



Minutes of the Local Governing Board Meeting
Monday 21st January 2018 at 5-7pm

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

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

Item		Actions
1	Apologies & Welcome	
1.1	Louise Hart and Tiffany Pope were welcomed to the board. Tiffany Pope is the parent elected governor and Louise Hart has been put forward to be a community governor and will be appointed by the board. Both positions are subject to satisfactory checks.	
1.2	Keleigh Burgess was not present.	
2	Declaration of Business and Pecuniary Interests There were no further interests to declare. It was noted that the new governors had all completed their declaration of interests forms, these would be added to the board overview and uploaded to the school website upon appointment.	WR
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 (19/11/18) The minutes of the previous meeting were agreed to be a true and accurate record of the meeting and were signed by the chair. An actions update was circulated and updated with further updates to be provided under agenda items.	
5	Governance	
5.1	Roles and responsibilities The principles of governor monitoring were shared, noting that governors fulfil monitoring in order to hold the school to account and share findings with the other board members. The School Development Plan (SDP) outlines the priority areas of the year. Governors reviewed the new monitoring schedule, linked to the SDP priority areas, which outline the governor responsible for which areas, it was noted this will provide a greater focus for the board.	
5.2	Governor recruitment Recent governor recruitment has been successful, all applications were subject to satisfactory DBS checks and reference checks which were all underway. WR to confirm if there are any vacancies.	WR
5.3	Governor training The clerk will send details of the FB/ twitter pages linked to governance to all governors for their CPD. Governors were informed of the Diocese ran Governance Networking Session taking place on Thursday 7 th February, 5-7pm at Trewirgie Infants' school should they wish to attend.	WR
6	SLT report to include School Development Plan	
6.1	Phonics Hub; WJ updated that the phonics hub is really successful explaining that the phonics hub is delivered by a school/ organisation who has had good phonics results, schools were invited to provide support to other schools directly sponsored by the DfE. School are looking to identify if funding is available to deliver this next year and are investigating schools in Devon to support, school wish to future proof this work so that they can continue it. Governor asked what are the costs in delivering this programme, other than the direct cost of the staff member? Some resources costs, mileage costs etc,	



6.2	<p>the original costings were calculated to identify how many dates the school could provide whilst breaking even. Governor asked if this support is provided free for the identified schools? Yes.</p> <p>Surfing; is officially part of the curriculum as a result of the successful trial. The costs are quite high due to identifying support to measure the impact of this. Governor asked if the PE funding can be used? Some can be used along with some Pupil Premium (PP) funds and some general grant. It was hoped that the surfing element will encourage children's swimming.</p>	
6.3	<p>Writing moderation; this has taken place. Governor asked is there any way of receiving feedback on this for governors? From the summer moderation session WJ produced a summary report which will be provided to governors.</p>	WJ
6.4	<p>Parent survey results; school have received the best ever results. It was noted there are no meaningful trends and that further work will be carried out to gather more feedback going forward.</p>	WJ
6.5	<p>Other updates;</p> <ul style="list-style-type: none"> ▪ Details of school trips and residentials were shared with governors. ▪ Forest and beach schools have continued with minimal impact from the weather. ▪ Bett show; staff will attend the show this year to stay a breadth of technology developments. ▪ Toilet refurbishments are scheduled to take place ▪ The Parliament day and the Cardiff trip will run again. 	
6.6	<p>Governor asked how the teachers find Class Dojo, particularly the email the teacher element? There is a school policy in place that discourages teachers from engaging in email correspondence with parents as face to face/ phone conversation is the preferred communication method of school. Class Dojo has this facility yet school have been discouraging this.</p> <p>Safeguarding; school provided the following highlights;</p> <ul style="list-style-type: none"> ▪ 4 MARU referrals ▪ 180 concerns to date (94 individual pupils) common reasons for the concerns were around neglect and domestic violence. Governor asked if this data was higher than usual? No this is standard, Christmas and post Christmas can sometimes bring an increase. ▪ The positive handling data was noted. School monitor the numbers of restraint that fall outside of the agreed plans and why these scenarios might take place. It was noted that the council will monitor this data. Governors asked are you following up these incidents? Yes, through documentation of such incidents, and a meeting between the teacher and head which includes a review of the positive handling plan. Governor asked if this is gone through with parents after the event? Yes, they are communicated with. <p>Governor asked what happens with the concerns that are logged? An electronic programme is used to log concerns, the process was shared. The vast majority of concerns are dealt with in school. WJ and a member of staff meet fortnightly to review the 'open' cases to ensure they are 'closed'. New governors were informed of the Keeping Children Safe In Education guidance; WR to circulate this.</p>	
6.7	<p>Staffing;</p> <ul style="list-style-type: none"> ▪ A new caretaker has been appointed. ▪ Staff due to take maternity leave were considered with further detail provided in the confidential minutes. ▪ A member of staff will return from maternity leave at Easter. 	WR
6.8	<p>Future SEN intake in the reception; discussed in confidential minutes.</p>	

6.9 6.10	<p>The Inspection Data Summary Report (IDSR) and SEF were shared with governors, it was noted that this document would be used by Ofsted. The areas to investigate were considered and how these link with the SDP/ SEF. Next year the data might look different as the two new exam frameworks can be compared against. It was felt that the statements were positive and that school have unpicked the data to identify their own focus areas. Governors were reminded that all data from the ARB is included within the data percentages.</p> <p>The ‘relative progress for the past three years’, p5, was highlighted to governors. The gap between the disadvantaged and non disadvantaged evidences that PP funds are being used effectively as the gap has been reduced and increased in the opposite direction.</p> <p>The updated SEF was shared with governors. School are now operating at over 500 children. The new parent survey results were considered, it was noted that homework is often an issue yet this year there were less comments on the parent surveys.</p> <p>Residential trips; WJ felt that further work was required to support some families in affording the residential trips and suggested creating flexibility for school in supporting families. Governor suggested that the relevant policy be revisited to identify if there can be a way to provide this support and that this policy, along with a proposal, be brought to the next LGB meeting.</p> <p>Persistent absence; this data is currently good at present.</p>	WJ
7	<p>Governor Monitoring of SDP</p> <ul style="list-style-type: none"> ▪ TK’s monitoring report was received by governors. ▪ Governors were reminded that there is a governor folder with all monitoring reports on the team drive. ▪ AM’s safeguarding report was received by governors, AM reported that the safeguarding audit report was positive, it had contained some elements around online safety. 	
8	<p>Safeguarding</p> <p>The report from the Safeguarding audit completed by Helen Trelease who met with JL, WJ and CS has been received by school. This incorporated student feedback from KS2 which was shared with governors about how safe they thought school were. Governor asked what areas to consider were highlighted by the report? Some policies that require updating, attendance, anti bullying and the need to create a separate peer on peer abuse policy. School will also develop regular safeguarding updates for school briefings and where there are no updates use this time to carry out a training exercise. School felt it was a good report.</p> <p>The safeguarding governor will pick up the progress made on the outcomes of the report during their next safeguarding monitoring visit.</p>	AM
9	<p>Policy Review</p> <p>The following policies had been circulated prior to the meeting;</p> <p>KS1 VMAT AUA KS2 VMAT AUA Mobile phone policy Online Safety policy Password policy Staff and guests AUA Volunteer and students policy Visitors policy</p> <p>Governors approved the policies.</p>	
10	<p>Health & Safety report</p>	



	The new Health & Safety external advisor is in place, their report will be shared with governors in time for the next meeting.	
11	GDPR Report <ul style="list-style-type: none"> ▪ It was reported that whole staff training was taking place. ▪ A data report was uploaded to the governors shared folder on team drive. 	
12	Restorative Approaches Mark This accreditation encourages children to become more emotionally literate and supports them in resolving things themselves. A member of staff has been working with a number of children and would now be ready to apply for the Restorative Approaches Mark, it was noted there is a cost implication which has not been budgeted for. A proposal will be brought to the next meeting. It was felt that this is useful in supporting bullying scenarios and will be an area that will become more popular.	WJ
13	Board of Trustees update, if any One item contained in the confidential minutes. The pupil numbers were strong.	
14	Correspondence A letter of praise has been received from George Eustace regarding the school results.	
15	Confidential matters One item in the confidential minutes.	
16	Confirm date and time of next meeting <ul style="list-style-type: none"> ▪ LGB meeting - Monday 18th March, 5-7pm to include Ofsted training as part of this. ▪ Tier 2 training – a doodle poll to be created before 18/03. 	WR
17	SUMMARY OF LGB ACTIONS/ INFORMATION REQUIRED FROM TRUSTEES - Information on the CEOs secondment	

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

Signed.....

Dated.....

