



MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

28 September 2016, 6.00

Item	Subject	Action
	<p>Present: Jonathan Brown (JB) Tabitha Carnell (TC) Tom Miles (TM) Ann Quarmby (AQ) Natalie Simmonds (NS) – Head Kat Smith (KS) Dan Solly (DS) – Chair Tim Spring (TS) <i>item 1.2 onwards</i> Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk Chris Bennett (CB) – Trust Director of Estates <i>item 1 only</i> Janet Bond (JBD) – SENDCo <i>items 1- 2 only</i> Rebecca Ellis - Parent Ramon van de Velde (RV) – Associate Director Siobhan Yates (SY) – Lostwithiel Educational Trust <i>item 1-3 only</i></p>	
	Apologies: none	
1	Capital works update	
1.1	<p>CB summarised the works being carried out and confirmed that after some initial delays the work is now developing rapidly. Elliott Hut will be demolished during the October half term, and more works to the foundation and base can be carried out over the Christmas break. Work will commence January with the aim of being ready for start of summer term. NS thanked CB and RV for their efforts in getting the contractors to bring forward their original timetable. She stressed she has asked the project managers to keep the school fully informed so we can share the necessary information with parents and the wider community.</p>	
1.2	<p>DS asked if it possible that the current concrete base can be retained? Yes but we will not know until building is cleared and it can be inspected by engineers. JB asked why the overall timetable is longer than originally announced? KS and CB confirmed that only 2 of 6 contractors returned our tender, and only one of these could meet our timetable. Governors asked about how using the hall for EYFS is going? Main issue has been noise and various suggestions were shared as to how this might be mitigated. The retaining wall work and Y4 classroom building are due for completion by end of November. RV thanked CB for his work on this project.</p>	
2	Meet your SENDCO	
2.1	JBD introduced herself and her role across 3 Trust schools (Carclaze 3 days per week, Mevagissey and Lostwithiel 1 each).	

	<p>First priority is getting to know your children.</p> <ul style="list-style-type: none"> Has reviewed current files and processes used to bring school in line with latest statutory code of practice. Worked with staff to look at targets and use their expertise. Plans will be reviewed with parents termly. The new code wants greater parental engagement so we want at least one of the three targets for each student set with the parents. <p>JBD has already met with several parents and would like to meet with more.</p>	
2.2	<p>TM asked how many students are you working with? Currently 12 – but we are yet to review EYFS so this may increase.</p> <p>Will your time spent increase if numbers increase? No but currently working extra hours. NS pointed out that previously we had the equivalent of just 0.5 days per week.</p> <p>JBD added that school admin are supporting her with letters and paperwork. NS reported that staff are already finding these new arrangements very useful. The need for a SEN governor was mentioned.</p> <p>JBD expects to produce an annual report for each school in the summer term. NS explained validated data from later this term will give us our first indication of their progress.</p>	
3	Lostwithiel Educational Trust	
3.1	<p><i>Background information was shared in advance.</i></p> <p>SY has been at the trust for 6 years and feels it will be good for someone more connected to the school to take over.</p> <p>KS asked what she thinks the future of the trust is? Only 5 trustees who have all taken on another 4 year term because they could not find any new trustees.</p> <p>SY explained that the ratio of funding between the 2 local schools has changed in Lostwithiel's favour, and the number on roll at the two schools has been taken into account.</p>	
3.2	<p>It is in the interests of the LGB and the school as the tenant to be a trustee. Currently there are 4 meetings per annum.</p> <p>Governors asked what skill set is required? Be able to challenge entrenched working practices, negotiation.</p>	
3.3	<p>Next steps?</p> <p>Agreed to approach any possible candidates with the right skills and personality but we shouldn't just consider parents.</p> <p>Governors agreed with the suggestion that once the school has finished with the current building works they would like to begin exploring the legality of the current arrangements.</p>	
4	<p>Conflicts of Interest: no additional interests were declared.</p> <p>JA confirmed the annual update forms were sent out earlier today.</p>	
5	Previous minutes of the 13 July 2016 were accepted as an accurate record.	
6	Matters arising	
6.1	<p>5.2 Parking working group.</p> <p>The meeting agreed the need to start scoping all the various options was important, and not to wait for all the current work to complete. KW suggested finding out what other schools are doing as one example.</p> <p>DS / MS / AQ volunteered to be involved. DS is happy to collate individual ideas and responses.</p>	

7	Assessment system.	
7.1	<p>Handout on Target Tracker was given out. NS reported she has used this for several years in previous posts and feels it is very helpful. She summarised some of the benefits including the range of leaflets which can be shared with parents.</p> <p>NS can set up governor access to see anonymised data, and she expects it to be accepted far better by the whole staff.</p> <p>Rest of trust schools are currently using Classroom Monitor but there is mixed feedback on how useful it is.</p> <p>Confirmed all staff need to use this and it will be built into their individual performance management.</p>	
8	CPOMS reporting system	
8.1	<p>Penrice have been using this for some time. Full access will be limited to very senior staff, though any staff can log information.</p> <p>Staff will benefit from being able to pull up a full chronology for children.</p> <p>NS confirmed there are no plans to input historical data.</p> <p>KS asked who is responsible for backing up data? NS to speak to IT Director Ben Bull.</p> <p>NS clarified it is just for the schools use so effectively an electronic version of existing paper files. Training requirements are in hand.</p> <p>Senior managers receive a flag alert whenever new items are added.</p>	NS
9	Safeguarding Policy update	
9.1	<p>Updated by Trust lead. All staff have been issued with a safeguarding pack.</p> <p>Discussion over the benefit of putting these on the website – agreed.</p>	NS
10	Complaints Policy	
10.1	<p>JA explained that governors need to be aware of this as they become involved for Stage 2 and 3 complaints and may be asked to be the independent panel member for another Trust school.</p>	
11	Draft Governor Visits policy	
11.1	<p>TC asked if staff know about this? Not yet!</p> <p>Policy will be discussed at forthcoming LGB Chair's meeting and any amendments agreed.</p>	
12	National Governors Database	
12.1	Governors noted the information about this new database.	
13	AOB	
13.1	<p>NS updated governors on the introduction of new catering arrangements. We feel meals are improving, presentation to the students is better and we have more contact with the company too.</p> <p>Fewer staff are now taking meals, but usually at least 4 are around at lunchtime.</p>	
13.2	<p>TC mentioned some parents are very confused by Accelerated Reading.</p> <p>NS confirmed a letter has been sent, and awareness session for parents are being planned. Parents should talk to their child's teacher too.</p> <p>A second letter about Home Connect will be sent out shortly as well.</p>	
13.3	<p>Unauthorised absences.</p> <p>KS mentioned what she had heard about the council's latest statement about isolated incidents. NS explained that there is still a lot of uncertainty about this, but persistent absence (<90%) is rarely impacted by this.</p> <p>NS summarised the school as just being on the edge of meeting national levels.</p>	

13.4	JB and RV asked about changes to PE and language teaching compared to last year? NS asked that governors contact her individually after they have spoken with the teacher. She clarified that the school had taken a decision not to buy into the same services as last year.	
13.5	RV asked about feedback on results? NS explained validated results available via RAISEonline are expected in November so will be on the next agenda.	
13.6	RV summarised the current arrangements for the trust whilst the CEO is off sick. Governance is being discussed at tomorrow's board meeting.	
	Date of next meeting: 7 December	
	Meeting finished at 8.03.	

Signed	Date
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