



Minutes of the St Issey School Local Governing Body Meeting

Thursday 30 January 2020 at 4.00pm

	<p>Present: Chris Parham – Head of School Rev. Katie Kirby – Chair Marjorie Finch Brenda Wright Natalie Moore Mark Durman Avril Heard</p> <p>Also in attendance: Will Johnson – Acting CEO, Venture MAT Jonathan Brown – Clerk</p>	
Item	Subject	Action
1	Welcome, introductions and opening prayer Rev. Katie welcomed those present to the meeting and delivered the opening prayer.	
2	Apologies No apologies had been received. All governors were present.	
3	Declaration of business & pecuniary interests No interests were declared in relation to the proposed agenda items beyond those already noted in the register.	
4	<p>Minutes and matters arising from last meeting (04/12/19) The minutes of the meeting of 4th December 2019 were agreed as an accurate record and signed by the Chair. Matters arising as follows:</p> <p>(7d) Christine Searle had formally resigned on 11 December 2019, and was therefore no longer a governor.</p> <p>(7e) Two governors had yet to submit skills audits.</p> <p style="padding-left: 40px;">The Clerk had yet to circulate online Prevent training.</p> <p>(10) A governor had investigated the possibility of a grant from Screwfix for redecoration work. Formal application forms are available in May, with decisions on funding in June. <i>Governors thanked</i> Brenda Wright for her work with this so far.</p>	<p>Mark Durman / Avril Heard</p> <p>Jon Brown</p>

	<p>The Head provided evidence of mobile pupils making good progress since joining St Issey in the form of case studies from a recent School Improvement visit report, as requested at the last meeting.</p> <p>GDPR training slides had been circulated to governors by the Clerk, but the associated quiz had not been circulated by the Trust. GDPR training would be included on the agenda for the next meeting.</p> <p>(14) The acting CEO reported that the SIS Lockdown Procedure, as approved at the previous meeting, would need to be tested in school.</p> <p>(16) The acting CEO gave answers to the ‘action/information required from Trustees’ from the previous meeting as follows:</p> <p>a) A maintenance plan is currently being developed for the school, focussing on compliance first. A budget will be considered once the plan is drawn up. The premises manager is in school every Wednesday and is aware of issues. There will be a H&S report to governors at the next meeting.</p> <p>b) A member of staff at St Issey will be enrolled on the SENCO Award. In the meantime, the Trust will continue to provide SEN support. <u>A governor challenged</u> whether this would be on top of that member of staff’s current workload. A) No, they will be given release time. <u>A governor challenged</u> whether there would need to be any additional staff to cover this. A) No, the school is short of SENCO expertise not staffing hours. Also, although there are high numbers of SEN children at St Issey, much of the individual need is low and therefore doesn’t attract funding for additional staff. <u>A governor challenged</u> whether the newly trained staff would be paid more. A) Yes, a qualified SENCO earns an extra point on the pay scale. <u>A governor challenged</u> whether the SEN levels at St Issey are unmanageably high. A) No, they are close to the national average overall, and SEN pupils at St Issey are making good progress. In any case, schools are obliged to take all pupils regardless of extra needs unless there are serious safeguarding concerns.</p>	<p>Jon Brown / Will Johnson</p> <p>Will Johnson / Chris Parham</p> <p>Jon Brown / Will Johnson</p>
5	<p>Governance and board membership matters</p> <p>a) Training and skills The Clerk explained that he would collate the skills audit replies once completed in order to identify training and recruitment needs.</p> <p>b) LGB Development Plan The clerk explained that he was putting together a Governor Development Plan with the Trust Clerk. This would address the issues raised at the previous meeting around the need to recruit new governors, to succession plan for the Chair (and Vice Chair), and to provide robust challenge to the school leaders. This plan would be circulated to the Chair and Head for comment before being actioned.</p>	<p>Jon Brown</p>

(6)	Item 6 was moved to follow item 13.	
7	<p>Head of School report to include data</p> <p>The HoS report had been circulated by email prior to the meeting. The Head summarised the staffing and CPD updates. <u>A governor challenged</u> what the staffing plan was following the recent resignation of one teacher, and how the budget would be affected. A) This had been foreseen with the contract for maternity cover, so there has been no overspend or loss of teaching continuity. The structure will be reviewed in April once Reception entrant numbers for next year are known. The three-year budgets will look healthier if the expected 18 entrants materialise. <u>A governor challenged</u> whether class numbers would need to be restructured with 18 potential new starters. The acting CEO commented that the classes would still be within their capacity, and only slight adaptations to the layout would be needed. If numbers continued increasing there would be a need to move to three classes within 3-5 years, and the Trust would look to finance the build of a new nursery to facilitate this.</p> <p>A School Improvement visit report had been circulated by email prior to the meeting, which was generally very positive. Good progress had been made against all the issues identified at the last OFSTED visit, and all Quality of Teaching assessments were now 'Good' or better. <u>Governors praised</u> the Head for the progress made.</p> <p>The Head explained the graphs illustrating data within the HoS report. In Y6 the situation is looking much healthier than it was with this year group last year, but there is still work to do before SATS. In Y2 the writing and maths scores are promising, but there needs to be more focus on reading. Data from the Spring term should look better. <u>A governor asked</u> what FFT estimates were. A) Fisher Family Trust provides tools to track pupil progress, making it easier to analyse data.</p> <p>The School Development Plan was covered in detail at the last meeting and would be an agenda item next time.</p> <p>The school was expecting a SIAMS inspection, probably this term. The Eucharist days had been changed to coincide with the Saints days of Piran, Petroc and Issey, to link these in better with the school's ethos and spread them out over the school year.</p> <p>The school is still trying to find a workable solution to the issue of lift sharing to local school trips. There needs to be a robust risk assessment in place to allow this to continue.</p>	Jon Brown
8 (7)	<p>Governor Monitoring Schedule 2019/20</p> <p>Several monitoring visits had been completed since the last meeting, and reports had been circulated prior to the meeting. <u>Governors' questions</u> from these visits, as detailed on the HoS report, were addressed as follows:</p> <ul style="list-style-type: none"> - The Head is coping with the workload of being Designated Safeguarding Lead. The school has been lucky with relatively few safeguarding issues recently. 	

	<ul style="list-style-type: none"> - The Red Word Wall highlights words that are hard to decode phonetically. The school is looking to change the way that phonics is taught to address concerns raised by teachers. - The question about SEN numbers was covered under item 4. <p>The Head will contact governors to arrange other scheduled visits before the end of term.</p>	Chris Parham
9	Safeguarding There were no safeguarding issues to report.	
10	Summary of actions/information required from trustees Answers from previous questions had already been covered under item 4. Nothing was requested from this meeting.	
11	Confidential matters None	
12	Dates and times of future meetings <i>Governors</i> reviewed the dates of future meetings and <i>agreed</i> that the next meeting (scheduled for 5 March) would need to be moved, as it fell on St Piran's Day. The Clerk agreed to liaise with the Head and the Chair to rearrange this.	Jon Brown
13	Any other urgent business <i>A governor asked</i> about the balance between selecting stronger participants for sporting fixtures and giving opportunities to all children. The Head explained that some events were specifically intended to promote inclusivity, and that everybody who wanted to participate would get a chance during the year.	
6	<p>New Ofsted framework</p> <p>The acting CEO explained the new Ofsted Inspection framework and its implications for St Issey. An NGA guidance document was tabled to support this. St Issey were graded RI last time and so should expect a Section 5 (2 day) inspection next time. There will be much more focus on overall Quality of Education rather than statutory data and core standards. There will be a particular focus on reading, as children need to master this to access the whole curriculum.</p> <p>Other judgement areas are Behaviour and Attitudes, Personal Development, Leadership and Management (which includes governance and safeguarding), and Early Years Provision. The School Development Plan and Self-Evaluation Form now link to these areas. The current self-evaluation is 'Good', and this was echoed by the recent School Improvement visit.</p> <p>An Ofsted inspection will take place at short notice, so everyone needs to be prepared. All governors have the right to attend, and although not all have to do so it is very important that some do, particularly the Chair if</p>	

	<p>possible. The inspection will end with a feedback meeting to which all governors are invited.</p> <p>St Issey and the Trust have put together a Curriculum Design document, so all staff are aware of the rationale behind the curriculum. This is divided into the Discreet Curriculum and the Living Curriculum. The former lays out the building blocks for embedding subjects into learning, while the latter is more specific to St Issey and its place in the wider community and includes the concept of cultural capital – the need to ensure all children have life experiences beyond rural Cornwall. The desired impact is to link high levels of literacy, oracy and numeracy across all subjects (e.g. the ability to explain maths activities through good verbal communication).</p> <p>Individual subject plans are then broken down in more detail. <u>A governor challenged</u> as to how the subject plans had been devised. A) They are based on standard resources from e.g. the Geographical or Historical Association, then moulded to fit local opportunities. <u>A governor challenged</u> whether individual teacher skill sets are taken into account given the challenge in small schools to cover all bases. A) Core subjects need to be known by all, but it is a challenge to drive all subjects with a small number of teachers and training needs are being identified.</p> <p><u>A governor asked</u> whether specialist volunteers are allowed to contribute. A) Yes, but teachers need to own the process and monitor pupil progress. <u>A governor asked</u> how standards can be judged in art, for example. A) It's not possible to assess ability in all subjects, but there is a need to show the expectation of progress, which is particularly challenging in mixed age classes. The Head commented that this had been addressed in core subjects already, and now needed to be rolled out to the wider curriculum.</p> <p>The acting CEO highlighted the questions at the end of the NGA guidance document, and invited governors to consider which ones they couldn't answer and where to find the evidence sources. This will be an agenda item at the next meeting, and the Head and acting CEO will prepare the information.</p>	<p>All governors</p> <p>Jon Brown Chris Parham / Will Johnson</p>
<p>20</p>	<p>Closing Prayer Rev. Katie Kirby delivered the closing prayer. The meeting closed at 6.05pm.</p>	

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Signed as an accurate record

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Print name

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Date