



TLA Local Governing Body meeting minutes, held on Monday 15th May 2023,
5pm at Trevithick Learning Academy.

Present	Tiffany Pope - Chair (from agenda point 3) Louise Hart - Vice Chair Joe Parma Krystal Warren Katie Dale Sharon Hocking Will Johnson - Headteacher
In attendance	Rose Gibson (observer - potential new governor) Kirsty Hitchens - Deputy Headteacher Mel Wells - Assistant Headteacher Sam Newman - Governance Professional

Agenda point	Item	Person
1	Apologies, welcome and quorum The Chair welcomed everyone to the meeting, all governors were present. The meeting was quorate in line with Venture MATs Terms of Reference.	
2	Declaration of business & pecuniary interest There were no new declarations of business or pecuniary interests relating to any agenda point.	
3	Minutes and matters arising from the last meeting (20/03/23) The governors were happy that the minutes were a true and accurate representation of the meeting. The Chair will sign off the previous minutes. Matters arising: <ul style="list-style-type: none"> ● WJ to bring SEN Strategy costings to May meeting - <i>completed</i>. ● Governors to do pupil voice when doing monitoring visits - <i>to discuss at the meeting</i>. ● WJ to walk the governors around the canopy area - <i>to be done at the meeting</i>. 	
5	Headteachers report including safeguarding, health and safety, premises Highlights included: NOR 534, 31% Pupil Premium, 35% SEN (54). Oversubscribed for reception intake next year, the school remains in a strong position.	

	<p>124 applications for 60 spaces.</p> <p>Attendance: 95.8% against the national average of 93.6% Persistent absence is 11.6% against the national average of 20.3%. Unauthorised absence is 1.7% against the national average of 1.6%. There were 3 exclusions (part time) including 2 pupils, there are currently 3 fines, with 2 pending. 2 on a reduced timetable and no dual registrations. Numbers of staff: 94, with 2 ECT's.</p> <p>Safeguarding: There had been lots of training updates that have happened across the school, WJ completed the DSL annual safeguarding update, whole school behaviour policy update had also taken place. Level 2 safeguarding updates continue to happen every term. NVR training has been piloted, with the second part having been done last week.. My Concern training is also due to take place soon. A governor <i>asked</i> if the NVR would result in a new policy? Answer: Not a policy, but will be added into the child's education plan. There is one LADO allegation. The result has been agreed and no further action arose.</p> <p>Health and Safety: 3 reportable incidents.</p> <p>Staff CPD: NVR training, working with small groups of staff. GDPR updates. Science planning linking to curriculum changes. This term saw the second part of NVR training, shape, space and measure training. More staff undergoing specialist NPQ's. The COO has a spreadsheet that identifies any upcoming training that may be needed. Lots of residentials have happened so far, with more yet to come.</p> <p>Staffing update: 1 teacher due to leave at the end of the academic year for a career change. 1 further teacher due to leave for maternity in October half term, 1 successful supply teacher contract has been extended, plus a new network manager joining after half term. The headteacher shared the potential staffing structure with the governors for next academic year. 2 new posts will be created within the ARB; a curriculum lead post and a pastoral lead post. CEO is undertaking MAT to MAT work with Rainbow MAT. Venture will now look to create an Assistant Head role, this will support the current Deputy and Assistant Head in their interim post of Headteacher and Deputy Headteacher. The post will be for 3 days a week as an additional assistant head role. These will be temporary roles while the CEO is on secondment. The pay awards are yet to be agreed, however play a vital role in the budget setting for next year, this will likely dictate how much of the planned staffing works can happen. The MAT followed the maintained school pay awards last year, the same amount has been agreed this year (£1925) however, most MATs will look at awarding a lesser amount as they simply can't afford it. If funding doesn't change, staffing numbers will need to decrease. There is not enough funding for like for like staff, let alone additional staffing. 2 ECHP's with 5 pending potentially coming into reception in September. There will be 3 hubs in September. The staffing will need to fit the hub. The strategy for SEN is to be much more efficient with staff and how the child's needs are managed. It often doesn't have the impact desired, it isn't cost effective to have a continuous one to one.</p>	
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	<p>Looking at a different model for this, investing in a teacher to run these hubs. Strategy will include taking money from the support staff line and adding into the teaching line to enable the hubs to be run smoothly.</p> <p>Cost difference looks to be like for like costing with a little budgeting, the HLTA that will also run that hub has already been cost into the budget from last year. The only extra cost in this year's budget will be approximately £4k for furnishings.</p> <p>A governor asked if the library will move elsewhere?</p> <p>Answer: Broken up, non fiction is remaining, but the way in which they access the books within year groups works well currently.</p> <p>Staff survey has been done requesting where teachers would like to go in the new year.</p> <p>Teacher strikes have happened, no more to take place this academic year.</p> <p>NAHT will be balloting for strike action.</p> <p>Premises report discussed with the governors.</p> <p>Considerations for Premises to include - barriers for the front gates, amid safety concerns.</p> <p>A governor asked if there is a conversation the school could have regarding sustainable travel with the council?</p> <p>Answer: That could be explored.</p> <p>A governor challenged whether new reception parents were told about the current parking situation and how there is an agreement with the car park at the train station.</p> <p>Another governor added that she had not been made aware of this agreement.</p> <p>Answer: We do promote it to all new parents at the open evening, however, maybe need to be more explicit.</p> <p>Tarmac needs replacing in the KS2 playground due to the amount of vehicles that drive on it, it has become churned up and it is very unpleasant for any children that have a trip whilst on there.</p> <p>The replacement of the tarmac will cost approximately £30k, however it doesn't seem the sensible thing to do, to replace it without having a next step in place to address how we preserve the life of it.</p> <p>KS1 play equipment also needs replacing soon.</p> <p>Painting projects will continue this summer.</p> <p>Teaching and learning priorities have been achieved on most levels, only music that hasn't been worked on in detail yet.</p> <p>A governor asked if there is a particular reason why it hasn't progressed?</p> <p>Answer: Partly due to the hierarchy of importance of what the school needs to be teaching, whilst also needing to have a specialist to do it. There is a curriculum, including a singing coach and music for children within the ARB.</p> <p>The leadership team were also aware of not wanting to overload the teachers with the new curriculum topics when they already had so much to focus on.</p> <p>Budget monitoring reports still show a £26k deficit in the year, due to increased staff costs agreed after the budget was set.</p> <p>Year 2 SATs take place this week, with the Year 4 MTC taking place soon.</p> <p>A governor asked who monitored the results?</p> <p>Answer: The Department for Education.</p>	
6	<p>Policies: (For info)</p> <ul style="list-style-type: none"> • VMAT Capability (staff/unions consulted 9/3/23) • VMAT Appraisal (staff/unions consulted 9/3/23) • VMAT Complaints <p>The headteacher explained that there were very few changes relating to any of the policies, the governors had no questions relating to any policy.</p>	
7	<p>Monitoring for Summer term</p> <ul style="list-style-type: none"> • SEN - 26/06/23 	

	<ul style="list-style-type: none"> ● Safeguarding/Online safety - 25/05/23 ● Curriculum - to be agreed. ● EYFS - 21/06/23 <p>Adding in questions for the monitoring forms, including for pupil voice questions. SEN what the strategy looks like on paper, what it might look like next year. Online safety. Pupil voice questions to be shared with governors ahead of their monitoring visits.</p>	
8	<p>Governance updates</p> <ul style="list-style-type: none"> ● New governor introduction. The governors were introduced to Katie Dale, Rose Gibson, both community governors, as well as being informed that Paul Reynolds was joining the governing board as the teacher representative. ● Internal scrutiny - governance. The governance professional shared with the governors that there would be an internal audit on governance within the next few weeks. And will advise of the outcome. 	
9	<p>Summary of actions/ information required from trustees/correspondence</p> <p>Nothing to report.</p>	
10	<p>Confidential matters</p> <p>Staffing update - until 17/05/23 to remain confidential.</p>	
11	<p>Dates of future meetings</p> <p>Monday 10th July - 5pm</p>	

Meeting closed by Chair at 6:49pm

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.