

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

Thursday 11<sup>th</sup> May 2017 6.00pm  
Venue: St Andrew's Primary School

**MINUTES**

Attendees

| Initials | Name                                  | Initials | Name  |
|----------|---------------------------------------|----------|---|
| SE       | Mrs Sarah Ellis (Chair – St Andrew's) | CH       | Mrs Corinne Hales (Chair – Mrs Ethelston's) |
| CGW      | Ms Cara Gilmour White                 | MK       | Ms Michaela Kite                            |
| JC       | Mrs Judy Chisholm                     | NV       | Mr Neil Vincent                             |
| FB       | Mrs Fiona Bowie                       | BI       | Mr Brian Impey (Director)                   |
|          |                                       | JCU      | Mrs Jo Cursley                              |
| DK       | Ms Debs Kellaway                      | CM       | Ms Ciara McMackin                           |
| ZB       | Ms Zoe Betterton                      | CB       | Mrs Claudia Betteridge                      |
| AR       | Mrs Andrea Rice                       |          |   |

In attendance: Veronica Dower (Clerk)

| Item No | Item  | Actions |
|---------|---|---------|
| 1       | <b>Welcome &amp; opening prayer</b><br>SE as Chair welcomed governors to the LGB meeting. FB opened the meeting with a prayer.  |         |
| 2       | <b>To receive any apologies for absence</b><br>Apologies were received from Nick Ivins and Allison Howsam.  |         |
| 3       | <b>Declarations of pecuniary interests</b><br>None to declare   |         |
| 4       | <b>Confidentiality and Attendance</b><br>The confidentiality statement was on the attendance sheet signed by all attendees.   |         |
| 5       | <b>To consider any items which the Chair thinks should be dealt with as matters of urgency because of special circumstances.</b> None   |         |
| 6       | <b>To confirm the minutes of the meeting held on 16<sup>th</sup> March 2017 and consider any business arising:</b>  |         |
| 6.1     | Part 1 minutes were <b>agreed</b> and signed as a true record<br><br><u>Matters arising</u><br>No other matters were arising.   |         |
| 7       | To agree any items to be dealt with as confidential (Part 2)<br>None  |         |
| 8       | <u>Minutes of the Directors meeting</u><br>The minutes were circulated to governors prior to the meeting and noted.<br>Governors discussed and questioned: <ul style="list-style-type: none"> <li>• MAT expansion. In response to a question, AR reported that the original grant for the MAT set up has now been used up. Recent meetings have been arranged with both dioceses and the LA. The plan would be to have localized HUBs, forming another cluster of schools in West Dorset could be a possibility for the MAT; this would enable some economies of scale. The MAT will continue as a mix of church and community schools. Governors went on to discuss the possible size and structure of a larger MAT.</li> <li>• AR explained the role of a Head of School and the change made to the role within the MAT. ZB commented that parents don't seem to really understand the structure</li> </ul> |         |

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|      | <p>of the MAT and the complexity of the job and leadership responsibilities of a primary head in a small school. Governors asked if better communication with parents would improve their understanding of the work of the MAT and the benefits. Governors agreed that the Head could explain the benefits of the MAT for children, staff and parents at the beginning of the year; the funding crisis has recently gained the attention of parents.</p> <ul style="list-style-type: none"> <li>Recruitment and retention of staff are big issues and here the MAT has a clear advantage compared to a stand- alone school, with career progression, CPD opportunities and informal support.</li> </ul>   |  |
| 9    | <p><b><u>Head of School Reports</u></b></p> <p><u>Mrs Ethelston's</u><br/>MK gave a short verbal report to governors. Key areas covered were:<br/>Staffing – interviews have taken place and a new teacher has been appointed to replace Ms McMackin. Maternity cover will also be needed in the autumn; the recruitment for this will be just before half term.<br/><b>Governor challenge: What was the field of candidates like?</b> The field was mixed with some strong candidates; all were NQTs with no experienced applicants.<br/><b>Governor challenge: Could governors be involved in recruitment in the future?</b> MK explained that recruitment had been conducted for several vacancies across the MAT with the panel therefore made up of three Heads and AR. At the next round of interviews this would be reviewed.<br/><u>Pupil numbers:</u> 18 children will join Reception in September; the current Reception is a cohort of 27 so this is quite a low intake. Pre-school numbers were also low.<br/><u>SATs:</u> The process went smoothly, however it is too soon to tell how things went.<br/><u>Writing:</u> There are now clearer guidelines on what ARE is, and what moderators are looking for with the variety of genres needed. A lot of work has been done over the year across all of the schools on ARE consistency, with official moderators for Y2 and Y6. This has helped to make sure teachers' judgements are accurate and has clarified what evidence is needed, particularly for Y6.</p> <p><u>St Andrew's</u><br/>CGW updated governors on the recent SIAMS inspection. This was a fantastic effort and the school was awarded outstanding. Governors congratulated CGW and the school.</p> <p><u>Staffing:</u> The Y5/6 teacher has resigned, and a new appointment has been made. However class structures for September have not yet been decided.</p> <p><u>Pupil numbers.</u> Numbers look strong for reception, with 19 children due to start in September. A third of the intake will be from the pre-school.<br/><u>Writing:</u> The writing moderation has helped with the split Y2 class to show that the children in both classes are getting the same quality of teaching.<br/><u>Early Years:</u> The early years consultant at Axminster has been doing early years moderation across the MAT.</p> |  |
| 10.1 | <p><b><u>School Development Plan 2016/17</u></b></p> <p>St Andrew's SDP was distributed prior to the meeting. CGW reported that all areas of the SDP were on track.</p>   |  |
| 10.2 | <p><b><u>Report on monitoring of progress of pupils/Educator</u></b><br/>NV reported that he would be visiting MK to look at Maths and Educator after half term when it will be more firmly embedded.<br/>MK explained that Educator is a way to internally measure progress across all years via a system of objectives. Teachers fill in data on the system where children have been seen to reach an objective independently. From September the SLT will be able to track</p>   |  |

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|                         | <p>each term and measure individual progress, progress of different groups, Pupil Premium, SEN etc.</p> <p><b>Governor challenge: Can this information be shared at parents' evenings?</b> Yes eventually a termly report will be replaced by a report from Educator, along with teacher written reports. It also links with SIMS and attendance data. Teachers will review how the data is communicated to parents.</p> <p><b>Governor challenge: How much input has been needed from teachers?</b> Initially a lot, however it should reduce as it moves forwards, the inputting of data is very similar to SPT, the system that was in use before. It is updated whenever it is relevant - after independent work or assessments. MK and CM commented that for staff there are short cut ways of doing this, staff found the system visually attractive which helps. AR noted that with levels gone it has been difficult to show progress; however the Educator system tracks against points, similar to APP, with six categories relating to ARE.</p> <p><b>Governor challenge: From a governors' perspective, what can be presented by Heads to enable LGB monitoring of progress?</b></p> <p>This will be discussed and the format of the charts and detail decided at SLT. It will be possible to give a detailed measure of progress. Special needs children for example will be picked up and progress illustrated. The system will split attainment and progress very clearly.</p> |                          |                         |             |                         |               |                         |               |                         |                       |         |                          |               |                |  |  |              |       |               |     |                         |          |  |  |  |
|-------------------------|---|--------------------------|-------------------------|-------------|-------------------------|---------------|-------------------------|---------------|-------------------------|-----------------------|---------|--------------------------|---------------|----------------|--|--|--------------|-------|---------------|-----|-------------------------|----------|--|--|--|
| 11                      | <p><u>Governor Visits</u><br/>Reports linked to the SDP were circulated prior to the meeting and noted by governors.</p> <p>RE Curriculum visit – FB (St Andrew's)<br/>Science Visit – SE (St Andrew's). SE commented that at the next visit she would like to get an overview of science teaching monitoring systems as the science coordinator HT liaison is newly established.</p> <p><u>Visits arranged for the rest of term</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Mrs Ethelston's</th> <th style="width: 33%;">Leadership &amp; Management</th> <th style="width: 33%;">St Andrew's</th> <th style="width: 33%;">School Council Educator</th> </tr> </thead> <tbody> <tr> <td>Corinne Hales</td> <td>Leadership &amp; Management</td> <td>Judy Chisholm</td> <td rowspan="2">School Council Educator</td> </tr> <tr> <td>Nick Ivins/Jo Cursley</td> <td>Science</td> <td>Allison Howsam/Fee Bowie</td> </tr> <tr> <td>Corinne Hales</td> <td>School Council</td> <td></td> <td></td> </tr> <tr> <td>Neil Vincent</td> <td>Maths</td> <td>Zoe Betterton</td> <td>SEN</td> </tr> <tr> <td>Neil Vincent/Nick Ivins</td> <td>Educator</td> <td></td> <td></td> </tr> </tbody> </table>   | Mrs Ethelston's          | Leadership & Management | St Andrew's | School Council Educator | Corinne Hales | Leadership & Management | Judy Chisholm | School Council Educator | Nick Ivins/Jo Cursley | Science | Allison Howsam/Fee Bowie | Corinne Hales | School Council |  |  | Neil Vincent | Maths | Zoe Betterton | SEN | Neil Vincent/Nick Ivins | Educator |  |  |  |
| Mrs Ethelston's         | Leadership & Management   | St Andrew's              | School Council Educator |             |                         |               |                         |               |                         |                       |         |                          |               |                |  |  |              |       |               |     |                         |          |  |  |  |
| Corinne Hales           | Leadership & Management   | Judy Chisholm            | School Council Educator |             |                         |               |                         |               |                         |                       |         |                          |               |                |  |  |              |       |               |     |                         |          |  |  |  |
| Nick Ivins/Jo Cursley   | Science   | Allison Howsam/Fee Bowie |                         |             |                         |               |                         |               |                         |                       |         |                          |               |                |  |  |              |       |               |     |                         |          |  |  |  |
| Corinne Hales           | School Council  |                          |                         |             |                         |               |                         |               |                         |                       |         |                          |               |                |  |  |              |       |               |     |                         |          |  |  |  |
| Neil Vincent            | Maths   | Zoe Betterton            | SEN                     |             |                         |               |                         |               |                         |                       |         |                          |               |                |  |  |              |       |               |     |                         |          |  |  |  |
| Neil Vincent/Nick Ivins | Educator  |                          |                         |             |                         |               |                         |               |                         |                       |         |                          |               |                |  |  |              |       |               |     |                         |          |  |  |  |
| 12<br>12.1<br><br>12.2  | <p><u>Portfolio Reports</u><br/><u>Curriculum</u> – RE reports distributed. JCU commented that she had had a fantastic welcome from the school and teachers during her RE visit and thanked CM and the school.</p> <p>Governors discussed the content of the new RE curriculum, 'Understanding Christianity', along with the monitoring of the curriculum by governors. It was agreed that JCU would visit Mrs Ethelston's again early in the autumn term.</p> <p><u>Early Years report</u><br/>JC reported that ways of improving transition arrangements have been looked at. A clear programme has been put in place for this term. Governors noted that feedback from new parents has been that St Andrew's provides a very varied curriculum and a stable Christian environment.</p> <p>The new Early Years specialist will be employed to work across the MAT. She will be based at Axminster and do outreach with the other schools, introducing early years provision where needed and looking at transition.</p> <p>JC asked about the possibility of employing a speech and language therapist across the</p>   |                          |                         |             |                         |               |                         |               |                         |                       |         |                          |               |                |  |  |              |       |               |     |                         |          |  |  |  |

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|      | <p>MAT for early identification and supporting staff, including TAs. AR agreed that this, along with Ed Psyche provision, would be areas invested in if finances allow. A consultation of the Early Years baseline assessment is now underway. Governors discussed the induction of new families, getting to know the new school and meeting other parents and governors.</p>   |    |
| 12.3 | <p><u>SEN &amp; Inclusion</u> – It was confirmed that Zoe Betterton would take on the role of SEN governor.</p>   |    |
| 12.4 | <p><u>Parents &amp; Community Websites</u><br/>AR reported that various companies have been contacted and briefed to produce a similar template for each of the schools. The current website was now proving difficult to maintain and use. Three quotes have now been obtained. The website is the main method of marketing to parents, and must also provide statutory requirements for Ofsted. The new website will be mobile friendly and have an app. It is in dummy form at the moment. BI confirmed that it will now go to the Finance &amp; Audit Committee for approval. The plan is to have a new website ready for September.</p> <p><u>Parent &amp; Pupil Questionnaires</u><br/>Questionnaires have gone out this week, with a closing date of 22<sup>nd</sup> May.<br/><b>Governors questioned the analysis, will this be done centrally and how will results be reported to parents?</b> AR confirmed that she would check this will be done centrally and notify governors. (<b>Action</b>). A summary of the results will go to parents. Parent forums will be arranged after the results are in. The annual staff questionnaire is also being done.</p> |    |
| 12.5 | <p><u>SIAMS &amp; Christian Distinctiveness</u><br/><b>Governors congratulated St Andrew's on the outstanding award and thanked the staff for their huge commitment.</b> Governors involved in the inspection reported on what was involved and the questions asked by the inspector. CGW commented that the inspector had talked through every decision she had made so it was a real learning experience.<br/>JC noted that St Andrew's had gone from 'satisfactory' to 'outstanding' which was recognised in the report. The Archdeacon is coming in on the 15<sup>th</sup> June, when staff will celebrate and governors are also invited.</p>  |    |
| 12.6 | <p><u>Premises Development and Maintenance</u><br/>Premises Report. BI reported that all three CIF bids had been rejected. The grounds for appeal would be based on having firm prices for the work, but there is not enough time allowed for this before the deadline. The work on the retaining wall would now go out to tender.</p> <p><u>Health &amp; Safety</u><br/>No issues were raised.</p>   |    |
| 13   | <p><u>Safeguarding report</u><br/>A few issues were noted, with one MASH referral this week. The CPOMS system is working well, the safeguarding team need to ensure that this is being effectively monitored.</p>   |    |
| 14   | <p>Finance Report<br/>Monitor annual budget – deferred to the next meeting.</p>   |    |
| 15   | <p><u>Governor vacancies</u><br/>Katherine Mansi has resigned, and there are also two foundation governor at St Andrew's. The LGB discussed possible recruitment of new governors to these roles.</p> <p><u>Governor Training and Development</u><br/>JCU attended the JCTSA governor self- evaluation training course. RAISEonline MAT training was attended by AH, CH, FB and JC.<br/>Clerk to check SEN course for ZB (<b>Action</b>).<br/><u>Annual self- evaluation</u></p>  | VD |

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|    | FB, CB, SE, CH, ZB, NI to arrange governor self- evaluation on 22 <sup>nd</sup> June.   |  |
| 16 | <p><u>Policies</u><br/><b>Positive Behaviour Policy</b> – reviewed and approved.</p> <p><b>Governor challenge: Are parents aware of new or amended policies?</b> It was agreed that policy approval could be mentioned in the newsletter, with directions to the website. BI suggested that the new newsletters in September could have summaries of governor meetings and links to new policies approved by governors.<br/>Action: New policies to be mentioned in school newsletters.</p> |  |
| 17 | <p><b>Chair's and Clerk's business</b><br/>MK reported that there had been a request from a teacher to attend her sister's graduation. Governors were happy to grant this.</p> <p><b>Closing Prayer – conducted by SE.</b></p> <p><i>The meeting closed at 8.05pm.</i></p>  |  |
|    | <p><b>Date and time of the next meeting</b><br/><b>22<sup>nd</sup> June 2017 6.00pm (Budget &amp; annual self- evaluation)</b><br/><b>11<sup>th</sup> July 2017 1.30pm</b></p>  |  |

**Actions**

|             |  |             |
|-------------|--|-------------|
| <b>12.4</b> | AR to check the analysis of the questionnaire and report back to governors.    | <b>May</b>  |
| <b>15</b>   | Clerk to check SEN course and report back to ZB.                               | <b>May</b>  |
| <b>16</b>   | New policies approved to be mentioned in school newsletters (Heads of School). | <b>June</b> |
|             |  |             |
|             |  |             |
|             |  |             |

Signed by Chair .....

Date .....