



Trevithick Learning Academy Local Governing Committee EXT meeting minutes,
held on Thursday 8th December at 5pm at Trevithick Learning Academy.

Present	Will Johnson - Headteacher Tiffany Pope - Chair Louise Hart - Vice Chair Sharon Hocking Joe Parma Krystal Warren
In attendance	Sam Newman - Governance Professional Kirsty Hitchens - Deputy Headteacher Mel Wells - Assistant Headteacher

Agenda point	Item	Person
1	Apologies, welcome and quorum The Chair welcomed everyone to the meeting, Jack Wilson was not present (agreed with CEO), all other governors were present at the meeting. The meeting was quorate in line with Venture MAT's Terms of Reference.	
2	Declaration of business and pecuniary interests All declarations of business and pecuniary interests had been handed back to the governance professional, the new table for 22/23 had been uploaded to the websites.	
3	Policies for approval <ul style="list-style-type: none"> • CCTV No changes. • CIC PLAC A governor <i>asked</i> if there was a named governor for CIC/PLAC. Answer: Currently there is no named governor, this falls within the safeguarding governor role. A governor <i>asked</i> if anyone specifically attended the training. Answer: Yes, Will Johnson and Chris Sevier attend the training events. • Anti-bullying 	

	<p>Governor information on how restorative judgement is built into the anti-bullying policy.</p> <p>A governor challenged how incidents were recorded.</p> <p>Answer: On Arbor.</p> <p>A governor questioned how the policy was developed.</p> <p>Answer: Most policies have a model, if overhauling a policy, we would take parts from these and add it to our own.</p> <p>Operational policies, it is important that it fits the bill, especially in circumstances with bullying continually raised as an issue.</p> <ul style="list-style-type: none"> • Medical Needs • Positive Handling <p>Understanding around what we do for training for staff, the school has bespoke training provided by a member of staff that is now trained in Positive Handling trainer training.</p> <ul style="list-style-type: none"> • PSHE/RSE <p>Some adjustments to the actual curriculum itself, lots of updates which now include the RSE curriculum of works.</p> <p>It specifically references mental health, it shows blocks of our PSHE/RSE.</p> <p>A governor highlighted that it is within the policy that governors support with the staff mental health and wellbeing, how do we do this?</p> <p>Answer: Looking at Nicky Garge's work around the strategy for the school, invited governors to look at the noticeboard.</p> <p>Looking at the staff mental health, it is more around individual circumstances and what works best for each individual.</p> <p>Incidental things such as menopause evening, wreath making workshops both well attended by staff, these things came from the initial wellbeing meetings.</p> <p>All governors were happy to adopt the policies.</p> <p>A governor asked if there was a way of reporting to the governors when policies are updated.</p> <p>Answer: We will remember to put this into the CEO report to bring back to the governors.</p> <p>All relevant policies are then updated on websites.</p>	
4	<p>Safeguarding training</p> <p>All governors participated in the NGA Learning Link Safeguarding training 'Safeguarding: The Governors role (2022)</p> <p>All completed training, training record cards were signed and dated. Certificates were sent to the Governance Professional.</p> <p>The governing committee discussed the safeguarding training in more detail.</p> <p>Safer recruitment training for additional governors. ACTION.</p> <p>SEND safeguarding view to come to a LGB meeting ACTION.</p> <p>Operational - Deputy or Assistant to share these details with the governors when necessary.</p> <p>Partnership working, operational safeguarding and safer recruitment to meetings.</p> <p>Dan Harvey (Network Manager) will report to the board on filtering and online safety for each meeting.</p>	

	(Invite different employees to the meetings) A governor <i>asked</i> about the diversity and inclusion, how can we cover this? Answer: This would be one for us to pick up.	
5	Date of next meeting 30th January 2023.	

Agenda point	Action	Person
4	SN to assign safer recruitment training to additional governors	SN
4	SEND Safeguarding strategy to come to the next meeting	WJ
4	Invite different employees to the meetings for updates in their subject areas.	WJ/KH/ MW

Meeting closed by Chair at 6:31pm

Signed as an accurate record.....

Print name.....

Date.....

Please note that these are draft minutes until signed off by the Chair at the next meeting.