



## MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

23 May 2018, 6.00

Item	Subject	Action
	<p><b>Present:</b> Jonathan Brown (JB) Tabitha Carnell (TC) Rebecca Ellis (RE) Natalie Simmonds (NS) – Head Dan Solly (DS) – Chair Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk</p>	
1	<p><b>Apologies:</b> Mike Stead (MS), Tom Miles (TM). DS reported that Tim Spring has stood down as a governor.</p>	
2	<p><b>Conflicts of Interest:</b> no additional interests were declared.</p>	
3	<p><b>Previous minutes of the 14 March 2018</b> were accepted as an accurate record.</p>	
4	<p><b>Matters arising</b></p>	
4.1	<p>5.3 Safeguarding audit. Still to be added to governor area of website. NS confirmed that Ofsted had made no mention of the issue with gates identified in the audit. Trust are visiting next month to help assess this and in the meantime there are now more adults outside the school.</p>	
4.2	<p>6.1 Attendance. NS reported that latest figures show a significant improvement (97.1%, PA 5.7%). <i>Governors asked if the school expects any holidays to be taken in the final half term?</i> Only one holiday the school is aware of. It was agreed the planned governor visit on this area was no longer urgent.</p>	
4.3	<p>9.2 Finance. Trust's Chief Operating Officer Jill Gerrish is due to attend the next meeting.</p>	
4.4	<p>12.1 Pen portraits. DS reminded governors that many of these are still outstanding.</p>	<b>ALL</b>
5	<p><b>Current data update</b></p>	
5.1	<p>Y6 SATS. These were completed last week. The children coped well and proved very resilient. The tests were 'very wordy' but everyone finished within the time. <b>The 3<sup>rd</sup></b> Maths paper was judged by staff as very difficult and overall the paper was quite narrow in coverage of the curriculum. NS and KW confirmed staff feel more positive compared to 12 months ago. <i>Governors asked if the children were prepared?</i> Yes - and the decision to start practicing tests much sooner than last year was seen as beneficial.</p>	

	Jason Hurr has calculated Progress based on <b>projections from their practise 'mock SATS'</b> and this looks positive.	
5.2	<p>Latest data.</p> <p><b>JB asked if the KS2 data shown reflects the progress from their KS1 starting points?</b></p> <p>NS explained that the RAG system is comparing pupils to their KS1 score. Y4 are matched against the national figure as this is more challenging than their KS1 score.</p> <p><b>JB asked if high KS1 scores were still an issue for us as last year 's year 6 had very high KS1 scores. What is school doing about this?</b></p> <p>The school is targeting <b>higher prior attainers, particularly in current year 5</b> (the group who should be making more progress) and this is a performance management target for staff.</p> <p>Y3 Reading. NS pointed out this is a small cohort with just one child receiving additional support and intervention. She confirmed they are making some progress and explained their specific circumstances which impact on this.</p> <p>The school feels the data for Working Above Expected reflects the impact of RWI.</p> <p>NS explained that KS1 assessments are very different from Y6 assessments and need very close moderation. She confirmed the school looks for substantial evidence before they put a child into the <b>greater depth</b> category. <b>This should mean starting points can now be relied upon</b></p>	
5.3	<p>Governors noted that Y6 progress is looking good and asked the following questions:</p> <p><i>What is the evidence to support the assertion that Y5 will make their targets?</i></p> <p>Able group, lots of positive progress, quality of teaching.</p> <p><i>Why is Y5 making less progress than other year groups?</i></p> <p><b>NS summarised that MAT cover teacher was not as strong as Jo Allen, who has returned from maternity. The new PIRA/PUMA tests will provide better analysis</b></p> <p><b>JB asked How are the KS1 scores calculated?</b></p> <p>A scaled scores conversion table is issued in June and used to triangulate against their test outcomes. Teacher then makes an assessment. Due to be completed by 10 June.</p> <p><i>Why is Y4 Writing the weakest?</i></p> <p><b>NS confirmed addressing this is included in the school improvements plan. Year 4 writing has historically been weak and there is intervention in place.</b></p> <p>Following discussion it was agreed that if governors sent questions to the Head prior to the meeting more detailed responses could be provided including where relevant a detailed case study of support and intervention for an individual child.</p> <p>JA suggested that if the responses were in writing they could be incorporated into the minutes as evidence of challenge.</p>	ALL
5.4	<p>Disadvantaged gap.</p> <p>Governors noted that although this group has lower attainment the progress picture is quite different with some cohorts making more progress than the non-PP children.</p> <p>NS pointed out that the PP cohort often includes SEN children and even with good progress their attainment will usually be less. <b>NS confirmed this is a focus in the SIP and there will be an external review of PP on Monday 11<sup>th</sup> June</b></p> <p><i>Governors asked if they should focus on either attainment or progress rather than both?</i></p> <p>NS replied they needed to focus on both.</p>	
5.5	<p>Projected outcomes.</p> <p>KS2 results are now expected for 10 July – and it was agreed to reschedule the next LGB meeting to allow the school to report on these. NS added she expected an analysis by Jason Hurr will also be available.</p> <p><i>Governors asked about Y2 PP projections for exceeding the expected standard?</i></p> <p>NS replied that 0/3 would not be unusual when compared to national data for a tiny cohort</p>	

	<p><i>Has there been too much focus on maths compared to writing?</i></p> <p>NS replied no and explained that other reasons had influenced this including a weaker starting point and the variability of small cohorts.</p>	
5.6	<p>Governance.</p> <p>Governors noted that the Trust has advertised for a new clerk.</p> <p>Accessing the Inspiring Governance service had not provided any candidates for a new non-parent governor. DS reported he is seeing if he can find a member of staff at Penrice who might be interested.</p> <p>Agreed to draft an advert which can be used locally and by the Trust.</p>	DS
<b>6</b>	<b>Ofsted feedback</b>	
6.1	<p>NS shared details of the confidential draft report the school has just received.</p> <p>She reported that the overall view from senior staff is it feels like there is less to do to improve than in the past. The school is improving and the report reflects this and the recommendations are very achievable.</p> <p><i>Governors commented on the difference between this report and the recent RSC report.</i></p> <p>NS explained how much more rigorous the Ofsted process was in comparison (3 inspectors) and highlighted the difference with a one day (s.5) inspection.</p> <p>Ofsted will return within 30 months so effectively the school can implement a two year improvement plan.</p>	
6.2	<p>Attendance.</p> <p>We were able to show good improvement and this contributed to our score in that area.</p> <p>NS shared feedback on the quality of teaching and confirmed that the inspectors views were identical to our own self-assessment and monitoring.</p> <p>NS pointed out that we need to get better at evidencing what we are doing and this includes putting more content on our website.</p>	
6.3	<p><i>Governors asked about the safeguarding training comment?</i></p> <p>NS explained why this had been flagged up and confirmed there was already an action for extra training for admin staff on managing training records.</p> <p>Governors noted they needed to address governance issues raised by this report and any recommendations from the external review.</p>	DS
6.4	<p><i>Governors asked about how and when information on the inspection is shared with parents?</i></p> <p>NS explained that the school has one week on receipt of final report to share with parents. The accompanying letter will focus on positives and a session for parents to visit and ask questions will be arranged.</p>	
<b>7</b>	<b>Draft School Improvement Plan objectives</b>	
7.1	<p>NS explained how monitoring and recording of an NQT's performance against the Teaching Standards takes place.</p> <p>Raising subject knowledge. NS acknowledged that along with many schools there has not been a focus on areas like science and history. Providing more detail on the curriculum will demonstrate how the school will address this in the future.</p> <p>NS reported she has been doing research on Outstanding Schools and reports from recent Ofsted conferences to assist with planning.</p>	
7.2	<p>The Ofsted recommendations will be used as the basis for the next version of the SIP. Justine Hocking will help us with putting in the milestones.</p>	
<b>8</b>	<b>RAP group</b>	
8.1	<p>NS explained that this concept of a 'Rapid Action Plan' group had been used by Carclaze and both she and KW will be attending one of their meetings after halfterm.</p>	

	Plan is this group will meet every half term and report back to the next LGB meeting. Membership is JB, DS and TM. <i>Governors asked NS to clarify how this relates to the SIP?</i> RAP group will focus just on outcomes and standards.	
<b>9</b>	<b>Staffing update</b>	
9.1	NS briefly summarised the current staffing position for governors. She confirmed the school has offered an appointment to a strong candidate from a recent previous recruitment process.	
<b>10</b>	<b>Proposal for leadership options</b>	
10.1	NS shared details of the two options being considered to cover her maternity leave. Option 1. She confirmed that there is currently limited capacity within the Trust to provide an Executive Head and the cost to the school would be higher. Option 2. This is effectively a straightforward 'acting up' by KW to be Acting Headteacher. NS outlined the support and upskilling arrangements which would be put in place for not just KW but other middle leaders within the school plus the LGB. KW confirmed she was very re-assured by these proposals and with the support already arranged.	
10.2	CEO will be meeting with DS. Governors expressed a preference for option 2.	
<b>11</b>	<b>CIF bid update</b>	
11.1	Trust still to evaluate all the bids. NS confirmed the school has bid for a major refurbishment of the Y5 classroom.	
<b>12</b>	<b>Review of governance</b>	
12.1	NS reported that the Trust has requested an update visit from the recent external reviewer to meet the requirement of Ofsted.	
<b>13</b>	<b>Key for school governors resource</b>	
13.1	Governors commented positively on getting access to this new resource base.	
<b>14</b>	<b>Safeguarding update</b>	
14.1	s.157 return deadline is end of June.	
	<b>Date of next meeting:</b> Re-arranged for 18 July	

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