

MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

18 May 2016, 6.00

Item	Subject	Action
	<p>Present: Jonathan Brown (JB) Tabitha Carnell (TC) Tom Miles (TM) Natalie Simmonds (NS) – Head Kat Smith (KS) – Chair Dan Solly (DS) Tim Spring (TS) <i>item 5 onwards</i> Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk Ramon van de Velde (RV) – Associate Governor</p>	
	Apologies: Ann Quarmby (AQ)	
1	Conflicts of Interest: no additional interests declared.	
2	Previous minutes of the 23 March 2016 were accepted as an accurate record subject to the following amendment: 6.2 <i>delete</i> 'Denise was against this'.	
3	Matters arising	
3.1	5.3 Site security of multiple gates. NS suggested it would be more prudent to review this once the other building work has been progressed.	
3.2	6.1 ReadWriteInc information on website. NS confirmed this has now been put onto the website.	
3.3	6.5 Chartwell's performance. KW gave an update on what steps have been taken, and she feels there have been definite improvements and expects this to be maintained. NS mentioned that many staff are visible and present in the dining area.	
4	Standards	
4.1	SATs. Y6 week was last week and results are due w/c 6 July. Reading was recognised as hard but NS reported pupils coped well and she summarised what steps the school took to mitigate these – eg starting at 10.00, having a breakfast club. Positive feedback received from parents.	

	<p>Y2 will complete from this Friday through to next Wednesday and these will be run quite flexibly in terms of group size, time of day.</p> <p>We are on track for 100% phonics result.</p> <p>KW reported back from a recent phonics development and training day with an external provider. Now running a weekly masterclass which TAs attend as well.</p>	
4.2	<p>KS asked about Classroom Monitor? NS reported staff are still getting to grips with it but this is reflected across the MAT too. She confirmed it is being used in pupil progress meetings.</p>	
5	Safeguarding	
5.1	<p>eSafety events.</p> <p>Included staying safe and anti-bullying strategies for the children, plus event for parents. NS felt the trainer was very good and would want to use him again with the children.</p> <p>TM suggested a special event for older Y6 and safety could be considered?</p> <p>Governors asked about assistance for parents who cannot attend during the day.</p> <p>NS reported she has placed more information and links onto the website.</p> <p>Governors reported some feedback they received via their children.</p>	
5.2	<p>SENCo</p> <p>A post has been advertised which will be shared between 3 schools (Lostwithiel, Carclaze, Mevagissey). One member of staff would like to be trained.</p> <p>Teaching time and contact with children is still being discussed.</p>	
5.3	<p>Governor Safeguarding checklist.</p> <p>Documents to be uploaded to website in pdf versions.</p> <p>KS confirmed that we do need to find a new Safeguarding governor and TC confirmed she is happy to take on this role. Will arrange to meet with KW and NS.</p> <p>s.157 / 175 form was explained by NS as essentially an audit process.</p>	KW
5.4	<p>Safer Recruitment training.</p> <p>Discussion over best time for delivering this and late afternoon / early evening was chosen as best option for everyone. NS to suggest dates.</p>	NS
6	Stakeholders	
6.1	<p>Budget update.</p> <p>NS highlighted the significant reduction in funding from 2016.17. A range of factors are involved including a fall in roll, change in level of local funding, change in deprivation indicators particularly affected Lostwithiel.</p> <p>The Trust is not expecting any benefit from Fairer Funding changes in the short / medium term.</p> <p>NS reported one member of staff has asked to reduce from 5 to 4 days per week, and NS shared a proposal to cover this teaching herself. Her capacity and other time commitments were discussed, plus the benefit of minimising disruption for the children.</p> <p>KS queried why the FSM budget increases in 2016.17, and the increase in the top slice contribution. RV explained the approach taken by the Trust towards centralisation and recharging. NS highlighted other savings including admin and premises salaries.</p> <p>RV asked if staff are happy with the impact of changes to premises management?</p> <p>NS felt by the end of term we will be in a good position to cope with cover 3 days per week. She confirmed she will happily raise this with the CEO / CFO if she is not</p>	

	happy with the service being provided. DS asked how much teaching NS does at present? Mainly covering other staff whilst on training. Meeting briefly discussed the pros and cons of any extra commitment.	
6.2	LSA Summer Fair. Saturday 9 July has been chosen between 11 and 2, volunteers welcome. KS mentioned there are other events in town quite close to this date.	
6.3	Board Minutes March / April 2016. RV summarised this period as 'a few eventful months for the Board'. Since joining he has always been asking 'why is bigger better?' He contrasted the change between a presentation from the CEO and then what the Trust was told by the RSC (Regional Schools Commissioner). Second key issue has been around centralisation and the Board wanted more information and options. The last meeting received a detailed paper and has now agreed a new central structure. RV feels very comfortable with the decisions made. JA and RV explained what has happened with the RSC regionally and nationally.	
6.4	Curriculum. NS reported from work carried out by the School Council which has identified 12 broad topics. Next staff will match these against the National Curriculum. Future work will look at English, reading and trips. NS also mentioned activity in the last week of half term which parents are invited to contribute to.	
7	Capital Bids / Parking	
7.1	NS explained that the timescales are not yet known, and confirmed that the Educational Trust are aware of what is happening. Retaining wall work will take place over the summer holiday and planning application has been submitted. She explained the plans for the 3 replacement classrooms and the aim to do the Resources Room at the same time as the wall. Clearing out will start at half term.	
7.2	Main disruption will be with the new EYFS modular building. Current building will be removed during the summer break and the area prepared. Then we wait for delivery with October halfterm being the earliest date anticipated, but it could be through to end of the year. KW explained why changes to accommodation are being taken now to minimise the impact on next year's intake, and disruption to the existing class. KW confirmed preschool have been involved in planning for changes and shared spaces. NS outlined other ideas to minimise disruption including changing timetables and assemblies, and the need for a daily walking bus in the autumn term.	
7.3	Parking. KS reported back from a meeting where various ideas were discussed to increase space. She explained this is dependent upon further investigations for listed parts of the building. Potentially this will create a new drop-off space at the front of the school. Impact on hard playground space was discussed.	
8	AOB	
8.1	JB mentioned SEF training for those unable to make previous session. NS will arrange a session later this term.	NS

	Date of next meeting: 13 July 2016	
	Meeting finished at 7.35	

Signed	Date
---------------	-------------