



**PRIDE,
PASSION,
PARTNERSHIP,
PERSEVERANCE,
PARTICIPATION.**

Minutes

Local Governing Body Meeting

Wednesday 09 December 2020



Local Governing Board Minutes:

Present: Dan Solly – Chair; Jon Brown – Vice Chair; Natalie Simmonds – Headteacher; David Parker; Rebecca Ellis; Kate Webber; Tom Miles; Mike Stead

Date 09 December 2020

Time 17.30

Venue Via TEAMS

1	Welcome, Apologies and Declarations of Pecuniary Interests: No additional interests declared.	
	1.1	Governor Terms of Office/Appointments/Resignations: <ul style="list-style-type: none"> Mike Stead appointed as Support Staff Governor – term of office: 09.12.20-08.12.24. RE to apply as Parent Governor as term of office expires in January 21. Parent Governor Elections to be held w/c 18 January 2021.
	1.2	Governor Code of conduct / Disqualification by Association/ Section 2 Keeping Children Safe in Education /updated pen portrait for website (Agenda Papers 1.2): <ul style="list-style-type: none"> Clerk to circulate Code of Conduct and Disqualification by Association forms to Governors. KCSIE: Clerk to create grid for governors to confirm they have read the document. Pen portraits from governors to be submitted to HT by 18 December 2020.
2	LGB SEF Action Plan (Agenda Paper 2): Clerk to formulate a schedule of assessments/monitoring visits linked to SDP/governor role.	
3	Minutes of meeting – 21 October 2020: Approval, Matters Arising & Actions: (Agenda Paper 3): The minutes of the meeting were approved as an accurate record. To be signed by Chair. <ul style="list-style-type: none"> Matters Arising & Actions: <ul style="list-style-type: none"> ➤ Appointment of MS as Support Staff Governor noted above. ➤ Updating School Website: compliant and up-to-date: Updating GIAS Platform – to be completed by Trust Governance Officer. ➤ Pecuniary Interests annual form: completed. ➤ Skills Audit & Matrix: completed. ➤ School Improvement Plan: noted in HT report. ➤ Pupil Numbers: advertising in hand. ➤ Staff & Wellbeing Report: detailed in HT report. ➤ Safeguarding Report: ➤ SEN Visit to be arranged: Chair to arrange date. ➤ Committees update: to check with Trust re. committees required. ➤ Performance Management outcomes: Detail in HT report. 	
4	Work achieved by LGB since last meeting	
	4.1	Governor Visit Feedback Form/s (Agenda Paper/s 4.1) Safeguarding Governor examined SCR following County check – discussed general safeguarding issues due to partial school closures.
	4.2	Feedback from Governors with statutory delegated responsibility (ref LGB Governor Committees & Delegation of Responsibility)
	4.2.1	Child Protection / Child in Care:
	4.2.2	SEN:
	4.2.3	Whistleblowing: Chair (DS) Whistleblowing Governor.
5	Headteacher's Report (Agenda Paper 5) Governor Questions: <ul style="list-style-type: none"> The Writing Recovery Statement-How is writing being assessed and monitored? Assessed and monitored in two ways. Ongoing against the curriculum statements and where they should be. 'No More Marking' system 	

being used; each term children will have window to do some writing. Assessment window: teachers will see range of writing - creates sliding scale of weakest to strongest. Sets who the strongest mediators are. Assists to establish if staff make accurate judgements. Places where children are according to national. Completed Y5 this term. In Summer term will be able to follow KTSA moderation. Staff Governor confirmed how helpful this system is, noting staff updated prior to the introduction. Noted Babcock statement; assessment statements being used on day to day basis. Policy.

- **What does ADPR stand for?** Assess, Plan, Do, Review. Looking at cycle – supporting SEN children.
- **Sport-led play provision at lunchtimes sounds great - how do you identify the 'specific children' that receive this, and how do you ensure that all children are sufficiently active?** TM Sports Coach leading provision for specific children. How do we specify what to do with the children that we know? through having observed them on the playground where they are finding it very hard to play together, some overly competitive/unacceptable behaviour. TM is an excellent role model. The allocation depends on which group need it from judgement of teachers. Staff Governor noted success with Y2 group last year, now in Y3 no longer need the support. To ensure all children are sufficiently active? weekly sessions held and Forest School. Reviewing how to re-introduce the daily mile. Commenced Y4/5 Football and Y2/3 Skills.
- **Overall attendance figure is fantastic! How much persistence absence is there? Has progress been made with those families to improve attendance?** Covid absences not included in attendance figures. Other than this there is very little persistent absence; three children requiring support. Challenge from the LA limited thus hard to be as robust as would like to be. Prepared a new Attendance Policy which County have slightly amended. HT confirmed to be sent to parents this week. Governor noted challenge has been low re. supporting penalties – evidence required parent has seen and signed the attendance policy. The portal was down until last week – the LA do not want to issue fines. Attendance requirements have been made very clear to parents. The LA are not being supportive. **Governor questioned EWO support/process?** HT confirmed EWO excellent; the problem was with the portal. **Governor: do you think Covid muddled the waters?** Confirmed, noting other than Covid attendance is good. Unsure how release of travel restrictions will affect attendance.
- **What is the 'no more marking' process?** Noted above.
- **Has phonics screening taken place for Y2 children? How are results (or anticipated results) looking?** Phonics screening completed with 90% pass. HT commended AHT and children for their efforts. DHT anticipated in Y1 looking strong possibly 95% - sound and positive.
- **Pupil Premium plan - it's great to see the planned strategies. However, it's not clear what the money will be spent on in each area. How are the projected spending figures arrived at?** HT noted not required to provide breakdown, however, process is to review previous years expenditure and to meet with staff to agree broad figures, a similar process is adopted for the Breakfast Club.

Governor commended the clear format of Headteacher's Report.

The Safeguarding Governor expressed concerns regarding Staff wellbeing. It is particularly hard with self-isolation. When bubble closed there were six members of staff absent, one member of staff had a child in the bubble which presented childcare problems. Concern expressed as staff are eating lunch with the children, therefore, only able to get a ten minute break. Vouchers being distributed for wellbeing day off for members of staff, cover arrangements in place as no additional resources available; it is fortunate having such a supportive team who are focussed and supporting each other wherever possible. Staff Governor confirmed the staff team are fantastic, however, they are tired and need a break. Governor confirmed the same situation being experienced everywhere noting the amount of time being taken for children to wash their hands which is detracting from 10% of their learning time. Governor did not consider Government, or, Ofsted will consider these issues. HT noted, teachers are their own worse enemies due to their resolute dedication. No confidence the powers that be will take these factors into consideration. **Governor questioned whether any schools have received an Ofsted Covid Inspection and current practice?** HT confirmed several schools in the Trust had received a visit; a governor confirmed that information provided by a headteacher in a recent conference confirmed the visits are of a supportive nature and no preparation is required. HT outlined the remote learning. No SPAG tests being organised.

6 **Safeguarding (HT):** Monitoring and Safeguarding Visit in HT Report.

- CPOMS Comparison Report: Provided headlines on MARU referral, however, frustrated at response as Social Worker decision that no further action as second referral.

		<ul style="list-style-type: none"> Safeguarding Training: All Staff have completed basic awareness training with Helen Trelease on 01 September 2020. HT/DHT completed Level 3 Safeguarding training. Signed up for Safeguarding Network which gives DSL training covering children in care, domestic violence. An invaluable tool – a really good Trust initiative. HT noted all staff using CPOMS. Governor questioned there are far fewer children of concern – is this a good sign; HT confirmed more in place to address eg: child has 1:1 support. Keeping record of everything in order to submit EHCP Plan to County. SENCO: HT reported great job by SENCO as obtained two EHCPs; worked hard to get provision for these children.
7		Feedback from CELT Board of Trustees/Members (Agenda Paper 7): Clerk to request Trustees minutes.
8		Feedback from CELT Leadership Team (HT) (Agenda Paper 8): HT to circulate minutes. HT received communication from Government yesterday advising Friday, 18 December be taken as an Inset day as HT required to be 'on call' for six days prior to Christmas break. Inset day on 12 February will now be a normal school day. Parents informed today. DHT confirmed parents at the gate pm were positive re. notification. DHT drew attention to giving vouchers for wellbeing day, recommending HT also needs a break, to action.
9		Teaching and Learning (HT): Covered in HT Report. Assessment being held this week.
	9.1	Progress and Attainment update: Data from last meeting is the main current PIRA & PUMA tests this week. KS4/5 Writing good.
	9.2	Progress of School Improvement Plan - Including verbal reports from English and Maths lead: In Headteacher's Report. To look at progress and ensure it is ragged. Will report progress of SIP; worked alongside Justine Hocking who considers in personal development we should be looking for outstanding; HT not confident about putting this in the Plan in the current circumstances. Governor questioned the reasons for JH's comment; HT noted in last Ofsted "Good" judgement she saw what was being done and the provision which should be emphasised. Governor commented when back to normal with Ofsted visits, there is a need to re-visit this aspect as, if you do not consider you are outstanding currently what do you need to do to achieve this; there is a need to push forward bravely, if the external validation is saying this also SK concurs; the HT felt it was necessary to complete this term, would then like to move forward and meet with Governor (DP) and DHT to plan an approach as evidence shows a strong position currently. Chair endorsed.
	9.3	Safeguarding: reported previously.
10		Lostwithiel Pre-School: Exploring the viability of the school taking over the management of the pre-school to convert to a Nursery. Due diligence carried out, awaiting finance details. The financial situation is the main concern. SK to contact Happy Days which would be most helpful. The final decision will be guided by the financial aspect. Having noted information the Chair enquired whether the Headteacher was satisfied with the information received thus far? confirmed. Governor raised the issue of pupil numbers and whether the understanding generally is for parents choosing 'Nurtured' as the school is judged 'Good' rather than 'RI' which would result in more pressure for Lostwithiel. The HT confirmed the intention would be to appoint a Nursery Manager. Governor questioned would the Trust support, or, would it be left to the school? Confirmed there are already Nurseries in other CELT schools where all the wrap around care is done by the Nursery. At this stage merely exploring the possibilities, would action leadership; in principle in favour as would bring additional pupils and funding. A big marketing campaign would be needed. CELT is supportive. Chair to make a site visit. Governor (RE) left the meeting.
11		Policies adopted by CELT Trustees – for information
	11.1	Behaviour (Agenda Paper 11.1): Amended for Covid 19 as when partial school closure noted pupils were sent home if they spat. HT to forward policy to governors. The policy is on the website.
	11.2	Charging (Agenda Paper 11.2): The HT reported a letter has been sent to parents to confirm that if payment for lunches has not been received it is no longer possible to provide a lunch. School Administrator has done an excellent job in chasing debts.
	11.3	Exclusions (Agenda Paper 11.3): HT to contact Trust.
12		Policies adopted by Academy: <ul style="list-style-type: none"> Safeguarding and CAPH (based on KCSIE) – 01 September 2020. Governor questioned – once adopted for school are policies to be in place for September? HT confirmed they are sent to school. Attendance Policy: Letters to be sent to parents for the policy to be functional.

13	Date of Next Meeting: Wednesday, 24 February 2021 @ 5.30pm
14	Additional: <ul style="list-style-type: none"> HT noted Residential booked at Porthpean for 2021; exploring possibility to arrange a History Visit to France in 2022. DHT noted Nativity Play being filmed in Church.

LOSTWITHIEL SCHOOL LGB - 09 DECEMBER 2020 - ACTION POINTS		
Minute Number	Action	By Whom
1.1	Parent Governor to re-apply	RE
1.1	Parent Governors Elections – 18 January 2021	Clerk/Headteacher
1.2	Circulate Code of Conduct	Clerk
1.2	KCSIE signature grid for governor signatures	Clerk
1.2	Governor Pen Portraits to be submitted for website	Governors
2	Action Plan schedule for Governor Visits	Clerk
3	Arrangement of SEN Visit	Chair/Headteacher
7	To request CELT Trust minutes	Clerk
8	To circulate CELT Leadership minutes	Headteacher
10	Visit to Pre-school	Chair
11.1	To circulate Behaviour Policy	Headteacher
11.3	To contact Trust re. Exclusions Policy	Headteacher
12	Attendance Policy to be circulated to parents	Headteacher