



Lostwithiel School
Bodmin Hill
Lostwithiel
Cornwall
PL22 0AJ

www.lostwithiel.cornwall.sch.uk
Telephone: 01208 872339

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Minutes of a Meeting of the Local Governing Committee of Lostwithiel Primary School held on 26th September 2019 at 6pm.

Present:

Absent:

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

In Attendance: Lisa Mannell (CEO, CELT)

Sue Blaxley (Clerk to the Governors)

1. Welcome

The Chair welcomed everyone to the meeting. There were no additional pecuniary interests to declare. All governors were asked to complete the CELT Criminal Conviction Declaration. There were no apologies for absence, but it was noted that Tabitha Carnell has resigned after 4 years of being a governor at the school.

2. Minutes of the Meeting held on Wednesday 1st May 2019 and report on action points

The minutes of the meeting held on Wednesday 1st May 2019, having previously been circulated, were agreed as an accurate record. In terms of the action points, it was noted that there were no changes to the risk register to email to governors. The Headteacher confirmed that she had circulated the 2019/20 staffing structure to governors. It was noted that the building works are now complete. The Headteacher said that she had changed the behaviour categories on CPOMs in accordance with the challenge made by governors at the last meeting. It was noted that some governors may be at the end of their term of office. It was noted that Jon Brown's term of office as parent governor has expired. The Headteacher said that she would advertise the vacancy in the school newsletter.

3. Matters Arising not included on the agenda

It was agreed that Amanda Barrass would be the climate change representative for the school. Governors agreed that they did not want the school to be represented as part of Extinction Rebellion. In terms of governor visits, the Headteacher asked all governors to put dates for their visits to school in the diary within the next week.

4. Trust Update – to receive and consider a Trust update from Lisa Mannall (CEO)

Lisa Mannall explained that PLT became CELT on 1st August 2019 and Poltair School joined CELT on 1st September 2019. She explained that the merger did not happen as NET did not agree with the governance structure. She said the aspiration is that the merger will take place on 1st January 2020. She said that, in reality, for the primary schools in the Trust, it is business as usual and it has not affected the day to day operation of the schools. Governors clarified which secondary schools are in CELT. She said that, essentially,



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all schools are carrying on as usual.

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

Standards. The Deputy Headteacher said that for the Early Years children, there were 25 who had a starting point of 45% at GLD (Good Level of Development). This figure was 75% at the end of the 2018/19 academic year which is above the national average. She said that 6 children failed to achieve GLD. She explained that failure to achieve GLD was particularly the case for pupil premium boys in writing. She said that an area for celebration for this cohort is in number at 80% achieving GLD. **A governor asked if there were any concerns about sustaining this level of achievement with the current cohort.** The Deputy Headteacher said that there are 20 in the new cohort and they seem to be a strong cohort. She said that the school has worked closely with the pre-school. **A governor asked what percentage of the new cohort are from the pre-school setting.** The Deputy Headteacher said the number was higher than usual. The Deputy Headteacher said that the phonics results were 84% at the expected standard. She said that a common thread is that SEN and PP children are not achieving the expected standard. **A governor asked if a review of pupil premium spending will take place.** The Headteacher said that an external review with Babcock will take place on 5th November 2019 and they will look closely at writing. The Assistant Headteacher said that writing is teacher assessed and that achievement is lower than in Maths. **A governor commented that this is the same for KS2 and challenged the Headteacher to explain what measures have been put in place to address this.** She said that those children not achieving the standard have been identified and they will have an individual plan put in place and they will be in a specified cohort. **A governor challenged the Headteacher to explain why the results are poorer in writing.** She said that it is the hardest thing for children to grasp and that it is a national trend. She said that the school is strong at judging where the children are in terms of progress and this helps in moving them along. **A governor commented that the national figures do not show that writing is not doing so well.** The Headteacher said that the results in Reading and Maths are good. The Headteacher said that the KS2 results were very pleasing. She said they were significantly above national average for the second year in a row. She said that some joiners did not do quite as well but overall, the results are to be applauded. She said the results are a great improvement on the results for 2017. The Headteacher said that in 2019/20, the high attainment figures will not be sustained but progress will be very good in both reading and Maths. **A governor asked if writing is being prioritised.** The Headteacher said that certain pupils are being invited into breakfast club for breakfast and writing as well as receiving class intervention. **A governor asked if the children concerned had attended the breakfast club to date.** The Headteacher said that she hoped the selected few will attend. **A governor asked if there is concern about how this year's Year 6 data will be presented in the event of an Ofsted inspection.** The Headteacher said she was not concerned at there is hard data in the PIRA and PUMA work and in the childrens' books throughout their KS2 journey. She said that their progress scores will be good. **A governor asked if OFSTED will inspect the school before 1st November 2019.** The Headteacher said she was unsure but that it was unlikely. In terms of the whole school's standards, she summarised by saying that the progress and attainment is strong in reading and Maths and it is weaker in writing. She said there is work to do in terms of SEN provision. She said that the quality of teaching in KS2 is very strong and it is strong in KS1. She said there is an NQT in KS1 who is being well supported. The Headteacher said that, as part of CELT, there is a new data tracking system which is cloud based which governors will be able to access. **A governor challenged the Headteacher to explain if wider curriculum subjects are being tracked.** She said they were being tracked in all individual subjects at the end of units. She said there is more work to do in this respect. **A governor asked if all teachers are using the tracking grids.** The Headteacher said that they are. She said that OFSTED will look deeply into individual



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subjects and into behaviour.

Staffing.

The Headteacher said that there are 2 new members of staff: one in Year 4 and one in Year 1. She said that one member of staff will oversee SEN.

Safeguarding. The Headteacher explained that there had been a whole school inset training day on safeguarding. She said that there will be further training on 7th October 2019 for those staff who could not attend the inset day and for governors. **A governor asked why some staff did not attend the inset day.** The Headteacher said that one member of staff was stuck abroad, and one was on annual leave. She said that all staff are completing FGM and Prevent training online.

Attendance. The Headteacher said that the attendance data is a cause for celebration. **A governor challenged the Headteacher to explain why pupil premium attendance is a point down on overall attendance.** She said that it is a problem and needs addressing. She said that FSM attendance is down too. The Headteacher said that individual case studies will be undertaken for those children involved. She said that attendance for FSM and PP children is still an improvement on the data before the new policy was introduced. **A governor asked what is deemed to be good attendance at the national level.** The Headteacher said that 96% is considered to be good attendance at the national level. She said that overall attendance is 96.7% and that the school has been very robust in its implementation of the new policy. **A governor asked if persistent absence was predominantly by PP children.** The Headteacher said this was not the case as only 1 PP child was persistently absent. She said that the school needs to look at PA more closely.

Behaviour. The Headteacher circulated the CPOMS report data for 2017/18 and 2018/19. It was noted that the behaviour data had been divided into verbal behaviour, welfare, disruptive behaviour and physical behaviour. **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 which may affect a child's behaviour. **A governor asked if there was very active reporting of all incidents in 2018/19 compared to the previous year as the number of incidents has increased significantly.** The Headteacher said that the school is better at reporting. **A governor asked what behaviour data OFSTED would want to see.** She said that they would look at anonymised chronologies and action threads in detail. **A governor commented that it is difficult to gather an overview of how behaviour is in school and whether there are concerns about behaviour.** The Headteacher said that there are some children who struggle to manage behaviour but conduct around the school is good. She said that governors could undertake a behaviour and attitudes visit. **A governor questioned whether a reading governor is necessary.** The Headteacher said this was not necessary as this would be covered under the remit of the standards governor. Lisa Mannall commented that the rise in the number of parent behaviour incidents from 6 to 27 is positive as it illustrates parent openness. In terms of leavers and joiners, the Headteacher said that 4 children have returned to the Year 6 cohort which is positive. She said that there is a strong home-schooling group in Lostwithiel. **A governor asked if it is challenging for the school if a child leaves to be home educated and subsequently returns to school.** The Headteacher said that it varies on a case by case basis. She said that, overall, more children are joining than are leaving. **A governor asked if there is high mobility in the school.** The Headteacher said there is and this can be a risk. **A governor asked if the school is effective at managing mobility.** The Headteacher said the school is as effective as it can be at



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managing mobility.

Premises. The Headteacher said that the Year 5 classroom is nearly complete, and the new CCTV will be complete in the next two weeks to further safeguard the site.

Stakeholders.

The Headteacher said that a parent and carers steering group has been set up and has met once. She said that the children are being asked what they consider to be fair sanctions and rewards and teachers will also be asked. She explained that all stakeholder feedback will feed into the new behaviour policy. **A governor asked if the use of social media has calmed down.** The Headteacher said that it had calmed down, but it will always occur. The Headteacher said that a lot of playground fallouts are seen by parents as bullying. She said that it is important to keep the channels of communication open, but it is difficult to manage. **A governor asked if the daily mile is having an impact.** The Headteacher said that it is a positive thing and the aim is to break up stagnant times of the day. She said there was one official complaint at the end of last term which was dealt with at Headteacher level.

Governors.

The Headteacher said there are 4 strands to the new framework which will form the basis of the SDP and that governors agreed to be assigned roles as follows: Jon Brown – Quality of Education, Rebecca Ellis – Behaviour and Attitudes, Dan Solly – Leadership and Management and Amanda Barrass – Personal Development and wider curriculum. It was noted that Tabatha Carnell will not be replaced at the present time.

There was no further business and the meeting closed at 7:30pm.

LOSTWITHIEL SCHOOL LGC

26th SEPTEMBER 2019

ACTION POINTS

<u>Minute Number</u>	<u>Action</u>	<u>By Whom</u>
5	Advertise parent governor vacancy in the school newsletter	NS





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