



Local Governing Committee meeting Monday 3rd October 2022 at 5pm, held at Trevithick Learning Academy.

Present	Tiffany Pope Louise Hart Jack Wilson Joe Parma Krystal Warren Will Johnson
In attendance	Sam Newman - Governance Professional Kirsty Hitchens - Deputy Headteacher Mel Wells - Assistant Headteacher Philip Robinson - Chair of Trustees

	Item	Person
1	Welcome, apologies & confirmation of quorum The clerk welcomed everyone to the meeting, apologies were received and accepted from Sharon Hocking. Resignation letter was received from Tom Kennedy.	
2	Declaration of business & pecuniary interests All governors had completed their declaration of pecuniary interests for this academic year. <i>Tiffany Pope joined the meeting.</i>	
3	Election of Chair Tiffany Pope expressed her willingness to stand as Chair of the Local Governing Board for a one year term. No other governor had expressed an interest in the role. <i>Tiffany Pope temporarily left the meeting.</i> The governor's were all in agreement that Tiffany would be Chair of the Local Governing Body for a one year term. <i>Tiffany Pope rejoined the meeting.</i>	
4	Election of Vice Chair Louise Hart expressed her willingness to stand as Vice Chair of the Local Governing Board for a one year term. <i>Louise Hart temporarily left the meeting.</i> The governors were all in agreement that Louise would be the Vice Chair of the Local Governing Body for a one year term. <i>Louise Hart rejoined the meeting.</i>	
5	LGC Code of Conduct All governors had received the governor's code of conduct, this had already been approved by the Board of Trustees, this was now for the Local Governing Board to agree to adhere to the code of conduct.	

6	<p>Governance and board membership matters</p> <ul style="list-style-type: none"> ● Board membership <p>Tiffany Pope's term ends on 30/11/22. Tiffany expressed that she would be happy to stand as a governor for another four year term.</p> <p>The Local Governing Board agreed to co-opt Tiffany for another term of office.</p> <p>SN to update GIAS.</p> <ul style="list-style-type: none"> ● Governor attendance 21/22 <p>The clerk shared the attendance data for the last academic year, expressing how important it was for governors to attend as many Local Governing Board meetings as possible, the clerk also requested that any absence from the meeting was to be emailed to the clerk as soon as possible.</p>	SN
7	<p>Minutes and matters arising from the last meeting.</p> <p>The previous minutes were agreed to be a true and accurate representation of the meeting.</p> <p>No matters arose from this meeting.</p>	
8	<p>Headteacher report, to include safeguarding & Health and Safety</p> <p>Currently have 503 on roll, including Nursery and ARB. 30% Pupil Premium, against the national this is high.</p> <p>52 EHCPs across the school.</p> <p>Attendance is looking stronger, 96.8%, national is 94%, Persistent Absence is 11.8%.</p> <p>Unauthorised absence has also increased.</p> <p>No reduced timetables or exclusions.</p> <p>90 staff on roll, 2 lunchtime supervisor posts currently listed, and 2 TA for the ARB posts to fill.</p> <p>Recruitment has proven difficult.</p> <p>The MAT had a collective zoom meeting last week for their annual GDPR and Safeguarding update.</p> <p>There are currently 41 concerns regarding 30 pupils this year.</p> <p>No allegations have been made against staff.</p> <p>The school has 24 children with social workers.</p> <p>4 children in care, 2 children on special guardianship orders.</p> <p>During staff meetings the staff will start preparing for Ofsted.</p> <p>Reading tomorrow, maths next week, then the wider curriculum.</p> <p>Arbor training is continuing.</p> <p>KH and MW have started coaching training.</p> <p>Health and Safety - Bite from a child in the ARB unit.</p> <p>All teachers have received training on risk assessments for trips and visits.</p> <p>2 teachers start maternity leave soon, replacement teachers are already in post.</p> <p>The school will be focusing on working with a specialist music teacher, delivering lessons to Year 4, 5, 6 during this academic year.</p> <p>Jacob Hoon is delivering the ECT framework to all new teachers.</p> <p>Premises - Reception playground revamp is now going ahead.</p> <p>A governor asked if the builders have been confirmed yet?</p> <p>Answer: We need to obtain 3 quotes from separate builders for the works, however, Rob Wickes will be the project manager, who will get the quotes to us soon.</p> <p>A discussion was also had for the cost of an additional building to create office space, allowing room for nursery expansion.</p> <p>Next step will be for governors to have a drawing of the new playground.</p>	

	<p>Year 1 classrooms have both been painted, remaining ash trees have been cut down, due to ash dieback, the school has invested in more trees to replace them.</p> <p>Attainment and assessment results were discussed.</p> <p>The SEF has been updated based on the data.</p> <p>The data includes the children from the ARB unit, however when discussed with Ofsted these figures will be taken out.</p> <p>Progress made within reading included 61 children in the cohort last year, broken down into different groupings, including PP, lower attainers, girls, boys, SEN.</p> <p>Comparing the national sample showed that the EHCPs outperformed the national average.</p> <p>Higher attainers and lower attainers have also outperformed the national average.</p> <p>Smaller gap than the national sample for the disadvantaged child.</p> <p>Maths also outperformed the national average figure.</p> <p>Lots of strong progress has been made.</p> <p>Assessment data supported the updated SEF.</p> <p>'Journey of acceleration'.</p> <p>When the school judged itself in preparation for Ofsted, the senior leadership team agreed that it was grading the school as a 1 (outstanding) in lots of areas.</p> <p>EYFS, the school has graded as good, links between Venture Centre, nursery and reception could work better.</p> <p>A governor asked about challenge partners, which gave some challenge to whether it is a sensible expectation, is there any other benchmarking to support the assessment grade.</p> <p>Answer: Growing the top is being launched next week, working with 3 other challenge partners who are currently 'leading', challenging each other on remaining 'leading'.</p> <p>Challenge Partners is back this year, happening in February.</p> <p>Teaching and Learning priorities discussed.</p> <p>A governor asked how the year group has found the transition from 3 teachers in Reception to Year 1?</p> <p>Answer: The 3 teachers are still in place currently, ensuring the transition was smooth.</p> <p>Finance - Unbudgeted costs discussed.</p> <p>Schools budgeted for a 3% pay rise, however looking at between 7-10%.</p> <p>Strike action could happen.</p> <p>This additional rise in pay would cost TLA approximately £82k at TLA.</p> <p>Long term impact would not be great. Currently the reserves are strong, however it is not sustainable without additional funding support.</p> <p>Fuel costs also set to treble in March.</p> <p>A governor asked how long we have before it becomes the 'pinch point'.</p> <p>Answer: We wouldn't use the reserves unless there was a specific plan, if it was only for meeting our needs over budget, we couldn't set it.</p> <p>A governor asked if the school will wait to make any decisions?</p> <p>Answer: Yes, we don't have any other option currently.</p> <p>Cost of residential trips discussed.</p> <p>Pupil premium pupils will remain at halved price.</p> <p>There was an underspend from the current Year 5's Year 4 trip to London of approximately £1300, the Headteacher has asked the governors what they</p>	WJ/KH
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	<p>thought about reinvesting this back into that year groups trip for this year, rather than individually refunding the parent a little amount of money, it would just be taken from the total of this year's trip.</p> <p>Governors agreed that this would be a good idea.</p> <p>A governor questioned if the school could share the rough costing of the trip any earlier, in the hope that more preparation time would help those on a tighter budget?</p> <p>Answer: Yes, the letter is ready to go, explaining the cost of the trip and it will be added to Arbor soon to start taking deposits.</p>	
9	<p>Governor monitoring schedule 22/23</p> <p>The governors were shown this year's proposal for the LGB monitoring schedule.</p> <p>All governors were happy with their monitoring priorities.</p> <p>SN to set up the first monitoring visits of the year.</p> <p>A governor asked if these were due to the priorities.</p> <p>Answer: Yes.</p> <p>ARB external report - WJ to bring to the next meeting</p>	SN
10	<p>Safeguarding</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education <p>Shared prior to the meeting.</p> <p>Governors need to sign to say that they have read and understand the document.</p> <p>Changes are not huge, the biggest change for governors is having to have governor specific training.</p> <p>A governor asked about the online safety policies, they are 2018, are they being updated?</p> <p>Answer: They are currently in the process of being updated, one key update for KCSIE was filtering. This is being added into the policy.</p> <p>A governor asked if there is anything in place for a conversation to happen in regards to this?</p> <p>Answer: Yes, digital curriculum ties in more now than just 'computing'.</p> <p>A governor asked about parents sharing on the website, it is a useful resource, looking to advertise the roblox, setting up a device etc.</p> <p>Taming gaming to look at for a synopsis.</p> <p>A governor challenged the KS2 agreement, with passwords written in the back of the homework book, the passwords need to be somewhere more secure.</p> <p>Answer: They will now have a QR code, parents shouldn't have to sign in to different areas of the portal.</p> <p>A governor expressed frustration in regards to the Arbor process for after school clubs this term, questioning if it would be better to have a better way of communicating when the booking window opens to all p[arents.</p> <p>Answer: It was agreed that the booking window would be sent as a text message 2 days before the window opens as a gentle reminder to all parents.</p>	
11	<p>Policies</p> <ul style="list-style-type: none"> • Child Protection, Safeguarding and Keeping Children Safe in Education • Child on Child <p>All governors were happy to adopt the policies.</p> <p>SN to ensure these go onto the website.</p>	SN

12	Correspondence <ul style="list-style-type: none"> • NGA Learning Link The clerk shared that the learning link was a great tool for all aspects of governance and advised governors to log on to the site to have a look at all the available modules.	
13	Summary of actions/information required from the trustees An update around what is happening in regards to the schools finances.	
14	Confidential items None	
15	Dates & times of future meetings Monday 30th January 2023 at 5pm.	

Agenda point	Action	Person
6	SN to update GIAS with TP new term of office.	SN
8	Governors to have the detailed plan of the EYFS outside space revamp.	WJ/KH
9	WJ to bring the ARB external report to the next meeting.	WJ
11	SN to add the updated policies onto the website.	SN

Meeting closed by Chair at 18:45pm

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.