



MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

22 March 2017, 6.00

Item	Subject	Action
	<p>Present: Jonathan Brown (JB) Tabitha Carnell (TC) Rebecca Ellis (RE) <i>items 1-7 only</i> Tom Miles (TM) Ann Quarmby (AQ) Natalie Simmonds (NS) – Head Dan Solly (DS) – Chair Tim Spring (TS) <i>item 4 onwards</i> Mike Stead (MS) Kate Webber (KW)</p> <p><i>Also in attendance:</i> Jeremy Alder (JA) – Clerk</p>	
	<p>Apologies / Welcome Ramon van de Velde (RV), Tessa Guiterman (TG)</p>	
1	Conflicts of Interest: no additional interests declared.	
2	<p>Previous minutes of the 25 January 2017 were accepted as an accurate record of the meeting. Request to amend item 9.2 – agreed and moved to Part B.</p>	JA
3	Matters arising	
3.1	<p>Newsletter. NS proposed that the school changes to just sending this via email in future, principally to save the school both time and money. Governors agreed with this proposal and recognised this allowed more content to be included.</p>	
4	Update on building works	
4.1	<p>New Interim CEO has produced a report on the project so far which summarises a range of issues for the Trust to address. NS reported that the school has received approval from the EFA to use savings on the retaining wall to offset the increased costs of the new build work. NS reported that the project management firm have admitted their errors, and governors queried why they shouldn't be making up any shortfall.</p>	
4.2	<p>NS noted she feels she is still needing to push and chase for news and to arrange meetings. The CEO is due to attend a meeting later this week with both the school and Kendall Kingscott. It was agreed NS would write to the CEO to express her concerns. Governors also wanted to know what the Board knew and felt about the school's concerns, and the negative impact on the school.</p>	NS

5	Headteacher's Report / SEF headlines	
5.1	<p>NS drew governor's attention to the Ofsted dashboard. She stressed that progress was an issue, in particular that Pupil Premium children's progress is very poor.</p> <p>She is confident that based on current projections outcomes and the quality of teaching can move to Good.</p> <p>NS invited governors to attend a twilight session on 27 April at 4.30 to hear feedback from our School Improvement Partner.</p> <p>KW and NS highlighted the impact of RWI.</p>	
5.2	<p>Governors asked why progress has not been good?</p> <p>The introduction of a lot more moderation since joining the trust suggests that historically KS1 data has been assessed too high. Other issues have included a lack of pupil progress meetings till Y6, too little emphasis at the beginning of KS2, above average mobility.</p> <p>NS added that perhaps there has not been enough ambition?</p> <p>Governors commented that they feel this is a good school for the children and it matches the need of the vibrant local community.</p> <p>NS stressed she doesn't want to let any of our PP students and their families down.</p>	
5.3	<p>SEF summary.</p> <p>NS provided an update on the quality of teaching. She confirmed that Ofsted will recognise small pockets of less than Good teaching, they look more for trends. They need to see evidence of improvement and capacity to improve.</p> <p>Governors. asked how often the SEF is updated?</p> <p>Currently annually. Governors queried whether with some scores at a 3 the school needed to review the SEF more frequently?</p>	
5.4	<p>Governors discussed the draft vision statement for the school and NS invited any suggestions. They welcomed the reference to disadvantaged pupils in the very first sentence.</p> <p>They suggested resilience could be promoted higher?</p>	
5.5	<p>DS asked how skilled and confident governors feel about the school's data?</p> <p>Several requested more understanding of the data, terminology and the processes in use.</p> <p>Session with Jason Hurr booked for next term.</p> <p>NS is happy to run some clinics including showing governors how the school uses Target Tracker.</p> <p>NS and KW confirmed they are confident all staff understand the systems and processes used.</p>	
5.6	<p>CPOMS.</p> <p>NS explained how existing thresholds are applied to data held in this system. Only three senior staff have access to all the data.</p> <p>KW confirmed that staff are now logging minor incidents which they weren't seeing before and the school is more than satisfied with the system.</p>	
5.7	<p>NS gave a verbal update on staffing changes. The school is very pleased with the new site manager.</p>	
5.8	<p>Class organisation for next year.</p> <p>NS gave a verbal update based on her recent discussions around the budget for 2017.18. She confirmed that having 7 classes for at least one year is now</p>	

	<p>an option. Temporary contracts would be used to ensure no there is no risk of any redundancies.</p> <p>She stressed some of the benefits of greater continuity, and explained there would be more time available for SEN.</p> <p>Governors welcomed adopting this approach.</p>	
6	Standards and progress visit report	
6.1	<p>DS emphasised the need to close the gap for disadvantaged pupils.</p> <p>How do we monitor more able pupils?</p> <p>NS explained the school use the same processes eg tracking systems.</p> <p>Is there more pressure on parents?</p> <p>No – it is the schools responsibility. NS would like a higher able program in the future.</p> <p>Governors asked if the school can evidence this?</p> <p>Yes we can do this through book monitoring for example, which includes weekly feedback to staff.</p>	
7	SCR visit report	
7.1	<p>TC confirmed that she could see steady progress made with filling in missing data from last term to now.</p> <p>Governors queried whether DBS checks should be updated?</p> <p>NS explained how the process works at present, with a reliance on the individual revealing any changes.</p> <p>She confirmed the school has turned contractors away because they did not have the necessary letters of assurance.</p> <p>TC is aiming to carry out this check termly.</p>	
7.2	<p>E-school logins.</p> <p>NS will email contact details of their support desk as individuals need to ring them direct.</p> <p>JB will upload minutes. All other governors can upload their own reports.</p>	NS
8	New termly reporting template	
8.1	<p>JA explained the purpose of this new reporting to the Board, and emphasised the focus is on this being a report from the LGB.</p> <p>The meeting noted that future agendas may need changing to ensure evidence was collected.</p> <p>Deadline for report is 2 May. Reports from other LGBs will be shared.</p>	DS
9	Governor visits	
9.1	<p>One outstanding visit noted - TS.</p> <p>Governors agreed the need to do follow-up visits in the summer term. NS suggested the second half of the term would be better for the school.</p>	TS ALL
10	Items for next meeting:	
	Budget.	
	<p>Date of next meetings:</p> <p>24 May</p> <p>28 June 5.30 – training / Q&A, then any urgent business only.</p>	
	Meeting finished at 8.03	

Signed	Date
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