

MINUTES of the LOSTWITHIEL LGB MEETING

25 November 2015, 6.00

Item	Subject	Action
	<p>Present: Jonathan Brown (JB) Tabitha Carnell (TC) Ann Quarmby (AQ) Natalie Simmonds (NS) – Head Kat Smith (KS) – Chair Mike Stead (MS) Denise Watts (DW) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk David Parker (DP) – Trust CEO <i>items 1- 7.4 only</i> Ramon van de Velde (RV) – Associate Governor</p>	
	Apologies: Dan Solly (DS), Tim Spring (TS).	
1	Conflicts of Interest: no additional interests declared.	
2	Previous minutes of the 23 September 2015 were accepted as an accurate record.	
3	Matters arising	
3.1	10.5 Class Dojo. JB highlighted that this was not included on today's agenda as requested.	NS/JA
4	Headteacher's report	
4.1	<p>KS asked governors if they wanted this report sent out in advance or just presented at the meeting? No views were expressed in favour of in advance so it was agreed to do the latter in future.</p> <p>NS explained how a Final Warning for attendance is applied, and the circumstances for one pupil.</p> <p>KS noted the 6.6% authorised absence in Y2 – NS explained the circumstances SEN. NS highlighted that the specialist provision for an excluded child has come from within PLT.</p>	NS
4.2	<p>Staffing. KS asked if the backlog of work from academy conversion is being cleared? Yes.</p> <p>NS alerted governors to a challenging budget position due to the reduced roll and therefore income. Options for addressing this will be presented at the January meeting.</p> <p>KS asked whether it was a mistake to have increased to 7 classes? Not necessarily.</p> <p>DW asked if we have approached pre-school to improve recruitment? Yes – KW explained what the school has been doing. NS commented she feels that there is a lot of potential to promote what the school does.</p>	

	<p>AQ commented there has been a history of the school not being involved in all the local community events. NS and KW confirmed this is already changing. Governors noted that the Town Council have indicated there are various plans for more houses to be built – but recognised this is not a short term solution to increasing numbers.</p> <p>DP suggested that the LGB see if they can find someone with a PR / marketing background. Governors discussed ideas including hosting a video of the school grounds on the website.</p> <p>RV asked what is the impact on the <i>current</i> year of this review – especially with regards to reading?</p> <p>NS confirmed the Trust has allowed us to set a deficit budget – so effectively a year's grace to look at all the options available to us. NS mentioned some changes to the use of TAs which have already been implemented, plus other ideas.</p>	
4.3	<p>Parents.</p> <p>LSA has a new chair. A Facebook page has been set up to improve communication – use is growing slowly.</p> <p>NS reported positive feedback about the text service, but more work needs to be done on improving the website.</p> <p>JB raised an issue with the newsletter – only 'primary contacts' are added to the distribution list. Governors agreed they wanted this changed as the newsletter is after all a public document.</p> <p>JB also raised a question over an apparent drop-off of points awarded via Class Dojo. NS will investigate.</p> <p>Governors discussed how the school could help parents use this more effectively and agreed to use a Family Friday. NS confirmed that these are publicised via posters, the newsletter and the website and are planned for every half term.</p> <p>AQ asked for advance notice of dates.</p>	<p>NS</p> <p>NS</p> <p>NS</p> <p>NS</p>
4.4	<p>Safeguarding.</p> <p>The LGB needs to identify a non-staff governor to take on the role of Safeguarding Governor to avoid any conflicts of interest.</p> <p>E Safety. Meeting discussed various options for involving parents and raising awareness. KS mentioned a useful bulletin from county.</p> <p>KW summarised what the role involves.</p>	KS
4.5	<p>Standards.</p> <p>Lostwithiel is in a PLT 'triad' with St Mewan and Mevagissey. In January the 3 HTs will visit and 'observe' every school in their triad accompanied by the SIP with joint evaluation at the end of the day. The aim is to improve HT's understanding of observing and evaluating – it is not judgemental and not designed to involve other staff. Focus is on training.</p> <p>NS highlighted the strengths and areas for development based on school and RAISE data</p> <p>KW explained what analysis the school has carried out regarding phonic results, and summarised what they have learnt and plan to do differently in the future.</p> <p>She shared the latest data about the impact of RWI. 45 of 46 children have made at least one level of progress in 3 weeks.</p> <p>MS reported how importantly staff had taken this, and the amount of extra time put in to implement this.</p> <p>More training will be taking place in January.</p>	
5	Safeguarding	

5.1	Governors noted the SEND policy. KS proposed that in future we use a 'consent agenda' approach for such items. They are issued at least a fortnight in advance and the Monday morning before the meeting is the deadline for any comments. Agreed.	ALL
6	PLT update	
6.1	KS reported back from the first LGB Chair's meeting held on 19/11. She explained the three S's (Standards, Safeguarding, Stakeholders) and the sorts of questions the LGB would be expected to answer about these areas, and also made the link to items already discussed earlier in the meeting. DP clarified about 'wealth creators' within the Stakeholders section – explaining he was trying to find a better term than 'employer' which is not particularly helpful. Discussion highlighted this can include non-profit and community roles too. DP clarified it shouldn't exclude creative opportunities – and 'role models' is another way of looking at this whole area. KS asked how can we as governors feed into this? DP suggested starting small with just a single governor and an employer link with one class. Needs to be manageable. JA highlighted training had also been discussed at the meeting and KS reminded governors about the forthcoming joint Ofsted training session.	
6.2	Board minutes. DP briefly summarised where the MAT is now - 6 schools with 2700 children and a growing sense of a community coming together. He highlighted that although financially the trust is quite strong - £12m budget with over £1m in reserves – it wants the latter to be used strategically and not to balance budgets. The trust wants NS to focus on the children, and let someone else worry about the building. RV fed back his impression from his first board meeting – 'very impressed'. DP confirmed there are still more mundane areas to be sorted – eg HR policies. Luxulyan is due to join from April and another large primary is interested.	
7	Governance	
7.1	Health Check report. KS shared the collated results.	
7.2	Vacancy. RV has resigned as a full governor but will continue to attend as an Associate governor. DW confirmed her term of office completes next month and she will not be returning – but told governors she had really enjoyed her time and found it a very rewarding experience. KS reminded governors there is more flexibility in recruiting now as a LGB and after completing the Skills Audit we can target any gaps.	
7.3	NGA Membership. Agreed to retain membership.	
7.4	Skills Audit All governors were asked to complete this at the meeting.	JA
7.5	Visits. It is upto governors individually to arrange visits, the aim is to receive reports at the March meeting.	ALL
8	AOB	
8.1	KW shared a leaflet about a recent Diversity Day.	

8.2	RV reported that the Bonfire Night was very good. Governors asked for their thanks to be passed on to all the staff.	
8.3	Dance class. Is it possible to make it regular? NS to investigate other options.	NS
8.4	Progress on capital bids? NS explained we will be bidding for 3 replacement classrooms. Submission deadline is before Christmas.	
8.5	TC asked for an update on cleaning? NS explained that two new cleaners have lasted just one day, so the post is still vacant. Communication with the contractor has improved (used by the rest of the MAT).	
	Date of next meeting: 20 January 2016	
	Meeting finished at 8.13	

Signed	Date
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