



Minutes of the Local Governing Board Meeting
Tuesday 26th June 2018 at 5-7pm

Present: Andrew Mercer (AM), Tom Kennedy (TK), Will Johnson (WJ) (Head of School), Hannah Westren (HW) and Sharon Hocking (SH).

In Attendance: Wendy Randle (WR) (Clerk).

Item		Actions
1	Apologies	
1.1	There were no apologies, all governors were present.	
1.2	The meeting was quorate in accordance with Venture MAT LGB Terms of Reference. The Clerk took the role of chair of the meeting up to the agenda item 5.	
2	Declaration of Business and Pecuniary Interests AM stated that school now purchase his SEN consultancy services. It was noted this service had been sourced via the correct procurement process and the LGB were not involved in this service. HH – Parent of 2 children in the school. Director of company that bids into the Fire contract provided by another company. TK – Parent of 1 child in the school. WJ – Head of school. Wife’s catering company provides food for school on an adhoc basis. Chair of Governors at Devoran PreSchool. SH – Member of staff. HW – Member of staff. The annual declaration of interests was completed and would be uploaded to the school website.	WR
3	Confirmation of quorum The meeting was quorate in accordance with the LGB terms of reference.	
4	Election of Chair and Vice Chair <ul style="list-style-type: none"> ▪ The process for election of chair and vice chair had been circulated prior to the meeting. Due to a potential conflict of interest it was agreed AM would not fulfil the position of chair/ vice chair. ▪ TK was nominated and elected for the position of Chair of TLA LGB. TK took the position of chair. ▪ HH was nominated and elected for the position of Vice Chair of TLA LGB. ▪ The board’s recommendations for Chair and Vice Chair will be put forward to Venture MAT board of trustees for their approval. 	WR
5	Minutes and matters arising of the last meeting (26/06/18) (updates in italics) 4 - Governor recruitment - <i>WJ had not started governor recruitment due to potential changes in Venture MATs governance structure.</i> 9 - <i>WJ to bring policy schedule to the next meeting; ongoing.</i> 12 - <i>Clerk to upload governance information to google drive; awaiting passwords from IT support.</i> 12 - <i>AM has completed a Safeguarding monitoring visit and will complete a monitoring report; AM to do a summary of last years’ visits for Safeguarding and SEN and in future do separate reports.</i> 12 - <i>AM will meet with the Office Manager to consider the Single Central Record prior to the end of term; completed, report outstanding.</i> 12 - <i>HW has completed Safer Recruitment Training. WR to add to the training log.</i> 12 – <i>Request a copy of the report provided by CC re online safety; distributed.</i> 13 - <i>TK scheduled for 17/07 to complete his final visit on reading; completed.</i> 17 - <i>Trustees supporting monitoring requirements of the TLA SDP for the next academic year; this had been requested, trustee had stated that the LGB need to complete governor recruitment to support this.</i>	WJ AM AM WR

	<p><i>WR was asked to request again.</i></p> <p>LGB meeting date 25/05/17 carried forward</p> <p>Home office Prevent e-learning certificate to be completed by HH. <i>WR to resend the link.</i></p>	<p>WR</p> <p>HH</p>
6	<p>Code of Conduct</p> <p>This will be approved by the board of trustees and shared with the LGB via email.</p>	WR
7	<p>Governance</p>	WR
7.1	<p>Scheme of Delegation</p> <p>There were no suggested amendments to the board of trustees.</p>	
7.2	<p>Roles and Responsibilities</p> <p>Clarify at the next LGB meeting.</p>	
7.3	<p>Terms of Office/ Governor Recruitment</p> <p>There were no immediate ends of terms of office. Governors discussed the recruitment options available, parent governor recruitment will start shortly. The LGB continues to need community governors to enable independence on the board.</p>	
7.4	<p>Governor Attendance</p> <p>The governor attendance data for academic year 17/18 had been circulated prior to the meeting. Governors were reminded this data would be uploaded to the school website.</p>	WR
8	<p>SLT report</p> <p>The report was shared with governors at the meeting.</p>	
8.1	<p>Staffing - WJ updated on the employment of a NQT to provide maternity cover. School have employed a person to provide Forest and Beach school for reception, Yr1, 2 and 3 using funds previously spent on sport coaches. Governor asked how school know the teaching staff are now capable in delivering PE? Many staff have completed training, another member of staff will be put through the training. School will need to fund the resources provided by Goactive, school will continue to buy into Goactive festivals, using PP funds to access these for PP children. It was noted that Forest and Beach school fit in with the ethos of the school. There were no further staff changes to those presented at the end of term.</p>	
8.2	<p>Phonics hub - school were successful in their application to be a phonics hub. School will support 4/5 schools across the county and receive approximately £16k. WJ explained the potential staffing implications and solutions to deliver this programme. Governor asked if the funding just covered the staff members time out? Yes, governor asked what schools were in the hub? Schools underperforming in phonics. Governor asked how will school advertise their success in this programme? School will promote this, official press releases will be released. This programme will be implemented in the future, it was not imminent.</p>	
8.3	<p>Maths mastery specialist teachers will begin their training soon>. School being involved in these initiatives brought expertise into the school.</p>	
8.4	<p>Swimming & Surfing - school are exploring including Surfing into the Yr 5 curriculum, currently a 4 week pilot trial is being delivered. It was noted that Yr 6 swimming results now need to be reported nationally. Previously school received a success rate of 60% which included a full year of lessons in Yr 3 along with top ups in Yr 6. There were no further swimming lesson slots available Carn Brea, therefore a solution is to put the children in the sea. Sports Premium funds will be used to support this programme. The staff governor stated that the surf company were known to them - it was noted this person had not known school were planning on using this company until they had appeared at school. It was noted that the provider will also sign the children up to Surfing England who run a curriculum for surfing provision – this will allow school to measure the success with quantifiable results.</p>	
8.5	<p>2 year old nursery provision - up and running and already at capacity of the cap implemented by school, although the room could take more pupils school wish to deliver a quality service at present. Governors</p>	

<p>8.6</p> <p>8.7</p>	<p>were encouraged to have a look at this provision. Rachel Wills was thanked for her time commitment to this provision. Governor asked if this provision was breaking even? Yes.</p> <p>ARB - was open and up and running, this build had been delivered on schedule, a snagging list is being delivered upon. School are planning an official opening. Governor stated they had spent the day in the provision. Governor asked if the facility will be used for anything else? Yes Later@, there is an office space and community room, Friends at Trevithick will also use this space. School will hold 'Morning coffee' with parents on a Wednesday morning every other week. Governor suggested holding a governors' meeting in the community room.</p> <ul style="list-style-type: none"> ▪ A member of staff has moved to Yr 3 and is now supporting St Barnabas MAT. Costs for this have been funded by the Diocese. School have an excellent teacher who will replace this person for 1 day a week. ▪ A Teacher Training package has been put together by SP with LM, this will be implemented in September 2019. ▪ There were no safeguarding updates. ▪ Current Yr 1 has a high level of needs. A pulse of need is coming through the school, this has impacted on staffing with additional staffing put in place, at present there is no end to the bulge. <p>Desktop modelling data – the deprivation index for the country was shared, almost a quarter of the pupils in school are from the most deprived 10% nationally, with 50% of pupils coming from the most deprived 20% nationally. Governor noted the reputation of school in supporting children. In eight years school has grown significantly, it was noted the level of need in classrooms is not sustainable. Governor noted there could be a risk that the provision of staff is diluted. Governor noted that the attainment statistics would be impacted by this data, yes, though progress should be ok.</p> <p>School need to ensure they meet the needs of those higher ability pupils. Results and progress of school this year have all increased. Governor asked is there anything that could be done on a smaller scale to support these children? School have a gifted and aided group of children, certain activities are delivered with some children, i.e. creative writing. Governors discussed the ethos of the school and the high expectations of the pupils.</p> <p>Governor noted concerns are mounting re SEN support required, governor asked what do school do at present? School have good SENCo, they have employed extra staff in Yr 1, there are two TAs just for SEN support and a staff member has been taken out of class to deliver specific intervention. School have the best capacity to deliver the correct support and have budgeted accordingly. Governor stated that at present needs are being met, going forward if the trend continues in future will school have capacity to support? It might be that more SEN support is required in the nursery in the future. School have the best provision they could provide with funds to support this.</p>	
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9	<p>Data Report</p> <p>WJ presented the KS2 SAT results, if the ARB pupils were removed from the data then school would have been inline with national. Progress was compared to last year when school were below. Governor noted the data publicised would not reflect this due to the impact of the ARB data. WJ stated that on the school website data is published to include and not include the ARB data. A priority for the year will be to maintain this success. The following highlights were noted;</p> <ul style="list-style-type: none"> ▪ Writing - last year school were in the top 10% of the country, school expect to be in a good category this year, the outcome was not known yet. ▪ Maths – school have increased, it was noted that the current year were not predicted to have as good attainment as previous years. ▪ Attainment – with ARB data school are inline for SPAG, inline for Reading, 15% above in writing and 4% above in Maths. Compared to last year’s data there has been a decrease yet this was expected. School do not have as many children achieving greater depth yet they did achieve what was expected – this will remain a priority for school. ▪ Pupil Premium – the data shared was TLA compared to the LA; school have done better than all of the other schools in all areas. Governor noted the reading jumps significantly. Disadvantaged children have doubled in attainment compared to last year. WJ stated that although reading had been a focus for a school they cannot guarantee a direct link. <p>Governor summarized that the data reflected a good year for the school. The combined measures, with and without the ARB, place school above national data. Teachers were pleased with the results. When the IDSR data is available comparisons will be drawn with national data.</p> <ul style="list-style-type: none"> ▪ Early Years data; a cohort with high SEN, achieved GLD of 60%, compared to last year’s national average of 69, it was felt that the number of children with SEN needs could explain why. <p>Corestats data indicates that school are now above floor target and above coasting for the 4th year in the row, an excellent result. Governors discussed the potential for an Ofsted visit. WJ stated that school have signed up to Challenge Partners for a further year, this provides external challenge for school.</p> <p>HW left the meeting.</p>	
10	<p>School Development Plan (SDP)</p> <p>The SDP and priorities were considered by governors, the below highlights were made;</p> <ul style="list-style-type: none"> ▪ Progress of children, who were previously low attaining, to age related expected level. ▪ Continuation of the progress made in reading. ▪ Increased attainment of lower attaining pupils with focus on low attainers for KS1 and KS2. <p>WJ stated the priorities had been identified based on data, further objectives may be set if the data in November identifies the need.</p>	
11	<p>Monitoring Schedule</p> <ul style="list-style-type: none"> ▪ TK to monitor an overview of progress against the SIP priorities. ▪ AM to continue to monitor Safeguarding. ▪ AM to complete SEN monitoring visits with the SENCo lead with a focus on lower attaining students. ▪ A trustee will be asked if they could complete a monitoring visit on the ARB. ▪ WJ to meet with TK to discuss the themes of the SIP plan and the monitoring of this. 	WJ/TK
12	<p>Safeguarding</p> <ul style="list-style-type: none"> ▪ Tier 2 training for staff will be delivered after half term, governors were invited to attend this, Tuesday 30th November, 3:30-6:30pm. ▪ HH will complete Tier 1 with WJ before the start of the next LGB meeting. 	ALL HH
12.1	<p>Keeping Children Safe in Education 2018</p> <p>The new KCSIE guidance had been circulated prior to the meeting. Governors agreed they had read,</p>	

12.2	understood and agreed to follow the guidance. WR to prepare a signing sheet for the next meeting. Safeguarding 157 Return Feedback Feedback had stated it was unclear if the safeguarding governor visited school and whether they met with children to evidence what was recorded in the 157. Governor stated they had completed general questions with representatives of the school council about how safe they felt in school.	WR
13	Policy review	
13.1	CCTV policy - circulated prior to the meeting, this now includes the new ARB build. Governor asked if CCTV signage had been put up? Yes. Governor asked if school were registered with the ICO? Yes, it was noted that the CCTV puts school at risk of Freedom of Information requests. Governor asked if the checklist in the policy had been completed? Yes. Governors approved the CCTV policy.	
13.2	The Safeguarding policy - circulated prior to the meeting, is a MAT board policy that school adhere to, this would be considered by trustees on 27/09/18. The policy was a model CAPH policy which incorporated the new KCSIE guidance. NG is now a deputy DSL, due to a deputy DSL being on maternity leave. WJ reported supervision meetings are held weekly and recorded on the online service.	
14	Health & Safety report <ul style="list-style-type: none"> ▪ The July visit report had been circulated prior to the meeting. ▪ Rasto would be leaving the role and also the county and therefore would not be taking on the role of the position of governor. ▪ A recent visit has just been completed, the report will follow once received. The focus had been on the fire evacuation plans for the new ARB build and PE Equipment. ▪ No accidents had been reported. ▪ School need to fulfil the outstanding training needs identified. 	
15	GDPR update Governor asked if there had been any data breaches? None to date. The GDPR guidelines were revisited with all staff, including email and social media, during the recent inset day.	
16	Correspondence The updated 2018 Academies Financial Handbook had been circulated prior to the meeting.	
17	Confidential matters There were no confidential items.	
	SUMMARY OF ITEMS/ ACTIONS REQUIRING BOARD OF TRUSTEE ATTENTION <ul style="list-style-type: none"> ▪ Support from trustees with monitoring. ▪ Approval of Chair and Vice Chair recommendations. 	
18	Confirm date and time of next meeting <ul style="list-style-type: none"> ▪ LGB meeting - Monday 19th November. ▪ WR to add IDSR and Analyse School Performance (ASP) to next LGB meeting agenda. Governors requested the ability to log in to ASP - TK to complete. 	WR TK
19	SUMMARY OF LGB ACTIONS <ul style="list-style-type: none"> ▪ Request support with monitoring from the trust board ▪ Request approval for the recommendations of Chair and Vice Chair of the LGB. 	

There being no further business the Chairperson closed the meeting at 7:25pm

Signed.....

Dated.....