

## MINUTES of the LOSTWITHIEL LOCAL GOVERNING BODY MEETING

24 January 2018, 6.00

| Item | Subject   | Action    |
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|      | <p><b>Present:</b><br/>Jonathan Brown (JB)<br/>Tabitha Carnell (TC)<br/>Rebecca Ellis (RE),<br/>Tom Miles (TM)<br/>Ann Quarmby (AQ) <i>items 1- 8 only</i><br/>Natalie Simmonds (NS) – Head<br/>Dan Solly (DS) – Chair<br/>Tim Spring (TS)<br/>Mike Stead (MS)<br/>Kate Webber (KW)</p> <p><i>Also in attendance:</i><br/>Jeremy Alder (JA) – Clerk</p>   |           |
| 1    | <b>Apologies:</b> none  |           |
| 2    | <b>Conflicts of Interest:</b> no additional interests declared.   |           |
| 3    | <b>Previous minutes of the 4 October 2017</b> were accepted as an accurate record.  |           |
| 4    | <b>Matters arising:</b> none  |           |
| 5    | <b>Report back from RSC's Office visit</b>  |           |
| 5.1  | <p>NS reported that the school was pleased with this report, and she reminded governors that they were one of three trust schools visited to look at KS2 progress. NS summarised what the inspector saw during her visit and confirmed she focused on what we are doing about Maths. There was a positive approach by staff to the visit.</p> <p>A return visit will potentially take place by the end of February and the school feel just half a day is sufficient.</p> <p>NS confirmed it is not a public document and has just been shared with the Trust Board and the school / LGB.</p> |           |
| 5.2  | <p>Governors noted the absence data.</p> <p>NS explained how the PA indicator is calculated. Currently about 50% of the figure is due to holidays but by year end she expects that will decline to closer to a third.</p>   |           |
| 5.3  | Governors discussed the comments about training and needing to be more effective at holding school leaders to account. They recognised that they needed more guidance on effective challenge. NS confirmed she is following-up on a previous suggestion the LGB receives some bespoke training.   | <b>NS</b> |
| 5.4  | <p>Next steps.</p> <p>Agreed SEF to be copied to all governors.</p> <p>NS confirmed the data is updated every halfterm but the plan itself is monitored more frequently.</p>  | <b>NS</b> |

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|          | DS commented that he felt the school is definitely focusing on the things which matter and this is evidenced by a common thread across a range of documents and processes.   |            |
| <b>6</b> | <b>School Improvement Plan</b>   |            |
| 6.1      | NS confirmed that the separate version issued for this meeting updates that attached to last term's report.<br>She confirmed the items which have been removed because the work has become embedded, but emphasised there will still be a lower level plan staff are working to.<br>She highlighted that the school's self-evaluation of behaviour as Good has been externally verified.   |            |
| 6.2      | Governors asked about current year 4 attainment in writing as it is lower than national. NS referred back to their low KS1 scores and gave the figures which demonstrated the school has doubled the ARE % in 18 months. There are 4 pupils the school is focussing on and persistent absence is a factor here. Four higher ability children have left from this cohort.<br>Governors asked about the split of responsibility between the school and parents with regards to writing and NS shared her views.<br>Governors also asked about how much parents know about their children's progress?<br>NS explained what goes into reports back to parents, and KW confirmed this mirrors the sort of conversations the school has with individual parents. |            |
| 6.3      | NOR.<br>Governors noted that the school has been showing lots of potential new families round. KW confirmed that they have not all been from the town.<br>She emphasised the wide range of activities and approaches the school is taking to increase numbers including open days, distributing flyers, more press coverage.   |            |
| 6.4      | DS led a discussion over assigning governors to each of the 7 plan priorities.<br>It was agreed to combine the teaching and learning and outcome priorities together to be monitored by a small 'standards' group – DS / TM / AQ.<br>Attendance – JB<br>Safeguarding – RE<br>Pupil numbers – TC  | <b>ALL</b> |
| <b>7</b> | <b>Headteacher's report</b>  |            |
| 7.1      | Parent evenings feedback.<br>NS commented it was interesting to hear a wide range of often conflicting views.<br>She shared an idea from a parent whereby everyone benefitted from improved attendance by being 'rewarded' by an event eg a whole school disco.<br>Governors fully supported this idea and felt it could be less divisive.   |            |
| 7.2      | Parental feedback on consultation regarding the option of a whole INSET week was discussed.<br>A variety of views were expressed and governors recognised this approach offered less benefit for families with secondary age children.<br>They also recognised that the impetus for considering this approach came from the need to improve attendance.<br>Governors agreed to support the proposal.   | <b>NS</b>  |
| <b>8</b> | <b>Parking / traffic</b>   |            |
| 8.1      | JB reminded governors that this topic had been raised at a meeting last October when the school was having to deal with more issues with building work.<br>NS confirmed that she and DS have had to deal with one major complaint related to parking.  |            |

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|           | <p>She clarified who is allowed to drop-off in the car park itself, and summarised actions the school has taken including:</p> <ul style="list-style-type: none"> <li>• items in the newsletter</li> <li>• new cones with signs</li> <li>• some staff car parking moved</li> </ul> <p>Governors commented that they felt this had improved overall.<br/>MS confirmed that the 'walking bus' uptake has been very poor.<br/>Governors agreed they would like the school to persist with promoting this.</p>   | <b>NS</b> |
| <b>9</b>  | <b>Attendance and holidays</b>   |           |
| 9.1       | NS explained the proposal to introduce issuing penalty notices. She confirmed that the notices are issued by Cornwall Council who collect and keep the fines too. The trigger for county to impose a fine is when unauthorised holidays of 10 sessions or more are taken and attendance falls below 94.5%.   |           |
| 9.2       | <p>Discussion highlighted the need for good communications with parents and the need to provide advance notice before any changes come into effect.<br/>The timetable for implementation was also covered and NS suggested after Easter was feasible. Governors accepted that delaying longer might be preferred by some parents but it would delay making an impact on attendance.<br/>The following was agreed:</p> <ul style="list-style-type: none"> <li>• NS issue new policy and have responses from governors by half term</li> <li>• Implement after Easter</li> </ul> | <b>NS</b> |
| 9.3       | <p>Governors supported NS in the need to get a strong message to parents that the school has a problem with attendance and it must improve.<br/>They stressed it was important to show this was the view of the Trust, the school, the governors <i>and</i> the advice from the RSC's office.</p>  |           |
| <b>10</b> | <b>Safeguarding update</b>   |           |
| 10.1      | <p>NS confirmed that we are now an Operation Encompass School. RE added she had checked the processes in place as part of her governor visit.<br/>NS shared the latest data from CPOMS which included behaviour data, and also the number of times other agencies have been contacted.<br/>NS and KW gave examples of the range of incidents which can get logged under either behaviour or home visits. These often include a significant proportion of linked incidents with siblings and / or multiple incidents for the same child.</p>                                    |           |
| 10.2      | <p>Governors noted the year on year increase in the number of incidents logged but recognised this could be due to staff having more familiarity with the system and confidence in when to use it.<br/>Governors requested they receive a term by term breakdown in future to allow them to monitor this more effectively.<br/>They also asked if the Trust is taking a joint approach to training and how experiences of the system are shared?<br/>NS reported that currently this is not happening.</p>   | <b>NS</b> |
| <b>11</b> | <b>Governor Training</b>   |           |
| 11.1      | DS reminded governors that the Trust has organised a session on 5 February with a focus on new governors. Please contact Graham Groves direct.   |           |
| 11.2      | <p>DS reported he has updated the governor area of the school website.<br/>He asked if all governors are able to access this at present? No.<br/>NS will check access arrangements with the supplier.</p>  | <b>NS</b> |
|           | Following discussion it was agreed DS will offer some dates for an additional governor meeting after halfterm to look at self-evaluation.  | <b>DS</b> |

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|  | <b>Dates of next meetings:</b><br>14 March<br>23 May |  |
|  | Meeting finished at 7.51                             |  |

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| <b>Signed</b> | <b>Date</b> |
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