

## MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

## 14 March 2018, 6.00

Item	Subject	Action
	Present:	
	Jonathan Brown (JB)	
	Rebecca Ellis (RE)	
	Tom Miles (TM)	
	Natalie Simmonds (NS) – Head	
	Dan Solly (DS) – Chair	
	Mike Stead (MS)	
	Kate Webber (KW)	
	Also in attendance:	
	Jeremy Alder (JA) – Clerk	
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.	
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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	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	
	(previously these were included under Behaviour).	
	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.	
1	Any third party visits to the school eg a social worker are also recorded as this helps	
	build a robust chronology for every child.	
5.3	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.	

5.4	Stakeholders. Governors noted that their monitoring visits are now recorded and any issues summarised. DS noted his Standards report from January needs to be added. Governors asked about what advice is given to children over not talking to strangers concerns raised in the press for a local (non-PLT) school? NS reported what the school has done and what will be repeated in the future eg NSPCC campaign, Stay Safe.  Governors commented positively on the new format and especially for the data. Following discussion NS agreed that some of the columns (eg H/M/L) could be removed in future to make the tables clearer. The RAG rating system used was also explained.	
	She confirmed the KS1 data is compared against national data.	
6	Attendance and holidays update	
6.1	Policy sent out and letter issued to parents. NS reported she had not had any replies or feedback from parents so far.  She pointed governors to the latest figures which show that PA has reduced considerably.  NS shared two case studies to illustrate the range of work the school has put in to support the family. In both cases an improvement has been sustained since their Letter B was sent.  NS will prepare a report comparing levels of holiday requests.	NS
6.2	Governors commented this was a 'fantastic' improvement and also strong evidence to show to Ofsted.  They noted that a combination of action by the school and referrals has had a positive impact on attendance.  NS cited one example where one child's improvement to 98% attendance has also led to a significant improvement in outcomes and progress.  Governors suggested the school needed to get this message across to parents from as early as EYFS.	
7	Trust update	
7.1	Merger letter was discussed at recent meeting. Schools are planning to work together on school improvement from September.	
8	Admission arrangements 2019.20	
8.1	JA confirmed these had been approved by email.	
9	Risk Register	
9.1	NS has sent her latest version to the Trust and is awaiting feedback. In future NS plans to focus on reviewing a single item each term.	
9.2	Governors agreed that NS should invite the Trust to attend and give an update on the budget position prior to setting next year's budget.  JB reported that at the recent governor training the governance scheme of delegation had been highlighted as a document LGB's should be regularly using. He pointed out that the responsibilities listed under finance included monitoring of the budget based on receiving regular reports form the Trust – but these were not being seen by governors.  JB will raise this with Graham Groves.	NS JB
10	Governor recruitment	
10.1	Governors discussed options for advertising locally to find non-parent governors. JA suggested using the Inspiring Governance scheme be investigated.	

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 autoforwarding of messages will be an option.	
13	Items for next agenda	
13.1	GDPR.	
	Dates of next meetings:	
	23 May	
	11 July	

Signed	Date