



Minutes of the St Issey School Local Governing Body Meeting

Wednesday 04 December 2019 at 4.00pm

	<p>Present: Chris Parham – Head of School Rev. Katie Kirby Marjorie Finch Brenda Wright Natalie Moore</p> <p>Also in attendance: Will Johnson – Acting CEO, Venture MAT Jonathan Brown – Clerk</p>	
Item	Subject	Action
1	<p>Welcome, introductions and opening prayer The Clerk welcomed those present to the meeting. The acting CEO introduced himself and explained his role at the meeting. Rev. Katie delivered the opening prayers.</p>	
2	<p>Apologies Apologies were received and accepted from Avril Heard, Father Stephen Holmes and Mark Durman.</p>	
3	<p>Declaration of business & pecuniary interests All governors present completed forms detailing any business and pecuniary interests. No further interests were noted in relation to the proposed agenda items.</p>	
4+5	<p>Election of Chair and Vice-Chair Katie Kirby was elected as Chair of the LGB. The election of a vice-chair was deferred until the next meeting.</p>	
6	<p>Code of conduct The code of conduct had been circulated by email prior to the meeting. A signing sheet was circulated for governors to confirm that they had read and agreed to abide by this.</p>	
7	<p>Governance and board membership matters</p> <p>a) LGB Terms of Reference & MAT Scheme of Delegation These documents had been circulated by email prior to the meeting. The acting CEO explained that they clarified the relationship between governance structures at the trust and individual schools, and that some of these arrangements were dictated by the current OFSTED grading at St Issey. He stressed that the LGB is now accountable to the trust rather than to the Local Authority, and that governors need to be able to demonstrate to the trust that they are holding the school leadership to account.</p> <p>b) LGB roles and responsibilities Discussion about roles and responsibilities was deferred until Item 9.</p>	

	<p>c) Board membership Peter West had resigned from the board on 27/11/19. Fr Stephen Holmes will cease to be ex-officio governor when he leaves his post as Rector of St Issey and Little Petherick in January 2020. <u>Governors expressed</u> their thanks and appreciation for the service that both had given to the school. <u>Governors noted</u> that there were potential vacancies for staff, parent and co-opted governors, but that they needed to ensure that the majority of governors were appointed by Askel Veur in line with the Terms of Reference.</p> <p>d) Governor attendance 18/19 The Clerk explained that attendance records for governors needed to be published by law on the school website. <u>Governors noted</u> that Christine Searle had not attended any meetings in 2018/19 and was again absent from this meeting having not sent apologies. <u>The Chair agreed</u> to speak to Christine regarding resignation from the board.</p> <p>e) Training and skills The acting CEO highlighted the need for the board to complete a skills audit to identify training needs and help with recruitment. The Clerk agreed to resend the relevant documents. <u>Governors agreed</u> to complete and return this asap. The Head explained that governors could arrange to collect paper copies at school if they were having problems accessing or completing the documents online.</p> <p>The Clerk explained that the trust would like all governors to complete online Prevent training and agreed to email details. <u>The Chair expressed</u> concerns about their capacity to undertake and co-ordinate more training for the LGB. The acting CEO confirmed that the trust would support with this and new governor recruitment.</p> <p><u>Governors discussed</u> the process for recruiting new governors and <u>agreed</u> to look for a new parent governor and co-opted governor once skills gaps had been identified by the skills audit.</p>	<p>Katie Kirby</p> <p>Jon Brown All governors</p> <p>Jon Brown</p>
8	<p>Minutes and matters arising from last meeting (11/07/19) The minutes of the meeting on 11th July were agreed as an accurate record and signed by the Chair. There were no matters arising.</p>	
(12)	<p>9 Challenge and accountability The acting CEO explained how the trust would like the LGB to function in terms of providing challenge to school leaders. LGB minutes will be seen by the trust board, who will look for evidence of challenge, and monitoring visit reports must demonstrate that governors are holding leaders to account. The LGB needs to remain focussed on strategic rather than operational matters:</p> <ul style="list-style-type: none"> • Visits must focus on SDP priorities, and should challenge why particular plans have been put in place and what impact they are having; • LGB meeting documents must be read before the meeting, particularly the Head’s report, and governors should come prepared with challenging questions; • Governors should ask for evidence of the information presented to them by looking at, for example, data and external reports; • Roles and responsibilities should be allocated based on SDP priorities; • The monitoring visit forms have been amended to prompt challenging questions from governors, and are tailored to each monitoring area; • Visit reports must give facts rather than opinion or value judgements and must identify evidence sources. <p><u>A governor asked</u> whether their roles should change year on year – yes, it will depend on school priorities at the time. Roles were allocated and the monitoring visit schedule updated</p>	

	accordingly, with the assumption that absent governors would be happy to continue in current roles (Safeguarding and EYFS).	
10 (13)	<p>Head of school report</p> <p>The report had been circulated by email prior to the meeting.</p> <ul style="list-style-type: none"> • Safeguarding All staff have received update training regarding Keeping Children Safe In Education, and there has also been training around Previously Looked After Children. The Head explained the reasoning behind this. • Staffing The Head gave an update on changes to personnel and roles and explained that one appointment was pending DBS clearance. <u>A governor asked</u> whether current structures would be impacted by staff returning from maternity leave. This is not clear until the terms and timing of their return are known. • CPD The Head explained the Comparative Judgement and Spelling updates, and how these would impact on teaching practice. • Monitoring Updates The acting CEO challenged why Gnomes class had been chosen for maths book scrutiny. The Head explained the need to check a consistency of approach across the different teachers for that class, and that there has been high mobility into that class recently. <u>A governor challenged</u> whether maths scrutiny will happen in other classes too – Yes. <u>A governor challenged</u> why there was focus on the learning environment. The Head explained that there had been a change of look to the classrooms and they wanted to evaluate the impact of this. <u>A governor commented</u> that the classroom atmosphere seemed calmer on their recent visits. The acting CEO asked whether there were any plans for redecoration of certain classrooms. The Head explained that there was no budget for this at the moment. <u>Governors put forward</u> a question for trustees (see item 16). A governor suggested that grants might be available via Screwfix and agreed to look into this. • Number on roll and PAN There is a lot of interest in new joiners next year – more than 20, although current PAN only allows for 12. School doesn't want to disappoint parents but needs to remain sustainable and avoid splitting age groups if possible. An Operational PAN Change to 18 has been agreed for now – this is not a permanent move and allows the school to be flexible as long as they stay below total PAN of 84. There is still a desire to increase to 3 classes, but this needs to be affordable. <u>A governor challenged</u> whether the high levels of SEN are being managed in terms of staffing and impact on children. The Head replied that more resources would always be welcomed, but that the school could manage with what's in place. <u>A governor challenged</u> whether the Trust could provide SENCO help in terms of regular support visits. The acting CEO said that more specialist support could be provided for those with higher levels of need (EHCP) on a case by case basis, but that e.g. weekly visits were not affordable, and it was common for the head to take on SENCO role in small schools. The Head commented that they would welcome more regular support visits, even if only monthly or half-termly. <u>Governors put forward</u> a question to trustees (see item 16). • Standards 2019 statutory data was discussed. <u>A governor asked</u> how progress scores were measured – were they percentages? No – zero equates to expected progress, so anything above that is good, and zero is ok too. The Head highlighted the effects of mobile children, and that progress scores for KS2 were good when mobile children were excluded from the data. <u>A governor challenged</u> whether mobile children were also making progress at St Issey – yes, and the acting CEO confirmed that they had seen evidence of this. <u>A governor challenged</u> to see examples of this at the next meeting. 	<p>Brenda Wright</p> <p>Chris Parham</p>

(11)	<p>Progress scores were generally better than attainment scores for KS2 in 2019. This was expected and shows that pupils achieved a good rate of catch up despite relatively low starting points. The acting CEO highlighted the importance of good progress scores. The Head explained that the cohort for KS1 was very small, and percentages can paint an overly positive or negative picture for this reason, hence stating that results are ‘in line’ with national.</p> <p>The Head highlighted the challenges and priorities for the future, in particular the fact that ‘wider curriculum’ (beyond core subjects) and ‘cultural capital’ are now OFSTED focusses, which will be looked at in more detail in future meetings.</p> <ul style="list-style-type: none"> • School Development Plan 19/20 <p>The SDP had been circulated by email prior to the meeting. The Head explained that this highlighted areas where governors should challenge in future, and how the colour coding worked. The acting CEO reiterated the need to see progress against the objectives, and for governors to monitor this.</p> <p><u>A governor challenged</u> why high attainers had not made good progress in maths. The head explained that the curriculum had changed a lot during this cohort’s time at the school, and that for historical reasons there had been more focus on reading and writing. <u>A governor asked</u> whether the after-school club had helped with this – yes, it had been useful.</p> <ul style="list-style-type: none"> • SIAMS <p>Feedback from Katie Fitzsimmons’ recent visit was that the school was well-placed to receive a judgement of ‘good’ at the next SIAMS inspection. This is expected sometime in the new year.</p> <ul style="list-style-type: none"> • Health and Safety <p>The trust have made a health and safety inspection of the school. Priorities have been identified and a plan is in place to address these. Some of the outstanding issues are very small jobs, and it is hoped that one contractor can be engaged to do several of them.</p> <p>There is a need to risk assess the use of parents’ cars for school trips. It is hoped this practice can continue as it has been crucial to the running of the school.</p> <p><u>A governor challenged</u> whether the food waste area near the school garden was being properly managed, as they had noticed potential hazards there. This had already been addressed to some extent and would continue to be so.</p> <ul style="list-style-type: none"> • GDPR <p>No GDPR breaches to report. Staff had completed training. Governors still needed to do this, which would be addressed at a future training meeting.</p>	All governors
11	<p>School Development Plan 19/20 Already covered under item 10</p>	
12	<p>Governor monitoring schedule 19/20 Already covered under item 9</p>	
13	<p>Safeguarding A link to the updated Keeping Children Safe In Education document had been circulated by email prior to the meeting. A sheet was circulated for governors to sign to say that they had read and understood parts 1&2.</p>	
14	<p>Policy review A number of policies had been circulated prior to the meeting. The acting CEO explained that these had been drafted at Trust level using model wording. <u>Governors approved</u> the following policies:</p> <ul style="list-style-type: none"> - SIS CAPH Safeguarding and Child Protection Policy - SIS Peer on Peer Abuse Policy 	

	<ul style="list-style-type: none"> - SIS Lockdown Procedure - SIS Positive Handling Policy - SIS Health and Safety Policy - SIS Intimate Care Policy - SIS Online Safety Policy 	
15	<p>Correspondence</p> <p>Links to the updated Academies Financial Handbook and OFSTED Inspection Framework, along with guidance documents, had been circulated prior to the meeting. The Clerk explained their relevance to governors.</p>	
16	<p>Questions to Trustees</p> <p>[item 10] Is there a maintenance plan in place across the trust, and for St Issey School in particular?</p> <p>[item 10] Can the trust provide some kind of regular SENCO support at St Issey given the high levels of SEN at the school?</p>	Trustees
17	<p>Confidential matters</p> <p>None</p>	
18	<p>Dates and times of future meetings</p> <p>The acting CEO explained that the trust had requested that the LGB hold meetings more regularly and that they be timed to tie in with trust board meetings, to improve the flow of information from St Issey LGB to the trust board. <u>Governors agreed</u> the following meeting dates:</p> <p>Thursday 30 January 2019, 4pm (to incorporate safeguarding and OFSTED training)</p> <p>Thursday 05 March 2019, 4pm</p> <p>Thursday 30 April 2019, 4pm</p> <p>Thursday 18 June 2019, 4pm</p>	
19	<p>Any other urgent business</p> <p>None</p>	
20	<p>Closing Prayer</p> <p>Rev. Katie Kirby delivered the closing prayer.</p> <p>The meeting closed at 6.20pm.</p>	

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Signed as an accurate record

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Print name

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Date