

## MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

23 March 2016, 6.00

### Part A Public

Item	Subject	Action
	<p><b>Present:</b> Jonathan Brown (JB) Tabitha Carnell (TC) Ann Quarmby (AQ) NS Simmonds (NS) – Head Kat Smith (KS) – Chair Dan Solly (DS) – <i>chaired this meeting</i> Tim Spring (TS) Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Chris Bennett (CB) – PLT Premises Manager <i>items 1-3 only</i></p>	
	<b>Apologies:</b> Jeremy Alder (JA) – Clerk, Ramon van de Velde (RV), Tom Miles (TM)	
<b>1</b>	<b>Conflicts of Interest</b> – no additional interests declared.	
<b>2</b>	<b>Previous minutes</b> of the 20 January 2016 were accepted as an accurate record.	
<b>3</b>	<b>Matters arising</b>	
3.1	Admission arrangements. No parental concerns were raised, final arrangements are now on the school website.	
3.2	Newsletter / parental communications. NS said that feedback was that parents do value this so it is now weekly. Clemmie has been assisting in putting it together to improve the format. JB requested that the newsletter should have future dates in, for example INSET day 1 <sup>st</sup> May was not mentioned in last newsletter. NS confirmed that this had been in previous newsletters and would be in next one.	
3.3	Governor website. Governors discussed problems accessing this and with uploading files. School office can deal with login queries, any others please contact NS.	
3.4	Capital bids. CB reported that he was expecting response soon but none has been received yet but we should hear before the end of April. He is very confident we will be successful with the retaining wall, but the replacement classrooms is more of a “nice to have” bid.	
3.5	<p>CB introduced himself and his role within the Trust which includes acting as the client with contractors (eg. Cormac, Chartwells); capital bids; health &amp; safety; premises management. A key aim is to release the Head from having to be involved in routine premises issues and be able to focus on teaching and learning.</p> <p>CB summarised other work which has involved Lostwithiel including:</p> <ul style="list-style-type: none"> <li>• appointment of new Premises staff member Adrian Brooks who he will liaise with</li> </ul>	

	<p>on a regular basis</p> <ul style="list-style-type: none"> <li>completed a H&amp;S gap analysis to identify missing forms, outstanding inspections</li> <li>regular reporting to NS</li> </ul> <p>CB asked that if governors have any concerns please contact him via NS, and he will attend a future LGB meeting when the CIF bid results are in.</p> <p>DS asked what the process is for unsuccessful bids? We could appeal.</p> <p>KS asked whether there is still a governor role now that CB is monitoring? Yes as a local perspective is important, and NS backed this up.</p>	
<b>4</b>	<b>Governance</b>	
4.1	Governors agreed unanimously to invite Tom Miles to join the LGB.	<b>JA</b>
<b>5</b>	<b>Headteacher's report</b>	
5.1	<p>Standards.</p> <p>SATS will start from 9<sup>th</sup> May. Floor targets have changed to 65%. The sufficient progress figure will not be set until after the test. NS highlighted how assessment criteria guidance has changed during the year.</p> <p>TC asked if this was good practice? No - unions are unhappy and some are threatening to boycott the SATS, very difficult for HTs and teachers. NS is working on the format of reports for parents, it will include the "meeting, achieving, working towards expectation" language. TS asked whether secondary schools understand the situation? NS confirmed the school is working closely with them on transition. We can be confident about predictions for KS2. However at KS1 Reading, Writing and Maths in Y2 is a concern. There are a number of factors which makes the class challenging for the teachers including a wide range of abilities, and data on entry into EYFS was significantly lower than usual.</p> <p>NS has discussed KS1 predictions and budget with the CEO as only 20% of Pupil Premium children are predicted to meet age related expectations. The plan is to split the class and employ a short term booster teacher so that teaching can continue at two paces. NS is meeting a prospective candidate tomorrow. Next year's Y3 teacher will need to be strong to support this class.</p>	
5.2	CONFIDENTIAL ITEM	
5.3	<p>Safeguarding</p> <p>Main playground gate being secured over Easter. Gate will be open till 9.10 then people will need to buzz in. This is for the safety of children especially during playtime and lunch.</p> <p>JB asked how all 3 gates would be supervised before 9.10 to ensure children don't leave after they have been dropped off by parents? Meeting discussed locking middle and/or lower gate but there are issues with buggies accessing the site. NS to consider this and report back.</p> <p>E-safety and anti-bullying workshops next term for Y5 and Y6. Parent workshop 25<sup>th</sup> April, run by a highly recommended trainer. Children will be presenting some information to parents.</p> <p>New safeguarding pack available for all visitors. KW will email Safeguarding checklist to governors who can reply by email to say they have read all info.</p>	<p><b>NS</b></p> <p><b>KW / ALL</b></p>
5.4	<p>Attendance. Currently 96.6% and persistent attendance (PA) is 3.6% which is good compared to national data. This represents 5 children out of 140 (Reception not counted for PA) but NS expects attendance to drop in the Summer.</p> <p>PLT is considering employing their own Education Welfare Officer as county EWO is not providing a good service. JB asked about taxis? They are used and currently paid for by the LA. NS is arranging a taxi for a PP pupil from St Austell.</p>	
5.5	<p>Stakeholders</p> <p>Playgroup currently meets in Community Centre Thursday mornings. Building and</p>	

	<p>facilities not suitable, and the costs are prohibitive. School has offered use of hall – this would be good for building community links.</p> <p>KS asked if this would cause parking issues? Playgroup have been warned about parking situation. Parking discussion ensued which established we are still not clear who owns the car park (Town Council or Cornwall Council). Governors felt that radical action is required and that they are concerned it is only a matter of time before there is an accident.</p> <p>Agreed NS to arrange an extraordinary meeting with Chris Bennet, Chief Finance Officer and governors to discuss parking and all related issues e.g. walking bus.</p> <p>NS will be moving her office back to the main building to be less remote from the school.</p>	<b>NS</b>
<b>6</b>	<b>School Improvement Plan</b>	
6.1	<p>To continue to raise standards.</p> <p>TC reported back from her visit to look at phonics. Confidence of staff and children using ReadWriteInc was clear and she could see progress. There is some jargon involved so parents might value a workshop explaining this? KS asked if there are explainer videos which could be shared?. KW to find videos and information to link to from school website.</p> <p>TC is returning in Summer term to revisit other areas of objective including attendance.</p>	<b>KW</b>
6.2	<p>Curriculum development.</p> <p>TS is planning a visit in Summer Term around Arts. Denise was against this, KS felt that with the new Learning Partnership this should be monitored.</p> <p>KS to arrange curriculum visit in Summer.</p>	<b>KS</b>
6.3	<p>ICT. KS reported on blogging visit in Autumn Term and ICT discussion with NS in Spring Term. Most of ICT budget used up this year on Capita SIMS licence after becoming an Academy but this was a one-off cost.</p> <p>Not as much progress as hoped this year - lots of break-fixing – but will start in earnest next year. Blogging club has shown that digital literacy skills are lacking. Code club planned to start in April with KS, Mat Connolley and Graham Laidler.</p>	
6.4	<p>British values.</p> <p>JB reported from his joint visit with TM. British values are woven throughout the whole school, not just teaching, so it is hard to measure. New behaviour policy will form the backbone of British values.</p> <p>Another idea is to do the UNICEF Rights Respecting award, this too will be hard to evidence so NS is going to scrapbook examples.</p> <p>DS asked whether it was being embedded in lessons? This was the expectation from the recent Ofsted inspection at Truro and Penwith College. NS said that British values should only be covered in a lesson if it is purposeful.</p> <p>TM will attend assembly tomorrow when behaviour policy will be launched. JB and TM will follow up next term about how policy is being implemented and evidenced.</p>	
6.5	<p>Healthy Schools Plus and School Food Plan.</p> <p>AQ has done a school dinner visit, and reported improvement since last time. She visited on a Friday (fish and chips), take up of school dinners was good but fish and chips always popular and there was a lot of waste. Packed lunches are being added to menu for Summer, AQ tried one of these on a school trip and said the quality was good. KW reported that staff are taking steps to make sure children can try the salad bar, most prefer this to the cooked vegetable option (often swede). AQ and MS to raise attitude of Chartwells' staff with Chris Bennett.</p> <p>School averages 65% take up of FSM, DfE target is 85%. JB expressed concern</p>	<b>AQ/MS</b>

	about packed lunches – do we want to encourage children to have them just so they can go on the field when a cooked dinner is preferable. NS agreed packed lunches and cooked dinners can be eaten outside on the benches by the dining hall, not on the field.	
6.6	Assessment. DS has arranged a visit for April 12th. Premises. MS questioned whether there was still a role for him? Agreed that governors do still need to monitor. SEN. KS visited Autumn term, AQ planning a visit Summer term. DS asked about a SENCo replacement? NS explained she is hoping to share a SENCo with other PLT schools, but this is a priority. TC asked if the SENCo was shared would they know the children? NS explained that they would have to have a teaching role so they do get to know children.	
<b>7</b>	<b>Chair's feedback</b>	
7.1	KS gave very brief feedback about St Mewan LGB visit and Chairs meeting. David Parker has highlighted potential difficult financial situation in 3 years time. JB suggested Cornwall would benefit from new funding formula? NS cautioned that this additional funding would probably not appear before 2020.	
<b>8</b>	<b>Sithney School</b>	
8.1	NS reads Ofsted reports for schools in Cornwall and saw that Sithney near Hayle had a "dream report" so arranged a visit for herself and KW. Their Head was very welcoming, and both KW and NS were very impressed. Sithney feel that their success is 50% conduct and attitude, 50% curriculum. For NS it demonstrated what success looks like in practice. Jo Naylor and Katie Faircloth also visiting. Based on this and existing plans, NS and KW have come up with a change to the school ethos, planning, environment and behaviour. They explained and demonstrated how subject leaders would set progress goals for the whole school, then individual teachers would do "floorbook mapping" with pupils so that they drive the direction of learning. Teachers then plan lessons based on progress goals and what children want to learn. Pupils take control of their learning. Language is important so NS has drafted suggested phrases for teachers and children to use. Documentation is important and KW has been documenting changes that have already taken place this year under NS's leadership. This is a huge change in teaching and learning style, NS and KW both very excited. NS will arrange a meeting for governors with Sithney's Head.	<b>NS</b>
<b>9</b>	<b>AOB</b>	
9.1	A parent has expressed interest being a governor. <b>Action:</b> TC to share details with KS.	<b>TC</b>
	Date of next meeting: <b>18 May 2016</b>	

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