

## MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

25 January 2017, 6.00

### Part A Public

Item	Subject	Action
	<p><b>Present:</b> Jonathan Brown (JB) Tabitha Carnell (TC) Rebecca Ellis (RE) Tom Miles (TM) Ann Quarmby (AQ) Natalie Simmonds (NS) – Head Dan Solly (DS) – Chair Tim Spring (TS) <i>item 4 onwards</i> Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk Ramon van de Velde (RV) – associate governor</p>	
	<b>Apologies:</b> none.	
<b>1</b>	<b>Governor appointment.</b>	
1.1	Governors agreed to appoint Tessa Guiterman as a new community governor. Governors noted that this should help give the local governing body a more balanced perspective.	
<b>2</b>	<b>Conflicts of Interest:</b> no additional interests were declared.	
<b>3</b>	<b>Previous minutes</b> of the 7 December 2016 were accepted as an accurate record.	
<b>4</b>	<b>Matters arising</b>	
4.1	<p>8. Parking. DS shared an outline proposal for a set down point. Governors recognised there could be significant cost which would need to come from capital funding. JA explained that the Trust is introducing a new internal bidding system for capital funding, as in the future it will receive a guaranteed amount each year from the government. NS explained that the school's leadership needed to focus on the current building work before being able to consider any new projects. Governors discussed a range of options including a letter to parents, involving the town council, asking the children to create some posters.</p>	<b>NS</b>
<b>5</b>	<b>Challenge Day feedback</b>	
5.1	NS reported all the schools have had a challenge day this term involving our SIP Justine Hocking and other Headteachers. Very useful experience for senior leaders to present to an inspector, and to have our self-evaluation approach challenged.	

	<p>NS reported staff were very happy with how the children behaved and interacted on the day, and this reflected a lot of work following last year's challenge day and in response to comments in the last Ofsted report. Governors asked what the school had done to make this change? The '5 P's', PSHE, pride, uniform, smartening up classroom areas, holding doors open. NS added that when she had visited St Mewan at their challenge day last year the differences were very apparent.</p>	
5.2	<p>NS reported that on the day marking, evidence and books did not reflect best practice or the standard she wanted. She explained it can be very minor points eg work not dated so difficult to demonstrate progress over time – which are quite easy to address through monitoring. She reported that the following actions have already been taken:</p> <ul style="list-style-type: none"> <li>• raised this at a staff meeting</li> <li>• updated the marking policy</li> <li>• marking 'code' has been shared with children</li> <li>• teachers have all been told to do the marking themselves.</li> </ul>	
5.3	<p>Homework was discussed in the context it was not usually marked but it was the only book children brought home for parents to see. NS highlighted that nationally there is no consensus on the best approach, and there is significant variation in what different parents want. Governors also noted that a balance is needed as not all children get the desired support at home. The meeting discussed if there are any other options for parents seeing more of their child's work? NS explained the problem of sending books home, but highlighted that Family Fridays were an alternative to parent evenings.</p>	
<b>6</b>	<b>Data session feedback</b>	
6.1	<p>The session was cancelled because the trainer was unable to attend but NS reported that no governors had indicated they were planning to attend. She confirmed staff have received their training via INSET. Following discussion it was agreed to arrange another session for governors and to make this part of a future meeting (May was proposed). NS explained the focus will be on explaining the new assessment system.</p>	<b>NS</b>
<b>7</b>	<b>Governor visits</b>	
7.1	<p>The following roles were confirmed:  TM – Pupil Premium  DS – Standards  MS – H&amp;S  TS – Curriculum  JB – Premises  TC – SEN  BE – Safeguarding  AQ - Healthy schools  NS will put these on the website.</p>	<b>NS</b>
7.2	<p>All governor visits to be booked by the end of February. The importance of evidencing visits to Ofsted was noted. NS reminded governors the school's current plan was emailed to them at the end of last term.</p>	<b>ALL</b>
7.3	<p>Governors also discussed options for how they might collectively share communications and reminders about events at the school.</p>	<b>DS</b>

	DS offered to take the lead on this, but governors acknowledged they had a collective responsibility too.	
<b>8</b>	<b>Admissions 2018.19</b>	
8.1	Governors approved the admission arrangements for 2018.19.	
<b>9</b>	<b>AOB</b>	
9.1	The caretaker is leaving due to relocating out of Cornwall. The vacancy has been advertised and the closing date is this Friday.	
9.2	CONFIDENTIAL ITEM	
<b>10</b>	Agenda items for next meeting: Governors asked for an update on Lostwithiel Educational Trust. NS will ask Paul Bassett if he can attend.	<b>NS</b>
	Date of next meetings: <b>22 March</b> <b>24 May</b> <b>12 July</b>	
	Meeting finished at 7.10.	

<b>Signed</b>	<b>Date</b>
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