



**Minutes of the Local Governing Board (LGB) meeting**  
**Monday 18<sup>th</sup> March 2019 at 5-7pm**

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

**In Attendance:** Wendy Randle (WR) (Clerk), Louise Hart (LH) (potential governor)

Item		Actions
1	<b>Apologies &amp; Welcome</b>	
1.1	Apologies were received and accepted from Louise Hart and Harry Hart.	
2	<b>Declaration of Business and Pecuniary Interests</b> There were no further interests to declare.	
3	<b>Confirmation of quorum</b> The meeting was quorate in accordance with the Venture MAT LGB terms of reference.	
4	<b>Minutes and matters arising of the last meeting (21/01/19)</b> 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.  <b>Matters arising</b> An actions update was circulated, WJ updated on the following action; 6.10 - Policy amendment to the Charging and Remissions policy – the amendment will provide flexibility for the head to make decisions regarding payment plans for families, to support families in enabling their children to attend residentials.	
5	<b>Governance</b>	
5.1	<b>Roles and responsibilities</b> Governor roles had been considered at the previous meeting, roles will be reviewed in the Autumn term.	
5.2	<b>Governor training</b> <ul style="list-style-type: none"> <li>▪ KB attended Local Governance Training provided by the Diocese on 12/03/19. WR to add to the training log.</li> <li>▪ TK was unable to attend the Chairs' training; TK to attend the next session.</li> <li>▪ JW to attend Local Governance training.</li> </ul>	WR  TK JW
5.3	<b>Skills Audit</b> The annual skills audit was due for completion and had been requested prior to the meeting. Returns required from HH, TK and KB.	HH,TK, KB
6	<b>SLT report to include School Development Plan</b> The report had been circulated prior to the meeting. The following highlights were noted; <ul style="list-style-type: none"> <li>▪ The staffing list was shared with governors. The maternity position in the ARB has been filled successfully and the staff member who will fulfil the maternity cover for the SENCo role has completed their handover.</li> <li>▪ Pupil progress meetings have been held with a focus on identifying children with writing basics (fundamentals) at below age related expectation (ARE).</li> <li>▪ Information on recent events in school was shared.</li> <li>▪ Two members of staff have completed Maths mastery.</li> <li>▪ New minibuses will arrive in April, driver training is being scheduled. <b>Governor asked</b> what will happen with the old minibuses? They will be returned to the lease company. WJ will investigate the</li> </ul>	WJ



feasibility of purchasing one of these vans from auction as the quality of the vans is known to school and therefore there was minimal risk, **governor asked** could this be suitable for the ARB? Yes, this was a spend outside of budget so approval would be required from trustees. Approval will be requested from trustees.

WR/WJ

**Writing moderation;** recently took place with Penpol, St Ives Junior and Bodriggy schools. WJ shared some Yr4 writing assessments to explain the process of moderation; a template document would be completed on a child with a TLA staff member and teachers from the other schools, using a child's books, reviewing the evidence in place and the evidence required in order to agree a level. **Governor asked** if a fabricated child's piece of work has been used to test this process? Yes. **Governor asked** is there anything from the moderation process that school will take forward? It was identified that school's writing came out well, spelling is an area for development which pulls the writing down. School are redoing the way spelling is taught, this was launched three weeks ago.

**Parents survey;** the same questions have been asked each year to identify trends. Due to the positive results received school wish to tailor the end of year survey to gather greater details. At the end of this year the parent survey will be more focused on curriculum to help tailor the curriculum going forward and to receive an insight into parents' thoughts.

**Safeguarding;** the positive handling data in the SLT report was noted; there had been five incidents outside of handling plans in the ARB, at the last governors report this had been three. Two incidents were with one child who is now being supported by CAMHS (Child and adolescent mental health services) and an Educational Psychologist (EP). **Governor clarified** all five incidents have handling plans in place for the children, yet these incidents do not fall within these handling plans? Yes. **Governor asked** how often do school review the plans? As and when incidents happen which is often therefore allowing regular review.

**Governor requested** for further explanation on the categories of the highest number of concerns received - Neglect, Parental Issues and Domestic violence. Children's mental health, specifically girls in KS2 requires supporting, school have amended the PSHE (Personal, Social and Health Education) policy around safeguarding and social media. **Governor asked** if school have mental health first aiders? No, this support is provided via the Parent Liaison officer and the Trauma in Schools lead. **Governor noted** neither of these roles were able to provide counselling, would there would be scope for a counsellor in the school? School is not the organisation to provide such support, yet support is provided using Trauma in Schools initiative. WJ wishes to expand the pastoral team next year, a proposal will be brought to a LGB meeting when the budget is considered. The school nurse proposal was noted, WJ would like to improve the health to school link within school.

**Budget;** it was reported that there should be growth in the budget due to an increase in numbers. Schools ideal staffing structure is being costed at present, this will be presented at the next meeting.

**Staffing;**

- The trust CEO's work with St Barnabas will continue until December 19, the next agreement is being discussed.
- An assistant head will return after Easter, it will be good for school to return to full SLT.
- Future funding to support a member of staff leading the phonics hub will not be known for some time, however there is funding attached, via the CEO who is a National Leader of Education (NLEs), to support this work at St Barnabas for the RI schools for three days a week.
- WJ will review the SLT structure in light of NLE and phonics funding.
- Temporary contracts were considered under confidential minutes.

▪ The CFO has been asked to bring beach and forest school into the curriculum so that the staff are involved in all lessons. If this proposal is successful alternative arrangements for PPA will be required. **Governor asked** how do you monitor the effectiveness of forest and beach school? This would be through qualitative data, such as language used by pupils, the impact felt in class and during events such as Science week. **Governor asked** is the beach school more of a science focus? Yes, it ties into the topics and Venture 60. The forest and beach schools are not about making pupils achieve academically, they are more about inspiring the children to do different things outside of school and to be aware of their environment. **Governor asked** if the teachers work alongside these initiatives? It is hoped there can be development around this is. Further detail in the confidential minutes.

CPD for two staff members involved on SW moorland walker leaders (SWMWL) course (29/03/19).

**Level of need for reception pupils;** at present there are three confirmed places with a further two pending, **governor asked** when will you know the confirmed needs? Once the families have gone to panel with their Education, health and care plan (EHCP). It was noted that school is already full, however parents have not yet been informed if their child has a place. WJ continues to be worried about the provision for these children which cannot be planned for as it will be dependent on need. **Governor noted** the potential to support might not need to be provided as one to one if you consider the approach taken in the ARB, WJ noted a space that could be potentially used to support the children.

**ARB;** a member of staff has been inducted and is in place and an external monitoring visit has been completed. The pedagogy is embedded in each room, there is a big difference between September and now, curriculum development is the next focus. There are currently 16/20 on role. **Governor asked** what are school doing to ensure both ends of the school stay in touch? Staffing links will be achieved through hosting staff meetings with each other. Children's links will depend, due to the needs of two classes interaction is less whereas once class interact greatly – this depends on individual children. Feedback from some parents had been that once the pupils moved to the ARB the parents felt they were more isolated, in response to this school introduced coffee mornings with these parents to provide them with a voice and update them on the school, these have been reasonably well attended with 4/5 in attendance.

**Governor asked** will Cornwall Council be able to push the ARB to support 30 children? It is expected they will ask, **governor asked** can school say no? School will say no at present, yet will say yes when they can ensure they can meet the challenge and provide what is in the best interest of the child, funding would also need to be upfront to ensure staffing. **Governor asked** if school links with the other ARBs, asking if there could be joint work between all and the council? This is in place yet sometimes it is in the best interests of the child to move placement quickly if it means they leave a failed placement they are coming from.

**Yr6 predictions;** at present these are difficult to predict. There is no teacher assessment other than writing in Yr 6 which is based on past paper performance. Data is looking good at present; writing progression should be good, reading should be an improving trend with Maths being the more challenging subject at the moment. Those kids not on track will be invited to attend holiday booster clubs. **Governor asked** is there anyway of noting the impact of the clubs? This year group had good attendance at the half term sessions; these are for 3 hours in the morning and delivered by HLTAs.

It was reported that internal school data sets will not be used by Ofsted going forward. School use this data for identifying the groups not on track, school need good benchmarking to ensure understanding of which children are not on track.



	<ul style="list-style-type: none"> <li>▪ JW – met with ICT team, a monitoring visit report will be completed.</li> <li>▪ KB to schedule her monitoring visit.</li> <li>▪ AM to meet the new SENCo as part of his next SEN monitoring visit.</li> <li>▪ The PHSE monitoring report had been completed and was circulated prior to the meeting; governor noted further monitoring of this will start in the next academic year.</li> <li>▪ A monitoring visit on higher attaining children in reading had been completed, the report will be circulated to all governors.</li> </ul> <p>Governors were informed there is monitoring training available, if they wish to attend, they can get details from the clerk.</p>	JW KB AM  WR
9	<p><b>Safeguarding</b></p> <p>WR to set up a further doodle poll for the following governors to complete Tier 2 Safeguarding training; HH, TK, LH and KB.</p>	WR
10	<p><b>Policy Review</b></p> <p>No further policies to review; the Charging and Remissions policy had been considered under item 5.</p>	
11	<p><b>Health &amp; Safety report</b></p> <p>The recent audit has been completed, WJ will upload the report to the google drive. The main points to address from the report were that accident data needs to be reviewed by governors. <b>Governor clarified</b> this is for pupils and staff? Yes all, school is happy this is well monitored within school. School to identify a reporting process. <b>Governor suggested</b> this be incorporated into the Safeguarding governors role.</p>	WJ
12	<p><b>GDPR Report</b></p> <p>It was reported that school are required to keep risk assessments for individual pupils for up to 4 years or until the child is 21 years of age, an example scenario was shared. School will need to change practice to be compliant.</p>	
13	<p><b>Restorative Approaches Mark</b></p> <p>School identified the application route to follow, yet the restorative council are not taking further applications at present. School have to hold or pursue the more costly version.</p>	
14	<p><b>Board of Trustees update, if any</b></p> <p>No update provided.</p>	
16	<p><b>Correspondence</b></p> <p>Contained in the confidential minutes.</p>	
17	<p><b>Confidential matters</b></p> <p>No further confidential items.</p>	
18	<p><b>Confirm date and time of next meeting</b></p> <p>The next LGB meeting will take place on the 7<sup>th</sup> May, 5-7pm</p>	
19	<p><b>SUMMARY OF LGB ACTIONS/ INFORMATION REQUIRED FROM TRUSTEES</b></p> <ul style="list-style-type: none"> <li>▪ Approval of the amendments to the Charging &amp; remissions policy. (it was confirmed that the CFO is aware of the proposed amendments).</li> <li>▪ Request to purchase a mini bus from auction if feasible.</li> </ul>	
	<p><b>Summary of LGB actions</b></p> <p>Contained in the actions update.</p>	

**There being no further business the Chairperson closed the meeting at 7:45pm**

Signed.....

Dated.....