

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

Thursday 19th Jan 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	JCU	Mrs Jo Cursley
FB	Mrs Fiona Bowie	BI	Mr Brian Impey (Director)
AH	Mrs Allison Howsam	CM	Ms Ciara McMackin
DK	Ms Debs Kellaway	NI	Mr Nick Ivens
ZB	Ms Zoe Betterton		
VD	Mrs Veronica Dower (Clerk)		

Item No	Item	Action
1	Welcome & opening prayer SE as Chair opened the meeting with a prayer and welcomed governors to the LGB meeting.	
2	To receive any apologies for absence Apologies were received from KM and NV.	
3	Declarations of pecuniary interests None to declare	
4	Confidentiality and Attendance The confidentiality statement was on the attendance sheet signed by all attendees.	
5	To consider any items which the Chair thinks should be dealt with as matters of urgency because of special circumstances. None	
6	To confirm the minutes of the meeting held on 17th November 2016 and consider any business arising: These were agreed and signed as a true record	
6.1	Matters arising i) The RAISEonline meeting between NV and MK was rescheduled ii) Governors were reminded to complete the Prevent training, the clerk commented that all governor safeguarding training was recorded in a google docs file, shared with HR.	
7	To agree any items to be dealt with as confidential (Part 2)	
8	Minutes of the Directors meeting for information The minutes were circulated to governors prior to the meeting. Governors noted the appointment of a new director with considerable experience as a trustee and Chair of a large MAT in East Anglia. The new director will be responsible for school improvement and standards.	
9	Head of School Report <u>Mrs Ethelston's</u> <u>Staffing:</u> MK reported that various staffing vacancies are being advertised and gave the governors detail on this. <u>St Andrew's</u> <u>Curriculum</u> CGW reported that following a parent forum and review of the curriculum, changes have been made to areas of the curriculum, in particular sports. Every class is now doing sport on a	

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

	<p>Monday afternoon, coached by professionals. This is proving very successful. Two Exeter chiefs' coaches have been in, running a numeracy and Tag Rugby session. FB is running an art project with the Y2s to do a focussed art project on Christian values. This has enabled Y5s to work together as a group doing some Forest School work and Y6 to have a writing project.</p> <p>SEN Some adjustments have been made to the SEN register; this has increased from 15 to 22 children. Further guidance has been received on the assessment of children. Staffing at the pre-school has been altered due to changes in hours.</p> <p>Attendance This is being monitored very carefully and procedures are being followed. This is focussed on persistent absence by certain individual families.</p>																																	
10.1 10.2	<p>School Development Plan 2016/17 Mrs Ethelston's MK gave the governors feedback on a DFE visit conducted in December. This was instigated by the DFE following the release of the writing results in RAISEonline. The DFE representative was looking at whether writing was an issue, or the results in 2016 were a one off. MK summarised the discussions, the resubmissions of the writing and the background behind the results. The inspector also looked at the books and was very happy with them and the evidence base He also met with the literacy coordinator and was very impressed.. It was a positive and encouraging visit, tasks also included looking at predictions for this year and an analysis of the issues addressed in the SDP. Action: MK to forward the report from the DFE inspector to the LGB.</p> <p>Governor challenge: Has the visit resulted in any changes to the SDP? There has been a little extra detail put in to the plan, but nothing significant.</p> <p>St Andrew's No updates have been made since the autumn. Action: CGW to forward SDP to clerk for distribution.</p> <p><u>Report on progress of pupils towards targets</u> Mrs Ethelston's -MK outlined the pupil targets in Y6. They are: 88% in reading, 84% maths and writing and SPAG. Showing progress however is challenging, a high percentage were level 3 and now need to show greater depth. Y2 targets: 72% for reading, 72% for writing, 75% for maths. These targets are around the national level. St Andrew's – Y6 writing targets have changed slightly due to SEN needs. Greater depth and 'working towards' targets have reduced. Y5 targets are very ambitious, with a high level of SEN in the cohort; all are making progress but not in line with national expectations. The Y1 phonics target at 80% remains the same, broadly in line with national expectations.</p>	<p style="text-align: right;">MK</p> <p style="text-align: right;">CGW</p>																																
11	<p><u>Governor Visits - review of programme and reports linked to SDP</u> JCU – Collective worship and RE visits, along with a meeting with the school Ethos committee. NI has visited the school as a new governor.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Spring Term 1st half</th> <th style="text-align: left;">Mrs Ethelston's</th> <th style="text-align: left;">St Andrew's</th> <th></th> </tr> </thead> <tbody> <tr> <td>NV</td> <td>Science</td> <td>FB</td> <td>RE curriculum/SMSC</td> </tr> <tr> <td>JC</td> <td>Early Years</td> <td>JC</td> <td>Early Years</td> </tr> <tr> <td>KM</td> <td>Writing/Literacy</td> <td>ZB</td> <td>New governor</td> </tr> <tr> <td>JCU</td> <td>RE and SIAMS/writing</td> <td></td> <td></td> </tr> <tr> <th style="text-align: left;">Spring Term 2nd half</th> <td></td> <td></td> <td></td> </tr> <tr> <td>JCU</td> <td>Ethos committee</td> <td>SE</td> <td>Science KS2</td> </tr> <tr> <td></td> <td></td> <td>FB</td> <td>Curriculum</td> </tr> </tbody> </table>	Spring Term 1 st half	Mrs Ethelston's	St Andrew's		NV	Science	FB	RE curriculum/SMSC	JC	Early Years	JC	Early Years	KM	Writing/Literacy	ZB	New governor	JCU	RE and SIAMS/writing			Spring Term 2 nd half				JCU	Ethos committee	SE	Science KS2			FB	Curriculum	
Spring Term 1 st half	Mrs Ethelston's	St Andrew's																																
NV	Science	FB	RE curriculum/SMSC																															
JC	Early Years	JC	Early Years																															
KM	Writing/Literacy	ZB	New governor																															
JCU	RE and SIAMS/writing																																	
Spring Term 2 nd half																																		
JCU	Ethos committee	SE	Science KS2																															
		FB	Curriculum																															
12	<p>RAISEonline report AH reported that she had gone through the RAISEonline report at St Andrew's with CGW. They</p>																																	

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

16.4 16.5	<p>website page prior to the next meeting. <u>Receive report on monitoring of SEND and inclusion arrangements</u> - deferred to next the meeting.</p> <p><u>SIAMS & Christian Distinctiveness</u> A 'Christian Character & Vision template' has been sent from the diocese, however this will be completed once visits by Tatiana and John Searson from the diocese have been made. John Searson has recently been appointed as the new director of education.</p> <p><u>Premises Development and Maintenance</u> <u>Premises Report</u> Reports were received from LT and noted. BI outlined the recent CIF bids (Condition Improvement Fund). At Mrs Ethelston's these were for the retaining wall and the improvements to fire protection. All the quotations itemised in the report were for information and are subject to outcomes of the CIF bids. At St Andrew's the retaining wall and amphitheatre replacement has been submitted as a CIF bid. AH commented that the perimeter fencing between the school and the park is a security issue, quotes have been sourced and are on the way. Governors noted the new Smartlog scheme.</p> <p><u>Health & Safety Issues</u> Quotes have been received for the fire alarm systems.</p>	MK
17	<p><u>Safeguarding</u> SE explained to the LGB that all schools produce an annual safeguarding audit in December/January; this is a commentary on all safeguarding procedures and practices. SE will report back on the audit and resultant action plan. Governors signed that they had read 'Keeping Children in Education Part 1'.</p>	
18	<p>Finance Report – full report at the next meeting.</p>	
19	<p><u>Administration</u> <u>Parent questionnaire</u> Governors agreed that the results of the questionnaire should be reported at the first meeting of the summer term. Governors ZB and FB, along with CH to arrange. The W/C 27th Feb was proposed, to tie in with the other schools. A staff questionnaire was also discussed. <u>Governor annual skills audit</u> – CH, NV, KM, JCU to complete skills audits. <u>Governor vacancies</u> CH reported that the LGB is hoping to recruit a new foundation governor to join Mrs Ethelston's. She will attend the next LGB meeting and has finance skills. <u>Governor Training and Development</u> JCU reported that she had attended a RAISEonline training session with Babcock, however the training was rushed and there was not time for all areas of the report to be considered. NI and ZB both attended the Babcock governor induction course. NI reported that the training was a long session and could have been shortened. Ni queried the strategic vision of the MAT and the schools which was mentioned several times during the training, is this known by parents? VD highlighted three twilight training courses for governors through the JCTSA, details will be distributed.</p>	CH/NV/ KM VD
20	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Review & approve Admissions Policy – 2018/19- <u>approved</u> • Lettings Policy (St Andrew's) – <u>approved</u> • EYFS Policy – governors requested changes to the policy: the inclusion of christian character and the reference to the early years 'zone', replacing 'Acorn MAT' with the name of the schools to personalise the policies. To be brought back to the next meeting. • MAT Homework Policy – noted • MAT SEND Policy – noted • MAT PSHE Policy – noted 	
21	<p><u>Chair's and Clerk's business</u> The meeting went into Part 2.</p> <p><u>Closing Prayer</u> JC closed the meeting with a prayer.</p>	

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

	The meeting closed at 8.30pm.	
	Date and time of the next meeting 16th March 2017 6.00pm	

Actions

Item		
10.2	MK to forward the report from the DFE inspector to the LGB.	Feb
10.2	CGW to forward SDP to clerk for distribution.	Feb
12	MK and CGW to send RAISEonline Data Dashboard to governors.	Jan
13	MK to send SEF to clerk for distribution.	Feb
16.3	CGW and MK to send reports to governors and update websites prior to the next meeting. (PP & Sports Premium)	Feb
18	NV, KM to complete skills audits	Jan
19	VD to distribute details of twilight training courses for governors through the JCTSA	Jan
20	EYFS policy to be reviewed and discussed by JC, MK and CGW.	Feb

Signature of Chair

Date