

PENINSULA LEARNING TRUST

MINUTES of the LOSTWITHIEL LGB MEETING

23 September 2015, 6.00

Item	Subject	Action
	<p>Present: Jonathan Brown (JB) Tabitha Carnell (TC) Ann Quarmby (AQ) <i>item 4 onwards</i> Natalie Simmonds (NS) – Head Kat Smith (KS) – Chair Dan Solly (DS) Tim Spring (TS) Mike Stead (MS) Ramon van de Velde (RV) Denise Watts (DW) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk</p>	
	Apologies: none	
1	Conflicts of Interest	
1.1	Conflicts of Interest policy issued.	
1.2	Declaration of Interests form circulated and completed. JA clarified the requirements regarding connected persons.	
2	Previous minutes of the 15 July 2015 were accepted as an accurate record.	
3	Matters arising: none.	
4	LGB Terms of Reference	
4.1	KS explained that the PLT terms of reference allow for a number of local choices to be made by the LGB. Governors made the following decisions: <ul style="list-style-type: none"> Size of governing body – retain the current 11 governors Parent governors – chose to appoint to future vacancies Staff governor – chose to elect to future vacancies 	JA
4.2	JA explained that with 11 governors LGB can choose to co-opt to one slot, and confirmed this was the option which other schools had chosen to allow them to retain a second staff governor. Governors decided to reserve their co-opted slot for a second staff governor.	JA
5	School Improvement Plan	
5.1	NS introduced the plan by reporting that some of the benefits of being part of PLT are already in evidence – eg joint meetings for Y6 teachers, SENCOs and Early Years have been arranged. She stressed this plan is still a draft, and is based on unvalidated data. She explained the colour coding - blue shows priorities which are common across the trust eg British values; whilst yellow are our own specific priorities such as closing the gap. Governors asked about British values and queried whether given recent events this	

	could even prove divisive for the school?. NS explained the school is promoting it already in a variety of ways, and confirmed using the specific label is not necessary.	
5.2	<p>KS highlighted the need to decide how governors incorporate the plan's priorities into their monitoring activity. Following brief discussion it was agreed that individual governors would focus on the following areas:</p> <ol style="list-style-type: none"> 1. To continue to raise standards - TC 2. Curriculum development - DW (focus on outdoor learning) & TS (focus on Arts) 3. ICT - KS 4. Promote British values - JB 5. Achieve Healthy Schools Plus and implement School Food Plan - AQ & TS 6. Assessment - DS 7. Improve premises - MS 8. Embed SEN code of practice and SEN children to make same rate of progress - KS & AQ <p>Next step is for governors to find out more about the detailed action plans which sit below the plan, and discuss how they are going to monitor it.</p> <p>NS confirmed that different teachers will be driving some areas – she will pass on their details.</p> <p>NS added that the plan will be updated and targets set following her own Performance Management next week.</p>	<p>TC DW/TS KS JB AQ/TS DS MS KS/AQ</p> <p>NS</p>
5.3	<p>JB mentioned a recent report about ICT being damaging to learning. NS confirmed that there are lots of other reports which support a contrary view.</p> <p>MS pointed out that lots of our equipment doesn't work. NS explained we need to use the PLT Helpdesk now – and confirmed we have an IT Technician here every Monday.</p>	
5.4	<p>AQ noted there was no mention of sport – potential inclusion under the Healthy Schools agenda was noted.</p> <p>NS reported we have a Football Coach every lunchtime – paid for with Sports Premium funding. TS asked what about girls? MS reported far more girls are playing now than previously.</p> <p>JB mentioned music – which had been raised before. KS asked if this is a priority for the school?</p> <p>Governors discussed potential benefits of widening this to the Arts in general and to offer an alternative to sports. Consensus was that would be good and TS and others suggested more dance. TS happy to lead on this.</p>	TS
6	Changes to assessment	
6.1	<p>NS explained to the governors how tests at the end of year will be different than previously. National Standard average will be 100 – but set after the results. We do not know what an old lvi5 or 6 might be – 120? Low achievers just 80? Consensus view is 100 will be the old level 4b. Floor target is 85% of cohort at 100.</p> <p>NS explained how the school is adapting to this, and other changes eg types of tests.</p>	
6.2	<p>Governors watched a short DfE video from the Standards & Testing team. https://www.youtube.com/watch?v=t7dgWlInpok</p> <p>NS added that the arithmetic test is far more difficult due to the time limit.</p> <p>AQ asked what it will be like for the children come the end of the year? Wont many more feel they have failed?</p> <p>NS explained that in KS1 there is far more flexibility about how children sit the tests eg at different times, in small groups.</p> <p>TS asked what this might mean for the school if results become more volatile?</p> <p>NS replied that if we did really badly then PLT will intervene and Ofsted may come – but this would have happened before.</p> <p>Discussion over ensuring the children still get a balanced education – KS pointed out</p>	

	it is our role as governors to ensure the school is still doing this.	
7	Safeguarding	
7.1	<p>External audit planned in October, H&S audit this week via the MAT. Training will take place during Inset days. Prevent training will be included - KS will send link to a short online course. NS handed out a leaflet from MARU (Multi Agency Referral Unit). Governors discussed training needs.</p>	KS
8	Admissions	
8.1	<p>JA highlighted the options available to the school in setting their own admission arrangements for 2017.18. Governors discussed the oversubscription criteria and agreed they would like to consult on the following changes:</p> <ul style="list-style-type: none"> • Children who live in the designated area and have a sibling at the school • Any other children living in the designated area • Children who live outside the designated area but have a sibling at the school • All other children <p>Distance from school would then be applied if a further criteria was required.</p>	
8.2	<p>Meeting discussed the timing and nature of consultation. It was agreed this should ideally have commenced by early December; the website should offer some simple FAQs; and there needed to be a clear process in place for answering individual questions and receiving formal responses. JA confirmed he will be involved with producing a draft PLT document for the 2017.18 arrangements.</p>	NS/KS
9	Governance	
9.1	Governors signed a copy of the PLT Code of Conduct.	
9.2	Academies Financial Handbook Briefing. JA highlighted the information regarding governor's conflicts of interest and attendance at meetings which will in future be shown on the trust's website.	
10	AOB	
10.1	<p>NS reported that she had met with the Finance and Premises leads for the trust earlier today to consider applying to the next round of the Capital Improvement Fund (CIF). Two potential bids were identified:</p> <ol style="list-style-type: none"> 1. Replace retaining wall 2. Replace 3 x temporary classrooms – eg asbestos in the building. <p>End of December is the deadline for applications, results are announced spring 2016. NS confirmed that her understanding is the bid for the classrooms will be based on a standard cost rate and not detailed final designs, but she will keep governors informed as the bid is developed.</p>	
10.2	<p>RV pointed out that in the last year the governors had made three major decisions – to join PLT, to appoint a new HT, and to add an extra class / teacher. He asked how the third decision will be reviewed and monitored? (accepting the new school year is just 3 weeks old.) NS felt that the biggest impact so far has been on KS1, and the meeting discussed communication with parents and the pros and cons of additional volunteering. KS asked how soon before the school can make a formal assessment? NS confirmed that the end of term pupil assessments will be the first opportunity. The discussion widened to include the various options for securing additional resources and the need to increase admissions. NS reminded governors that there is significant evidence nationally that it is high quality teaching which has the greatest impact on progress and attainment.</p>	

	<p>KS requested that this is part of future HT's reports.</p> <p>KW added that planning for a single year group is very much easier for staff.</p> <p>TC asked why the new entrants number is lower? Both NS and KW felt there was no single reason. NS pointed out that the deadline for parents applying for a place in September 2016 is next January – so this is the term to focus our efforts on recruiting and publicising the school.</p> <p>RV asked about future plans for new houses in the town? How involved are we with this? KS didn't believe anything has been approved yet.</p>	NS
10.3	RV informed governors that he expects to hear next week if he will become a PLT Director. He is keen to retain a link with the school but isn't sure that he will have the time to remain as a governor as well. Governors confirmed they were happy for him to attend any meetings.	
10.4	<p>Governors asked if there would be changes made to signage / notice boards now we are in PLT?</p> <p>NS updated governors with what has already happened, and is in the pipeline.</p>	
10.5	<p>Governors discussed the introduction of Class Dojo. Both they and the school are pleased with how it is working – noting the link between school, parent and children. The importance of ensuring that usage by both sides is maintained – in contrast to some previous initiatives – was stressed.</p> <p>KS asked for an update at the next meeting.</p>	NS/JA
	Date of next meeting: 25 November 2015	

Signed	Date