



EXT Local Governing Committee meeting minutes, held at St Issey C of E Primary School on Thursday 17th November at 4pm.

Present	Chris Parham - Headteacher Heather Holder-Powell Marjorie Smith Rev Katie Kirby Avril Heard
In attendance	Sam Newman - Governance Professional Will Johnson - CEO

Agenda point	Item	Person
1	Apologies, welcome and opening prayer Rev Katie Kirby welcomed everyone with the opening prayer. The Clerk welcomed everyone to the meeting. Apologies were received from Mark Durman, no apologies were received from Shelley Francis, the meeting was quorate, in line with the Venture MAT Terms of Reference.	
2	Declaration of business and pecuniary interests There was one outstanding declaration form which was given to the governor for completion. The governance professional would then add these to the website for compliance.	
3	Election of Chair Heather Holder-Powell had expressed an interest to support in any way which the school deemed helpful, sharing that if this was to be elected as the Chair, she would be willing to stand for a one year term. The previous Chair of the committee expressed that she was in agreement to elect Heather as the new Chair, however, she noted that the continuity of the christian ethos must continue within the school. This was agreed by all governors and the CEO shared that there is oversight at trustee level to ensure this happens. All governors agreed for Heather Holder-Powell to become the Chair for a one year term.	
4	Election of Vice Chair	

	It was agreed that the election for a Vice Chair would be moved to a later date to ensure all governors were present for the voting process.	
5	<p>Policies for approval</p> <ul style="list-style-type: none"> • Positive Behaviour • CIC PLAC <p>Both policies were to be approved and adopted by the LGC. All governors were happy with the policies and no questions arose regarding either.</p> <p>A governor asked what the class dojo app was?</p> <p>Answer: The dojo app is a platform for communication between teachers and parents. The teachers also use it as a reward chart.</p> <p>A governor challenged point 1.28.1 in the Positive Behaviour Policy, in which it refers to the 'principal', the headteacher will amend this to state 'the head of school'.</p> <p>A governor also questioned another part of the policy, in which it mentions having to search for weapons, yet there is no mention of parents needing to be informed.</p> <p>Answer: In any circumstance deemed necessary the parents would usually be informed, however, in the unlikely nature it did happen you would need to move forward without them being involved.</p> <p>No children in care or previously looked after children currently at St Issey.</p> <p>A governor asked what the acronym PEP stood for.</p> <p>Answer: Personal Education Plan. (Electronic personal education plan)</p> <p>A governor questioned the whole school approach for CIC and PLAC, clarity in who is and who isn't allowed to collect children from school. Would that not be the case for all children, not just CIC or PLAC?</p> <p>Answer: Due to their vulnerability it is more a case of who is to not pick up from school.</p> <p>A governor questioned the ongoing continuity in schooling, dentist appointments go amiss, these should also be set as a marker for these vulnerable children.</p>	
6	<p>Updated Code of Conduct</p> <p>The governance professional amended the previous code of conduct due to a point raised by a governor regarding the statement that they were to be good employers, this was moved to the trustee code of conduct.</p> <p>All governors signed to say they had read and understood the code of conduct and would adhere to it.</p> <p>A governor expressed the need for opportunities and to develop good working relationships with school leaders.</p> <p>Teachers would then feel we support them.</p> <p>Headteacher to produce a staff list?</p>	CP
7	<p>Roles and responsibilities for this academic year</p> <p>The headteacher discussed this academic year's roles and responsibilities with the governors.</p> <p>A monitoring schedule had been drafted ahead of the meeting, this will be the template used to ensure monitoring visits stay on track each</p>	

	<p>term.</p> <p>All governors were happy with their roles that the headteacher put forward.</p> <p>Some core subject areas will be visited every term, however the curriculum areas would not need to be every term necessarily.</p> <p>Pupil conferencing would be great.</p> <p>The governance professional will coordinate the dates.</p> <p>Self evaluation for the next agenda.</p>	CP/SN
8	<p>Recruitment</p> <ul style="list-style-type: none"> ● Potential new governors <p>There were two potential new governors that would like to join the St Issey LGC, the application process was to be completed.</p> <p>One would be a parent governor, automatically elected due to being the only candidate, the other would become a co-opted governor.</p>	
9	<p>AOB</p> <p>A governor <i>questioned</i> if the children at the school have access to a speech therapist?</p> <p>Answer: Yes, they are referred to a speech therapist if needed.</p> <p>It is a very stretched provision at the council currently.</p> <p>They would be delivered by capable staff, the initial part of that is where they struggle, initially getting the therapist to come in.</p> <p>Governance professional to ensure any differences within any documentation conduct highlighted for changes rather than just removed.</p>	
10	<p>Closing prayer</p> <p>Rev Katie led the board with the closing prayer.</p>	

Agenda Point	Action	Person
6	CP to produce an up to date staff structure for the LGC.	CP
7	Look at self evaluation for the next meeting	CP/SN
9	Governance Professional to ensure for future reference, all amendments are highlighted for changes.	SN

The clerk closed the meeting at 4:47pm.

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.