



Local Governing Committee meeting minutes, Monday 2nd October 2023 at 5pm, held at Trevithick Learning Academy.

Present	Louise Hart Tiffany Pope Joe Parma Katie Dale Paul Reynolds Sharon Hocking Will Johnson
In attendance	Sam Newman - Governance Professional Kirsty Hitchens - Deputy Headteacher Mel Wells - Assistant Headteacher Jacob Hoon - Assistant Headteacher

	Item	Person
1	Welcome, apologies & confirmation of quorum The governance professional welcomed everyone to the meeting. Apologies were received from KW. The meeting was quorate, in line with Venture MATs Terms of Reference.	
2	Declaration of business & pecuniary interests All governors filled in the annual declaration of business and pecuniary interest forms. SN will collate and add to the website.	SN
3	Election of Chair The governance professional shared that Louise Hart had stepped forward to become Chair for this academic year. All governors were happy to co-opt LH for a one year term as Chair of the local governing board.	
4	Election of Vice Chair The governance professional shared that Tiffany Pope had stepped forward to become the Vice Chair for this academic year. All governors were happy to co-opt TP for a one year term as the Vice Chair of the local governing board.	
5	LGC Code of Conduct The governors were given the Code of Conduct prior to the meeting. The governance professional explained that the board of trustees had approved the code of conduct at their board meeting. The governance professional highlighted that the changes made for this academic year's code of conduct were added in red. Governors had no questions regarding the code of conduct and all agreed to abide by it. The Chair signed the hard copy for the folder.	

6	<p>Governance and board membership matters</p> <ul style="list-style-type: none"> ● LGC Roles and Responsibilities <p>The governor's roles and responsibilities were to be discussed alongside the monitoring schedule.</p> <ul style="list-style-type: none"> ● Terms of Reference <p>The terms of reference were shared with the governing board prior to the meeting. There had been discussion regarding the SoDA and Terms of Reference and giving more control back to the LGB's.</p> <p>A governor <i>asked</i> why delegate the finance to the LGB.</p> <p>Answer: Trustees want to give local governors a more detailed understanding of the budget spends, financial decisions.</p> <p>It wouldn't require much financial understanding, it's more about defining lines of enquiries.</p> <ul style="list-style-type: none"> ● Governor attendance 22/23 <p>The governors had their attendance shared for last year.</p>	
7	<p>Minutes and matters arising from the last meeting</p> <p>Minutes from the last meeting had gone to the trust board as it was a joint meeting. No matters were arising from the meeting.</p>	
8	<p>Headteacher report, to include safeguarding & Health and Safety</p> <p>The school issued an exclusion on Friday. The child has been offered a placement at a PRU, however, the parent is now refusing the place.</p> <p>ARB's have been discounted as a way forward for that child. Ideally a managed move to alternative provision would be the best result.</p> <p>The behaviour we see at school could see the child excluded daily.</p> <p>The school is working with the council and they understand that there isn't an easy fix.</p> <p>The concern is that the forced move with a permanent exclusion would result in the parent potentially homeschooling and that potentially causes a safeguarding concern.</p> <p>He has been excluded for 3 days, the council are talking directly with the parent, essentially the only option is for the move to take place.</p> <p>A governor <i>asked</i> if funding had been offered to the school to support managing the child rather than move them.</p> <p>Answer: Yes, but we have received full adaptation, 2 to 1 staffing, hub support and a reduced timetable. The concern is that homeschooling will not work for that child.</p> <p>There have been 2 fines for unauthorised holidays.</p> <p>2 ECT's currently with TLA.</p> <p>The current nursery manager will be leaving the school at half term, therefore the current structure of the nursery will need to be looked at, moving on to Marie Curie.</p> <p>The opportunity will allow a new nursery structure. We need to ensure it is done properly, the role is quite a large role which will need the teaching and admin looked at and addressed.</p> <p>The long term solution will mean disruption to other areas of the school. TLA has a lot of expertise within the early years field, however, we need to ensure that in the short term the admin continues to be done correctly.</p> <p>Nursery has good reserves.</p> <p>The nursery manager is on an old contract which means that there is only a 4 week notice period.</p> <p>Safeguarding training continues. Particular focus on neglect. JH has completed level 3 safeguarding training. 1 enquiry from the MARU and 3 VIST reports.</p> <p>My Concern is now in place and working well. The management of concerns continue to improve.</p>	

Pastoral meetings continue every week, led by KH (Deputy Headteacher).
Health and Safety training, fire warden training and risk assessments have been done.
Lots of CPD has happened.
Subject leaders are creating their action plans for the year.
EYFS have settled in well. Bivi night was a success. L2L week was successful. SEN hub is great and working well.
Staffing updates discussed.
ARB TA interviews happened last week, we have over employed within the ARB vacancies.
EF due to begin maternity leave at half term.
Premises update shared with the governors, some to note: Air conditioning unit didn't need replacing as the school has gone to an online server.
Updates over the summer continued. New blinds in lots of rooms, dedicated music room.
EYFS external development is due to start imminently.
Electric gates have been costed, approximately £10k, it may be something we move forward with.
It isn't a priority, however it would make things a lot safer.
A governor **asked** about the FOTs, (Friends of Trevithick) and wondered if there were any thoughts of reforming a parent group again.
The headteacher shared that it would be looked into after Christmas.
It used to be a strong team, however, Covid lockdown happened and it never got back to normal.
Louise Hart would be happy to support this transition.
Online safety discussed. Filtering RAG rated review has been completed by the Network Manager for the MAT.
DfE has set out new guidelines, referenced in the CP and Safeguarding policy.
Online safety Policy has been reflected to ensure it meets all requirements.
Priorities for the year ahead discussed:
SEN, Music, Outdoor provision, DT, Vulnerable pupils.
Thinking about Ofsted and our key priorities, the biggest challenge is the volume of need (currently 35%). How can we improve this for the children?
A governor **asked** about temporary accommodation and whether we had a lot of children in this situation.
There were families in this situation, the way in which we were able to lend support was to lend our voice in trying to secure them a more permanent home.
We have given families petrol vouchers to support the parents that had been placed further away to ensure their children could get to and from school.
A governor **questioned** if the pupils were eligible for home to school transport.
Answer: Very rarely does this happen.
There has also been a significant rise in the amount of families that are in private rentals getting given notice, stretching the resources even further.
Currently working on settling new starters within the ARB, all came from different year groups, no Reception cohort children.
Putting together an ARB curriculum document, planning for progression whilst taking in the needs of the children.
Working with 2 families with school refusers / struggling with the transition.
Governors spent time discussing questions that Ofsted may ask.
Split into different working groups.
Discussed how to support the high volume of need, whilst still challenging the high attainers.
Governors visited the hub.
Discussion regarding sexual abuse and how it is identified within a primary setting, over gender stereotype and how we can overcome that.

	<p>Use of PP funding - Sports premium and pupil premium. How we spend our specific funds. PP strategies discussed. In November we will go over the outcomes for the disadvantaged children.</p> <p>Equality Act 2010, how does our school meet the Equality Act? The headteacher shared the equality objectives which are reviewed annually.</p> <p>Our approach to improving the facilities for pupils with moderate to severe educational needs in the mainstream school through HUB provision that seeks to maximise teacher contact for our most vulnerable children.</p> <p>All governors were happy with the objectives.</p> <p>WJ to add blurb for what we are doing about the objectives.</p> <p>Old reading spine to be updated on the curriculum area of the website.</p> <p>Additional training will come from the IT team to share how the filtering works and what it does.</p> <p>A governor shared that as part of his job role he recently completed filtering and monitoring training set up by the NSPCC which was a great course.</p> <p>Links on page 21 and 41 of the CP & Safeguarding policy were not working.</p> <p>SN will correct the issue.</p> <p>A governor <i>asked</i> how policies are communicated with parents?</p> <p>Answer: They aren't necessarily communicated with parents, they are on the website, however, there is no reason why we cannot remind parents via weekly news that they are accessible on the website.</p> <p>Performance management process committed to be done by 5th November.</p>	<p>SN</p> <p>KH</p>
9	<p>School development plan 23/24</p> <p>Discussed with the governors.</p>	
10	<p>Governor monitoring schedule 23/24</p> <p>All areas were discussed with the governors and all were given focus areas.</p> <p>SN will start to form questions based around the SDP for governors to include in their monitoring visits.</p>	SN
11	<p>Safeguarding</p> <ul style="list-style-type: none"> ● Keeping Children Safe in Education <p>All governors had read the KCSIE 2023 update.</p>	
12	<p>Policies</p> <ul style="list-style-type: none"> ● Child Protection, Safeguarding and Keeping Children Safe in Education ● Positive Handling ● Equality Objectives ● Behaviour and Relationships <p>All governors were given the policies prior to the meeting. Governors were happy to approve the policies.</p> <p>No questions arose regarding any policy.</p>	
13	<p>Correspondence</p> <p>None.</p>	
14	<p>Summary of actions/ information required from trustees.</p> <p>SoDA, when will this be reviewed?</p>	
15	<p>Confidential matters</p> <p>There were no confidential items to discuss.</p>	
16	<p>Dates & time of the next meeting</p> <p>Monday 13th November - 5pm.</p>	

Agenda point	Action	Person
2	SN to collate DoI forms and add them to the website.	SN
8	SN to fix the links in CP/SG Policy.	SN
8	KH to remind parents of policies and where to access them via weekly news.	KH
10	SN to build questions relating to SDP for monitoring visits.	SN

Meeting closed by Chair at 7:05pm

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.