



MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

28 June 2017, 5.30

| Item | Subject | Action |
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| | <p>Present: Jonathan Brown (JB) Tabitha Carnell (TC) Rebecca Ellis (RE) Tom Miles (TM) Ann Quarmby (AQ) Natalie Simmonds (NS) – Head Dan Solly (DS) – Chair Tim Spring (TS) Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk</p> | |
| | Apologies: none | |
| 1 | Data training – <i>deferred</i> . | |
| 2 | Conflicts of Interest: no additional interests declared. | |
| 3 | Previous minutes of the 24 May 2017 were accepted as an accurate record. | |
| 4 | Matters arising | |
| 4.1 | <p>1. Budget. NS reported a saving of £14K for next year following the recent new teacher appointment (difference between starting salary and the budgeted top of scale).</p> | |
| 4.2 | <p>2. LET. NS reported she has just discovered that there is an opportunity to bid for additional funding but this needs to be submitted by next week. School will bid for funds for the IT Club and some replacement IT.</p> | |
| 5 | Attendance Policy | |
| 5.1 | <p>NS explained the draft had been shared with the Educational Welfare service for comment and just one minor amendment was suggested. The school does need to make a clear statement about what is expected, and we have studied what works well in other schools. Governors commented that the policy is very clear and asked how it will be communicated to all the right people? NS confirmed a summary version with a flowchart is planned and there will be a meeting in September. Governors queried whether what goes to parents needs to be 'less wordy' – but accepted that the main policy does need to be added to the website.</p> | |
| 5.2 | <p>NS clarified that medical appointments are coded differently and explained how the school manages the impact of long term sickness on attendance awards. NS pointed out that children who fail to meet the 90% attendance target (persistent absence) are missing the equivalent of more than one day every fortnight.</p> | |

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| | Governors heard that there are different groups who are impacting on the school's headline attendance figure – Pupil Premium, term-time holidays and late arrivals. NS explained how the school tries to schedule INSET days to provide more opportunities for parents to take their children on holiday, and confirmed the rise in term-time and long haul holidays has caused the increased rate in persistent absence. She pointed out that Ofsted will look at this very closely. The PP group is well supported and NS outlined how the school is already helping several vulnerable families. | |
| 5.3 | Governors were told that there are a small number of children who regularly arrive late and miss registration so impact on the attendance figure. NS explained the measures the school has taken to minimise this. Governors queried whether all parents understand being late is counted as absence and also may not understand the implications for the school. They asked to see a breakdown of the attendance data between lateness and absence, and suggested that if the school finds a way to communicate this to parents it may assist in changing behaviour. | NS |
| 5.4 | Governors approved the policy and it was agreed issuing a summary version before the end of term would be helpful. | NS |
| 6 | Update on building works | |
| 6.1 | INS confirmed the work is progressing and the contractors are regularly working quite late following some delay with the ground works. NS expected the building to be completed on time but her main concern is how much time staff will have to complete their preparation once it is handed over. One opportunity is to have home visits for EYFS for their first week, which some schools do anyway. Governors asked what is left to be done once the building is handed over? Furniture and signage are the two main areas. | |
| 7 | Trust update | |
| 7.1 | Interim CEO leaves at the end of July and the Board has decided to find an internal solution to covering the CEO role for the autumn term whilst the recruitment process for a permanent appointment is made. Paul Towe from St Mewan has been appointed to this role for next term. CFO Ellie Willcocks is also leaving for a post with Cornwall Council, and her role will be covered by Jill Gerrish which will assist with continuity. | |
| 8 | Meetings 2017.18 | |
| 8.1 | Agreed JA will suggest dates to DS/ NS. | JA |
| 9 | Governor visits | |
| 9.1 | Some visits have been made and the reports are waiting to be added to the shared area, Several governors have not been able to access shared area so NS will check. KS2 data is published Tuesday and DS will do a Standards visit after this. PE / Healthy Eating – agreed visiting early next term makes sense. | NS DS |
| 10 | Headteachers Report | |
| 10.1 | Safeguarding. NS reminded governors that this is the report from the new CPOMS system and we are now reporting far more incidents than previously. She explained that incidents reported can be very minor and there can be several in a single day. NS reported the circumstances of the fixed term exclusions, some have been just for the afternoon. She explained the circumstances when an incident is logged as Child Behaviour and that in most cases this is incidents which have happened outside of school. | |

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| | Teachers can log incidents, but only three people can see all records. | |
| 10.2 | <p>Stakeholders.</p> <p>NS asked that any governor not receiving the electronic newsletter to please contact the school office to arrange this.</p> <p>NS highlighted that the school is re-instating 'Sporty Fridays'.</p> <p>Update on staffing.</p> <p>NS confirmed that all new appointees will already know their children before the start of term.</p> | ALL |
| 10.3 | <p>Standards.</p> <p>KW reported on EYFS and explained that trust-wide moderation has taken place across the year. In addition external moderation has taken place which resulted in no action points at all for the school to respond to.</p> <p>Our GLD of 79% compares favourably with the last published national figure. We put a lot of focus on writing and we are very pleased with what we have achieved.</p> <p>Phonics Y1 check – the majority of our children exceeded the threshold.</p> <p>KS1 - feel Singapore Maths has been very helpful in improving our score, and the % working at greater depth was also very strong.</p> <p>KS2 results are published next week.</p> <p>NS reported she is not expecting to see any significant improvement in progress outcomes yet.</p> <p>NS gave a verbal update on PP children's performance, and confirmed numbers are expected to increase next year.</p> | |
| 11 | AOB | |
| 11.1 | Governors were invited to attend an informal meeting with new staff at the first staff meeting (Wednesday 6 th September at 4pm). | |
| | Meeting finished at 7.06 | |

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| Signed | Date |
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