

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

Thursday 19th November 2015 6.30 p.m.
St. Andrew's Primary Chardstock

MINUTES

| Attendance | |
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| Mrs Judy Chisholm (JC) Chair St A. | Miss Debs Kellaway (DK) |
| Mrs Corinne Hales Chair Mrs E's (CH) | Mr Morris Castro (MC) |
| Mrs Carol Humphreys (CHU) | Ms Michaela Kite (MK) |
| Mrs Katherine Mansi (KM) | Mr Gerard Rourke (GR) |
| Mr Malcolm Robinson (MR) | Mr Neil Vincent (NV) |
| Mrs Maureen D'Albertanson (MD'A) | Mrs Andrea Rice (AR) |
| Miss Meg Emery (ME) | |
| Mrs Fi Bowie (Visitor) | |
| Mrs Mandy Slingsby (clerk) | |

| Item No | Item | |
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| | Prayer and Welcome NV welcomed as new Parent Governor for Mrs E's and Mrs Bowie welcomed as a visitor | |
| 57.15 | Learning Walk Governors undertook a learning walk around the school but focused on EY and Reception Class. Learning journeys explained. Governors were impressed with displays and layout of classrooms and evidence of learning from the children. | |
| 58.15 | To receive any apologies for absence Apologies received from SE, NW and were accepted. BP did not attend and no apologies received. Action: Clerk to contact. | Clerk |
| 59.15 | Declarations of pecuniary interests None | |
| 60.15 | Confidentiality and Attendance Governors reminded of need for confidentiality | |
| 61.15 | 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) None | |
| 62.15 | To confirm the minutes of the meeting held on 8/10/15 and consider any business arising Minutes from meeting held on 8 th October (including Part II) signed as true record | |
| 63.15 | To agree any items to be dealt with as confidential (Part 2) • Staffing | |
| 64.15 | Minutes of the Directors meeting for information Circulated prior to meeting. Governors appreciated receiving this information well in advance of meeting. There were no queries raised. | |

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| 65.15 | <p>Head of School Report – circulated prior to meeting</p> <ul style="list-style-type: none"> • Review of results • RAISEOnline • Staffing – Part II – to be discussed at end of meeting <p>Governors appreciated all work by Heads collating the information contained in the reports and receiving information in advance of meeting.</p> <p>Chardstock GR expanded on information in report. Information regarding pre-school areas of working distributed at meeting. Governor Challenge:- Discrepancy in report between national average figures given. GR explained not all averages are available when reports written as averages published well after school results. GR advised KS1 lower than national average in Level 3. Will be focusing on in future and working with other schools across MAT. More able children will be meeting up to work together. Governor Challenge:- Will assessment standards be the same for expected level with the new curriculum. Advised as uncertain with no new information on available at present. NV advised looking at guidance for maths assessment. Action: governor visit on sports premium recommended JC. Intervention strategy information used in the school useful and thanks expressed to CGW for organising. School Council has now met and minutes are available. JC expressed thanks to children.</p> <p>Mrs E's MK advised will be in a position to give more specific information at end of term for current progress assessments. Governor Challenge: governors queried consistency of phonics teaching. MK advised number of reasons Mrs E's lower results including children with SEN issues and new children arriving at the school. MAT phonics training will be undertaken by staff to ensure consistency across the MAT and to reinforce what is required. This will be offered to all teachers and TAs. Governor Challenge: Who will be new literacy co-ordinator? MK advised this will be looked at when new staff are in post and strengths of teaching are certain. May split literacy and phonics coordinator. Governor Challenge: Some interventions are noted as 'not happening' in report. MK advised that due to staffing issues it was difficult at the beginning of the term. These have now been resolved and interventions will take place and are to be reviewed at the end of term. Staff are now identifying those children in need of intervention work. Governor Challenge: governors queried any correlation between those who did not pass the phonics test and their reading age. Staff will monitor this year as more support is now being given.</p> <p>Triangulation - staff still trying to find a way to look at peaks and troughs to give evidence. Trialling new recording of data to track in new curriculum. This can then be used across the MAT to ensure consistency and enable comparison.</p> <p>Raise – Heads advised that more information is now given on the new inspection dashboard which gives strengths and weakness for a school, both schools have no weakness identified. Thanks expressed to MC and KM for their work on school data.</p> | |
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| 66.15 | <p>Development Plans 2015/16</p> <ul style="list-style-type: none"> • School Drafts circulated at the meeting. Layout is now consistent across the MAT using Ofsted headings. <p>Chardstock –NQTs now being observed by MK and GR. Document will need reviewing each term and updating accordingly. Now looking to enrich the curriculum further with visitors and outside agencies etc.. GR invited governors to give ideas to insert. EY working together with other staff across the MAT. This is good for transition into Reception and early intervention. Hoping to work closer with Early Years Plus. New PSHE curriculum now purchased. Governors development plan will dovetail in to this document.</p> <p>Mrs E's – Governors discuss possibility of appointing an assistant head in future. Governor Challenge: governors queried funding available for this and whether they will have Teaching commitment. Advised unknown at present but they could possibly take on another role as well i.e. SEN. Transition from EY into school highlighted as no direct link to a pre-school. Would make a big difference to have an integrated pre-school on site. Governor Challenge: Governors queried resilience GR advised need to build up skills during the week i.e. in maths. Need to encourage children to use other language and try to build up exciting activities i.e. using a shop to enjoy maths. This will help with the mastery issue. Could use more able children to be shop keepers and share knowledge with their peers. Need to ensure children can apply knowledge.</p> <ul style="list-style-type: none"> • Governors Working group met to look at development plan. After discussion meeting agreed to issue staff satisfaction questionnaire to all staff across the MAT termly. This will be unanimous and each school will be identified by a different colour paper. SAE to be given to staff to encourage completion and return to the Hub office. Replied will then be collated and issues raised will be investigated and acted upon. Report back at next meeting | <p style="text-align: center;">All governors</p> <p style="text-align: center;">Next Meeting</p> |
| 67.15 | SEF – still awaiting | |
| 68.15 | Portfolio Holder ToRs – still awaiting amended versions | |
| 69.15 | <p>Portfolio Holder Reports EY – KM and JC visiting next week</p> <p>SEN – Brief meeting by KM. Intervention now more classroom based. Now tracked better and more information and comparison available.</p> <p>Premises – Governor Challenge: consistent information not available. Action: LT to be contacted. H&S things should have higher priority. Governor Challenge: Different type of safety flooring investigated for play area at Chardstock under climbing frame. Action: advise LT</p> | <p style="text-align: center;">Clerk</p> |
| 70.15 | <p>Finance Report Monitors circulated prior to meeting. Several staff changes have had an impact. GAG money expected for Chardstock not materialised. Meeting accepted monitors.</p> | |

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| 71.15 | Safeguarding Report SE attended governor training and will be visiting each school. | |
| 72.15 | Governor Training and Development <ul style="list-style-type: none"> • Reports from Training Safeguarding WRAP • Future Training Safer Recruitment – NW to attend | |
| 73.15 | Governor Visits <ul style="list-style-type: none"> • RE – to be done soon. Visit from Diocese expected. • SEN – reports circulated • Timetable of future visits – timetable circulated. Governors to contact each school for dates. Visits to be in line with development plan. | |
| 74.15 | Policy Review and Approval <ul style="list-style-type: none"> • SEN – not completed yet • Admissions Admissions – changes accepted. Admissions Committees made up of Mrs E;'s - CH KM MK CH named person Chardstock GR, JC, MC JC named person Accepted by meeting • Pre-school Policies (St. A only) All accepted. | |
| 75.15 | Chair's business - correspondence and items for next agenda CHu now Chair of Directors so will now be stepping down from LGB. Governors expressed thanks for all she had done to support Chardstock. | |
| 76.15 | Date and time of the next meeting – 21st January 2015 6.30 p.m. at Mrs Ethelston's Primary 8.30 FB left and Staff DK and ME | |

Chairman

Date