

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

Thursday 6<sup>th</sup> Oct 2016 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
AR	Mrs Andrea Rice (Exec Head)	MK	Ms Michaela Kite
JC	Mrs Judy Chisholm	NV	Mr Neil Vincent
FB	Mrs Fiona Bowie	CM	Ciara McMackin
AH	Mrs Allison Howsam	JCU	Mrs Jo Cursley
DK	Ms Debs Kellaway	KM	Mrs Katherine Mansi
VD	Mrs Veronica Dower (Clerk)	BI	Mr Brian Impey (Director)

Item No	Item	
1	<b>Welcome &amp; opening prayer</b> SE opened the meeting as chair and welcomed Ciara Mc Mackin, the new staff governor at Mrs Ethelston's. JC opened the meeting with a prayer.	
2	<b>To receive any apologies for absence</b> Apologies were received and accepted from Alison Roper.	
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	<b>To confirm the minutes of the meeting held on 08/09/2016 and consider any business arising</b> These were <b>agreed</b> and signed as a true record. <b>Matters arising</b> i) The governors' development plan was forwarded to the board. ii) JCU, FB and SE have booked to attend foundation governor training with the diocese.	
7	<b>To agree any items to be dealt with as confidential (Part 2)</b> • Staffing	
8	<b>Minutes of the Directors meeting for information</b> A new recruitment and selection process will be underway in October/November. Directors, along with members of the SLT and admin will attend a strategic planning day on October 12 <sup>th</sup> .	
9	<b>Head of School Report</b> <u>Mrs Ethelston's</u> MK gave a verbal report. The term has started well, subject leadership roles have been assigned within the school, which will start to link across the MAT with other middle leaders. AR commented that the training that middle leaders will undergo is internal preparation for leadership, it is the start of succession planning within the MAT. In response to a question, AR reported that there are 650 pupils across the MAT, all school pupil numbers are increasing. Cara is doing the SENCO work across the MAT, and a new educational psychologist is in place. The NQT mentoring programme is underway and Cara is supporting NQTs across the MAT.	

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	<p>In response to a question, AR confirmed that there are now three senior leaders and the Heads of School reporting directly to her. Under that central group are the literacy, maths and early years' group of subject leaders.</p> <p>Premises: Planning permission for the new building was approved, two year 6 pupils attended the meeting. No progress has been made on funding, AR will meet with the trustees to continue discussions now that planning permission has been granted. MK noted the condition of the outside wall. The trustees have three quotes for a mobile outdoor classroom on the field.</p> <p><u>St Andrew's</u></p> <p>AR reported that the new teachers have made a fantastic start across the school and thanked DK in particular, for her support and hard work while ARO has been off. Some challenging behaviour has been experienced, which is being addressed. Help has been given from experienced and trained staff at Axminster. Money may be needed for extra TAs. JC commented that staff morale needs to be maintained and kept positive. DK reported that a request has been made for volunteer reading helpers in the local parish paper.</p> <p>Premises: The new outdoor classroom has been installed.</p>	
10	<p><b>School Development Plan 2016/17</b></p> <p><u>Mrs Ethelston's</u></p> <p>MK distributed the draft version of the SDP prior to the meeting and outlined the key areas of focus. This also links in with the SEF. In the autumn term the key areas will be: SPAG, writing, assessment, SEN and science. Governor visits were discussed and agreed:</p> <p>Assessment – NV SEN - KM, Science – NV (after Christmas) Early Years – JC (Tapestry) School council &amp; Ethos committee – JC</p> <p>FB commented that the RE curriculum and SIAMS although are two separate areas, are both inspected by SIAMS and OFSTED along with SMSC; so do interlink. MK noted that it is quite challenging to incorporate the new RE curriculum into the planning, however Tatiana from the diocese is coming over to help. The RE curriculum should be 2/3 Christianity and 1/3 other faiths. These need to be incorporated over the course of the year. In terms of Leadership &amp; Management, AR and MK commented that a governor visit could be arranged in the summer term to look at the middle leadership structure.</p> <p><u>Review of pupil targets</u></p> <p>MK reported that the teachers have completed their baseline assessments and have identified where they think children are going to be in the summer of 2017. Targets will be aspirational and link with the appraisal process.</p> <p><b>Governor challenge: What are the year 6 targets, and how are they set?</b> They have been set at 88% achieving age related, with 83% in writing. There is an investigation into writing tests and moderation in Dorset and Somerset. Progress is being tracked on a case study basis, top, middle and low, anonymised examples could be looked at by governors.</p> <p><b>Governor challenge: Does the assessment information feed in to planning?</b> The assessment wheels have made assessment easier, and can be shown and discussed with parents. This can now be used more effectively in planning. <b>Action:</b> Governors (NV) to review data and evidence.</p> <p><u>St Andrew's</u></p> <p>AR distributed the draft SDP. Areas for development: Leadership &amp; Management – supporting the Head of School and NQTs. Teaching &amp; Learning - KS2 writing, (in particular PP and SEN boys writing), curriculum, assessment and progress tracking, science teaching, new RE curriculum and SMSC. AR commented that science needs to be raised in importance as a subject.</p>	NV

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	<p>Governor visits agreed: Writing – JC/AH Science (KS2) – SE SIAMS - FB Curriculum - FB New RE scheme and SMSC - FB</p> <p>Governors discussed the curriculum, in particular SMSC. JC queried the broad arts opportunities, for example art, music and dance. These opportunities need to be embedded and the impact should be regular. AR commented that the long term curriculum should be broad and balanced and have planned opportunities for enrichment. This is an area for development in the SDP under 'teaching and learning'. The curriculum should also suit the children in the school. FB noted that some of the specialist teachers can struggle to teach more challenging groups of children. Governors discussed music tuition and musical development, both instrumental and singing.</p> <p><b>Governor challenge: KM queried Pupil Premium funding, how accessible is this for music?</b> AR confirmed that PP funding has been used to close the gaps where it is needed in music or for sports clubs, it is important to target the children in the right way. It was noted that children can also experience cultural deprivation, the lack of opportunity to experience art and music. Governors agreed to return to this discussion again.</p> <p><u>Review of pupil targets</u> KS2: 78% in maths, 71% in writing and GAPS and 78% in reading, the floor standard is 65%.</p>	
11	<p><b>Governor Visits</b> - review of programme and reports linked to SDP Visits were discussed under item 10. <b>Action:</b> VD to prepare the visits timetable and distribute. Governors and Heads to amend.</p>	VD
12	<p><b>SEF</b> The draft SEF (Mrs Ethelston's) was distributed prior to the meeting. It was agreed that the SEFs would be discussed at the next meeting in detail. NV to meet MK in October/November to review the full SEF prior to the meeting. More examples and evidence need to be added. One page Ofsted SEF summaries to be discussed at the next meeting, (distributed by Heads of School).</p>	NV/MK  MK/ARO
13	<p><b>Portfolio Reports</b> <u>SEN &amp; Inclusion</u></p> <ul style="list-style-type: none"> <li>• <u>Review of annual report on website on SEND provision &amp; Pupil Premium</u> KM to visit next term. AR reported that the PP information is on the website.</li> <li>• <u>Monitor attendance – including lateness and exclusions</u> The attendance policy has been reviewed, along with subsequent letters. These are now consistent across all the schools, with a series of six letters prepared. AR reported that at Axminster, each class % attendance data is in the newsletter every week, along with the overall school %. It has had a significant impact over the term. This year, Y6 attendance data is currently at 99%, improved from 82% last year. A lot of schools put attendance data on the front page of their website. MK commented that it would be possible to highlight the best class, along with the whole school. After discussion, this was agreed.</li> </ul> <p><u>Personnel</u> <u>Performance Management arrangements, teacher annual appraisals.</u> CH will meet Heads to discuss and review performance management and monitor annual teacher appraisals This will be on the agenda for the next meeting.</p> <ul style="list-style-type: none"> <li>• <u>Review current staffing structure &amp; staffing needs for 17/18.</u> Move on the cycle to the second meeting of the autumn term.</li> </ul> <p><u>Premises Development and Maintenance</u></p> <ul style="list-style-type: none"> <li>• <u>Health &amp; Safety Issues</u> AH reported on H&amp;S issues at both schools. A new maintenance schedule is in place</li> </ul>	

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	<p>and will be checked every week. Lorraine Tolman will conduct a site visit every month. LH would like to implement a smart log via icloud, with one administrator responsible at each school. A new style of H&amp;S report will be put in place which will be rag rated.</p> <p><u>Mrs Ethelston's</u>: A roofing contractor will be working to repair and replace tiles. A snow guard will be fixed to stop the tiles falling off the guttering. This is due to be completed at half term, benches have been pulled clear of the drop zone. The maintenance list includes the retaining wall which requires ongoing monitoring. An engineer is looking at what is involved in replacing the wall. The first funding option is to apply for a CIF bid for central funding. The fire alarm system and burglar alarm need updating.</p> <p><u>St Andrew's</u>: All actions from the health &amp; safety report have been addressed. The evacuation procedures are being looked at.</p> <ul style="list-style-type: none"> <li>• <u>Asset register – update on write offs and additions.</u> BI commented that an asset management plan is being put together for each school. He will be working with Heads to look at the premises in detail. New suitability surveys will also identify how suitable premises are for optimal educational outcomes. New independent condition surveys will also be conducted.</li> </ul>	
14	<p><b>Safeguarding Report</b> SE reported that ARO has attended Level 3 child protection training. DK will become the deputy safeguarding lead at St Andrew's. One MASH referral has been made. Level 2 training has been arranged for new staff and governors on 19<sup>th</sup> October. <b>Action:</b> SE to review the single central record at both schools.</p>	SE
15	<p><b>Finance Report</b> MK has met with CP, in future monthly finance reports will be available, Heads will know the variance of spend against budget and will be more accountable for spending.</p>	
16	<p><b>SIAMS inspection</b> AR outlined the timing and structure of the SIAMS inspection. St Andrew's has no date yet, a week's notice will be given, but the inspection is likely to be in early spring. It is a five year cycle and Mrs Ethelston's will be 2018. The four areas are: Church school ethos, the teaching of RE (are schools using the 'Understanding Christianity' resources, is the quality of work similar or better than literacy books?), collective worship and SMSC, which includes British values.</p> <p>The document about spiritual health and development in children (distributed by FE), is very useful. SMSC and where this happens in the curriculum will need highlighting, with examples. During the inspection, lessons are observed in Y2 and Y6, Collective Worship is observed, governors and children are spoken to, along with the Members of the MAT who uphold the Christian tradition and ethos. The Scheme of Delegation will be examined, and both Ethos committees. Members of the community and church will also be spoken to.</p> <p>The SIAMS self- evaluation has been progressed and JC commented that governors have had some input. AR will send a draft out to the LGB. The advice was to do a one page summary of progress since the last inspection, to show how far the school has come and what has been put in place.</p>	AR
	<b>Administration</b>	
17	<p><b>Governor annual skills audit.</b> VD to send out the NGA skills audit form, to be completed.</p> <p><b>Governor vacancies</b> The closing date for the parent governor nominations is the 7<sup>th</sup> October at St Andrew's. Both St Andrew's and Mrs Ethelston's have two parents nominated and will have elections. St Andrew's and Mrs Ethelston's both have foundation governor vacancies. <b>Action:</b> VD to approach the diocese again regarding the foundation governor vacancy. VD to send foundation governor information to MK/NV/JC.</p> <p><b>Governor Training and Development</b></p>	VD/All  VD VD

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	VD to send out the Prevent link. AH to check timing of pupil performance data course in December.	VD
18	<p><b>Policies</b></p> <ul style="list-style-type: none"> <li>• Review &amp; approve draft Admissions Policy – 2018/19 - <u>approved</u>.</li> <li>• Safeguarding and Child Protection Policy – <u>approved</u>.</li> <li>• Handwriting &amp; presentation policy – for information.</li> <li>• Display policy – for information.</li> </ul> <p>CH asked if the display policy was helpful to teachers? AR responded, it is particularly helpful for new teachers. An inspection will also look for consistency across the MAT, the expectations and what is displayed.</p> <p>SE noted that the handwriting and display policy needs changing to blue pen throughout.</p>	
19	<p><b>Chair's and Clerk's business</b> - correspondence and items for next agenda</p> <p><b>The closing prayer was taken by FB.</b> The meeting closed at 20.25pm.</p>	
	<p><b>Date and time of the next meeting</b></p> <p><b>17<sup>th</sup> Nov 2016 6.00pm</b></p>	

**Action**

<b>10</b>	NV to review assessment data and evidence.	<b>NV</b>
<b>11</b>	VD to prepare the visits timetable and distribute. Governors and Heads to amend.	<b>VD</b>
<b>12</b>	NV to meet MK in October/November to review the full SEF prior to the meeting.	<b>NV/MK</b>
<b>12</b>	One page Ofsted SEF summaries to be discussed at the next meeting, (distributed by Heads of School).	<b>MK/ARO</b>
<b>14</b>	SE to review the single central record at both schools.	
<b>16</b>	AR to send the draft SIAMS self -evaluation to the LGB.	
<b>17</b>	VD to send out the NGA skills audit form, to be completed by all.	<b>VD/All</b>
<b>17</b>	VD to approach the diocese again regarding the foundation governor vacancy.	
<b>17</b>	VD to send foundation governor information to MK/NV/JC.	<b>VD</b>
<b>17</b>	VD to send out the Prevent link	<b>VD</b>

Signed by Chair .....

Date .....