

MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

20 January 2016, 6.00

Item	Subject	Action
	<p>Present: Jonathan Brown (JB) Tabitha Carnell (TC) Ann Quarmby (AQ) Natalie Simmonds (NS) – Head Kat Smith (KS) – Chair Dan Solly (DS) Tim Spring (TS) <i>item 6 onwards</i> Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk Graham Laidler (GL) Tom Miles (TM) Ramon van de Velde (RV) – Associate Governor Ellie Willcocks (EW) – CFO <i>items 1-2 only</i></p>	
	<p>Apologies: none KS welcomed GL, TM and EW to the meeting.</p>	
1	Conflicts of Interest: no additional interests declared.	
2	Budget position	
2.1	<p>EW explained her role and that she was attending to talk about the need to reduce from 7 to 6 classes next year due to financial pressures. She started by explaining the position all Cornish schools are facing as the local funding formula changes to reflect greater priority for High Needs children and deprivation factors. Lostwithiel has come out as a loser based on the new criteria so funding will reduce, and will reduce further due to the falling roll (down by 10 from last year). Unfortunately this is not a one-off and other income streams such as Pupil Premium are likely to reduce too, and at the same time there are increases in staffing costs as well.</p>	
2.2	<p>Based on current projections reducing to a 6 class school gives a small £3K surplus, but retaining the current 7 classes means a £50K overspend. Trust policy is not to use reserves to cover recurring budget gaps. NS reminded governors we are not an oversubscribed school and the largest year groups are Y5 and Y6. When they go our roll will reduce further – together with our per pupil income. We need to start planning for our future staffing requirements now.</p>	

2.3	<p>KS commented that based on the evidence presented there is not really any choice but to return to being a 6 class school.</p> <p>NS explained that one experienced teacher will be retiring so she is exploring the options of offering an early retirement package and retaining the extra teacher we have on a temporary contract. The difference in salary will provide an additional saving and she hopes to know if this will be possible within the next few weeks.</p> <p>NS confirmed that either way there will potentially be other options for them elsewhere in the trust.</p> <p>EW confirmed that some restructuring is taking place with admin and site support which has also provided some savings. She also confirmed that the trust does allow one-off payments from reserves towards redundancy packages.</p>	
2.4	<p>KS asked if we should start planning for further reductions? EW felt this was a sensible option.</p> <p>DS asked what do we need to do to get more pupils?</p> <p>NS and KW summarised what they have been doing already – including the open evening. Governors stressed the need to do more PR, especially about the Forest School. TC relayed comments from parents from other schools who had not realised what facilities we have here.</p> <p>RV asked if there are any adverse issues on the school due to this uncertainty? No.</p>	
3	Previous minutes of the 25 November 2015 were accepted as an accurate record.	
4	Matters arising: none	
5	Headteacher's updates	
5.1	<p>Class Dojo.</p> <p>NS confirmed various non-negotiables are now in place for both teachers and pupils. The aim is for one positive per day per pupil, and one class broadcast per week.</p> <p>DS queried having two different members of staff replying. NS explained that they have a shared class account.</p>	
5.2	<p>Cleaning.</p> <p>Cormac have provided someone who should stay till the end of the summer. Carpets were cleaned over the holidays. SLA lasts till the end of this year. Site manager leaves at the end of this month and the trust's premises manager is visiting regularly to do the handover. Current member of the site team at Penrice will be covering 3 days a week, plus 2 days at Fowey and Luxulyan. For larger jobs they will be able to call upon a bigger trust team.</p> <p>TC asked if the two staff have left because of PLT? No - one has been offered a better paid job and the second wanted to reduce hours and had already moved house further away from school.</p>	
5.3	<p>Capital bids.</p> <p>Submitted for replacing the retaining wall and to replace our two temporary buildings. We should hear if we are successful by April.</p> <p>NS passed on her thanks to trust staff who have assisted with the bid. She also confirmed the Educational Trust have been kept upto date.</p>	

6	Report back from Ofsted training	
6.1	<p>NS passed round copies of the slides from this event.</p> <p>It was agreed she will go through the SEF and School Improvement Plan at additional sessions – dates agreed as 22/2 at 9.30 and 24/2 at 6pm. Any specific questions about cohorts etc please email NS in advance.</p> <p>She summarised the key points – notably Safeguarding, the Prevent agenda, and how children can keep themselves safe.</p> <p>KW commented that Penrice have always given out a series of safeguarding documents and we are planning to do the same by putting them in the shared area.</p> <p>NS will focus on Pupil Premium in the next HTs report.</p> <p>NS explained the two types of inspection and what we need to do to get to Outstanding. Inspectors focus on progress over time and look closely at books and pupil's work.</p>	
6.2	NS confirmed that the school gets its 'PLT inspection' on the 10 February with the SIP, CEO and two other HTs. She anticipates it will provide really useful feedback.	
7	Admissions consultation	
7.1	<p>JA summarised the timetable for determining the arrangements for 2017.</p> <p>Agreed that NS will circulate any feedback, final agreement via email.</p>	NS/JA
8	Governance	
8.1	<p>KS reminded the governors that we currently have two vacancies and both TM and GL were attending as potential new governors.</p> <p>JA reminded governors that they could also seek additional Associate Governors with particular skills or experience such as PR.</p> <p>NS mentioned the possibility of a senior member of staff from Penrice joining the LGB.</p>	
8.2	<p>Disqualification by Association forms.</p> <p>NS explained all staff already sign these, but the Trust have decided all directors and governors must sign too.</p> <p>She briefly summarised what the form is designed to do, and the process which applies should anything be reported.</p>	
9	AOB	
9.1	<p>Governors reported continuing issues with not receiving the newsletter after providing their email address – NS to follow-up on this.</p> <p>KS confirmed she has discussed with NS whether we might look at an alternative newsletter provider instead of e-schools.</p>	NS
9.2	<p>RV gave governors an update on the MAT and mentioned agenda items for tomorrow's Board meeting including centralising more services / budgets; future size of the trust; having a fulltime CEO.</p> <p>RV he added he feels very positive about the MAT and that what we were promised is being delivered. NS backed this up and as a new HT it has been 'brilliant' and she feels very supported.</p> <p>Both RV and NS agreed the trust is not losing sight of what does everything mean for our children – both the CEO and Board are demonstrating this regularly.</p>	

9.3	Items for the next agenda – SIP, feedback from governor visits, HTs report on the 3 Ss. DS volunteered to chair next meeting.	
	Date of next meeting: 23 March 2016	
	Meeting finished at 7.34.	

Signed	Date
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