



## Minutes of the St Issey Local Governing Body Meeting

Thursday 11 July 2019 at 4.00pm

Item	Subject	Action
	<p><b>Present:</b>            Chris Parham – Head of School            Revd. Katie Kirby – Chair            Marjorie Finch            Avril Heard            Brenda Wright            Father Stephen Holmes            Mark Durman            Natalie Moore            Peter West</p> <p><b>Also in attendance:</b>            Jonathan Brown – Clerk</p>	
[11]	<p><b>Any other business</b>            An item of ‘any other business’ was discussed at the start of the meeting. The Head welcomed the new Clerk to the meeting. The Clerk introduced himself and asked for permission to make audio recordings of this and future meetings. He confirmed that these recordings would only be used to aid the preparation of minutes, would not be made available to any other parties, and would be deleted once the minutes were approved.            All governors agreed to this request.</p>	
1	<p><b>Welcome and opening prayer</b>            The Chair welcomed those present to the meeting. Father Stephen delivered the opening prayer.</p>	
2	<p><b>Apologies</b>            Apologies were received from Christine Searle and Sean Powers.</p>	
4	<p><b>Minutes of last meeting</b>            The minutes from the meeting of 7 March 2019 were circulated, checked for accuracy and agreed as an accurate record.</p>	
5	<p><b>Matters Arising</b>  <u>A governor asked</u> whether it was possible to have a list of acronyms to aid understanding both at meetings and when reading minutes and other</p>	

	documents. The Head agreed to circulate one via email. The Clerk offered to find a suitable resource.	<b>Chris Parham Jon Brown</b>
<b>6</b>	<p><b>School Policies and Data Protection Declaration</b></p> <p>The Head explained that as part of a Multi-Academy Trust, responsibility for school policies varies according to the Scheme of Delegation; some are decided at Trust level, whereas some need approving by the LGB.</p> <p>The Head circulated the Health and Safety Policy, which needs LGB approval. The Head asked governors to take away and review the policy, and invited governor comments.</p> <p>The Head circulated the Confidential Reporting and Whistleblowing Policy, and explained that although this didn't need LGB approval, governors needed to be aware of it. While Stephen Holmes remains Whistleblowing Governor for St Issey School, this new policy requires all incidences of whistleblowing to be escalated to the Trustees.</p> <p>The Head circulated the Charging and Remissions Policy, which remains essentially unchanged and does not need LGB approval. <i>A governor asked</i> what this related to. The Head explained that it set out the parameters of charging for services such as school dinners and school trips etc.</p> <p>The Head reminded governors that they needed to read the Data Protection Policy and GDPR Awareness Training documentation, then sign and return the declaration and complete the Data Protection quiz. Some governors stated that they had signed the declaration and not received the quiz. Other governors had yet to sign the declaration. The Head confirmed he would chase up the quiz from the Trust.</p> <p>The Head asked whether the Clerk needed to do this. The Clerk confirmed he would look into it and complete if necessary.</p>	<p><b>All governors</b></p> <p><b>All governors</b></p> <p><b>Chris Parham</b></p> <p><b>Jon Brown</b></p>
<b>7</b>	<p><b>Head of School's Report</b></p> <p>The Head circulated his report to governors, divided into sections as follows:</p> <p><b><u>Stakeholders</u></b></p> <ul style="list-style-type: none"> <li>• Parent satisfaction seems to be high, with good anecdotal feedback. The number of Facebook followers is growing. <i>A governor commented</i> that the school Facebook page looks excellent, and is a good advert for the school and community.</li> <li>• The Chair has attended various governor training sessions at Church House recently, and encouraged other governors to do likewise. The Clerk offered to circulate a timetable of sessions for next year.</li> <li>• The Head outlined various staff changes for the forthcoming academic year, including maternity cover, and highlighted a potential overstaffing issue once the maternity leave ends. <i>A governor challenged</i> whether teaching quality would be maintained with the new structure. The Head explained that it would be very difficult to replace departing staff like-for-like given budgetary</li> </ul>	<b>Jon Brown</b>

constraints, but that he was confident the new structure was appropriate. There was more discussion of this under point 8 (budget).

- The Head said that next year's number on roll looks to be slightly down on current year. Future intakes are potentially higher given the high numbers in the pre-school provision. The long term aim is still to increase the number of classes, but that is not yet sustainable.
- The Head explained that the CEO of Venture MAT would be stepping away from his role for the next 12 months, and outlined other staffing and structure changes at the Trust.

A governor asked whether this would affect the governance structure at St Issey. The Head confirmed that the Trust is committed to the current structure.

- The Head presented current attendance data (currently 95% overall) and explained that this is below where it should be and that this could be a problem with OFSTED. He explained that the school has been relatively flexible with holiday requests up to now but needs to start being firmer. He explained that this might not be popular with parents.

A governor asked whether the school could be granted any leeway given its location where many people work for tourist providers. The Head explained that it could not, and that there were certain times of year when holidays presented particular problems (eg before SATS).

A governor suggested that a list of key dates be circulated to parents so that they would know when to avoid taking holidays. The Head expressed concern that this would give the impression that other times of year were ok. He explained that the other Trust school had started implementing a policy of fining parents for term-time holidays, but that he didn't want to go down this route if it could be avoided.

- Persistent absence is relatively good (3%).

A governor asked whether there were any particular cases to be aware of. The Head explained that there were some which were out of the school's control.

A governor asked whether the whole 3% was covered by those cases. The Head explained that there are some other regular absentees, including those with patterns of absence.

### Standards

- The Head outlined the current picture regarding standards, and particularly highlighted the accuracy of writing moderation, which had been flagged up as a problem by OFSTED. He explained that writing moderation has been undertaken with various challenge partners, and that additionally the KS2 writing assessments were spot-checked by County, who agreed with all school judgements.
- The Head explained that cohort data is impacted by the high numbers of PP and SEN children on roll, and additionally by the large number of in-year transfers.
- End of year data was presented for each year, including Statutory Assessment (SATs) results for KS1 and KS2. Overall standards in Y6 are below national average, but many are making good progress against low starting points.

<p>[9]</p>	<p><u>A governor asked</u> whether the data can be compensated for by high levels of SEN etc. The Head explained that the absolute data will not change, but such matters can be explained to OFSTED.</p> <p><u>A governor asked</u> whether in-year transfers affect attainment as much as PP and SEN. The Head explained that it varies by child and by year group.</p> <ul style="list-style-type: none"> <li>The Head stated that while progress scores at KS2 look disappointing, it is benchmarked against KS1 data, and accuracy of KS1 assessment was a known historical problem at St Issey. KS1 data for children arriving from other schools is out of St Issey’s control. The Head was confident that this cohort has made good progress recently.</li> </ul> <p><u>Governors agreed</u> that the KS2 results are a good achievement given where this cohort were a year ago.</p> <ul style="list-style-type: none"> <li>The Head highlighted a need to focus on achieving more Greater Depth scores at KS2 next year, and asked governors to challenge on this in future.</li> <li>There was discussion concerning the need to look at the achievement of PP children. The PP Governor will arrange a visit.</li> </ul> <p><b>School Improvement Plan</b></p> <p>The Head highlighted areas of the SIP which still needed attention and which had not already been covered. He reported that the outdoor shelter is nearing completion, and that this will help take learning outside the classroom. The Head asked whether governors had any questions about the SIP.</p> <p><b>Safeguarding</b></p> <p>The Head presented data regarding safeguarding concerns and referrals. He explained that he wants to remove the ‘general concern’ reporting option, as it does not help to build up a picture if you don’t know what area any previous concern relates to.</p> <p>He also explained that most of the ‘physical abuse’ cases had been misreported, and were in fact ASD related.</p> <p><b>SIAMS</b></p> <p>The Head thanked Revd. Katie for organising school Eucharist services, and circulated a SIAMS Briefing document for staff and governing bodies. SIAMS issues now need to be considered at Trust level too, as although Venture MAT is not a Church Trust, it contains a Church School, and so falls within the SIAMS inspection framework.</p> <p>The Head explained the need for a new school vision statement rooted in scripture, as the current MAT statement (‘Dare to be Different’) is not. This is a SIAMS requirement.</p> <p>The statement ‘Be Strong and Courageous’ was proposed, with a supporting document linking it to the school values of Wisdom, Hope, Dignity and Community. Governors discussed the suitability of this statement.</p> <p><u>A governor challenged</u> whether the proposed statement would overwhelm children who already struggled with pressure to be strong. The Head said that the staff know all the children individually and will support any with issues sympathetically.</p>	<p>All governors</p> <p>Marjorie Finch</p>
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<p>[10]</p>	<p>The Head explained that this statement had been reached as the result of a collegiate process with staff and the MAT. <i>The SIAMS Governor</i> gave some more detail on this process.</p> <p><i>A governor asked</i> whether 'Be Strong and Courageous' would be the whole vision statement. The Head confirmed that it would, but display boards would also illustrate the other school values.</p> <p><i>Governors agreed</i> that this statement and its concepts were simple and understandable for children.</p> <p><b><u>LGB Flash Visits</u></b></p> <p>The Head apologised for not having arranged any visits this term, and said that he will contact the relevant governors about visits next term.</p> <p>Governors thanked the Head for his report.</p>	<p>Chris Parham</p>
<p>8</p> <p>[12]</p>	<p><b><u>New School Budget</u></b></p> <p>The Head explained that unbudgeted money from Cornwall Council meant that the school should show a £24k surplus this year, meaning that the deficit should start to reduce, and the financial picture is more positive than previously.</p> <p><i>A governor asked</i> whether the school was aiming for a break-even budget next year. The Head confirmed it was, and that this was earlier than expected.</p> <p><i>A governor challenged</i> whether the potential overstaffing (see point 6) would affect this. The Head explained that the maternity cover had been built into the budget, but that if any other potential staff issues arose it would remain to be seen. This year's supply teacher costs were much higher than budgeted.</p> <p><i>A governor questioned</i> whether the issue with the academy conversion balance was still outstanding, and whether St Issey LGB needed to sign off the final accounts prior to conversion. The Head confirmed he will ask the trustees.</p> <p>There was further discussion about staffing structure in relation to the budget, and the need to do a marketing push to encourage new children to join the school and make the desire to move to three classes feasible.</p>	<p>Chris Parham</p>
<p>9</p>	<p><b><u>Safeguarding</u></b></p> <p>Already covered under point 7.</p>	
<p>10</p>	<p><b><u>LGB flash visits for next term</u></b></p> <p>Already covered under point 7.</p>	
<p>11</p>	<p><b><u>Any Other Business</u></b></p> <p>Clerk – already covered at start of meeting.</p> <p><i>A governor explained</i> that a new curate has joined the Benefice as part of the clergy team, and that they might be visiting the school in due course.</p> <p>The Head thanked the governors for their support during the year.</p>	
<p>12</p>	<p><b><u>Questions to Trustees</u></b></p> <p>Already covered under point 8.</p>	
	<p>No date was agreed for next meeting. The clerk will liaise with governors to arrange this.</p>	<p>Jon Brown</p>

	The meeting closed at 5.45pm.	
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