

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

Thursday 19th May 2016 6.30pm
Mrs Ethelston'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
AH	Mrs Allison Howsam	JCU	Jo Cursley
FB	Mrs Fiona Bowie		Parent Governor vacancy
VD	Mrs Veronica Dower (Clerk)		

Item No	Item	Action
1.1	Welcome & opening prayer CH opened the meeting and welcomed JCU as the new foundation governor for Mrs Ethelston's. MDA opened the meeting with a prayer	
1.2	To receive any apologies for absence Apologies were received and accepted from NW and JS.	
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 10/03/2016 and consider any business arising These were agreed and signed as a true record. Matters arising i)MK confirmed that there was no written report from GJ, this was a verbal report. ii) No applications have been received for the parent governor vacancy, this will need to be re-advertised. iii) A MAT newsletter was discussed, as another form of communication – to be requested at director level. iv) A one page Ofsted summary requested by governors – to go back to SLT. v) Governors noted that H&S information is arriving too late for the meeting.	MK/CH GR/MK
1.7	To agree any items to be dealt with as confidential (Part 2) Staffing – moved to the end under Part 2.	
1.8	Minutes of the Directors meeting for information The minutes of the Directors' meeting were noted. The first meeting of the Ethos Committee in April was noted and actions were shared. Visits were being arranged by foundation governors to monitor collective worship, pupils will visit other schools. The focus of the meeting was <i>'To ensure effective partnership between the schools, churches and the wider community, including parents'</i> . A further piece of work by RG from Marshwood was to review all the websites and newsletters and the underlying Christian ethos. The committee is meeting again in July.	

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

1.9	<p>Head of School Report St Andrew's/Mrs Ethelston's</p> <p>GR reported that KS2 SATs have been completed. The reading paper was hard and the texts not particularly appropriate for the age and life experience of the children. There were also a lot of vocabulary questions. The other papers were in line with expectations and the sample questions. The maths papers suggested that there should be further narrowing of the curriculum.</p> <p>Governor challenge: Did any external advisers come in? Yes, and security this year was extremely tight.</p> <p>The writing has particularly changed, with new guidance for moderating from the DFE. The evidence needed for one child is a huge work load for teachers and this can be demoralising. Schools have been told that data from this academic year will not trigger an Ofsted inspection. KS1 are still doing the 'leaked' SPAG test for internal assessment.</p> <p>Governor challenge: What is happening to baseline assessments? GR responded, this will probably go back to teacher assessment, which was far more informative.</p> <p>At KS2 there will be no more able level anymore, just a pass or fail, along with a scaled score. Reporting to parents as a result is also a challenge. 100 will be in the middle nationally. Results should be in school by early July if in line with last year.</p> <p><u>Outside Learning Area – St Andrew's</u></p> <p>AH reported that recent Friends of School funds will go towards the outdoor classroom. Three quotes have been received for the landscaping of the proposed peace garden area and the outdoor classroom. The preferred supplier, for both projects based on the three quotes is Tony Bengler Landscaping. They were the most engaged and would give continuity for the two projects. Various grants have been applied for by an experienced fundraiser. JC & the governors thanked Friends of School and Cara for all their work on this.</p> <p><u>Outdoor Classroom – Mrs Ethelston's</u></p> <p>MK reported that she has a quote for an outdoor classroom in the garden area. This would be a raised wooden platform with a roof. It would be a temporary structure, but more information is needed on planning.</p> <p>SDP</p> <p>Governors discussed the SDP and the tracking of the priorities in the plan. NV noted that the commentary is all there, but tracking should be within a working document. MK explained that the termly Head's report contains updates on the progress of the SDP.</p> <p>Action: NV and MK to meet to discuss the 2015/16 SDP. The new SDP for 2016/17 should be finalised in early September. JC commented that there should be parity across the schools in the MAT.</p>	NV/MK
1.10	<p>Pupil Premium Update</p> <p>MK commented that there will be a drive at Mrs E's after half term to try and get some more Pupil Premium children to be signed up. There are currently 4 registered. At St Andrew's there are currently 10 PP children across the school.</p>	
1.11	<p>School Development Plan 2015/16</p> <p>This was discussed above under item 1.9. Governors discussed rag rating as a useful way of focussing attention on progress.</p>	
1.12	<p>Governor Visits - review of programme and reports linked to SDP</p> <p>JC visited both schools to look at EYFS, she commented that it is useful having an overview of both schools. Reports from the visits were distributed prior to the meeting and the learning environment is described in the report. JC was impressed with the progress made since her last visit, particularly with regard to the impact of consistent</p>	

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

	<p>phonics teaching on early writing, and noted that in both schools the children were happy and learning. These visits were a really useful follow up to the visits in March. FB proposed that she and JCU undertake joint visits on Curriculum at both schools. AH to take over School Improvement & Standards portfolio for St Andrew's and liaise with NV on this. TB from Marshwood will be attending the advanced pupil performance data course in June.</p> <p><u>Parents & community</u> FB reported that she has updated the parental questionnaire, a parent survey should go out for each child, rather than for each family. A further change is that a score of 4 will have to be reported with an explanatory comment. The communication of marking needs some clarity, parents had asked for more information on how their child was doing. It was agreed that the questionnaires should go out two weeks after half term.</p> <p>The monitoring of progress was discussed and book scrutiny by governors. NV suggested that children are asked what they have been learning, 'can you show me where you have had feedback?' GR noted that it is a balance, and should be part of the monitoring process.</p> <p><u>Staff Questionnaires</u> JC commented that staff questionnaires should be done again, it had been agreed that these would be repeated before the end of the summer term. Some of the questions however required revision.</p>	<p>FB/JCU AH/NV</p> <p>FB/GR/MK</p> <p>JC/CH</p>
1.13	<p>SEF – update and discussion There should be adjustments to these at the end of term. MK commented that they would not need major change at this stage of the year. NV queried statements with no reference, performance data should reference SPT or 'RAISEonline'. JC noted that there was no mention of 'governor visits and monitoring' in the leadership & management section. It was suggested that the Chair and Head should meet to look at this section when this is being re-written. Governor challenge: Do you feel the Y6 are now more settled and were well prepared for their SATS? MK felt they were ready for the SATs and for the transition to secondary school. The MAT enabled a good, although short term, solution to be found.</p>	
1.14	<p>Strategic Plan Governors discussed the 3-5 year strategic plan. All agreed that the MAT strategic plan should provide a template for the individual school plans to feed in to. CH suggested a working party to be set up, following on from the self-evaluation. The format of the plan should look the same across the MAT schools.</p>	
1.15	<p>Portfolio Holder Reports A SEN portfolio holder report was distributed prior to the meeting.</p>	
1.16	<p>Finance Report New monitoring reports were distributed prior to the meeting by the finance manager. GR noted that in the past, the budget was not set with the heads of school. This should be rectified for the coming year. CP is investigating if any money needs to be spent from the academy conversion grants. The money remaining depends on how complicated the conversion was. NV commented that this would be useful to report to parents.</p>	
1.17	<p>Safeguarding Report There was a potential safeguarding issue, SE commented that she was kept up to date with this and was entirely satisfied with the procedure followed. <u>Prevent duty</u> – MD'A attended the Babcock training in Honiton. She noted that British values aren't necessarily Christian values, so this could be confusing, particularly for the younger children. The key will be what the children know and are aware of in relation to British values, democracy, equality etc. MD'A recommended the training. Action: GR/MK to send out the link to the online Prevent training.</p>	GR/MK

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

1.18	Governors development plan 2015/16 & annual self-evaluation Action: JC suggested a joint working party, to meet prior to the next meeting. This would use the NGA 20 questions. VD to send out, along with the governor development plan, all to respond back to JC and MK. JC highlighted succession planning and noted that SE has agreed to stand as chair next year for St Andrew's. KM, MD'A and FB offered to join the group.	VD/ALL
1.19	Governor Training and Development Reports on impact & feedback. Governors felt the MAT governor training was well run and very engaging. The second session is on May 23 rd . Review of training needs – FB to book the next Curriculum course (autumn term). AH – Health & Safety (autumn term). GEL online training – governors should register with elc-gel.org and were encouraged to feedback on this.	
1.20	Premises Development and Maintenance Health & Safety Issues. AH reported on a recent meeting with LT and the H&S report for St Andrew's. Some issues raised were half termly site inspections, to be conducted with AH. Governors noted that it would be good to have the information a few days before LGB meetings. Asset register – update on write offs and additions. Jane Hallam is working to do updates on this at Mrs E's. GR and MK confirmed that they are in place.	
1.21	Policy Review and Approval <ul style="list-style-type: none"> • Governor Visits Policy - Deferred to the next meeting • Equality Objectives/Plan – SLT meeting • Accessibility Plan – Approved 	
1.22	Chair's and Clerk's business - correspondence and items for next agenda A letter was received from Chardstock Community Hall Trust, this related to trustees on the Trust. The letter was noted and no action was taken. A letter was received from Ruby Radcliffe, this was passed around. Staff governor election pack - VD to send to MK. The closing Prayer was given by MD'A	VD
	Date and time of the next meeting 16th June 2016 6.30pm – St Andrew's	

Action

1.6	The parent governor vacancy to be re-advertised.	MK/CH (June)
1.6	One page Ofsted summary report to be prepared for governors	MK/GR (June)
1.9	NV and MK to meet to discuss the 2015/16 SDP.	NV/MK (June)
1.12	FB and JCU to undertake joint visits on Curriculum at both schools. AH to take over School Improvement & Standards and liaise with NV on this	FB/JCU AH/NV
1.12	FB/ Heads to arrange for distribution of parental questionnaires, two weeks after half term	FB/Heads
1.12	Staff questionnaires to be organised for end of the summer term. – JC/CH	JC/CH (Jul)
1.17	GR/MK to send out the link to the online Prevent training.	GR/MK

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

1.18	VD to distribute NGA 20 questions & Governor development plan for comments	VD/All (May)
1.22	VD to send staff governor election pack to MK	VD (May)

Signed by Chair

Date