



Minutes of the Local Governing Board Meeting
Monday 19th November 2018 at 5-7pm

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

In Attendance: Wendy Randle (WR) (Clerk), Keleigh Burgess (KB)

Item		Actions
1	Apologies & Welcome	
1.1	Hannah Westren (HW) sent her apologies. HW has informed the clerk that she is stepping down from the LGB. HW was thanked for her commitment to the board and would be missed. Governor asked if school would be able to commence governor recruitment? WJ to commence w/c 26/11/18.	WJ
1.2	KB was welcomed to the meeting, KB was interested in becoming a co-opted governor.	
2	Declaration of Business and Pecuniary Interests AM has started a company offering training in autism, TLA may/ may not use this company. There were no further declarations of interest.	
3	Confirmation of quorum The meeting was quorate in accordance with the Venture MAT LGB terms of reference.	
	It was noted that the confidential item be received as the last agenda item	
	Minutes and matters arising of the last meeting (18/09/18) (updates in italics) The minutes were agreed to be a true and accurate record of the last meeting (18/09/18) and were signed by the chair. An actions update had been circulated prior to the meeting and can be found in appendix 1.	
5	Code of Conduct There were no suggested amendments to the Code of Conduct, WR to feed this back to the trust board who will agree the LGB Code of Conduct.	WR
6	Governance	
6.1	Roles and Responsibilities At present AM is the Safeguarding governor and SEN governor, HH is the link governor with the trust board. Due to HW resigning a governor needs to be identified to monitor PP. Governor suggested and agreed reviewing this item at the next meeting when there may be new governors in attendance who will have completed a skills audit and could be assigned roles.	WR
6.2	Governor Recruitment WJ to conduct staff governor recruitment w/c 26/11/18. An advert for parent governor recruitment will be promoted on 23/11/18.	WJ WJ
6.3	Governor Training TK is attending the Chairs training in March 2019. Helen Trelease has advised that governors should have Tier 2 Safeguarding training – governors agreed to schedule a date for this. After discussion it was agreed the Spring 2 LGB meeting date could be converted to a training session whereby Tier 2 training be delivered – date to be confirmed in February.	TK
6.4	Governance Development Plan Ofsted changes will be shared in the SLT report. WJ is attending a meeting on 21/11/18 about Corestats – a session will be provided at the next LGB along with an update on the new Ofsted framework. WJ attended a session where Richard Light provided an Ofsted update, to include accountability structures.	
	Governors agreed the below areas be added to the Governance Development Plan (GDP);	

	<ul style="list-style-type: none"> ▪ Develop understanding of the new Ofsted framework ▪ Recruit new governors should be continued in the updated GDP ▪ Accountability – develop governor challenge ▪ Monitoring to become an area of development for the board. <p>TK and WR to meet to update the GDP prior to the next meeting.</p>	TK, WR
7&9	<p>SLT report & Data</p> <p>7.1 Staffing update</p> <ul style="list-style-type: none"> ▪ A new secretary has been put in place to support, they have settled in well. ▪ A member of staff now takes a class full time with a person taking on the Phonics hub work for two terms – school are unsure whether this will be funded going forward. ▪ Two members of staff have been involved with the Cornwall Maths hub. A recent monitoring visit confirmed this has gone well. ▪ A new site assistant needs recruiting. <p>7.2 Curriculum</p> <p>The surfing trial will be implemented from Easter to November. External moderation of writing to be completed with Bodriggy and Penpol. Governor asked for the reasons why these schools were selected other than them being the same size? School have a prior relationship with Bodriggy, Penpol approached Bodriggy to complete moderation. Governor asked are they good at moderating writing? Not specifically, they use the moderation framework. The process ensures upskilling teachers to ensure they are making the right judgements, it is a good experience for new teachers and useful to complete at the beginning of the year.</p> <p>School wish to complete the toilet refurbishment for disabled toilets, staff and Yr 5 toilets, with a view to starting this in Easter. In Summer there are plans to completely change the Yr 6 changing rooms and allow for space to create two new intervention rooms.</p> <p>7.3 Safeguarding</p> <ul style="list-style-type: none"> ▪ Tier 2 training for staff has been completed ▪ School have created a Lockdown procedure. Governors considered the procedure and how this would be implemented in school. <p>Governor noted the new Safeguard my School safeguarding reporting system, an improved system which enables greater ease of following up cases. WJ and the Family Liaison officer, deputy safeguarding lead (DSL), meet once a week to consider the cases.</p> <p>7.4 CPD</p> <p>WJ attended the recent CAPH conference towards the end of last term, the Ofsted update about the 2019 framework was very useful.</p> <p>7.5 School Development Plan (SDP)</p> <p>Governors noted the revised SDP, it was reported that the self evaluation (SEF) process had guided the SDP priorities; the SEF was shared with governors. Governor asked if school had evidence to support the statements made in the SEF? Yes, all statements were evidence based. Governor challenged what is this evidence? WJ to incorporate this in the SEF going forward and will create a new folder in google drives for this. It was noted the SEF goes into the headline data presented at the last meeting.</p> <p>The revised SIP priorities were shared with the board. Governor noted the review column asking when the priorities are reviewed? The LGB meetings are a trigger, this information is reviewed by governors once a term, at the second LGB meeting of a term. It was noted the SIP priorities and the actions required will enable greater focus for governors’ monitoring.</p>	WJ

The Personal Development, Behaviour & Welfare priority was noted; regarding children reflecting a challenging picture identified within the first weeks baseline data, school will focus on getting these children ready for learning. It was noted that school are good at closing the gap by year 4, and then getting ready for achievement by KS2. **Governor noted** this information was triangulated during the recent governor SEN visit. It was agreed that Speech and Language therapy and TIS to be considered during the next SEN governor visit.

It was reported that results were good, outstanding in some areas, yet under the current Ofsted framework school would come out as good due to their data. However school have a very broad curriculum with good results which suits the new Ofsted framework as they can demonstrate breadth and depth of the curriculum.

7.6 Analyse School Performance (ASP)

Information from Corestats and ASP was shared with governors.

- Last year Disadvantaged children achieved excellent results for reading, writing and Maths – in writing and Maths the PP children did better than Non PP children last year.
- ASP publish a 3 year trend called Time Series, this shows the progress measures. School achieved the national average reading progress, writing progress was well above average and Maths progress was average.
- Children who were high attainers in Yr2 made the least progress.

Governors asked if the SDP still requires Reading, Writing and Maths to achieve the upward trend, noting it was important not to take relax in these areas, with the need to maintain and improve these results. It was noted that writing was externally moderated last year.

Governors were reminded that the figures in brackets include the ARB children. It was noted that as the ARB grows it is important to continue to show the differences with and without the ARB children.

Further highlights were made;

- The RWI combined measure evidenced that school are working above the local authority and national average.
- School were behind in the percentage of pupils achieving the higher standard when compared to national data.
- Average scaled scores for reading and Maths were reflected, noting that pupils have achieved less in reading compared to national data.
- KS2 three year standards – school are above national and local challenges.
- Percentage of pupils achieving higher standards in reading, writing and Maths – school are higher at present yet WJ anticipates this will be lower due to cohort.
- It was noted that WJ includes the important data in the SLT report.
- The IDSR will be ready for the next meeting.
- It was noted that school have a 4 year trend of not coasting and achieving the floor standards.

Governor asked if they review this document can they send through questions? Yes. **Governor asked** to receive training on the new IDSR.

WJ shared the A3 Summary SEF with governors. WJ noted the highlights and the areas to consider yet noted these could change as we are very early in the year.

The parent survey would be updated on 20/11/18, this will be an agenda item for the spring 1 meeting.

Progress measures – changes have been changed to be inline with how school will be assessed, it was noted that the data will be negative. There are no trends to highlight until two data drops have been completed.

WR

	Governor asked if there was any progress on accessing grants for support for the breakfast club? TLA might be able to access additional funds to support this breakfast club. School will also be part of a sugar smart project.	
8	School Development Plan (SDP) The SDP and priorities were considered by governors, the below highlights were made; <ul style="list-style-type: none"> ▪ There is a focus on the progress of children, who were previously low attaining, to achieved 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. WJ stated the priorities had been identified based on data, further objectives may be set if the data in November identifies the need.	
10	Governor Monitoring Governors considered the governor monitoring requirements for this academic year. TK and WJ will create a governor monitoring schedule, linked to the SDP at their next meeting. <ul style="list-style-type: none"> ▪ AM to complete a SEN visit on 4/02/19. ▪ TK to visit prior to the end of term. ▪ SH to monitor prior higher attainers. ▪ AM to complete a safeguarding visit to be scheduled after the Safeguarding audit report is produced, prior to the end of term. 	TK,WJ AM TK SH AM
11	Safeguarding A safeguarding audit will take place at school by the end of the month. Governors received safeguarding data in the SLT report.	
12	Policy Review The Lockdown Procedure was shared with governors. The staff responsibilities were outlined. Governor asked will be there additional thought given to the ARB? Yes.	
13	Health & Safety report A new H&S person is due to visit, school await this first visit.	
14	Data Report Governor asked if there had been any data breaches? None to date. School have been deleting old photos and have completed encryption on mobile devices.	
15	Correspondence WJ received a letter from the Parliamentary Review – Primary education. School was invited to make a contribution to this, it was felt that it would cost school £3,5k to be part of this. Governor noted they were familiar with this. School have decided not to do this as they could not see the benefit.	
16	Confidential matters One item discussed.	
17	Confirm date and time of next meeting <ul style="list-style-type: none"> ▪ LGB meeting - Monday 21st January, 5-7pm. 	
18	SUMMARY OF LGB ACTIONS/ INFORMATION REQUIRED FROM TRUSTEES <ul style="list-style-type: none"> ▪ Approval of the LGB Code of Conduct An actions list will be prepared and circulated.	

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

Signed.....

Dated.....