



**MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING**

**7 December 2016, 6.00**

<b>Item</b>	<b>Subject</b>	<b>Action</b>
	<p><b>Present:</b> Jonathan Brown (JB) Tabitha Carnell (TC) Tom Miles (TM) Natalie Simmonds (NS) – Head Kat Smith (KS) Dan Solly (DS) – Chair Tim Spring (TS) Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk Katy Faircloth (KF) – Teacher <i>item 1 only</i> Tessa Guiterman (TG) – prospective governor</p>	
	<p><b>Apologies:</b> Ramon van de Velde (RV), Ann Quarmby (AQ). DS welcomed TG to the meeting.</p>	
<b>1</b>	<b>Maths update.</b>	
1.1	<p>KF gave governors an introduction to Singapore Maths which has been introduced for Y1-3, and explained the changes from previous approaches and methodology. Governors were shown examples of 'Maths – No Problem!' textbooks. NS highlighted the emphasis on ensuring children understand the basic concept first before they progress. Governors asked how it works for more able children? It introduces different activities, and we adapt the scheme as required. How much does it differ from before? Less emphasis on the answers. Harder for older children who need to 'unlearn' some techniques. KF confirmed there are a lot of similarities with the Rising Stars used for Y4-6 so the transition should be easier. NS explained the role of other MAT staff including a Trust 'Maths Lead'.</p>	
1.2	<p>Governors asked what our expectations should be - how will this compare with the introduction of ReadWriteInc for example? The school expects the impact to take more time as it is about changing their perception of Maths and to enjoy it. Governors noted this is something to look at in visits and any pupil conferencing. How are staff adapting? 'Very positive'. KW reported that it was less of a change for EYFS and should reduce some of the problems with transitioning to KS1. NS confirmed that there has been less emphasis on Mathematics for KS2, and it is an activity rather than a teaching tool. How has this been communicated with parents? We have run one workshop, aiming for a second next term.</p>	

	Governors suggested that some parents may have a preconception about the scheme which the school may want to address.	
<b>2</b>	<b>Conflicts of Interest:</b> no additional interests were declared.	
<b>3</b>	<b>Previous minutes of the 28 September 2016</b> were accepted as an accurate record.	
<b>4</b>	<b>Matters arising:</b> none.	
<b>5</b>	<b>Headteacher's report</b>	
5.1	Strengths in 2016. NS emphasised the impact of introducing RWI on our phonics results. Size of cohort was mentioned as something to always consider with our results and year on year comparisons. NS explained that Ofsted will understand this, but will focus on any negative trends. She confirmed she has retained the evidence to explain this to Ofsted if required.	
5.2	Weaknesses. These were discussed and NS confirmed she expects the quality of teaching will have a positive impact. She explained there are 6 PP children in the 2016 cohort and the impact of the two who did not take the SATS tests. 4 of the 6 were 'mobile' and only joined in Y5. NS emphasised the external re-assurance received from Jason Hurr, and explained the use of Target Tracker and her approach to meeting with individual staff.	
5.3	NS highlighted actions being taken to improve progress of disadvantaged children, in particular to ensure better attendance and punctuality. She confirmed there is a 10 minute threshold after which arriving late counts as a half day absence. Pupil Premium. TM volunteered to be the PP governor. NS reported the School Improvement Partner is coming in to do a full audit of how we are using our funding.	
5.4	Safeguarding. NS highlighted comments received by another school from Ofsted about governors relying too much on what they were told, and not checking on this through monitoring and visits. Trust policy has been updated. Governors were given a safeguarding pack and requested to sign the 'read receipt' form. NS highlighted that the Single Central Record is the first item that Ofsted will ask to see when they visit. The introduction of the CPOMS reporting system is going well, and NS confirmed that a hard copy backup is made weekly. Digital Parenting magazine distributed today.	
5.5	KW explained about the Forest School Award scheme (available on the website). Uptake for the walking bus varies from week to week, and children can join anywhere along the current route.	
<b>6</b>	<b>Performance Management update</b>	
6.1	DS reported that performance management for the Headteacher had been completed on 11 November. He had found it a very useful experience and the external consultant had a very rigorous approach and has sharpened the school's targets for 2016.17.	

	<p>The LGB needs to monitor these targets and support NS in achieving them. NS confirmed they are identical to those in the academy improvement plan.</p> <p>A review meeting will take place next term.</p> <p>The need to hear 'a range of voices' was stressed for governor visits – so look to include pupil conferencing rather than just meet with NS.</p>	
6.2	<p>Other staff.</p> <p>NS confirmed this was completed the week after half term and follows a similar process. Their targets are data-driven and in line with her own for the whole school.</p>	
<b>7</b>	<b>Lostwithiel Educational Trust update</b>	
7.1	<p>NS reported one of the Trustee's has visited to see the wall.</p> <p>Our legal advisers are looking into the current arrangements for the lease and funding received.</p>	
7.2	Paul Bassett (previously a school governor) has become a Trustee for LET.	
<b>8</b>	<b>Parking Committee update</b>	
8.1	<p>Four actions planned:</p> <ol style="list-style-type: none"> <li>1. Request an extension to the hazard line.</li> <li>2. Walk to School Week.</li> <li>3. Planning assessment of what our options might be.</li> <li>4. Keep Clear and Slow Down signs from the children.</li> </ol>	
8.2	Governors discussed how safe the walking bus is, and how there is a bigger problem at the end of school day.	
<b>9</b>	<b>MAT update</b>	
9.1	<p>CEO's absence.</p> <p>JA updated governors on the interim arrangements in place.</p>	
9.2	<p>LGB Chair's meeting.</p> <p>Improving communications had been the main theme. A task and finish group comprising directors, LGB Chairs and a Headteacher has looked at this and reports to the Board next week.</p>	
9.3	Board minutes were noted.	
<b>10</b>	<b>Governor visits / roles and responsibilities</b>	
10.1	<p>KS gave a brief summary of her recent visit to look at the Learning Culture.</p> <p>Commented it was a positive report</p> <p>The overall lack of visits was discussed, but it was also noted that there was little opportunity to schedule any before the next meeting. The benefits of pupil conferencing were re-iterated.</p>	
<b>11</b>	<b>LGB Membership</b>	
	<p>Becca Ellis is willing to join, and governors agreed to her appointment.</p> <p>The need to have more non-parent governors was raised by DS and NS.</p>	
<b>12</b>	<b>AOB</b>	
12.1	<p>Governors discussed the best way of using this item in the future. JA summarised what is widely seen as 'good practice'.</p> <p>It was agreed that in future JA will email a reminder a fortnight before each meeting, giving governors a week to submit any questions or issues. DS and NS will then decide which should be addressed at the meeting.</p>	<b>JA</b>

12.2	Diary Dates for governors: Wednesday 4th January at 3:30pm - Back to school buffet for Governors and all staff. Thursday 19th January at 3:15-5:30 - Data meeting with Jason Hurr who will explain new progress measures.	
12.3	Governors and NS thanked KS for all her contributions to the school during her time as a governor and then Chair.	
	Meeting finished at 7.48.	

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