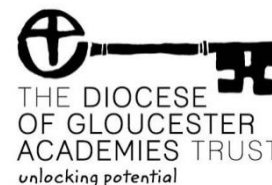




Coaley Church of England Academy

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Coaley C of E Primary Academy Local Governing Body (LGB) Meeting

Monday 30th September 2019. 6pm – 8pm

Present: Mrs Carole O'Donnell (Chair as voted in this meeting – COD)
 Mrs Charlotte Johnson (Parent Governor – CJ)
 Ms Vicky Smith (Staff Governor – VS)
 Mr Mark Snape (Governor – MS)
 Mr Richard Morgan (Parent Governor and Vice Chair as voted in this meeting – RM)
 Mr Guy Goring (Governor – GG)
 Mr K Hitchings (Governor – KH)
 Mr Richard Lucas (Headteacher – HT)
 Mrs Clair Oxley (Clerk of Governors – CO)

Apologies: None

Absent: None

Governor Challenge in red. Responses in green. Confidential matters in italics. Actions highlighted in **yellow** and summarised in an Action Table at the end of the minutes.

1. Welcome

- a) Opening prayer delivered by KH
 COD welcomed everyone to the meeting in the absence of a chair. RL and CO were welcomed to the meeting.
- b) Apologies
 None required
- c) Declarations of interest
 No new declarations of interest. RL stated that there should be written declarations of interest that would be signed and collated by the clerk. **CO to look into this and report back.**
- d) Election of new Chair/Vice Chair
 John Sanders has stood down as Chair and a new one will need to be elected. GG and CJ reflected on why John had stood down and COD explained that it was general life commitments.

MS proposed COD to be the new Chair and RM seconded this.

After discussions it was decided that MS will stand down as Vice Chair due to his work commitments in Coaley being over in approximately March next year. RM was

proposed as the new Vice Chair. CJ nominated. VS seconded. CD thanked MS for all he has done up until now.

- e) Not discussed during meeting. Child Protection and Safeguarding Policy (DGAT 2019) and Safeguarding Children in Education (DfE 2019) were both sent out with the agenda for Governor information.

2. Minutes of LGB held on 7th May 2019

The minutes were agreed as a true and accurate record of the meeting. This was proposed by the Chair and seconded by RM. All Governors were in unanimous agreement.

Minutes of LGB held on 17th July 2019

Minutes of last LGB not yet approved. It was explained by COD that the minutes of this meeting were not completed. This was reported to DGAT and due to the circumstances or there being no clerk and the Chair standing down that the minutes for this meeting would remain unreported or agreed and this would be documented in the minutes of this meeting.

3. Head Teachers Report

The LBG had received the report a week in advance. COD asked if HT would like to have questions prior to the meetings and he said he is happy to have questions at the meeting. The following questions and answers were raised;

Governors stated that there was a difficulty in capturing the initial data. Ethos and Standard Committee to look at this.

Governors asked if parents are aware that attendance is currently low. HT Not yet. VS agreed that it is still early in the academic year.

There was a safeguarding breach this week in how a concern was reported, which needs to be dealt with further. All staff are completing a quiz this week on Safeguarding and action will be taken if this is not passed. Governors asked about what is the behaviour incident that is mentioned in the HT report. HT stated that there is no form for monitoring poor behaviour and that one is being created for monitoring and reporting purposes. Governors asked for clarification. HT explained it is not for child protection purposes but more for recording behaviour related incidents as a whole and not for individuals.

A weekly plan for monitoring is in place for the teachers.

- a) Learning walk on phonics completed. There are new things in reading that are specific to the new framework and he would like to check this is being done correctly as a priority.
- b) Behaviour learning walk completed. It was noted that attitude to learning is a little off and a display on what makes a successful learner is to be completed.
- c) Maths learning walk completed.
- d) Performance Management for Teaching Assistants (TA) to start in term 2.

e) Looking at planning tomorrow and what does this look like for Coaley. Observations and expectations will then be outlined by the list of ideas that they have all come up with.

The HT asked if the learning walks can be documented so the Standards and Ethos Committee can review them.

Staffing. Three absences this term. One TA had agreed unpaid leave which had been pre agreed by the previous Head Teacher. One vacancy, which should be addressed in the interviews tomorrow.

HT explained that a maths teacher research group (part of DGAT) has been formed and is changing the way maths is taught. There should be 2 teachers from the school who will be taught the skills, meaning that the school will not have a regular teacher in place on that day. **Governor question - will the HT be present during this time to allow for any emergencies or do you nominate a member of staff to take control during this time.** It was discussed that this may happen at times in a small school and a contingency plan was made. **HT- DGAT are aware of this and Mrs Astley in the school office would be asked to take responsibility if there was an emergency in ensuring everything was done correctly.** The governors felt reassured by this.

HT to meet with Helen Springett on 23/10/19 to discuss the RAP. He will then meet with the Standards and Ethos Committee and discuss further how to inform the parents and keep them up to date with the RAP.

It was noted that pupil numbers have reduced, and **Governors asked do we have an admissions committee.** **The Finance, Resource and Property Committee will discuss this further.**

RM asked if anyone has come to the school from the church. VS stated that "Open Book" have been in. There is a new associate priest coming to both Coaley and Cam (Peter Fewings), which will help the church be in better attendance at school. There has been no vicar visit yet but there is a church service on Thursday, this is not a Coaley day for the HT.

Governor question, what PE and coaching plans are in place. **HT- an email was received on Monday to say the sports coach is not coming back and therefore sport at the school has been reduced. New facilities are being looked into, but it will be more expensive.** Governors discussed that this will not be an issue as the last company did not fit the Christian ethos of the school and that the budget for sports had not been spent in the previous year so the new year's budget could reflect this. **Governors asked what difficulties do we have around employing someone or potentially employing a student from a local college or university.** **HT stated that a lot of schools struggle with this and that he has found a lot of PE was quite poor.** **Owls have forest school and PE. Robins currently just have PE.** **Governors asked if the walking mile was possible.** **HT stated if it is not in the RAP then we could not do anything extra currently.**

The governors asked the HT how the role is going now that he is one-month in. **They asked if he was managing the dual roles of two schools and if the staff at Coaley were continuing to feel supported.** **HT reported that he feels it is going well.** **OFSTED framework has changed so the school still have some work to do.** **The school is in a strong place.** **The curriculum requires further organisation as not all the subjects are as well organised.** **The HT reported**

that he is managing to have 50% of his time at Coaley as per his employment and the staff appear happy with this. He feels he is as visible to the staff and parents as the Interim Head Teacher (IHT) was. The Ethos and Standards Committee will monitor this along with the Chair here and at Uplands. RM suggested that he and COD give an update when they have met with HT and feedback to the LGB.

4. Monitoring/Governor visits

Discussions held over the roles and responsibilities of each governor and the following decision was made:

SEND	KH
Safeguarding	VS/COD
Pupil Premium	CJ
Looked after children	Not decided*
Website	RM

*COD stated we need a LAC governor. Discussions were made around whether this was required but no firm decision was made. This will need to be discussed further.

The suggestion was that the responsible governors use HT's proposed timetable for monitoring and streamlining the process. COD to meet with HT this Friday 4/10/19 to discuss a timetable for these visits.

5. Finance report

RM stated that we are within the outlined budget. HT had a meeting with DGAT and wanted to bring to the boards attention that there is a large contingency of 16%. "Chris" from DGAT has said this is too much and recommended it should be 8%. RM explained that the population would be down next year with not as many children joining the school and birth rates are low, and therefore so much was kept aside. GG explained that this had been discussed with the previous Head Teacher. HT explained that a large contingency was understandable but 16% is too much. They would need at least 10 children to join to pay for a new teacher. HT suggested this needs to be discussed in Finance, Resource and Property Committee as we need to spend money now on the current children as well as planning for the future. CJ asked what was needed. HT replied maths resources, new school signs, new logo and painting of the school to name a few. COD requested a list from HT of what is required.

Item removed from the minuets due to confidential item

GG asked if we can get a grant from the trust and VS explained that £6'000 has already been received to be used on updating the library facilities. CJ asked if money can be spent on the playground. HT agreed and will ask the school council to get involved as they are already in the preliminary stages of planning. CJ asked if HT would like a governor on board with it. HT said yes and one to attend the school council meetings. A Governor was not chosen at this stage.

6. Committee Membership

The subcommittee chairs and memberships were decided as the following:

- a) Standards and Ethos Committee: CJ to chair (COD proposed, MS seconded). MS. KH. VS. to make up the membership.
- b) Finance, Resource and Property Committee: RM to chair (COD proposed, CJ seconded). COD. GG. to make up the membership. A new member of the board to be elected and then asked to join this subcommittee.

COD asked if the meetings can be held during the day to assist HT in his workload. **Dates to be decided on Friday with the separate committees.**

Meet once every half term. MS suggested this is better as can be shorter and more beneficial.

RM suggested monthly meetings of the LGB on a short term basis to support HT. HT explained it would be difficult for him and add extra pressure to his workload. the board were happy with this.

Lots of discussions were made around the frequency of meetings and the decision was:

LGB every half term and sub committees every half term.

MS asked HT with his experience has he any advice to make a good governing body. HT stated in his experience as an inspector and as a Governor himself, that it can be hard to get the balance between the operation and strategic roles. A Governing Body sets the strategic direction and holds the HT to account with the operation. HT wants LGB to be involved but not to be micromanaged and be allowed to proceed with his role. He wants to make sure the LGB are ready as well for an OFSTED inspection. He appreciates it's difficult as they do not know him as a Head Teacher yet but that he will be helping in any way he can.

VS asked how often a data drop will be required as it is 3 times a year now for DGAT. HT suggested a person on the Standards and Ethos Committee could be the data drop person and that it continues to be 3 times a year.

7. Policies Update

COD stated you should have received some policies for information ready for the safeguarding quiz that everyone is required to complete. CJ asked if we have a list of policy review dates. RM is in the process of doing this.

8. AOB

COD there is a governor's page on the DGAT website which includes all DGAT policies. There is a proforma for governor visits on there. PROVERBS is the password. CJ asked if the website provider provided the compliance list. RM/VS/COD said they do not think so. RM

do we have any contact with the website company? **RM will do this and speak to Jackie about how this is being kept up to date.**

HT worship was very noisy on Friday. He will ask parents to not have mobile phones and please keep the noise down. **CJ** can we set up an area at the back for the small children. **HT** no, due to space and resources. **CJ** we do not want to put parents with young children off. **HT** will put a message out in regard to this. **KH** agrees and suggested it is part of school life and that they are learning how to behave. **RL will put a message out in parent mail.**

CJ asked if a decision had been made in regard to a class presentation. This was last discussed in July's meeting. **HT** suggested a monthly opportunity for parents/carers to drop in and see the children's work. **Becky Hancock** to do a phonics session with parents of reception children. **CJ** asked what about a poster at parents evening with information on. **HT** it has been discussed that an update for parents and expectations needs to be completed regularly. **RM** asked how **Becky Hancock** is doing. She was a nursery manager and now expected to teach two new year groups. **VS** has great faith in her ability. **HT** felt that in the long run the transition for children will be better.

COD asked about the responses for the embedding excellence form, was there any feedback from the parents. **HT** stated there has been no feedback but this is usually a good thing.

The meeting was brought to a close by **COD** at 19.50.

Date of next meeting to be discussed.

Signature of Chair of Governors:

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Mrs Carole O'Donnell – Chair of Governors

Date:

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