

MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

14 March 2018, 6.00

Item	Subject	Action
	<p>Present: Jonathan Brown (JB) Rebecca Ellis (RE) Tom Miles (TM) Natalie Simmonds (NS) – Head Dan Solly (DS) – Chair Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk</p>	
1	Apologies: Tabitha Carnell (TC), Tim Spring (TS)	
2	Conflicts of Interest: no additional interests were declared.	
3	Previous minutes of the 24 January 2018 were accepted as an accurate record.	
4	Matters arising: none	
5	Headteacher's report	
5.1	NS explained this followed the new format introduced by the Trust, and this had received positive feedback at the RSC's office visit. SEF and data sets will change with future reports.	
5.2	<p>CPOMS. New data added and historical comparative data will be available from next term. NS explained that some categories are recently added so potentially there is only partial data at present. She explained the Children of Concern log and examples of incidents recorded (<i>previously these were included under Behaviour</i>). She confirmed that teachers need to select a category when reporting – but the priority is that they record it somewhere. NS and KW both receive an alert for each incident and can amend the category if necessary. They can also add additional actions eg contacting the parent, MARU referral. NS emphasised the data doesn't represent the number of children involved. Any third party visits to the school eg a social worker are also recorded as this helps build a robust chronology for every child.</p>	
5.3	<p>Safeguarding audit. This was completed by Kay Adams and followed by a report. Overall it was very positive with one concern raised about the school gate being open from 8.00 for access to Breakfast Club. NS explained what options can be considered to address, and agreed the need to review all the gates across the school site. The audit covered a range of records and the s.157 return, and Kay carried out some pupil conferencing as well.</p>	

11	Arrange additional meeting	
11.1	Non-staff governors agreed to meet 18 April with a 6.00 start. DS to arrange a venue.	ALL DS
12	AOB	
12.1	DS reminded governors that text for a pen portrait to go on the website was needed, along with a photo.	ALL
12.2	JB fed back from the very positive meeting he and TC had with the RSC's office as part of yesterday's return visit. She checked if governors had read her report and what we had done in response, asked about the recent training and also about the Trust's School Improvement offer. NS and KW both felt it had been a positive meeting from the school's perspective and our strong middle leadership had been commented on. Written report to follow.	
12.3	DS reported that as a response to GDPR requirements the Trust will be introducing mandatory use of a Trust email account for all governors. Not yet known if auto-forwarding of messages will be an option.	
13	Items for next agenda	
13.1	GDPR.	
	Dates of next meetings: 23 May 11 July	

Signed	Date
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