



Minutes of the Local Governing Board (LGB) meeting
Monday 1st July 2019 at 5-7pm

Present: Tom Kennedy (TK), Will Johnson (WJ) (Head of School), Sharon Hocking (SH), Jack Wilson (JW), Tiffany Pope (TP), Louise Hart (LH) and Andrew Mercer (AM).

In Attendance: Wendy Randle (WR) (Clerk)

| Item | | Actions |
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| 1 | <p>Apologies & Welcome Apologies were received and accepted from Keleigh Burgess. Harry Hart did not attend.</p> | |
| 2 | <p>Declaration of Business and Pecuniary Interests There were no further interests to declare. All interests had been uploaded to the school website.</p> | |
| 3 | <p>Confirmation of quorum The meeting was quorate in accordance with the Venture MAT LGB terms of reference.</p> | |
| 4 | <p>Minutes and matters arising of the last meeting (18/03/19) The minutes and confidential minutes of the previous meeting (18/03/19) were agreed to be a true and accurate record of the meeting and were signed by the chair.</p> <p>Matters arising An actions update was circulated prior to the meeting, WJ's actions would be updated on under item 5.</p> | |
| 5 | <p>SLT report to include School Development Plan The head of school report had been circulated prior to the meeting.</p> <p>An invite was shared with governors to attend a "Cream Team" event to review the academic year and consider the School Development Plan (SDP) priorities for the following year (22/07/19). AM and TK will attend this event, all governors were invited to attend.</p> <p>Staffing structure; completed for next academic year - the minimal differences were shared along with staff leavers and returners. An advert is live for a full time equivalent (FTE) teacher post. School were pleased with the consistency of staff and the structure for the next year.</p> <p>Timetable test; results have been received - under a third of pupils tested achieved full marks; there is no benchmark to compare the school against. School felt the tests provided a focus for the school and the children appeared to enjoy the learning. Governor asked if school used TT rocks? Yes, this was effective. School will remain with the same style of preparation yet will start this earlier.</p> <p>-An overview of the trips and camps were shared. -Attendance data was shared; there were no concerns.</p> <p>Safeguarding; it was noted that single central record training has been booked to ensure all admin staff remain confident in the system. Governor informed the board of a scenario recently when they were visiting the school; the reception team were robust in their checks prior to allowing a visitor into school.</p> <p>The section 157/175 feedback has been received; the actions were noted. Governor stated they will arrange to speak with children, an identified action, noting the board have completed this previously and will follow a similar format. The actions from the audit will form an action plan, the safeguarding governor will monitor progress against this action plan.</p> | <p>AM,TK</p> <p>AM</p> <p>AM</p> |



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| | <p>Lockdown policy; not yet been tested, the testing of this will be scheduled with the next fire drill.</p> <p>KCSIE; new updated Keeping Children Safe in Education (KCSIE) will come into effect in September. The school use Cornwall Association of Primary Heads (CAPH) for their policy; once a revised policy is received this will be presented to the governors and trustees for approval.</p> <p>Toilets; details of the tender were shared, works included putting staff shower facilities in place to encourage staff cycling into work, the creation of two rooms to support reception, a changing room for those children joining with EHC plans and a breakout space to support school. It was hoped that some funds maybe received from Cornwall Council (CC) for the adaptations though it was expected these would be minimal. Governor asked where do the remaining funds come from? Reserves and capital project funds. Governor noted it seemed like a lot of money, it was noted that if governors wished to see drawings these could be made available. Governors asked when this work would be completed by? September. Governor asked what would be benefits for the children? The current classroom set ups were not sufficient to support the increase in the number of adults and the needs of the children who will join the school in September. Governor asked how confident were school that they would need larger spaces and facilities mentioned going forward? School were confident when considering the high level of need in the nursery and under 2 years provision. Governor asked are levels of need the same across other schools? This number of EHC plans in one school is unusual. School have good safe facilities, they have recruited an extra 4 members of staff and the premises development will enable school to support these pupils. Governor asked are the pupils with EHC plans coming from out of area? All are in locality - TLA had been the first choice.</p> <p>ARB update; an external provider (AM – conflict of interest declared) continues to provide monitoring visits on this provision which is growing to cater for 25 pupils. Staffing of this provision was considered in the confidential minutes.</p> <p>Data; assessment data for KS2 will come out on 9th July. The governors will be presented with the data in the first autumn term for analysis. School were aiming to be in line with national data. The LGB meeting for the summer term in the next academic year will be later so school can report the data. Governor asked are there priorities for next year which have come out of this data? The focuses for next year will include writing and writing assessment and the way the ‘talk for writing’ structure works. Curriculum will be a focus; school continues to run a good curriculum yet need to ensure they collate the right evidence to reflect this. Maths, reading and phonics remain good.</p> <p>A discussion took place on using comparative judgements; the system is focused on what is a quality piece of work. School intend to implement this going forward, it is a more accurate moderation process which used national support. Governor asked is the programme designed to support staff in making better judgements? Yes, governor asked will training be provided for staff in using this system? Yes.</p> | |
| 6 | <p>Progress against School Development plan (SDP) objectives</p> <p>This agenda item will be considered after SATs and at the Cream tea; a presentation will be shared and this will be considered by governors.</p> | |
| 7 | <p>School Development Plan (19/20)</p> <p>Governor asked when will school finalise the SDP for the next academic year? In time for the autumn term, yet this would remain an ongoing document. Some priorities will remain the same, yet the rationale is updated to reflect the needs of the children in the school.</p> <p>It was noted that staff/ area action plans feed into the SDP and that governors will need to identify their areas to guide their monitoring. This will be covered in the first meeting of the autumn term.</p> | |
| 8 | <p>ICT budget</p> <p>The report that will be shared with trustees was shared with governors. It was noted that the ICT budget fits the school’s needs, there are no major changes to report.</p> | |



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| | <p>It was noted that the ICT newsletters for parents have been well received in schools.</p> <p>Governor asked for an update on the IT amnesty for year 6 which took place; this was well received and will run again twice a year for the older children. Governor asked were there any major concerns to report? Children remain ignorant to 'friends' acceptance, governor asked if school identifies trends what will they do about it? JW was involved in the ICT meetings and is due to attend a meeting w/c 08/07/19. Online and mental health were the key areas at the recent safeguarding update.</p> | |
| 9 | <p>Pupil Premium</p> <p>A recent governor monitoring visit was completed in this area. Governor asked will the pupil premium actions be tweaked to reflect the SATs results? It was noted some areas in the report are flexible. Governor noted that PP spend appeared over budget asking for an explanation of this? The budget contains some estimates and required full costing to be completed with the COO of Venture.</p> <p>The PP spend document will be reviewed by governors in the autumn term, noting it is a requirement that this is published on the school website. There is new guidance on PPplus spends which is reported slightly differently – the detail is often confidential.</p> <p>Governor asked is time spent on the impact of PP at the Cream Team review in July? I didn't get an answer to this?</p> | |
| 10 | <p>Safeguarding</p> <p>AM noted that there were new staff being trained on the single central record. It was noted that the safeguarding governor has visited school yet now needs to complete governor monitoring visit reports to provide the evidence of these visits.</p> | |
| 11 | <p>Policy Review</p> <p>The following policies had been uploaded to the google drive;</p> <ul style="list-style-type: none"> - PSHE policy - inline with statutory guidance. - SRE policy; contained in the PSHE policy, this now contains added rigour to the delivery of SRE which will be delivered weekly in school. School are members of the PSHE association. Governor asked will this also directly relate to ICT? There is some opportunity for this. - Anti bullying – linked to safeguarding and behavior policy. <p>Governors agreed the policies.</p> | |
| 12 | <p>Health & Safety report</p> <p>There is a new H&S coordinator who has visited school; there were no reports to share.</p> <p>School received an unusually high water bill, SWW have visited school to complete an analysis of water use. It was expected that the water meter reporting has been inaccurate.</p> | |
| 13 | <p>GDPR Report</p> <p>There were no updates or breaches report. There is a Venture MAT review planned for w/c 08/07/19</p> | |
| 14 | <p>Governor monitoring</p> | |
| 14.1 | <p>Review progress against 18/19 monitoring schedule; the schedule had been circulated prior to the meeting. Not all areas originally identified had been monitored. Governors were reminded that the trust board had delegated monitoring responsibilities to the LGB and that the board will be advised to ensure they hold the LGB to account for the monitoring.</p> | |
| 14.2 | <p>Monitoring reports; monitoring reports had been received from TK for Pupil premium and SATs Outstanding reports required from AM. WJ to contact KB to arrange a monitoring visit.</p> | |
| 14.3 | <p>Monitoring schedule for 19/20; this will be created and agreed at the first meeting in the autumn term and will be aligned with the school development priorities.</p> | |

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| 15 | <p>Governor training</p> <ul style="list-style-type: none"> ▪ JW and TP attended Local Governance training delivered by the Diocese on 05/06/19. ▪ LH, TK and KB completed Level 2 child protection training delivered inhouse on 20/05/19. ▪ TK is scheduled to attend Chairs' training delivered by the Diocese on 8/11/19. <p>WR to update the training log</p> | WR |
| 16 | <p>Governance Development Plan (GDP)</p> <p>Governors reviewed their progress against the GDP created in the summer term of 2018. The following points were highlighted;</p> <p>Objective 1 – Chair skills; it was agreed this had been achieved; TK was now chair.</p> <p>Objective 2 – Ofsted training; completed, governors agreed further Ofsted training was required due to the new framework, this will be delivered in house at the second autumn term meeting.</p> <p>Objective 3 – financial skills; governors agreed this was no longer an objective as they had not been delegated financial responsibilities by the trust board. It was noted that HH remained the link governor who also attended the trust board F&GP&Audit committee meetings.</p> <p>Objective 4 – compliance; a discussion took place re out of date policies on the website – it was reported that if Venture MAT policies are out of date this has a knock on effect on the school policies. Governors agreed that policy management remain an objective on the GDP.</p> <p>Objective 5 – monitoring; this will remain a development area for the board, with closer links to monitoring the SDP targets, a robust schedule and governor training to be put in place.</p> <p>Objective 6 – safeguarding training has been completed by all governors other than HH. The actions from the Section 157 monitoring will become a monitoring focus for the safeguarding governor.</p> <p>Governors agreed that AM lead on the GDP going forward and that the document will be updated to reflect the objectives for the next academic year.</p> | WJ |
| 17 | <p>Board of Trustees update, if any</p> <p>One confidential item was updated on in the confidential minutes.</p> <p>The board were informed that it has been proposed that SP remain seconded to the St Barnabas trust for a further academic year. Governor asked who is the CEO of Venture when SP is seconded elsewhere, asking who takes up the current CEOs responsibilities? Governors requested clarity on structure and roles and responsibilities for coming year.</p> <p>Governors were informed the trust are required to submit 3 year budget forecasts for Venture, TLA and St Issey. This year and next year's budgets have worked well as they include income from St Barnabas for the CEO and work fulfilled via hub support and staff support. The budget is forecasting a deficit for years 2 and 3. Trustees will need to plan for the leadership structure for 20/21 and going forward.</p> | |
| 18 | <p>Correspondence</p> <p>There was no correspondence received.</p> | |
| 19 | <p>Confidential matters</p> <p>No further confidential items.</p> | |
| 20 | <p>Confirm date and time of next meeting</p> <p>The next LGB meeting will take place on the 23rd September 2019, 5-7pm.</p> | |
| 21 | <p>SUMMARY OF LGB ACTIONS/ INFORMATION REQUIRED FROM TRUSTEES</p> <ul style="list-style-type: none"> ▪ Which policies are the responsibility of the LGB? Action is required on the policies that are out of date. ▪ Clarity on the CEO role and responsibilities for the next academic year and how this could impact on TLA's leadership team. ▪ How do trustees intend to respond to the budget deficit in years 2 & 3? | |

There being no further business the Chairperson closed the meeting at 7pm.

Signed.....

Dated.....

