



Lostwithiel School
Bodmin Hill
Lostwithiel
Cornwall
PL22 0AJ

www.lostwithiel.cornwall.sch.uk
Telephone: 01208 872339

**PRIDE,
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Minutes of a Meeting of the Local Governing Committee of Lostwithiel Primary School held on 26th February 2020 at 5:30pm.

Present:

Absent:

**Dan Solly (Chair), Natalie Simmonds (Headteacher),
Kate Webber (Deputy Headteacher), Tom Miles,
Mike Stead, John Brown and David Parker**

In Attendance: Sue Blaxley (Clerk to the Governors)

1. Welcome

The Chair welcomed everyone to the meeting including the prospective new community governor, David Parker. There were no additional pecuniary interests to declare. Apologies for absence were received and accepted from Becca Ellis.

2 Minutes of the Meeting held on Wednesday 27th November 2019 and report on action points

The minutes of the meeting held on Wednesday 27th November 2019, having previously been circulated, were agreed as an accurate record. In terms of the action points, the Headteacher explained that the sharing of writing data is included in the Headteacher's report. She said that the teacher assessment data for writing had been circulated to governors. Regarding the issue as to whether a review of governance is needed, the Headteacher said that a review of governance was undertaken prior to the Ofsted visit. She said that it will be reviewed and circulated to governors. She said that she would ask the new CELT governance officer to attend the next LGC meeting. The Headteacher said that a new governance induction pack has been produced by the new CELT governance officer.

3. Matters Arising not included on the agenda

A governor commented that governor pecuniary interests are not included on the website and that it is a statutory requirement. It was noted that the declaration of interest forms have not been completed for this academic year and that they should be completed as soon as possible. It was agreed that the Chair would contact Claire Chapman to obtain the relevant form for completion by all governors and compilation into a list by 6th March 2020. **A governor asked what information for governance needs to be included on the website.** The Headteacher said that all governors should be named, including any that have resigned in the last 12 months as well as a contact for the Chair and a register of all governors' pecuniary interests. The Headteacher said that all curriculum overviews are now on the website and that medium-term plans will be published on the website in due course.

4. Headteacher's Report

It was noted that the Headteacher's report had been circulated in advance of the meeting. The Headteacher outlined the school improvement priorities and invited questions from governors. In terms of quality of



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education, **a governor questioned what the analysis is regarding Year 3 being below target in terms of progress.** The Headteacher said that the Year 3 teacher is new to the school and that her knowledge gaps are being addressed through training. She said that the data relates to one pupil who is below target in terms of progress. She said this pupil has attendance issues and is also on the vulnerable writers list. **A governor asked if the mixed class of Year 3 and Year 4 children has had an impact.** The Headteacher said that it had had an impact as teaching a mixed age class is more challenging. **A governor asked what support is in place.** The Headteacher said that precise planning is in place as well as ongoing monitoring and feedback. She said that the school has signed up to the website "comparative judgement" for writing so that writing can be monitored at the national level on a random basis. She said that this will provide good CPD. She explained that the bottom 20% of writers have less than 95% attendance. **A governor asked how many children this refers to.** The Headteacher said that four children per class have been identified and that their parents have been spoken to as well as letters been sent to them offering support and challenge. **A governor asked if there is a link between the bottom 20% of writers and pupil premium.** The Headteacher said that it relates to a range of pupils. **A governor asked if taxis are being provided as appropriate and if breakfast club is provided.** The Headteacher said that is the case. She said that the current Year 6 cohort will demonstrate fantastic progress and that she hopes the attainment data will be in line with the national scores.

In terms of curriculum, the Headteacher said that the key is to ensure that the children have a spiral of knowledge. She explained that the progression for all foundation subjects has been mapped and published. **A governor asked what foundation subjects are.** The Headteacher said they are all subjects but not English and Maths. She said that an honest assessment of these subjects will be undertaken by May half term. **A governor asked where teachers' resources are stored.** The Headteacher said they are stored on a central resource. She said that the school has purchased resources for some subjects such as PE and Music. She said there are weak areas, such as Computing and strong areas, such as Science, History and Art. **A governor asked how the deficits in childrens' lives living in rural Cornwall are acknowledged and met.** The Headteacher said that the school is very aware of this and has links with Rotary and hold a World of Work week in school and have a residential trip to London. She said that British values are fully acknowledged in school. She said that all these aspects have to be mapped into the curriculum. **A governor challenged the Headteacher to explain how the gaps for the Year 6 cohort have been met in terms of the new curriculum.** She said that teachers need to be aware of the gaps and what children should have learned prior to Year 6 and their learning is adapted as appropriate.

In terms of attendance, the Headteacher said that, for the Autumn term, overall attendance was 96.7%, pupil premium attendance was 95.3%, non-pupil premium attendance was 97% and persistent absence was 6.8. She said that all parents who take their children on holiday during term time are fined.

In terms of safeguarding, **a governor asked why the number of incidents recorded on CPOMs had increased.** The Headteacher said this relates to two children of concern and it is used on a daily basis to monitor their behaviour. She said this is enabling the school to gain a high level of evidence and build a holistic picture for these children. In addition, she said that all related documents for these children are scanned into support the evidence from CPOMs. **A governor asked how many internal exclusions had taken place.** The Headteacher said there were 2 in the Autumn terms and none to date in the Spring term. **A governor asked if this reflects that intervention is working.** The Headteacher said that it does reflect that intervention is working. She said that CPOMS is also an effective safeguarding audit. **A governor asked how Ofsted will view the CPOMs data.** The Headteacher said that Ofsted will look at specific children and they want to ensure there is consistency



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across the school in terms of safeguarding. **A governor asked what happens to the childrens' paper files.** The Headteacher said they are sent to secondary school along with the CPOMs file for each child. Governors noted the safeguarding training that has been undertaken. **A governor asked if a SEN governor is needed.** The Headteacher said that it is not a statutory requirement, but it would be good practise. It was acknowledged that someone with a background in safeguarding would be preferable. Governors agreed that a skills audit needs to be undertaken.

5. SEF

It was noted that this document had been circulated in advance of the meeting and questions were invited from governors. **A governor asked what percentage of lesson observations were good or better.** The Headteacher said that 48 monitoring episodes had been undertaken. She said that the NQT still needs some work and that she is on a support plan to ensure she receives a high quality of CPD. She said there are no concerns in any other area of the school. **A governor asked why the number of external exclusions had reduced.** The Headteacher said this was because more internal exclusions were taking place and that an external exclusion would only take place if there was a violent incident towards a member of staff. She said the behaviour policy is a more graduated response. **A governor asked if internal exclusion is a last resort.** The Headteacher said that it is as there are other interventions in place such as nurture groups and a reduced timetable if appropriate. **A governor asked how the school ensures that those who do not access voluntary after school clubs or music lessons have a full range of opportunities.** The Headteacher said that most of the after-school clubs are free of charge but to enable access for all, alternative taxis are provided and 1:1 provision is available at after school clubs for those children who need it. She said that the curriculum meets a wide breadth and depth and there are also clubs within the school day and that financial support is available for some music lessons. **A governor asked when policies are reviewed.** The Headteacher said that there are some in-school policies but the majority are Trust wide and the Trust is responsible for policy compliance. **A governor asked if the LGC gets involved in appeals and disciplinary matters.** The Headteacher said that they do if the need arises. **A governor asked if the LGC monitors the budget.** The Headteacher said that the LGC sees the budget once a year but the focus of the LGC is on student experience. The Headteacher outlined how pupil progress is monitored.

Governor Business

David Parker left the room.

Governors agreed that David Parker be appointed as a community governor to the LGC.

David Parker returned to the room.

The Headteacher said that there will be a governor training event will be held at Wadebridge Showground on 30th April 2020 from 9am until 3pm. It was agreed that a skills audit for governors will be done online and discussed at the next meeting of the LGC. It was noted that E - schools will be used for governor visit reports but the Headteacher said that she will ask CELT which platform they want to use.



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There was no further business and the meeting closed at 7:10pm.

LOSTWITHIEL SCHOOL LGC

26th FEBRUARY 2020

ACTION POINTS

| Minute Number | Action | By Whom |
|----------------------|--|----------------|
| 2 | Circulate revised governance review to governors | NS |
| 3 | Complete declaration of interest forms | All |





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