



An Daras Trust
Igniting Curiosity Growing Capabilities

Coads Green Primary School

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Head Teacher – Claire Bader
Chair of Governors – Michelle Roberts

30/11/23

MINUTES
Autumn Term Meeting 2023
Local Governing Board; Coads Green School
Monday 20th November 2023 / 5.30pm at the School

1. Welcome and Apologies

Present: Michelle Roberts (Chair), Claire Bader (Head Teacher), Ralph Hudson, Hayley Howard, Claire Hatwell (Parent Governor)

Apologies: Jan Bartlett, Marina Pridham

In Attendance: Ann Cullum (Local Governance Officer).

New Governor

The governors agreed to appoint Claire Hatwell as the new Board appointed Parent Governor due to no other volunteers for the post. The appointment is subject to DBS clearance and for a 4-year term ending 20/11/2027. CH will take on the roles of Visible Learning and Rights Respecting Schools (including Pupil Voice).

Retiring Governor

HB term ends 2/12/23. As HB is now a member of staff she is no longer eligible to be re-appointed as a Parent Governor because of the number of hours employed at the school.

2. Declarations of Interest Relevant to this Agenda

None relevant to this agenda.

Governors' annual Pecuniary Interests declaration forms received from all governors.

3. Chair Election

All governors agreed for MM to continue as Chair for a further year.

4. Governor Administration

All governors confirmed that they have read the following documents and agreed to abide by them: Code of Conduct, KCSiE, Prevent Update, Health & Safety, ADMAT and School Safeguarding policies and ADMAT termly Safeguarding Update.

5. Confirm Minutes of LGB Summer Meeting (19th June 2023) and Matters Arising

The decision was made to accept the minutes as a true and accurate record of the last meeting and the Chair signed a copy.

SEND – Provision and Local Offer to be reviewed when the new Trust policy is available – carried forward – see item 12

6. Confidential Matters

None.

7. Head's Report

The Head's Report has been made available to all governors. MM mentioned that there had been rumours that the school was due for closure, but this is not true and MM has written accordingly to parents.

The governors discussed the Improvement Plan and queried if it could be made more concise.

Are the school's priorities achievable? The school will continue to work through its priorities on the Climate Change and Sustainability Action Plan and ensure that specific governor visits take place in line with current AIP priorities, including Writing. Governors are encouraged to enhance their CPD training by keeping up to date with essential training, reading relevant documents supplied through Emails and Governor Hub, and to regularly visit the school with targeted and purposeful agendas, therefore holding the school to account by monitoring pupil attainment and progress. **Is the data for last year correct in that the more artistic subjects are the best achieving subjects?** Yes, some pupils didn't achieve as well in subjects like Maths. This will be re-assessed in the next few weeks. 8% (19 children) are PPG, with 7% (17 children) SEND. Data in Maths will be looked at more closely and more comprehensive data will be available by the end of term.

The school top 3 risks were identified as:

- i) Capacity, specifically a Subject Lead for Maths
- ii) Falling Roll
- iii) Finance.

Term Dates for 2024-25 to be agreed by the governors – carry forward

The most recent attendance figure is 93.92%. Behaviour across the school is good and was recognised in the Ofsted report. Behaviour for learning remains high and pupil engagement is good, as evidenced in internal leader monitoring. There have been no exclusions since the last meeting.

Neil Swait visited the school and conducted a Curriculum Audit; he only identified Computing, Maths and DfE Guidance for Sustainability for improvement. The school is currently without a Computing Teacher and a Maths Teacher. CB is covering Maths but a Subject Lead is a priority. Despite the fact that this is a small school, it was good to have just 3 areas for improvement. **Why is the school moving to SCARF?** This is a more robust resource for PHSE and it is already being used for RSE. CB will map this in the Spring term.

The school roll is 45, but as this is a very strong school with a good Ofsted rating, and in a very good MAT, CB is hoping the numbers will increase to 50.

The governors were happy with this and raised no further questions.

8. P.E. Review

The plan has been completed and **MM is currently finalising this, which will then be forwarded to RH.** The residential was funded. **Is there sufficient budget?** Yes. This is well balanced. **Are we using the Sports Premium for swimming?** We are allowed to use it for the core offer but any additional lessons are not covered by this. Transport is a problem as the school needs to take the children to Mount Kelly School in Tavistock.

9. PPG Review

CB has re-written the PPG plan and **will forward this to MM when it is finalised before the end of term – carry forward.**

10. **Pre-School and EYFS Statutory Framework**

5 pupils currently attend the pre-school but more are expected. A few parents with children have had a tour of the pre-school. HH has looked at the EYFS Statutory Framework and this is in order.

11. **Safeguarding / Health & Safety**

JB will look at the SCR - carry forward

CB will meet with JB and discuss the S175 - carry forward.

12. **Review SEND Provision and Policy, and agree SEND Local Offer**

The new school SEND Policy, Provision and Local Offer have been made available to all governors and the governors agreed with these.

13. **Pupil Voice**

The school is starting the UNICEF Rights Respecting Schools programme. CB will combine the School Council with Rights Respecting School groups. CB is currently undertaking training. **Is the Rights Respecting Schools award very School Council led?** Yes, but there are many different areas that need to be looked at and evidenced.

14. **Compliance**

Admissions is complete. Health & Safety is in hand. Cyber Security has been completed. Emma Gooding has completed GDPR, CB still has this to complete.

15. **Governor Monitoring & Training**

Monitoring Visits/Working Groups

- Curriculum (MM/CB) - completed
- P.E. Impact and Provision (MM/RH) - completed in summer term
- Risk analysis to ascertain current top 3 risks (MM) - completed - *see item 7c*
- **EYFS (MP) – carry forward.**

Monitoring and Working Groups for next term

- **Improvement Plan Review – MM is currently working on this**
- **Website Compliance (CB)**
- **Online Safety (CB)**
- **Curriculum – Maths (MM)**
- **Safeguarding (JB).**

CH will visit the school in December and meet the staff involved with Visible Learning as well as the pupils.

Governor Training

GDPR – RH 12/10/23

Cyber Security – MM 1/10/23

Fire Awareness – MM 18/9/23

Asbestos Awareness – MM 25/9/23

Health & Safety Essentials – MM 9/10/23

Safeguarding (Child Protection) – CH 13/11/23.

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

Governor Training Overdue – to be completed as soon as possible

- **MP to complete Prevent training - carry forward**
- All governors are required to take Cyber Security training annually. **RH to renew this term, JB in January.** MP has been granted exemption
- All governors are now also required to take GDPR training – **this is currently outstanding for MM, MP, JB.**

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

GovernorHub – The Key

JB still has to register.

Chair’s Meeting with CEO

The meeting with the CEO was positive. A subject leader for Maths needs to be identified in the next 12 months. This will form part of a review in the spring term 2024 with the CEO, Headteacher and Chair of Governors. At a future meeting with the Chair, the Head and the CEO sustainability of the school will be discussed. The governors were satisfied with this and raised no questions.

16. Statutory Policies for Review/Renewal

SEND Policy – *see item 12.*

Safeguarding and PHSE Policies are due for review and were agreed by all governors.

Policies due for review next term - Admissions 25/26.

17. Any Other Business

None.

18. DONM

The date of the next meeting is Monday 26th February 2024 at 5.30pm.

The meeting closed at 6.40pm.

Ann Cullum

Local Governance Officer

Distribution List:

Michelle Mitchell – Chair/Co-opted Governor
Marina Pridham – Co-opted Governor
Jan Bartlett – Co-opted Governor
Ralph Hudson – Co-opted Governor
Hayley Howard - – Staff Governor
Claire Hatwell – Parent Governor

Claire Bader – Head Teacher
Will Hermon – CEO
Steve Tavener – Chair of Trust Board