

Coverack, Grade Ruan C of E (VC), Manaccan and St Keverne Schools

LGB Meeting

Tuesday 20th November 6pm @ Grade Ruan School

1. <u>ATTENDING</u> : In Attendance: Rev. Peter Sharpe (Chair) Jane Dudley (Vice Chair) Emma Gooding Susan Fawcett Nicky Johnson Wendy Sherlock (Executive Head teacher) Pat Nicholas, Clerk		
2. <u>APOLOGIES</u> : Received and accepted from Jill Ludbrook. Governors were saddened to receive Ian Ravenhill's resignation.		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	Staff governors declared an interest as paid members of staff.	
4.	<u>MINUTES FROM THE 25.9.18 MEETING</u>	
	The minutes from the meeting held on Tuesday 25th September 2018 were agreed as an accurate record.	
5.	<u>MATTERS ARISING (not on this agenda)</u>	

	None.	
6.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	<ul style="list-style-type: none"> Ms Gooding asked why there had been no response to the concern raised about staffing levels at all four schools. Training for governors on 20th March 2019 will provide a general update on recruitment, the executive headship model, governor roles, policies and protocol for maintenance jobs. Governors were informed about the role of 'link governors'; for the four schools these were Catherine Bird, Sean Davis and Alan Horne. 	
7.	<u>FEEDBACK FROM THE FORUM</u>	
	Mrs Sherlock informed the meeting that the forum meeting would now be held in the spring term, to coincide with the change of headship.	
8.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<ul style="list-style-type: none"> Governors had received Mr Ravenhill's resignation, and wished to note their appreciation for his contribution. A parent at St Keverne had expressed an interest in joining the LGB. Governors heard that once the pen portrait for a prospective governor had been approved by the Trust board, then an election/appointment could go ahead where appropriate. Governors agreed to request a decision from the Trust board for this particular prospective governor by Tues 4th December. The governor appointment declaration could then be completed and returned to Karen Teague, Trust administrator for final confirmation. Governors discussed recruitment of governors in light of potential re-organisation to the LGB given the change of headship in January 2019. It was agreed to advertise the vacancies locally. 	
9.	<u>HEADTEACHER'S REPORT</u>	
	<p>Mrs Sherlock presented her verbal report to governors.</p> <ul style="list-style-type: none"> The SIP visit report had been circulated to governors. Mr Lees would return for a follow up visit in the spring term. <p><i>Q: Why had only one report been produced?</i></p> <p><i>A: Mr Lees had produced a detailed report for each of the four schools, and these had been discussed in detail at school level. Governors had received an overview of these reports.</i></p> <ul style="list-style-type: none"> There would be support from the Teaching School for writing and Maths Mastery. Governors had noted from Mr Lees' report that outcomes for KS2 were above average. Individual school's improvement plans were linked to actions from the SIP visits and the priorities in the SPCMAT (Southerly Point Co-operative Multi Academy Trust) Improvement plan. NOR in the schools had increased slightly; Coverack had seen one child 	

	<p>leave (now 41) to join St Keverne (now 65). Grade Ruan now had 55 children on roll; up from 54. Manaccan preschool had increased from 11 to 12.</p> <ul style="list-style-type: none"> • Three vacancies had now been filled; two part time teacher posts and one lunchtime supervisor. 	
10.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	<p>Mrs Johnson's safeguarding meeting with Mrs Sherlock had been rescheduled and would now take place on Tues 27th November.</p> <p>Mrs Johnson had attended the SPCMAT safeguarding training with Helen Trelease on Tuesday 9th October. It was recommended at the training that the safeguarding governor undertake regular checks on the schools' Single Central Records.</p> <p><i>Q: How were the schools tackling the issue of young children accessing social media?</i></p> <p><i>A: Mrs Sherlock explained that the main issue for schools was an online gaming platform called "Fortnite". An item outlining the issues had been included on the schools' newsletters for parents' information.</i></p>	
11.	<u>STRUCTURED QUESTIONS</u>	
	<p>Communication</p> <ul style="list-style-type: none"> • Have all governors received the monthly CEO newsletter and weekly Trust Bulletin? • Have all governors email addresses been checked? • Are school websites reflecting the staff changes? • Are the schools using local publications to publicise school events? <p>Staffing</p> <ul style="list-style-type: none"> • In terms of appraisal how many of the staff met or 	<p>Responses:</p> <p>Some governors were still not receiving the CEO newsletter/Trust bulletin. Mrs Sherlock would investigate. The CEO newsletters are published on the schools' websites.</p> <p>Governors had now been given school email addresses.</p> <p>The admin staff had met to discuss the statutory requirements for the websites, and have developed an action plan.</p> <p>This was happening, but it was unclear who was responsible for arranging for the information to be included. Governors agreed to compile a list of local publications being used and who was liaising with them.</p> <p>The majority of the staff had met their targets, and the pay review</p>

	<p>exceeded their objectives?</p> <ul style="list-style-type: none"> Have staff had any issues with the move to the Southerly point MAT? 	<p>process was now complete.</p> <p>There were no reported issues with the move to SPCMAT, and staff were mostly positive about the change of head teacher.</p>	
	<p>Action: Mrs Sherlock to investigate why some governors were still not receiving the CEO newsletter/Trust bulletin.</p>		<p>WS</p>
12.	<p><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></p>		
	<p>Ms Gooding had completed a maths monitoring visit at Manaccan; the report had been circulated with the agenda. Mrs Gooding had also completed a monitoring visit at Manaccan related to the Harvest Festival; that report had been also circulated with the agenda.</p> <p>The meeting had no questions to ask, and thanked Ms Gooding for her very thorough reports.</p> <p>Mrs Johnson would complete a Maths monitoring visit at Grade Ruan in the Spring term.</p>		
13.	<p><u>FOCUS ITEMS AND UPDATES</u></p>		
	<ul style="list-style-type: none"> Change of headship <p>Mrs Lisa Newberry (previously Head at Cury) would become Executive head teacher at Coverack, Manaccan and St Keverne from January 2019. Mrs Louise Jones (currently Head at Landewednack) would become Executive head teacher at Grade Ruan and Landewednack from January 2019.</p> <ul style="list-style-type: none"> LGB re-organisation <p>The meeting discussed the re-organisation of the LGB in light of the headship changes. After discussion, it was agreed by the governors present that the ideal solution would be for Mrs. Dudley, Mrs. Ludbrook, Ms. Gooding & Mrs. Fawcett [and the potential new parent governor] to form a new LGB for Coverack, Manaccan & St. Keverne from January 2019. The remaining governors, Rev. Sharpe and Mrs Johnson would remain governors for Grade-Ruan from January and seek a way forward in relation to this school's Church of England, voluntary controlled designation. Discussions to take place with Landewednack re support for the governance of Grade-Ruan.</p>		
14.	<p><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></p>		
	<ul style="list-style-type: none"> Actions completed from the previous meeting; Mrs Sherlock had sent a copy of the SPCMAT Improvement plan to governors and had confirmed that governors DBS checks were in place. MAT training for clerk on Monday 19th November. Mrs Sherlock and Mrs Johnson had attended SPCMAT training on Tuesday 9th October run by Helen Trelease. Governor monitoring visits had been completed. 		

