

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

Thursday 12th February 2015
St. Andrew's Primary School 6.30 p.m.
Minutes

Attendance	
Mrs Judy Chisholm (JC) Chairman	Miss Debs Kellaway (DK)
Mrs Corinne Hales (Vice Chair) (CH)	Mrs Andrea Rice (AR)
Mr Bob Pringle (BP)	Mr Morris Castro (MC)
Mrs Diane Riley (DR)	Mr Malcolm Robinson (MR)
Miss Ruby Radcliffe (RR)	Mrs Maureen D'Albertanson (MD'A)
Mrs Carol Humphreys (CHU)	Mr Gerard Rourke (GR)
Mrs Sarah Ellis (SE)	Miss Sue Miller (SM) Business Manager
Ms Michaela Kite (MK)	
Mrs Mandy Slingsby (clerk)	Mrs Jane Rockett (Visitor)

Item No	Item	
1.15	Opening Prayer and Welcome Jane Rockett visiting as observer only from Axminster Primary Governing Body	
2.15	To receive any apologies for absence NW, KM, Governors expressed their thanks to NW for his vision, guidance and work during the change to academy status.	
3.15	Declarations of pecuniary interests None	
4.15	To consider any items which the Chair thinks should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes; any individual wishing to raise a matter under this item is requested to notify the Chairman before the meeting) Buildings - Mrs Ethelston's Primary	
5.15	Minutes of the previous LGB meeting for approval <ul style="list-style-type: none"> • Mrs Ethelston's Primary - none • St. Andrew's Primary - none • First Joint Committee Meeting – minutes of the meeting held on 3rd December 2014 agreed and signed 	
6.15	Minutes of the previous Directors' meeting for information None	
7.15	Finance Report – for information Income – unable to give accurate figure as this is still to be agreed with Devon County Council. Finances are not clear until commencement of new financial year but schools need to ensure that remain within expenditure. Grant money now received. <ul style="list-style-type: none"> • Mrs Ethelston's Primary • St. Andrew's Primary School is working with a budget allocated on October 2013 total of children which is 20 children short of current figure. No major issues with expenditure although increased expenditure for increased TAs. <p>Early Years 3 year funding currently being held by Devon so this will offset the deficit.</p> Governors advised that summary finance information from directors meeting will be fed back to LGB.	

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	SM advised all money is in one bank account but within that each school is kept separate for budgeting purposes. Each school needs to be financially viable.	
8.15	<p>Head of School Report – see attached New format received well but governors would appreciate numbering of pages and title of school at the top</p> <ul style="list-style-type: none"> • Mrs Ethelston's Primary – circulated prior to meeting <p>MK highlighted the following to the meeting:-</p> <ul style="list-style-type: none"> • Now 2 more children in Year 2 and lots of enquiries but no more spaces available. • School increasing liaison with pre-school with the aim of improving transition into school. • KS1 – good cohort and staff have been conservative with predictions • Year 4 – progress in maths due to historic assessments. Book scrutiny helps to spot areas of concern. Governors asked how the teaching staff spots this. <i>Advised that triangulation used to highlight this.</i> • Levelling a problem with new children and although school is continuing to use previous system other schools are using different systems. • Girls Maths progress is slower and intervention is being used to address problems. • Year 5 causing the greatest concern with Maths being the biggest worry. Intervention now. Wigan assessment to be used which will pinpoint areas that children are lacking and teachers can focus on these • Intervention breakdown informative and to be added to the St Andrew's Report as well next time. Governors queried who delivers this. <i>Advised that better use of support staff is now helping with the intervention.</i> • Governors would appreciate a short learning walk focussed on one specific area during GB meetings. • MK advise that staff are also using 'hot and cold tasks' and this system was explained to them <p>Meeting entered Part II</p> <ul style="list-style-type: none"> • Pupil premium – KM report raised items. As only at school since January 2015 MK still getting to grips with this. • Sports funding having an impact. <ul style="list-style-type: none"> • St. Andrew's Primary – already circulated <p>GR highlighted the following points:-</p> <ul style="list-style-type: none"> • Advised that as pre-school is governor run would be included in the report. Running well at the moment and thanks expressed to CS (pre-school leader). • Governors raised query about different attendance targets for each school. <i>Meeting advised that these are set by EWO. Question to be raised regarding a MAT target.</i> • 11 new starters at the school since September 2014 not including reception. This has not had any effect on the budget as budget has been allocated on numbers on roll in October 2013 which was 86. 104 now on roll February. Thanks expressed to all staff as profile of whole school has been raised with parents and wider community through hard work and good results. • Reading and Maths have been the focus for EY and KS1. • Phonics results should be higher this year and is an upward trend. • KS1 levels now increasing following recent staffing changes. Thanks expressed to DK. • Year 6 – slightly cautious predictions because it depends on the type of questions in the papers (i.e. the extent to which literal language is used.) • Year 3 /4 Maths making improvement now that class teacher back from maternity leave. • Year 5/6 Maths making progress but not as strong as had hoped. This will be looked at by GR and CGW. • Additional TA support now available for intervention programmes to target 	

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	<p>children who need additional help. Governors queried how this is monitored <i>Advised information kept and goals made which are constantly reviewed and these will be adjusted accordingly. Each group of children are identified and given appropriate intervention.</i></p> <ul style="list-style-type: none"> • Forest School enrichment – teacher booked for 10 week slot with 2 classes for an hour a week and if successful will be rolled out to other classes. • British Values – evidence will be included in each HT's report • Disappointment about attendance for Esafety course for parents. Need to ensure continue to offer and ensure that children are made aware of being safe. Flyer to be sent out to advise parents of highlighted points and offer another evening. • School looking at how to encourage more parents to apply for Pupil Premium now that parents in KS1 get free school meals. One possible way is those eligible to have a uniform pack when starting school and a sweatshirt annually • FOS Christmas Craft Fayre good event. • Governors queried inter school sports. Advised that with Go Active where possible each session finishes with a competition amongst the children. Across MAT sports events may be held in the future. • Pupil voice to be looked at and improved on <p>7.05 p.m. CHU arrived</p>	
9.15	<p>Reports from Portfolio Holders for information</p> <ul style="list-style-type: none"> • Early Years (JC) – visit reports circulated with focus on pre-school with transitions and levelling. Further links with Mrs E's and Stepping Stones to be investigated and ME to visit pre-school to ask more searching questions and use of evaluation form. If successful this could be used across MAT. £50,000 funding bid submitted for work and training in EY across MAT. • Christian Ethos (MD'A) MD'A visited Marshwood re SIAMS and attended Eucharist service here at Chardstock. AR advised Salisbury and Exeter Diocese have visited and to discuss way forward for MAT. Marshwood now to become part of Exeter diocese for practical purposes. Foundation governors and directors – still some confusion re these with DFE and Diocese, currently being investigated. • Health and Safety (MC and MR) Nothing at present. Issue of playground steps at Chardstock now resolved. MC to meet with LT re Chardstock – report to be obtained. New gardener now being used by both schools and Membury. Sugar Construction will do handyman jobs at all schools. Mrs E's – BP to be with MK on 25th February. Report will be circulated. • Parents and Community (DR) Audit of website completed and to be on-going. Governors attended parents evening at Chardstock and this was well received. To be repeated at Mrs E's on 26th February. To feed back to governors. Village Hall Chardstock – open month for publicising any activities and school invited to contribute. Possibility of setting up a Cinema Club and would like to gauge interest from parents etc. Agreed to put in school newsletter • Personnel (CH) No issues • Premises (BP) No issues • Safeguarding (SE) Information gathering at present - no issues to report. Safeguarding audits looked at. Meeting held GR 	
10.15	<p>Items for discussion as advised by Head of School</p> <ul style="list-style-type: none"> • Mrs Ethelston's Primary New school – not successful in bid for priority schools build money. 	

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	<p>Diocese investigating reason why not successful and way forward to appeal. As on-going situation new school committee to be formed and to report back to LGB. MK AR BP and NW to liaise.</p> <ul style="list-style-type: none"> • St. Andrew's Primary Friends of school spending Playground shelters, Eden project trip, Peace garden. Agreed to fund an outdoor learning space as their main fundraising. Vote of thanks from the governors. • London Trip Oak class trip planned to London thanks to CHU. Flying to London with Flybe and visit to House of Parliament, river trip and museum visit. 	
11.15	Pupil Premium Update – covered in Heads reports. More information next meeting	Next agenda
12.15	<p>Governor Training and Development MD'A – Preparing Children and Young People for Citizenship in 21st Century JC to attend Chairs update meeting Sarah Ellis - new governor training 19th March</p> <p>Governor Development Plan : JC reminded governors of the evaluation review that had been looked at during training in January and some of the areas identified as needing improvement.(Eg Annual evaluation review to be put in place,identification of training needs and update of induction procedures, Need to improve engagement with community stakeholders and parents, Succession planning.) Meeting agreed that JC should draw up Governor Development plan and email all governors for amendment / agreement.</p>	
13.15	<p>Governor Visit Reports – circulated to governors prior to meeting. List of visits held by clerk New governors need induction and training into visit report writing and induction pack needs updating.</p> <p>Governor Visits timetable completed for coming term. Short extracts from governors visit report to be added to the website.</p>	
14.15	<p>Policy Review and Approval</p> <ul style="list-style-type: none"> • British Values – information circulated prior to the meeting. Statement on behalf of the MAT to be issued by Directors. 	
15.15	<p>Dates of the next meeting 11th June 2015</p>	

Chairman

Date