

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

Thursday 17<sup>th</sup> November 2016 6.00pm  
Venue: Mrs Ethelston'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)
AH	Mrs Allison Howsam	JCU	Mrs Jo Cursley
DK	Ms Debs Kellaway	KM	Mrs Katherine Mansi
ZB	Ms Zoe Betterton	CM	Ms Ciara McMackin
	Foundation Governor - vacancy	NI	Mr Nick Ivins
		AR	Andrea Rice
VD	Mrs Veronica Dower (Clerk)		Foundation Governor - vacancy

Item No	Item	Action
1	<b>Welcome &amp; opening prayer</b> CH opened the meeting as chair and welcomed Nick Ivins, the new parent governor at Mrs Ethelston's, Zoe Betterton the new parent governor at St Andrew's and Cara Gilmour-White, the new acting head of school at St Andrew's. JCU opened the meeting with a prayer.	
2	<b>To receive any apologies for absence</b> No apologies were received.	
3	<b>Declarations of pecuniary interests</b> None to declare	
4	<b>Confidentiality and Attendance</b> 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	To confirm the minutes of the meeting held on 06/10/2016 and consider any business arising. These were <b>agreed</b> and signed as a true record. Matters arising i) SE has reviewed the single central record. ii) Prevent online training link – this has been sent but still waiting for feedback from all governors that this has been completed (Action)	
7	To agree any items to be dealt with as confidential (Part 2) - none	
8	Minutes of the Directors meeting for information – attached The minutes were noted.	
9.1	<b>Head of School Report</b> <u>Mrs Ethelston's</u> MK distributed the report prior to the meeting and outlined the key areas. <ul style="list-style-type: none"> <li>• <u>Attendance</u> is looking very healthy at 97% and has been an area of focus. The attendance figures are now on the newsletter, with the best class in terms of attendance. Two new pupils have joined the school.</li> <li>• <u>Achievement data &amp; Predictions</u> – Predictions are all fairly healthy; the phonics prediction is 80% which is a drop from 2016. A small group of boys has been identified who are not on track and are</li> </ul>	

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	<p>receiving specific support. Year 2 predictions are higher than last year, it is a capable cohort who achieved 100% in the phonics test in 2016. MK explained that the writing result was moderated in 2016 for Year 6, as discussed at the last LGB meeting. Since than Babcock have given detailed guidance and far more accurate assessments have been made. Predictions for Year 6, 2017: Reading -100%, SPAG – 84%, Writing – 92%, Maths – 84%.</p> <p>MK highlighted the detailed breakdown of different groups. This helps to address gaps with certain groups or children. Some interventions are in place in Y1 for phonics, there is a small % discrepancy between girls and boys in writing and writing is a focus across the school. In Year 3 a small group has been identified in the SEN bracket who did not pass the phonics screening or KS1 SATs. They have been tracked from entry and are making progress.</p> <p><b>Governor challenge: is there an intervention in place for this group?</b> Yes, and concerns are being addressed through outside agency support.</p> <p>A capable cohort in Y4, achieved well at KS1 and predictions are high, It is hoped to have some standardisation information for this year group to give a midway point between KS1 and KS2. Y5 are progressing well, gaps have been identified. There is a high degree of mobility however within the year. Y6 is an able cohort and results are predicted to be high. Some specific needs have been addressed.</p> <ul style="list-style-type: none"> <li>• <u>Quality of teaching</u> All teaching is good or outstanding; children are focussed on tasks, and producing excellent outcomes. There is a good level of challenge and open questioning. Behaviour is outstanding and a good attitude to learning is evident. A focus remains on pace and noise level in some classes. <u>Analysis of Work scrutiny</u> shows that the marking and feedback policies are being followed, most year groups display outstanding quality and quantity of work and there is clear evidence of differentiation. <u>Learning environment</u>, working walls have improved, children have been getting constant messages about expectations of cursive handwriting. <u>E safety</u> – work has been done on this. An online learning and interactive play session for Y3/4 across the MAT was held at Axminster. <p><b>Governor challenge: KM commented that Y5 and Y6 should be given esafety training, prior to secondary school. The training offered by Woodroffe is excellent.</b> MK agreed that this would be looked in to.</p> <p>JC asked if it was known what proportion of children in KS2 are given private tutoring? This has an impact on achievement. It would be interesting to contrast the two schools. MK commented that this was difficult to identify, general support at home was also important.</p> <ul style="list-style-type: none"> <li>• <u>Staff CPD</u> Staff CPD and MAT meetings have been held. MAT CPD has been organised, along with helpful sessions from Babcock in maths and literacy. Middle leader training sessions have been given by AR. EYFS Tapestry training has been held - the online assessment tool. Graham Jones the school improvement partner has visited, the focus was on joint book scrutiny and leadership training, sharing expertise and good practice.</li> </ul> </li></ul>	
9.2	<p><b>Head of School Report</b> <u>St Andrew's</u> CGW outlined the work that has been done over the last two weeks since she started in the post. Numbers at St Andrew's are fairly stable at 116.</p> <ul style="list-style-type: none"> <li>• <u>Attendance</u> There is currently a concern around attendance; there is an issue with illness and some persistent attendance issues. Attendance is 95.9% with a 12% persistent</li> </ul>	

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	<p>absence rate.</p> <ul style="list-style-type: none"> <li> <p><u>Achievement Data &amp; Predictions</u> EYFS – 42% of the cohort have been assessed as needing additional support with speech and language, 21% have been referred to SALT and are now receiving additional support. 70% achieving GLD is the prediction for the end of the year, this is an ambitious target. The phonics prediction in Y1 is 80%, last year the result was 89%. Intervention is in place for the 18% not on track. Y2 have had inconsistency in teaching and consolidation is needed, 3 need additional support. 2017 Y6 predictions: Reading – 79%, SPAG - 72%, Writing - 72%, Maths – 79%, included in these figures, greater depth is at 21% for all subjects. <u>Areas of underachievement:</u> The focus across the school is on writing and the opportunities for writing. Specific interventions have been put in place, various speech interventions and phonics. In KS2 some pre-teaching has been arranged, this has already had an impact giving the children more confidence. Precision teaching is also being delivered which is also having a noticeable impact; this has targeted those children who find spelling and accuracy in writing difficult. NV recommended contacting Babcock for pre teaching in maths, they have done a big project through the maths HUB. MAT wide training has also been offered in precision teaching.</p> </li> <li> <p><u>Quality of Teaching</u> CGW reported that she has looked at the quality of teaching; how well the children are working and how engaged they are with their learning. Teaching is good to outstanding; the majority are focussed and keen to learn. Some children have quite complex needs and this can have an impact, but staff have spent a lot of time on behaviour strategies and support. AR reported that expertise is also being used from the other schools within the MAT. Low level disruption has dropped down and attitudes to learning have improved. ZB commented that the newsletters have been very positive, highlighting the good things happening within the school. <u>Work scrutiny</u> – the quality of work in some year groups is outstanding. Marking &amp; feedback has had an impact, differentiation is evident, but further work on this is required. <u>The learning environment</u> has improved and working walls are being used effectively. More pride and ownership by the children is evident. <u>Staffing update:</u> CPD – the middle leader programme is in place, developing the next layer of leadership. The NQT induction includes a programme of support and CPD. The recruitment of a new HT will be starting after Christmas. A new 0.4 Y4/5 teacher will be recruited in January. CGW confirmed that she is still the SENCO. <u>Church &amp; Community links</u> JC thanked CGW for the input with the church community, it has been appreciated and noted. <b>Governor challenge: PE is an area that needs more input, could more use be made of the outdoor facilities?</b> CGW responded; the school is aware of the need to increase the sports clubs offered to children. A lot of the traditional games and sports were not catered for in the past, due to the low pupil numbers. AR commented that the new Forest schools programme has been going well at St Andrew's.</p> </li> </ul>	
9.3	<p><b><u>Review school performance data - RAISE online report</u></b> AR commented that the format of the progress data in the new RAISEonline report has altered significantly. Strengths were phonics at Mrs Ethelston's and CGW commented that at St Andrew's disadvantaged KS2 pupils had results equal to or above in reading. Data has been included showing progress from EYFS to Y2. Low, middle and high attainers have not been clearly defined in the report. <b>Action:</b> NV and KM to meet MK, and report back with a summary to the LGB, prior to the next meeting. AH will meet CGW to do the same.</p>	NV/K M/MK AH/C GW
10	<b>School Development Plan 2016/17</b>	

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	<p>Mrs Ethelston's – MK outlined the changes made to the plan, which has been highlighted and annotated to show progress. St Andrew's - the school development plan will be reviewed with AR next week.</p>																					
11	<p><b>Governor Visits - review of programme and reports linked to SDP</b> CH commented that the recent governor visit reports had been comprehensive and informative. <u>Autumn Term Visits</u> Mrs Ethelston's – SEN, PP and attendance (KM), SEF and SDP (NV), SPAG in Y5/literacy coordinator (FB/JC). St Andrew's – Y6 writing (JC), SIAMS/Christian distinctiveness (FB). <u>Spring Term</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Mrs Ethelston's</td> <td></td> <td style="width: 50%;">St Andrew's</td> <td></td> </tr> <tr> <td>Science</td> <td>NV</td> <td>Science</td> <td>SE</td> </tr> <tr> <td>Early Years</td> <td>JC</td> <td>RE curriculum</td> <td>FB</td> </tr> <tr> <td>Writing/literacy</td> <td>KM</td> <td>Early Years</td> <td>JC</td> </tr> <tr> <td>RE and SIAMS</td> <td>JCU</td> <td></td> <td></td> </tr> </table>	Mrs Ethelston's		St Andrew's		Science	NV	Science	SE	Early Years	JC	RE curriculum	FB	Writing/literacy	KM	Early Years	JC	RE and SIAMS	JCU			
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12	<p><b>SEF – update and discussion</b> MK had distributed the SEF summary to governors, an action from the last LGB meeting. Governors noted the clarity of the summary and its ease of use.</p>																					
13	<p><b>Portfolio Reports</b> <u>SEN &amp; Inclusion</u> KM submitted her portfolio report on SEN prior to the meeting for Mrs E's. KM commented that she had still to report on St Andrew's (<b>Action</b>). KM noted the precision intervention in her report. Class teachers were very focussed on the needs of individual children. There was an increasing trend for working memory – how well children can pick up knowledge and remember it.</p> <ul style="list-style-type: none"> <li>• <u>Review of annual report on website on SEND provision &amp; Pupil Premium</u> <b>Action</b> KM to report to LGB.</li> <li>• <u>Monitor attendance - including lateness and exclusions</u> – this was in the report, showing 97% for Mrs Ethelston's.</li> </ul> <p><u>Personnel</u></p> <ul style="list-style-type: none"> <li>• <u>Performance Management arrangements, report on teacher annual appraisals.</u> CH reported that she had met with both Heads of School and talked generally about staffing issues. The anonymised written report on the annual teacher appraisals was distributed to governors. CH was shown the objectives set for each teacher; they were attainable and ensured appropriate development of skills and knowledge. The targets set for pupil progress were measurable. Some targets related to the development of a subject leadership role at school level or to a subject coordinator role across the MAT. CH confirmed that she was satisfied that the objectives are sufficiently challenging and are consistent across all staff. CH <u>recommended</u> the pay recommendations for approval. This was <b>approved</b>.</li> </ul> <p><b>Governor challenge: NV queried the targets relating to the subject leader role, how does this work across the MAT?</b> AR responded: The leadership structure is now being put in place, along with opportunities for progression. Within the MAT there are various layers of leadership. At each school there are Literacy, Maths, SEN and Early Years coordinators. The coordinator groups meet MAT wide and look at specific aspects, for example literacy subject leaders have looked at writing. A leader is now being developed amongst the group who isn't a current Head of School. Beyond that a group has been identified for succession planning who have shown possible leadership potential as future Heads of School and they meet termly with AR. AR meets the senior leaders every fortnight, this includes all Heads of School; finance, premises and educational areas are all covered. As the MAT grows, the next tier up will be developed.</p>	<p>KM</p> <p>KM</p>																				

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	<p><u>Premises Development and Maintenance</u></p> <ul style="list-style-type: none"> <li>• <u>Premises Report &amp; Health &amp; Safety</u> Mrs Ethelston's: General repairs have been carried out and broken roof tiles have been replaced. The boundary wall was assessed by an engineer in 2014 and is being monitored every three months. BI updated governors and reported that there is a scheme in principle. The condition improvement fund (CIF funding) will be chased in December, but if this is not successful the money would have to come out of reserves. The wall is on the risk register and is being managed. SE asked if governors were indemnified by the MAT if a property or injury claim were to arise in the event of the wall collapsing, AR confirmed this was the case. The current fire alarm system does not cover the buildings adequately. The system is very old and the school has grown considerably since it was installed. Details were in the audit report, no quotes have been received. AH will chase this. <u>St Andrew's</u> – minor H&amp;S issues were reported. The amphitheatre was designed in oak, but the cheaper material that was used as an alternative is now rotten. BI reported that there will be another CIF bid for this. All new academy signs are in place.</li> <li>• <u>Review asset management plan</u> BI reported that this is in hand, new condition surveys will be in the spring term.</li> </ul>	
14	<p><u>Safeguarding Report</u> No issues have been raised in either school.</p>	
15	<p><b>Finance Report</b> <u>Monitor 2016/17 budget</u> Mrs Ethelston's. MK reported that she had met the finance manager; some minor variances have been put in the new forecast, increasing the budget for maintenance and repairs, but the picture is positive. The current forecast is showing an overall improvement to the budget of £1,302. The projected end of year position is £35,937 surplus. St Andrew's was healthy initially, but supply costs and maintenance costs have increased. BI commented that maintenance costs will show a lot of variance over the year. In the future, maintenance costs will be based on projected projects and the AMP. AR reported that CP is now meeting with the Heads every half term and reviewing actuals and forecasts. It is now much easier for Heads to balance their budgets.</p>	
16	<p><b>SIAMS inspection</b> FB distributed a detailed SIAMS visit report to governors. The visit to St Andrew's showed that the knowledge of the core values is really embedded by Y6, they knew the school rules and values and where they were. The diocesan training explained that SIAMS inspectors are looking at what the children can contribute, community, cohesion and SMSC, and how to deal with problems. There is an overlap with British values in the RE curriculum. Prayer tables are also important and could be developed. A cross-section of children were talked to, all knew about the core values apart from reception. The course at the diocese for foundation governors was attended by FB and JCU. FB commented that this was incredibly useful. The target is to go from a grading of 'satisfactory' to 'good' at St Andrew's.</p>	
	<p><b>Administration</b></p>	
17	<ul style="list-style-type: none"> <li>• <b>Governor annual skills audit</b> VD to send NGA audits out for completion. All to complete.</li> <li>• <b>Governor vacancies</b> BI offered to approach a possible foundation governor for Mrs E's.</li> <li>• <b>Governor Training and Development</b> FB and JCU attended the diocese foundation governor training and distributed a detailed report to the LGB. JCU has booked to attend the performance data course in</li> </ul>	<p>VD/All  BI</p>

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	December. ZB and NI to attend new governors course.	
18	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Review &amp; approve draft Admissions Policy – 2018/19 – final version to be approved in January</li> <li>• Lettings Policy - deferred</li> </ul>	
19	<p><b>Chair's and Clerk's business</b></p> <p>A letter has been received from a teacher returning from maternity leave requesting part time work. The governors <u>approved</u> this request. At St Andrew's, parents have proposed the installation of a security camera in the front entrance using friends of school money. However CGW noted that this is not the highest safeguarding priority.</p> <p>MK commented that Heads of School are looking at possible declines in numbers in reception classes in the future. A new brochure is being put together to promote the MAT schools which could go on the website and be distributed to estate agents.</p> <p>The closing prayer was conducted by MK and was written by the school Ethos Committee. <b>The meeting closed at 8.30pm</b></p>	
	<p><b>Date and time of the next meeting</b> <b>19<sup>th</sup> Jan 2017 6.00pm</b></p>	

**Actions**

<b>9.2</b>	NV and KM to meet MK, to review RAISE online and report back with a summary to the LGB, prior to the next meeting.	<b>Jan</b>
<b>9.2</b>	AH to meet CGW to review RAISEonline	<b>Jan</b>
<b>13</b>	KM to report on SEN at St Andrew's	<b>Jan</b>
<b>13</b>	KM to report on website SEND provision & Pupil Premium information	<b>Jan</b>
<b>17</b>	VD to distribute skills audit, all to complete by the next meeting	<b>Jan</b>
<b>17</b>	BI to approach possible foundation governor	<b>Jan</b>
<b>6ii)</b>	Prevent online training – to be completed by all	<b>Dec</b>

Signed by Chair ..... Date .....