



Lostwithiel School
Bodmin Hill
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Minutes of a Meeting of the Local Governing Committee of Lostwithiel Primary School held on 1st May 2019 at 6pm.

Present:

**Dan Solly (Chair), Natalie Simmonds (Headteacher),
Kate Webber (Deputy Headteacher), Becca Ellis,
Tabatha Carnell, Amanda Barrass, Mike Stead and
John Brown**

Absent:

Tom Miles

In Attendance: Sue Blaxley (Clerk to the Governors)

1. Welcome

The Chair welcomed everyone to the meeting including the Headteacher on her return from maternity leave. He outlined the evacuation procedure. There were no additional business or pecuniary interests to declare. Apologies for absence were received and accepted from Tom Miles.

2. Minutes of the Meeting held on Wednesday 6th February 2019 and report on action points

The minutes of the meeting held on Wednesday 6th February 2019, having previously been circulated, were agreed as an accurate record. In terms of the action points, it was noted that Jill Gerrish had circulated an additional risk register document. It was noted that the Marking and Feedback policy was now on the school website. **A governor suggested informing parents that the policies are on the website.** It was noted that some policies are being updated by PLT. **A governor questioned whether these policies will also be on the website.** The Headteacher said that only the statutory policies are put on the website as well as the safeguarding policies. It was noted that the governor visit pro forma had been put on the governor area of the website. **A governor asked if the minutes of the LGCs are on the website.** The Headteacher said that the minutes from the meetings held in October and December are on the website and those from February will be in due course. The Headteacher explained that governor visit reports can be saved on the governor area of the website. It was agreed that the governor area on the website will be looked at at the next LGC meeting. The Chair said that a standards visit is outstanding. It was noted that an SEN governor visit and a Science governor visit are also outstanding. The Headteacher said that it is SATS week in the week commencing 13th May 2019 and that a governor visit would be welcomed to observe how the administration of the tests takes place.

3. Matters Arising not included on the agenda

None

4. Risk Register – to receive and consider the Risk Register

It was acknowledged that the Lostwithiel Strategic Risk Register is an ongoing document that runs alongside the SIP. The Headteacher said that she will be updating the document with Jill Gerrish. **A governor**



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questioned whether there are any low risk items and if so, whether they remain on the risk register. The Headteacher said that she would clarify with Jill Gerrish the criteria for removing a risk from the register. The Headteacher commented that the section of the register that refers to running the business successfully refers only to the middle leaders but that it should also refer to the Headteacher and the Deputy Headteacher to ensure succession planning within the school. The Headteacher referred to the high risk areas: safeguarding which she said would always be a red risk although she thought that the residual risk could be reduced; DfE Single Central Record which would always be a red risk as it is paramount that these checks are in place; reduction in funding available which will remain as a red risk due to the lack of funds available; failure to have savings plans in place which are a red risk due to the low level of reserves at 9%. The Headteacher said that the school is trying to make as many monetary savings as possible. Governors noted the considerable hard work that has been undertaken by Mel in terms of, amongst other tasks, her breaking down of the pupil premium data and her fantastic support to the Acting Headteacher. **A governor asked if the breakdown of the pupil premium data has addressed Ofsted's concerns.** The Headteacher said that it had addressed their concerns in this respect. Another red risk area was governance, leadership and management. It was agreed that this risk has been reduced as the quality of minutes has improved. The Headteacher said that she will email a summary of changes to the risk register to governors following her meeting with Jill Gerrish.

5. Headteacher's Report – to receive and consider the Headteacher's Report

Standards. The Headteacher circulated a report detailing the projections for the SATS. **A governor commented that the figure for EYFSP pupil premium children should be 60% not 75%. A governor challenged the Headteacher to explain the KS2 data.** She said that the practise SATS show that the projected data is very positive and that the data will be in line with progress. She said that Year 6 are a strong cohort. She said that a few children who met the standard in KS1 may not meet the KS2 standard but this will only be a small shortfall. She said that, overall, the progress levels look very good. She said the projected data will be well above the national average for KS2. She said that the data may be just below zero in Maths. The Headteacher said that, for Year 5, the PUMA spring data shows that this cohort is performing above the national average in all areas, apart from Geometry. She said there was huge progress in terms of those children who are working at above the expected standard. She said that the data for Year 5 reading is excellent in terms of the national average and that data for reading at or above the expected standard shows good value added from KS1. **A governor asked how the Year 6 children are coping with the pending SATs.** The Headteacher said that everything is being done to keep the children calm and those feeling pressured need to be monitored. She said that the predicted results last year were slightly conservative but that overall, this year, she was very confident with the accuracy of the predicted results.

Staffing. The Headteacher said that a class teacher will be recruited this term to fill the role in KS2. **A governor challenged the Headteacher to explain the type of candidate that is being sought.** She said that an appointment will not be made on the UPS but she is seeking a good quality candidate who is a good team player. It was noted that a relatively large cohort of children will be leaving the school in July 2019 and that only 20 children will be coming into the school in September 2019. She said that Years 3 and 4 will be combined in the next academic year due to budgetary restrictions. The Headteacher said that she was not sure of the staffing structure for 2019/20 but that she will circulate it to governors as soon as possible. **A governor challenged the Headteacher to explain if there were any other imminent staffing changes.** She said that there were not. She explained that there is a new TA in Year 1 who is very experienced. **A governor asked if the Sports Apprentice will remain in school for 2019/20.** The Headteacher said that the post is



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funded by Sports Premium money and she hopes he will stay as he is an asset to the school. **A governor asked if the sports premium funding will continue.** The Headteacher said that it will continue.

Safeguarding. The Headteacher said that there have been two written complaints from parents, one relating to other parents in response to a playground incident and the other relating to a playground incident. She said that, in respect of the former, PLT had advised her not to mediate between parents under any circumstances. She said that she has formulated written responses to both sets of parents saying that the matters raised have been investigated and that the school has conceded that at the time of the incident, communication was not as good as it could have been with the parents regarding the incident and between the lunchtime and classroom staff. The Headteacher said that she has made recommendations in the correspondence to the effect that communication with parents when incidents such as this take place should be improved, the anti-bullying policy and behaviour policy will be reviewed that will include staff, parents, pupils and the LGC, a review of how negative behaviour issues are dealt with if behaviour falls below the expectations of the school will take place together with a commitment to be fair and consistent with all pupils when their behaviour falls below the expectation of the school, adult support will be provided for the pupils concerned in these incidents during break and lunch time to facilitate play and friendships and to create an individual plan for the pupils concerned to build their self esteem. The Headteacher said that she has also said that the complainants should pursue the formal complaints procedure if they are dissatisfied with her response. **A governor asked if there is a parent/school contract.** The Headteacher said that there is a contract when a child starts school. **A governor asked if the Headteacher will continue to remind parents about refraining from using social media in a negative way regarding issues in school.** She said that she would do this. It was noted that the Section 157 return had been completed and sent to Cornwall Council.

Attendance. Comparative attendance data was circulated for September 2017 until March 5th 2018 and it was noted that whole school attendance was 96.2%, attendance for disadvantaged pupils was 95.4% and persistent absence was 8.8%. The Headteacher said that this data was excellent but it did not include data from Apple class. **A governor asked what had been done to reduce persistent absence so dramatically.** The Headteacher said that there was a new attendance policy in place and that a consistent approach to attendance was taking place in school. She said that case studies have been a focus and that these families have been supported but clear boundaries have also been put in place regarding attendance. She said that, for one family, medical evidence has been requested to support the absence and for another family, transport has been put in place for a disadvantaged pupil who requires transport to school. She said that support for these families must continue. She said that, in addition, parents are being encouraged to submit holiday forms in advance of absence for holidays so that they can be warned before the holiday of the consequences of taking holidays during term time. The Headteacher said that the Ofsted data dashboard shows no lines of enquiry from last year so they will refer back to their report from last year to judge progress. The Headteacher said that the attendance data is a cause for celebration.

Behaviour. The Headteacher circulated the CPOMS report comparison data. It was noted that the behaviour data could be divided into incidents and concerning behaviours to make the data clearer. **A governor challenged the Headteacher to explain what incidents relating to parents refers to.** The Headteacher said that this refers to something taking place with a parent such as a domestic break up, a parent being unwell and /or away from home. **A governor challenged the Headteacher to explain why this data is relevant to CPOMS.** She said that it is relevant if it impacts on a child's life at school. **A governor asked why the CPOMS data has increased.** The Headteacher said that this was due to more data being reported. **A governor asked why there had been less referrals this year.** The Headteacher said that some children with significant needs



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have left the school so there have been less referrals. In addition, she said that there are fewer agencies that can be accessed. The Headteacher said that she would break down the behaviour data into physical, verbal, welfare and disruptive. **A governor asked what the CPOMS data relating to online safety referred to.** The Headteacher said that this related to parents' concern about material a child is accessing online. The Headteacher said that the details behind the CPOMS data is very detailed and comprehensive and it can be used to see patterns emerging for specific children, actions taken and the impact it has had. **A governor asked if there are behaviour statistics that are incident specific.** The Headteacher said that when she divides the data down as suggested, this would assist with this. The Headteacher said that she was taking over the SEN role in the short term and she will be looking at the accuracy of this data.

Premises. The Headteacher said that Vickery Holman will be project managing the works to the old building in the summer. He said that a decision is being made as to whether to put a suspended floor in the old building or a concrete floor. **A governor challenged the Headteacher to explain the nature of the works that will be undertaken to the old building.** She said that the floor will be removed, the walls re-plastered and repainted, damp proofing, removing the server and cupboard and the provision of new furniture. She said the aim is to reinstate it as a classroom in September 2019. **A governor challenged the Headteacher to explain if PLT have been supportive over this issue.** She said that support from PLT is patchy and progress is quite slow. She said that she needs to be made aware of progress and timelines so that parents can be kept informed. **A governor asked who will be undertaking the work.** The Headteacher said that Vickery Holman will be project managing the work but she is unsure as to who the tradesmen will be. **A governor asked the Headteacher if she was aware of a start date.** She said that she did not have a start date. **A governor challenged the Headteacher to confirm that the budget will cover all the works that are necessary.** She said that she is as it is a health and safety issue. It was agreed that the Chair will ask PLT for a start date on behalf of governors. It was noted that the Year 5 children are thriving in their new classroom.

Health and Safety. It was noted that training for the Health and Safety governor had taken place so he is up to date on the training in this respect. He said that the key message from the training is that communication is the key but he considers that the school needs to be more proactive in health and safety terms but that it needs to be a two way process. He said that health and safety walkaround dates from PLT were needed so that he could accompany the member of staff concerned.

There was no further business and the meeting closed at 8pm.

LOSTWITHIEL SCHOOL LGC

1st MAY 2019

ACTION POINTS

Minute Number	Action	By Whom
4	Email a summary of changes to the risk register to governors	NS





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- | | | |
|---|--|----|
| 5 | Circulate 2019/20 staffing structure to | |
| | governors | NS |
| 5 | Ask PLT for a start date for works to the old building | DS |





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