

**Local Governing Body Meeting
St. Andrew's Primary Chardstock Academy and
Mrs Ethelston's Primary Academy**

Thursday 10th March 2016 6.30pm
St Andrew's Primary School

MINUTES

Initials	Name	Initials	Name
JC	Mrs Judy Chisholm (Chair)	MK	Ms Michaela Kite
CH	Mrs Corinne Hales (Chair Mrs E's)	GR	Mr Gerard Rourke
NV	Mr Neil Vincent	SE	Mrs Sarah Ellis
KM	Mrs Katherine Mansi	JS	Miss Jessica Saunders
MD'A	Mrs Maureen D'Albertanson	AM	Mrs Amy McCrudden
MR	Mr Malcolm Robinson	NW	Mr Nigel Whitaker
FB	Mrs Fiona Bowie	AH	Mrs Allison Howsam
VD	Mrs Veronica Dower (Clerk)		

In attendance: Jo Cursley

	Item	Action
1.1	Welcome JC welcomed new governor Allison Howsam and Jo Cursley (in attendance). GR opened the meeting with a prayer.	
1.2	To receive any apologies for absence Apologies received and accepted from AM, JS and MR.	
1.3	Declarations of pecuniary interests None to declare	
1.4	Confidentiality and Attendance The confidentiality statement was on the Attendance Sheet signed by all attendees.	
1.5	To consider any items which the Chair thinks should be dealt with as matters of urgency because of special circumstances. None	
1.6	To confirm the minutes of the meeting held on 19/01/2016 and consider any business arising. These were agreed and signed as a true record. NW commented that Finance was his portfolio area, but not Premises & Health & Safety. Clerk to amend NW responsibilities and arrange reallocation of portfolio areas. Matters arising i) JC noted that all the action points were met. ii) JC raised the issue of the minutes appearing on the website as draft minutes, as recommended by Babcock. Governors agreed that draft minutes could appear on the website after approval by the Chair and distribution to all governors.	VD
1.7	To agree any items to be dealt with as confidential (Part 2) Items were agreed.	
1.8	Minutes of the Directors meeting for information JC commented that Directors minutes coming out promptly were appreciated by the LGB. <u>HUB admin staffing update</u> NW updated governors on staff changes within the HUB. Two roles were created from the Business Manager role. Mandy Slingsby is now the senior administrator, and a senior finance officer will be in place for next term. There are now three finance people in place within the HUB. By the end of term the full team will be appointed and governors and directors notified of the structure and contact details of the HUB. NW updated the governors on the recruitment of new directors to the board since the last	

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	<p>directors' meeting. A panel of directors have identified the skills needed for the board and have now interviewed and selected 5 new directors. One new foundation director will be appointed by the Member for Salisbury, one appointed by the Member for Exeter. St Andrew's will appoint one new director, under article 50C.</p> <p>The formal resolution is: 'Does the Local Governing Body agree to appoint Liz Fraser to join the trust board as a Director?'</p> <p>The Local Governing Body approved the appointment of Liz Fraser to the board of directors – proposed (JC), seconded (M'DA).</p>	
1.9	<p>Head of School Report - distributed prior to the meeting</p> <p><u>Mrs Ethelston's</u> MK outlined the key elements of the report. i) Numbers on roll are looking healthy at the moment, and are currently 182. Governors queried the numbers in the classes and the classroom sizes. The official number is 25, but it varies between 25 and 30. There is a five year projection based on room size. ii) Attendance is 96.4, the target is 97%. The monitoring system is working well.</p> <p>iii) Predictions: EYFS prediction is 80% achieving GLD. Phonics predicted result is 84%.</p> <p>KS2 guidance has been issued for writing and maths. GR outlined the most recent SATs guidance, including a new report and guidance that has just come through. Moderators have reported that Age Related Expectation (ARE) would be equivalent to Level 5, but the new report suggests this will be level 4B and as a result predictions are very likely to change. JC suggested an EGM to discuss this further when more confirmation has been received. Governors commented that there is no longer a measure of progress, which makes the role of governors more difficult. GR noted that the EYFS baseline test may not continue next year. ML highlighted the areas of underachievement, there were no major issues to worry about, which was also the feedback in the meeting with Graham Jones. Progress for individual children has been looked at with teachers and those struggling in particular areas receive support. Very specific interventions for gaps that have been identified, delivered by JB, NG and JG Governor challenge: How is narrowing the gap looking, what are the extremes, particularly within Y2 and Y6? The school is assessing to new criteria, so this information is difficult to report on. Governor challenge: Is mastery making any change - is it enabling children to become more competent? It is giving more challenge for the more able, however lower ability groups are not able to access all the levels of mastery and more direct teaching is needed. GR commented that the main difference is the pace for the more able. The more able are probably applying their skills, the lower ability need more guidance. Governor challenge: How are governors going to know that intervention is working for PP children? GR responded that governors talking to the children, and asking what difference has it made. Book scrutinies are now more key for showing progress. JC commented that parents' evenings will need to be arranged to explain this, once there is more knowledge of ARE. Both schools noted visits by GJ as the external adviser. He was extremely positive about Mrs Ethelston's and felt it was an outstanding school. Governors asked for this report to be fed back to the LGB.</p> <p><u>St Andrew's</u> GR outlined the changes made to the report, all additions were in red. i) The attendance figure at 96.7% has slightly improved since November. Persistent absence is now classified as 90% or lower. Most absence is due to illness. ii) One more child has been added to the SEN register. The data has been amended to try and reflect new ARE.</p> <p><u>Areas of underachievement</u></p>	

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	<p>iii) Phonics training has been booked MAT wide with an adviser from Dorset, she will support Y1 teachers first and then all staff through the schools as a recap.</p> <p>iv) On-going support with learning behaviour in Y1.</p> <p>GJ noted that more evidence was needed to demonstrate outstanding status at St Andrew's. However the data is consistently good and hasn't changed across the cohorts, there have been no dips over the last five years.</p> <p>GR and MK commented that the external adviser visits have been extremely useful, particularly for Ofsted preparation.</p> <p>JC noted that a one page Ofsted summary sheet across all the MAT schools would be useful for governors. Action: To be followed up by Heads of School.</p> <p>Governor challenge: With a child with dyslexia, are the intervention strategies the same in all the schools, is there parity and what is working best? GR commented that this could be looked at again at SLT and fed back to governors.</p> <p>Behaviour management – governors discussed FBs visit report, where the children made interesting comments about behaviour. The children seemed very aware of monitoring their own behaviour. GR commented that this could be investigated further at a PSHE session, asking the children what they thought would work best.</p> <p>JC thanked MK and GR for their comprehensive reports.</p>	GR/MK/ JC
1.10	Pupil Premium Update – discussed above. KM will arrange a visit to look at PP next term.	KM
1.11	School Development Plan 2015/16 MK updated the SDP of Mrs Ethelston's in the HTs report. The SDP will be distributed by GR. This now mirrors the governors' development plan.	GR
1.12	SEF MK has re- written the SEF and will email when amendments have been made by GJ. GR will distribute an amended version. MK noted that a lot of the SEF is about the 5 year trend. It will not change particularly year on year, it is an evolving document with new data added each year.	MK GR
1.13	Portfolio Holder Reports FB undertook a Portfolio Holder visit on curriculum. The detailed report noted discussions with children and the school council. FB curriculum and parents & community links. JC distributed a comprehensive Portfolio Report on Early Years for St Andrew's & Mrs Ethelston's. Action: VD to re-send blank electronic copies of reports to all governors. A new parent governor is needed to replace MR who has resigned from the LGB. CH will be starting the process at Mrs Ethelston's. Governors discussed skills gaps that needed filling, including finance & business. Action: VD to send parent governor election pack to CH. JC highlighted the vacancy that exists for a foundation governor at St Andrew's.	VD VD
1.14	Finance Report There is no monitoring statement to date. Pupil Premium: NW noted that he needs to visit all schools to assess the finance side of PP and look at the breakdown of the Pupil Premium spend.	NW
1.15	Safeguarding Report JC thanked SE for a comprehensive safeguarding report. SE met the head of school initially to discuss areas of policy and current practice, followed by a discussion with a NQT and members of the school council from KS1 and KS2. The children knew about internet safety and where to go for help and they listed rules the school has about on- line safety. They all felt safe at school and that teachers and staff cared about their safety. Areas highlighted by SE following discussions were: <ul style="list-style-type: none"> • Is the 'red dot' system a MAT wide system? • Ensure first aid training is attended by those requiring it at earliest opportunity. To be discussed further with MK.	
1.16	Governors development plan 2015/16	

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	JC reported that the draft amended version was now on the website. Christian distinctiveness has been added, and areas on self- review of the LGB. The diocese have asked for Directors to feedback on the governor development plan.	
1.17	Governor Training and Development <ul style="list-style-type: none"> Governors discussed the Babcock summer courses. AH - & FB to book on new governors for academies. AH - performance data, will confirm. JC recommended the 'Role of the Chair'. VD highlighted MAT wide governor and director training, to be arranged in the summer term. Better Governor – VD reminded governors to register GEL training – new governors reminded to register for online training 	All/VD
1.18	Governor Visits KM - SEN data. NV - Data (School Improvement), first half of next term. JC - EY visit to both schools. FB & AH - Marking & Assessment, including book scrutiny. All to contact head of school to confirm dates and VD for the calendar of visits.	KM NV JC FB & AH
1.19	Feedback on the parent discussion group for Mrs E's held on 11th Feb CH fed back to governors on the parent discussion group. Communication and extra- curricular activities were the main areas discussed. The meetings were very constructive, with a lot of positive comments, parents welcomed the opportunity to have a forum. One area of feedback was that the website needed to be promoted as a way to access information. Same format to be considered for St Andrew's - Action: GR	GR
1.20	Premises Development and Maintenance <ul style="list-style-type: none"> Health & Safety Issues – reports were received from Lorraine Tolman. There were no issues at St Andrew's. Mrs Ethelston's received a 95% rating in the H&S audit. AH as H&S portfolio lead, to request a copy of the audit from LT, prior to governors receiving it. 	AH
1.21	Policy Review and Approval <ul style="list-style-type: none"> Collective Worship Policy – check that 'community' has been added. – Approved subject to this change. Admissions – committee for St Andrew's. SE to be added to the admissions committee. 	VD
1.22	Chair's and Clerk's business JC noted that the recent LGB Chairs meeting was useful for sharing information. A MAT newsletter would be appreciated and has been requested. <ul style="list-style-type: none"> Succession planning on the agenda for the next meeting. 	
1.23	The meeting went in to Part 2. <i>The meeting closed at 8.45pm.</i>	
	Date and time of the next meeting 19th May 6.30pm	

Actions

1.6	Clerk to amend portfolio holder responsibilities.	VD (Mar)
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1.9	One page Ofsted summary sheet for governors	GR/MK/JC
1.10	KM to arrange governor visit - PP	KM (Apr)
1.11	GR to distribute SDP	GR (Mar)
1.12	GR & MK to distribute SEFs	GR/MK
1.13	VD to send parent governor pack to CH VD to distribute blank Portfolio Holder reports	VD (Mar) VD (Mar)
1.14	NW to arrange governor visit on PP finance	NW
1.17	All governors to review Babcock training and book courses via clerk	All/VD
1.18	<u>Governor Visits</u> KM - SEN data. NV - Data (School Improvement), first half of next term. JC - EY visit to both schools. FB & AH - Marking & Assessment, including book scrutiny. All to contact head of school to confirm dates and VD for visit calendar.	KM NV JC FB & AH
1.19	GR to promote website to parents	
1.20	AH to request copy of H&S audit from LT.	AH
1.21	VD to amend Collective Worship Policy	

Signature of Chair Date

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