

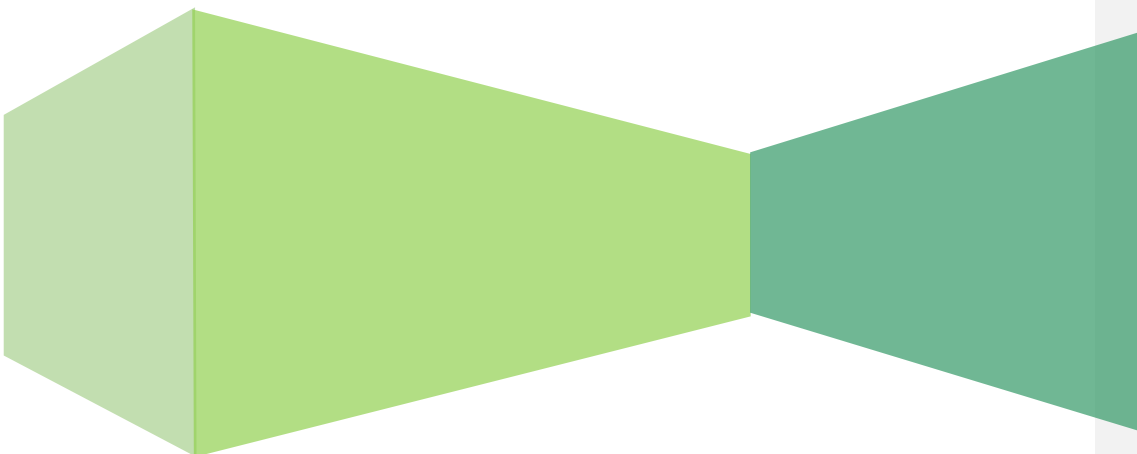


**PRIDE,
PASSION,
PARTNERSHIP,
PERSEVERANCE,
PARTICIPATION.**

Minutes

Local Governing Body Meeting

Wednesday 24 February 2021



LOCAL GOVERNING BODY MEETING MINUTES

School:	Lostwithiel School
Quorum:	5 out of 10 governors in post
Chair:	Mr M Cooper
Clerk:	Mrs Hilary Dipper
Date of meeting:	Wednesday 24 February 2021 at 5.30pm
Venue:	Virtual via TEAMS

Attendance:

Name:	Governor Type	Governor	Present/Apologies/ Absent
Mrs N Simmonds	Headteacher	Yes	P
Ms S Karkeek	Deputy Trust Lead	No	P
Mr M Cooper	Staff Governor	Yes	P
Mr D Solly	Community: Board Appointed	Yes	P
Mr T Miles	Community: Board Appointed	Yes	P
Mr D Parker	Community: Board Appointed	Yes	P
Mr J Brown	Parent Governor	Yes	P
Mrs R Ellis	Elected Parent Governor	Yes	P
Dr S Gould	Elected Parent Governor	Yes	P
Mrs K Webber	Elected by Staff	Yes	A
Mr M Stead	Elected by Support Staff	Yes	A
Mrs H Dipper	Clerk		P

Local Governing Board Minutes	
Date	Wednesday, 24 February 2021
Time	17.30
Venue	Via TEAMS
Desk Top Review by Sara Karkeek, Deputy Trust Lead with responsibility for Lostwithiel Primary School:	
<p>Outlined the Ofsted judgement in May 2018 of RI (requires improvement). Currently consider the judgement would be “Good” pushing towards “Outstanding”. To focus on the 2018 judgement and the key findings:-</p> <ul style="list-style-type: none"> • Quality of Teaching, Learning and Assessment • Lack of urgency of Leaders, including Governors to address this • Minutes do not provide sufficient evidence of challenge and hold to account • Gaps in Safeguarding and Training records • Additional issues on Teaching & Learning • SK/NS discussed regulations <p>SK reviewed the Skills Matrix which indicated lack of governor experience and chairing expertise. Strong areas understanding of education and education policy and connection with school community. There is the basis of a perfect LGB - “Keeper of the Flame” – skills required in place.</p> <p>Website:The website is the first area Inspectors will view, followed by discussion with HT and request for a selection of documents.</p> <p>Minutes: Excellent with clear evidence - evidence of challenge and questioning by LGB particularly highlighted. Good practice with questions following receipt of HT report. Good practice to note actions.</p> <p>Governor Visits: No evidence with specific focus. Record of visits required, visit proforma included in Governors Induction pack.</p> <p>Training Register: Recommendation to create a register to record training attended. When return and appropriate visits and judgements made, training can be arranged to cover how best to prepare for Ofsted and improve quality of education.</p> <p>Reading the minutes you will be judged an effective governing body and this is what is required. Lostwithiel is a good school and as a governing body you need to represent that.</p>	

<p>Following governor enquiry HT confirmed pen portraits and pecuniary interests recorded; to be updated with new members details.</p> <p>SK confirmed the governing body is now more solid but there are a few areas requiring attention eg: paperwork.</p> <p>SK thanked governors for all the time given which is much appreciated.</p>		
1	<p>Welcome, Apologies and Declarations of Pecuniary Interests:</p> <p>DP joined the meeting.</p> <ul style="list-style-type: none"> The HT welcomed all to the meeting introducing Marc Cooper who would be chairing the meeting. MC gave a brief outline of his role. Currently Deputy HT at Brannel School and Trust Lead for Research & Development. As part of the Trust seconded to Lostwithiel School to support the school to move forward with Ofsted in mind. To work with the school and the governing board to assist, noting he has a genuine interest in the school having worked with the HT for the last six months. To aide in where and the way you would like to go. Apologies: accepted. Pecuniary Interests: no additional interests declared. 	Chair
1.1	<p>Governor Terms of Office:</p> <ul style="list-style-type: none"> Resignations: New Governor Appointments: Successful and efficient parent governor elections held with many parents taking part. <ul style="list-style-type: none"> Dr Siobhan Gould as Parent/SEN Governor and Mrs Rebecca Ellis as Parent/Safeguarding Officer appointed from 11.02.21-10.02.25. JB/DS agreed to mentor SG; DBS to be processed by School Secretary. Mr T Miles appointed as Community Governor from 24.02.21-23.02.25. 	<p>HT/ Clerk</p> <p>Secretary</p>
1.2	<p>Outstanding forms/information to be shared/collected from the start of the year: No additional pecuniary interests declared. Clerk to forward PI form and Skills Audit to SG for completion.</p>	Clerk
1.3	<p>Use of CELT email address: It is an expectation that governors use their CELT emails and access Sharepoint.</p>	Chair
2	<p>Minutes of meeting – 09.12.20 - Approval/Actions/ Matters Arising: The minutes were agreed as a accurate reflection of the meeting. Clerk to forward copy of minutes to Chair.</p> <p>SEN Governor Visit: To be arranged with SEN Governor.</p>	Chair
3	<p>LGB SEF Action Plan</p> <p>Review progress against the SIP and self-evaluation form: HT confirmed skeleton circulated with some key tasks. The Action Plan is new, willing to adjust more precisely. Chair enquired whether plan was a standard template; HT confirmed received from Trust. Governor: considered the plan should be the responsibility of governors to formulate, as governance should come from governors. Following discussion it was agreed Chair/HT/JB to meet before Easter to prepare a plan.</p>	HT/ Chair
4	<p>Chair's Action:</p> <ul style="list-style-type: none"> Leadership & Management Report - To monitor progress against the SIP objective for Quality of Education - writing progress. Governor (DS) reported on a very successful visit with JN, noting there is strong evidence that writing at Lostwithiel School is being well addressed leading to positive outcomes and above average scaled score compared to a national cohort, evidenced in the SIP and in the comparisons against national for Y3 and Y5 documents. A follow up school visit in Summer 1 with HT and JN to review progress in relation to all the aspects identified to be arranged. HT confirmed a work scrutiny could be organised if unable to visit school. Also, pupil conferencing to be arranged. Full details in the report circulated. Leadership & Management Report - To monitor progress against the SIP objective, and discuss business-critical issues. Governor Visit (JB): Discussion held with HT relating to current situation, the headline being the advantages related to the Trust's agreement for the school to adopt the pre-school which would have a significant impact on school numbers. HT confirmed excellent support received from Trust personnel. Considerable work undertaken to update the website and social media on the good situation of the school, however, aware that the barriers relate to the Ofsted grading. Due to a backlog a visit from Ofsted may be delayed. Challenge will be faced to retain the current staffing structure. 	Chair

	<p>Chair questioned in terms of quality of reading and writing referred to as scheduled, has this been shared with governors? Confirmed shared monitoring timetable and started TEAMS document with a different focus each week. A weekly learning walk on a variety of subjects, triangulate and assess progression, will demonstrate evidence trail. To ensure points noted and compared to previous walk eg: if behaviour assess at next walk. Chair enquired as pupils have been at home learning during partial school closure, are you going to adapt monitoring schedule or focus? HT confirmed that leaders would continue to do learning walks and work scrutiny but would be adapting the focus to behaviours for learning and pupil wellbeing for the first term. This ties in with the metacognition work school are undertaking.</p> <p>Chair: In relation to governor report in terms of website etc. has any work selling the school and unique specialist provision been posted? HT confirmed there is a prospectus video and facebook page. Personnel from the Trust reviewed USPs to celebrate what we are as a school. The schools mission is 'Growing confident, creative learners curious about their world'. The school takes advantage of unique location is in the natural environment, confident and creative learning, to capitalise on environment. Need to celebrate academic achievements and high expectations of our children.</p>	
5	<p>Headteacher's report:</p> <p>5.1 COVID safe arrangement:</p> <ul style="list-style-type: none"> School Risk Assessment: The risk assessment has been circulated. To bear in mind many schools will be returning. Twice weekly lateral flow test. Bacterial Fogging machine in use. Tersano, a new completely green cleaning system in place. Additional risk measures include staff to wear masks in corridors. Remote Learning Policy and Plan: Chair noted positivity received by parents and encouragement of children strong. A number of key workers children attended. Teachers managed well with 50% attending and 50% remotely. Governor emphasised the need to highlight how well the school has done and feedback from parents. HT will post a piece on the website. Parents overwhelmingly happy with provision. Uploading videos and modelling items online. Workbooks sent out. Book swaps were very popular as provided contact with teacher. Governor: is it worth us creating a piece of evidence in terms of resilience? Will complete the self-evaluation form available from the Trust. Governor: what happens if parents do not send children back? HT confirmed compulsory; however, 2 are quite anxious, with 1 sending and 1 shielding; will continue live teaching for 3 who are vulnerable and have missed a considerable amount of school. Will follow attendance procedures. It is likely many will be anxious but this will resolve in time. <p>5.2 Attendance update: 97%.</p> <p>5.3 Exclusion figures: No exclusions.</p> <p>5.4 Safeguarding: in HT report</p> <p>5.5 Quality of teaching and learning: reported at December meeting and engagement of partial school closure detailed in HT report</p> <p>5.6 Attainment and progress data – across the Autumn Term:</p> <p>Governor: observed writing doing less well: HT reported writing suffered the most during lockdown. The data looks very promising. Pleased assessments had been carried out and they were cross checked against national – this is very robust. If continue in same way the school is in a good position but cannot be complacent</p> <p>HT raised the question between PIRA and PUMA. Progress in Maths: (insert from HT)</p> <p>Chair noted the data looks really strong; looking at specific cohorts are there any concerns? HT drew attention to Y5 a small cohort significantly affected by lockdown. Plans in place for them on return to ensure after May assessment Y5 will have some bespoke time with the Y6 teacher to ensure they get quality teaching – currently mixed Y4/5. Recruited a student during lockdown who will work with Y4s as well as focus on Y5. Governor: regarding Y5 concern are both groups struggling? confirmed issues in both. Governor: has there been a decline in Y5 in performance over time or is it sustained; confirmed lockdown hit hard – 4 children. HT reported on Y1 who achieved normal progress over time. The concern is progress.</p>	HT
	<p>5.6 Performance Management approach for teachers: PM has taken place. Many teachers are at the top of the pay scale. Pay reviews completed, no appeals. HT Performance Management taken place. Governor: with reference to comment re. gender balance and committee</p>	HT

Commented [dD1]: Insert from HT

	structure, what is expected? Who carries out PM? HT confirmed – Trust/HR/HT approves, reported to Board anonymised. Chair recommended HT has discussion with Deputy Trust Lead.	
6	Financial management 6.1 Monitor and discuss current budget: Governor/HT reported current overspend on Supply costs; TA from agency required to support a very vulnerable child on 1:1 who has acute needs EHCP in progress. Trust supportive of using agency to meet the needs of the child while EHCP is in process. Otherwise all on track. 6.2 Discuss proposed budget and staffing structure for new financial year: Proposed Budget and Staffing Structures agenda item for May meeting.	HT
7	Governor monitoring	HT
	7.1 Census	
	7.1.1 Autumn Term Workforce Return – update & feedback: 7.1.2 Spring Term Headcount Return – for approval/submission 21/1/2021: The return has been checked November 2020 no concerns; copy to County & DfE. In the Spring Census the pupil premium figures are taken from Spring Census; due to lockdown figures taken from Autumn which recorded 4 pupil premium short, will not receive this funding until the next Census.	
8	Governor Development 8.1 Training: Governor: to be addressed within LGB Action Plan, noting when joined the Trust it was understood training would be organised Trustwide. There is a need to understand the Trust's expectations and requirements from governors. It would be helpful to receive direction from the Trust; the HT referred to KTSA (Kernow Teaching School Alliance) enquiring whether governors receive their newsletter. Governor (declared association with KTSA) noting the teaching hubs recently announced, it may be that teaching will be offered through these hubs. It is complicated when there are a number of providers. There is a need to be aware of training required. Hopefully there will be greater cohesion. The Chair reported Trenance Learning Academy had formulated the Action Plan for Brannel, recommending contact in order to include anything that is missing to be arranged through the Trust. HT asked did anyone access e-schools-TEAMS LGB Archive Visits-General. Governor: raised queries regarding the TEAMS account system.	Chair
9	Work achieved by LGB since last meeting: Chair noted a template is available for Visit Reports.	Chair
	9.1 Governor Visit Feedback Form/s:	
	9.2 Feedback from Link Governors with statutory delegated responsibility (ref LGB Governor Committees & Delegation of Responsibility)	
	9.2.1 Child Protection / Child in Care: no issues reported (safeguarding covered in HT report) Safeguarding/Child Protection Governor (RE).	
	9.2.2 SEND – workshop feedback 12/01/21: SEN Governor (SG)	
	9.2.3 Pupil Premium: Proactive with 22 out of 26 attending. PP Governor to arrange a visit.	
	9.2.4 Whistleblowing: Governor (MC)	
	9.2.5 Health & Safety: The Trust carried out an audit, the biggest issue being the subsidence with Lean-to; now resolved.	
10	Safeguarding: CPOMS – details in HT report. In touch with Agencies as appropriate.	HT
11	Feedback from CELT Leadership Team: Chair reported on CELT the new Trust formed from PLT/NET, over the last 18 months have prioritised maintenance work of the Trust working towards school improvement programme. Will now move forward working with the Trust Leadership Teams and various strands with Pupil Premium pupils and will have a learning culture across the Trust. Looking specifically at leadership with a focus on the disadvantaged, quality of teaching and learning, teaching of metacognition, accessing EEF (Education Endowment Fund). Joe McGovern, SEND Trust Lead completed good work a cohesive tool for assessing where children need to be CiN (Children in Need) assessment. Not appropriate for SEN children – looking at bespoke as one size does not fit all.	Chair
12	Standards	HT

	12.1	Progress and Attainment update including Pupil Premium:	
	12.2	Progress of School Improvement Plan - Including verbal reports from 'Closing the Gap' progress: Base line assessments to be carried out on 22 March – looking at a completely different base set. Not appropriate to RAG rate at the moment.	
	12.3	Pupil Premium Grant/Catch up funding/Sports premium grant: Shared documents at last meeting re. catch-up funding and PPE. Focus on attendance assisted by EWO. Focus on quality of teaching Read.Write.Inc ongoing.	
13	Policies adopted by CELT Trustees – for information		HT
	13.1	ICT Acceptable Use – staff & volunteers (Dec 2020): To circulate to governors. Safeguarding governor reported important work around behaviour required as children at home have experienced inappropriate contact online. HT reported issue discussed with Staff – will organise staff training to deliver e safety workshops and lessons	
14	Policies adopted by Academy		HT
	14.1	School Admission Policy: Finalised – awaiting decision re. pre-school. Meeting with St Mewan School. Governor noted parents consultation required if changes to be made.	
15	<p>Any other Business: Governor noted the need to be pro-active as two way communication is essential. Excellent that Teaching & Learning is the focus. There is a need to be clear on our expectations from the Trust and vice versa, accountability paramount. Important focus teaching and learning with parents. As a group we need to focus on our role and the role of the Trust and what we appreciate the Trust for. Chair questioned what this would look like? Governor: A Statement to include</p> <ul style="list-style-type: none"> • Stakeholders – responsible to community of Lostwithiel • Students • Safeguarding – responsibility to community <p>Need to define 'what we do' and 'what the Trust does'. Setting out to aspire to what we are trying to achieve. Our priorities this year.....'catch-up' and 'keeping children safe'. HT advised 'Vision of LGB' to be an agenda item for the May meeting. What is the intent? what is the uniqueness? what is the school setting out to do? Governor: Important to know vision for the school – requires discussion.</p> <p>The Chair commended the Headteacher and thanked governors for their contribution. HT confirmed the Staff are positive.</p>		
16	Date of Next Meeting: 26 May 2021 @ 17.30		

Meeting closed at 19.30:



Signed Date 26 May 2021
(Chair)

LOSTWITHIEL SCHOOL LGB - 24 FEBRUARY 2021 - ACTION POINTS		
Minute Number	Action	By Whom
SK Review	<ul style="list-style-type: none"> • Update of website – new governors/terms of office/pecuniary interests/attendance • Training Register 	Headteacher/Clerk
1.2	DBS application for S Gould	School Secretary
2	Forward Minutes of 09 December 2020 to Chair	Clerk
4	Governor Visit – Summer: To review progress with writing/book scrutiny/pupil conferencing	Governor - DS
5.1	Completion of Self Evaluation form	Headteacher
5.6	Performance Management: Discussion with Trust	Headteacher
6.2	Budget & Staffing Structures – May agenda	Clerk/Headteacher
9.2.3	Pupil Premium Visit to be arranged	Governor - TM
13.1	Acceptable Use Policy to be circulated	Headteacher
13.1	Review Snapchat Ap	Headteacher
15	Vision for the School	Governors/Headteacher