary is the contact for booking.

23. Any Other Business

None.

24. Date of Next Meeting

The date of the next meeting is Monday 17th November 2025, 5.30pm at the school.

All governors confirmed they have received the Meeting Schedule for next year.

The meeting closed at 7pm.

Ann Cullum

Local Governance Officer

Distribution List:

Michelle Mitchell	– Chair/Co-opted Governor
Amy Hooper	– Interim Head Teacher
Hayley Howard	– Staff Governor
Ruth Marriott	– Co-opted Governor

Jo Callow	– Interim CEO
Steve Tavener	– Chair, Trust Board