



An Daras Trust
Igniting Curiosity Growing Capabilities

Coads Green Primary School
Coads Green
Launceston
PL15 7LY
01566 782303

Email: governance@andaras.org

Head Teacher – Claire Bader
Chair of Governors – Michelle Roberts

22/11/2021

Minutes

Local Governing Board; Coads Green School

Monday 22nd November 2021 at 5.30pm start at the Village Hall

1. Welcome and Apologies

Present: Michelle Mitchell (Chair), Marina Pridham, Hayley Budge, Oliver Stephens, Jan Bartlett, Claire Bader (Head)

In Attendance: Toni Martin (Governance Officer)

Note Michelle Roberts name has changed to Michelle Mitchell (MM).

2. New Governors

Not applicable.

3. Declarations of Interest Relevant to this Agenda

None declared and governors handed in their annual declaration.

4. Chair Election

MM agreed to continue as Chair. The governors voted in favour.

5. Governor Administration

All governors agreed to abide by the Code of Conduct.

All governors have seen KCSiE and have noted the changes in 2021.

TM explained the Cyclical Plan and the Governor Role Document.

6. Confirm Minutes of LGB Summer Meeting (28th June 2021) and Matters Arising

- Working group in first half of term – curriculum mapping – all governors to attend staff meeting to discuss and also to meet the staff (All) *See item 14.*
- Governor monitoring – *see item 14:*
 - Safeguarding monitoring (JB)
 - SEND/reading (MP)
 - Writing KS2, year 3 and 5 data (MR)
 - Pupil conferencing on visible learning – do the children know how well they are doing? (HB)
 - Meet with CEO (MR)
- Governor lead roles, including English – carried forward. *See item 14.*

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

7. Confidential Matters

None.

8. Headteacher Report

The Headteacher made a few observations on the report and the Chair thanked her for the report. **What is the future plan to cover after school clubs?** CB noted the plans for this.

The Chair noted that it needs to be recognised that the staff have worked hard and that while the trust have been very supportive with deep dives and visits to the school, there have been 9 this term which is very time consuming, and puts more pressure on the staff.

9. Improvement Plan

Governors acknowledged and agreed with the priorities in the improvement plan. These will be based on the following and monitored throughout the year.

- (1) T&L
- (2) Curriculum & assessment & EYFS
- (3) VL (focus for HB)
- (4) Safeguarding related priority (focus for JB)
- (5) Leadership development

10. School Top 3 Risks

School top 3 risks:

- (1) Meeting the demands of the broader capabilities curriculum.
- (2) Ofsted position.
- (3) Finance due to a lack of surplus.

11. Cyber Security

Cyber security audit completed. Not many actions and CB will update JB during her monitoring visit.

12. Safeguarding / Health & Safety

JB conducted a safeguarding visit with Emma Gooding and CB. The Trust Safeguarding manager has completed a pre-Ofsted check and the SCR up to date. CB and secretary is booked on a safer recruitment course in December. JB has completed safeguarding training this year. The Chair has completed L3 safeguarding. **Action: Complete governor safeguarding and prevent training on line (SSS) prior to the next meeting (MP, HB)**

Work is being done to raise the school fence as it is considered to be too low and this has a safeguarding implication.

13. Attendance/Discipline/Behaviour/Exclusions

Attendance is 95.79%. Discipline is good and there have been no behavioural issues. There have been no exclusions.

14. Governor Monitoring & Training

Working Group was changed to a learning walk to discussed the curriculum with the Chair.

A visit to all classrooms evidenced there was a common approach to curriculum planning by all class teachers through a weekly planning document, with a termly overview, a curriculum overview and a changes concept board. As handwriting and writing is a school focus every class has a writing board with writing on display with new pieces of writing over laying the piece underneath to evidence the progress being made. Each class has a Maths and English wall and a visible learning wall. Core values are clearly on display in each class with rules for life and pupil

target setting. There is also a plan to have a capabilities board in each classroom, as well as a reading board to promote reading. **How do we ensure good curriculum coverage in all subjects across the school?** Each subject follows the same format – with foundation subjects there is a concept overview then a 2 year rolling programme – examples include changes, creatures and time – schemes of learning, knowledge and skills, (what are we learning knowledge and skills) medium term planning – termly planning and a weekly plan. The weekly planning supports the formative assessment. **Which foundation subjects are we doing well in?** PE, PSHE, Geography. **Which foundation subjects do we still need some work?** Art. **How do we ensure continuity and progression across all classrooms (refer to comments from learning walk)?** Consistent planning and displays across all classrooms. Igniting curiosity and growing capabilities – is the trust vision which underpins the curriculum. **How do we report to parents re curriculum progress?** Termly learning conference with pupils and parent keeps the parents fully informed of a child's progress.

Action: Curriculum presentation at next meeting (CB)

Agree governor lead roles

Will have to stay the same until more governors recruited but we do need to find more governors in order to take some responsibilities from the Chair.

Monitoring visits:

- **Safeguarding Monitoring (JB)**
See item 12.
- **SEND/Reading (MP)**
10th Nov 21: Visit to EYFS where children were found to be confident and happy, enjoying their learning through play. A lesson in on-line safety was observed in class 3; the children were engaged and listened well.
17th Nov 21: An English lesson was briefly observed and noted the focus on spelling, as this has deteriorated due to lockdowns. Children were engaged and well behaved.
- **Writing KS2, year 3 and 5 data (MR)**
Writing visit and report complete. Discussion with subject leader on writing and 2 recent trust improvement officer reports. This is the first visit relating to English due this term. The last trust visit specific to writing took place in June 2021. **Which are the vulnerable cohorts in relation to writing and how are these children being supported?** These are year 3 and 5 currently, explanation given. **What elements of writing need to be a priority?** They are benefiting from the tutoring catch up grant which is taking place on a Thursday and Friday 8 hours per week. Started in September. Number of children involved in this tutoring programme is 3 year 3's, 2 year 5s and 1 year 4 and it is unknown how long the funding will be in place. **What evidence is there that this tutoring programme is working?** It is early. Baseline evidence taken from English books and SPAG data for year 2. **What progress has been made since the last writing exceptions report?** Extended writing opportunities through talk for writing have been put in daily in Class 1 and 3 and 3 times per week in class 2. Half Termly big writes have also been put in place focusing on the same theme so progress can be evidenced throughout the school. Covid has had a significant impact on writing there has been an improvement in progress but this has not resulted in pre covid attainment levels to date; 2019 – 55% whole school expected standard whereas 2021- 39% % whole school expected standard. This is however in line with a 10 – 15% reduction nationally. **What needs to be put in place ahead of a potential Ofsted visit next term?** It has been identified by the subject leader that there is a significant gap between boys attainment in writing and girls attainment in writing. This needs to be addressed as a matter of

urgency. **Is there an even split between the number of girls and boys whole school?**

There is an equal split of boys/girls across the school. A significant number of boys 50% are at expected progressive so action now needs to be put in place to move them into expected standards. Information from the deep dives is being fed into the improvement plan.

- **Pupil conferencing on visible learning – do the children know how well they are doing? (HB)** Instead a learning walk of the school was completed to discuss visible learning on 17 Nov 21 in order to catch up time lost due to Covid. Separate report. Very informative visit to explain how visible learning works, how the children are encouraged to reflect on their learning and encouraged to self evaluate if they would have done it any different next time. It was interesting to see how it is becoming embedded in the school across different ages.

Chair's meeting with CEO

A discussion took place with regards to the recovery schedule and the move towards a school improvement plan from September. A discussion was held about the school budget and the cyber security audit, ICT 4 and their role across the trust schools. Budget is currently being supported for the next academic year by the MAT there will be a need to review for the next academic year. With regards to data there has been a national drop of around 10 – 15% in predicted ARE. This is reflected in trust schools. Pupil premium census will now be based on the October census not January. NQT development now includes a second year but not currently relevant at CG currently. There will be some support from NLE national leader of governance for the trust 5 days of support available. **What are the MAT doing to support the development of the curriculum mapping document?** The school is being supported with deep dives to identify gaps. **What is the financial position of the school for the next academic year?** Is in deficit but being supported by MAT and will be reviewed next academic year. **What is the MAT doing to continue to support the recruitment of governors?** Still advertising and identifying potential governors where possible but there isn't much interest and when there is, there seems to be a lack of commitment.

Chair Meeting with CEO

It was noted that there have been staffing challenges across the trust. The LGBs are responsible for the PPG, recovery, catch up and PE funding. CB explained the allocation of the catch up funding for tutoring. No funding for premises this year as funds have already been allocated to the fencing. The new woodland school at Lew Trenchard was noted.

Monitoring agreed for next term:

- **Curriculum embedding and writing (MM)** *Early March*
- **Visible learning, priority 3 and pupil voice (HB)** *February just before half term*
- **EYFS – early writing and role play opportunities (MP)** *Early January*
- **Safeguarding/attendance/priority 4/on-line safety (JB)** *Late January*

15. Policies

TM explained the statutory policy cycle for the 7 statutory school level policies and that they are all in date. Safeguarding and admissions on an annual cycle, Accessibility plan on 3 yearly and the remainder will also be reviewed on a 3 yearly basis.

16. Admissions Policy

Policy for 23-24 approved by governors and will now await Trust Board to determine all school policies in February 2022.

17. Any Other Business

Action: Five year ambition for the school needs to be discussed at the next meeting (MM)

18. DONM

Date of next meeting is Monday 14th March 2022 at 5.30pm.

Meeting closed at 7.05pm

TJH Martin

ADMAT Governance Officer

Distribution List:

| | |
|---|---|
| Michelle Mitchell – Chair/Co-opted Governor Marina Pridham – Co-opted Governor Jan Bartlett – Co-opted Governor Hayley Budge – Parent Governor Oliver Stephens – Staff Governor | Claire Bader – Head Teacher Will Hermon – CEO Graeme Barriball – Chair of Trust Board |
|---|---|