

## Minutes of the Local Governing Board (LGB) meeting Monday 7<sup>th</sup> May 2019 at 5-7pm

**Present:** Tom Kennedy (TK), Will Johnson (WJ) (Head of School), Sharon Hocking (SH), Harry Hart (HH), Jack Wilson (JW), Tiffany Pope (TP), Louise Hart (LH) and Keleigh Burgess (KB).

In Attendance: Wendy Randle (WR) (Clerk)

Item		Actions
1	Apologies & Welcome	
1.1	Apologies were received and accepted from Andrew Mercer.	
	Louise Hart would need to leave the meeting early.	
2	Declaration of Business and Pecuniary Interests	
	There were no further interests to declare. All interests had been uploaded to the school website.	
3	Confirmation of quorum	
	The meeting was quorate in accordance with the Venture MAT LGB terms of reference.	
4	Minutes and matters arising of the last meeting (18/03/19)	
	The minutes and confidential minutes of the previous meeting were agreed to be a true and accurate	
	record of the meeting and were signed by the chair.	
	Matters arising	
	An actions update was circulated prior to the meeting, the following action was resolved;	
	The Safeguarding Level 3 was scheduled to take place on 20 <sup>th</sup> May 2019, 5-8pm.	
5	SLT report to include School Development Plan	
5.1	The report had been circulated prior to the meeting. The Head of School highlighted the following	
	points;	
	<ul> <li>Ofsted will review internal data to ensure the data collection processes are robust and not impacting</li> </ul>	
	negatively on teacher workload.	
	<ul><li>New teaching sequence for spelling has been implemented over the last two weeks, this will be a</li></ul>	
	focus for staff meetings; too early to report on the impact.	
	■ Yr 6 SATs are w/c 13/05/19. A governor is scheduled to attend to observe the processes surrounding	
	the SATs papers, all governors were invited to attend should they wish; school felt ready for SATs.	
	Yr 2 SATs will take place in the last week of this half term.	
	<ul><li>Year 4 will complete the times table checks.</li></ul>	
	■ The section 175/157 safeguarding internal audit has been completed. The action plan of the previous	
	audit was completed and reviewed with the safeguarding governor. Feedback on the current audit	
	report will be shared with governors once received.	
	<ul><li>School has grown since the last budget, the budget has grown inline with this. TLA's staffing costs will</li></ul>	
	be reviewed by Venture trustees at Finance, GP and Audit committee.	
	The ARB budget will be shared with governors later in the meeting.	
	<ul> <li>No teacher recruitment is required, evidencing staff retention. Staff movements will be shared at the</li> </ul>	
	beginning of next term; staff are involved in this process.	
	■ The school nurse/ health role will be investigated due to the availability of funds. This role will support	
	Early Years (EY) provision, alleviating some of the time spent by the pastoral support team. Pupil	
	Premium (PP) funds will be used to support the two days per week role, due to many of the	
	beneficiaries being in receipt of PP.	
	<ul> <li>A good inset session was held on trauma informed schools.</li> </ul>	

- The phonics hub closes at the end of this year. A member of staff has worked three days per week on this programme, it is expected this work will progress into the English hub for the next academic year.
- The proposed toilet refurbishment is looking expensive at present, this will be considered by the Venture board for value for money. WJ to feedback.
- A new trip is planned for Yr2s, a day trip to the Jurassic coast.
- The Three Peaks challenge will take place again this year, delivered in conjunction with Mounts Bay school in July; approximately 12 -16 children from Yrs 5 6 will take part.
- Yr 6 predictions are near to the national average when considering spring two.
- 5.2 **Special Educational Needs and Disabilities (SEND) needs of future pupils;** reception numbers have been confirmed for 19/20, school were oversubscribed. There are four children with Education Health Care Plans (EHCP) in place; funds are attached to these plans. Two further plans are pending. **Governor noted** this could mean that 10% of the reception year group could have EHC plans, in addition to those with SEN needs, **asking** how will school ensure they meet the children's needs? School are due to meet with the council to identify how best to support these children; school need to appoint teaching assistant (TA) support to meet the needs of these children so far two staff have been appointed.

It was noted that should further TA support be required there will be a high number of adults in a small space; break out areas and meeting rooms spaces are being considered to accommodate this. School hope to access additional funds to support school in supporting these children effectively. **Governor asked** could the high level of needs be of detriment to the existing children? If the funds and support are not in place, yes, however school are quick at identifying if this is the case and reacting quickly.

Governor questioned the SEN data, stating it appeared high? School's data is below national average, the SENCo is good at identifying other factors impacting on a child which may also then indicate a child does not have SEN needs. Governor stated the level of children with EHCPs is higher. It was reported that it is positive that children are joining school with EHCPs in place, compared to previous years when children arrived with no plans. School will need to continue to monitor the situation, noting physical spaces may need to be invested in to support children. Governor asked if county can support with this? This will be raised. Governor asked about the current staff skill levels required to support these pupils. Information was provided in the confidential minutes. Staffing will remain stable; staff have experience of managing SEN yet with lower numbers, the TAs supporting children will need to be proactive in ways of working independently; training is required prior to September. It was reported that there has been a good field from the TA recruitment drive.

Governor asked if the data set shared is expected to be the norm going forward? Yes, it provides the evidence for school to widen and invest in the inclusion team. Governor asked about the breakdown between SEN and non SEN in the nursery. It was reported that approximately 80% in the two years olds nursery have SEN needs. Governor asked if the quality teaching and resourcing is in place where required? Yes, staff directly linked communicate effectively, it was felt any negative impact would be quickly reported. Governors agreed the impact across EYFS to be a monitoring focus for the next academic year. Governor noted school will need to ensure they are monitoring all children, noting that many children come with a variety of issues.

WR

WJ

ARB update; the ARB capacity is increasing from 20 to 25 spaces. The budget projections requested have now materialized, this data was shared with governors prior to the meeting. The detail was explained; £10k per child is always in place, additional needs funding is then based on a child's banding. The delivery of funding to school has changed, school used to receive the initial £10k upfront, school now receive £6k followed by the final £4k when the child is in place; this has made forward planning of staff harder. *Governor asked* when school receive the top up funding? Tracking the arrival of funds is complex. *Governor asked* do school know the banding of a child prior to them joining the ARB? No,



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the school decide if they can meet a child's needs, after which the banding is determined by a panel to ensure funding is accurate to enable a school to meet a child's needs. Most children at TLA ARB fall within the bandings of B-D. School will prepare to fill the 25 places. Governor asked what is the full capacity of the building infrastructure? 30, governor asked why are the council not filling the 30 places? At present school would not like the ARB to go to 30 in the next academic year. Governor asked could the council override this decision? Yes, though school would find 30 places hard to manage in a short space of time. Governor noted the increase in workload in the main school and the ARB, yes, it was felt that the greater influx of children with SEN needs in reception and nursery is due to the success of the ARB. Benchmarking report card for 17/18; circulated prior to the meeting, the document enables comparison to other similar schools and supports governors in challenging the efficiencies in school. The data was reviewed with the following areas highlighted; School are below average spend for teaching - it was reported that younger teachers have impacted on this and that should staff stay this will increase. Governor asked does this information include TAs? No, qualified teacher employees. Admin costs – school are above the average slightly – it was reported that the quality of admin staff is high, governor noted this was reflected in the audit reports. Governor asked could this be simply due to the rates that are paid by school – i.e. a different hourly rate, possibly. The in year balance is below national average. A greater explanation of this will be provided by the Chief Operations Officer to the board of trustees once this has been investigated. Pupil:teacher ratio - school are average in comparison. It was noted that some schools have a higher teacher expenditure yet less pupil:teacher ratio, yet this could be due to the staff on UPS and is often indicative of high teacher retention. Governor asked what is the percentage increase per year? Information was provided along with an overview of pay structures. Supply staff – school are high in comparison, an explanation for this is when staff are taken away from roles within school to support MAT work and supply is bought in to support this. Next year there is no plan to use supply cover. IT resources – high level staffing in comparison. **Progress against School Development plan objectives** This agenda item will be considered after SATs Safeguarding Keeping Children Safe In Education – WR to circulate the information to LH, TP and KB for signing. School reported there were no issues to report. It was noted that the safeguarding governor had contributed to the Section 157/175 safeguarding audit return. **Policy Review** The Intimate Care Policy was circulated prior to the meeting. This policy had been amended to reflect the support and processes in place for younger, older and ARB children. Governors approved the policy. The following policies will come to the next LGB meeting inline with government guidance. Anti bulling, PSHE and SRE. **Health & Safety report** The actions of the previous report, considered at the last LGB meeting, have been actioned. Governor asked if school complete online training to support H&S training. School often use a trainer to deliver this training yet have investigated the provisions available. A discussion took placed on the various online training providers available.

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**GDPR Report** 

There were no breaches to report.



A new survey had been distributed to all staff to assess understand of GDPR.
 School have implemented a new process for storing of risk assessments.

	<ul> <li>Governor noted an email requiring action has been sent to all governors regarding GDPR from the</li> </ul>	WR
	Venture office, WR to verify TLA LGB distribution list with the office.	
	It was reported that a recent online report stated many schools were not GDPR compliant, <i>governor</i>	
	asked where are school in terms of compliance? School have an action plan in place and meet regularly	
	with the Data Protection Officer.	
11	Governor monitoring	
	A meeting took place with the ICT team who wish to improve communication with the governors – the	
	team are working towards a 360 degree quality mark. <i>Governors requested</i> to access the school WiFi	JW
	for all meetings.	
	Governors will be forwarded user agreements prior to the next meeting. <i>Governors noted</i> the amnesty	
	requesting further explanation. All children will be invited to bring their devices to school so that	
	school can review settings etc on devices. It was reported that the IT budget will be bought to the next	WJ
	meeting. Governor agreed to attend the next meeting with the ICT team as requested.	JW
	A brief overview of the role of governors in monitoring was noted, it was reported that governors	
	complete school visits not as an expert but to hold the headteacher to account. The expectation was	
	that governors would complete 3 monitoring visits each academic year; one per term. The governor	
	will meet with either the head of school or the person responsible for an area. WR to upload the NGA	WR
	monitoring guidance to the google drive monitoring area.	
	TK will complete a monitoring visit w/c 13/05/19 to review SATs and pupil premium.	
12	Governor training	
	JW and TP are scheduled to attend Local Governance training on 5 <sup>th</sup> June.	
13	Skills audit	
	All governors had completed the NGA skills audit form. The summary of the results had been shared	
	prior to the meeting. Governors reviewed the data noting development was required for chairing	
	meetings – this was included in the LGB governance development plan. Governors noted the Finance	
	skills could be improved yet also noted these were not as relevant as these responsibilities had not	
	been delegated from the trust board.	
	In summary the board felt there was a good skills set on the board.	
14	Board of Trustees update, if any	
	See confidential items.	
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	The decision re purchasing a van from auction was noted, school will consider the option to potentially	
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There being no further business the	Chairperson closed	the meeting at 7pm
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Signed	
Dated	

