

**Coverack, Manaccan and St Keverne Schools**

**LGB Meeting**

**Tuesday 11<sup>th</sup> September 2019 5.30pm @ Manaccan School**

	<p><b>1. <u>ATTENDING</u> :</b>          Tom Hackett          Jill Ludbrook          Lisa Newberry (Executive Head teacher)</p> <p><b>In Attendance:</b>          Pat Nicholas, Clerk</p>	
	<p><b>2. <u>APOLOGIES</u> :</b></p> <p>Received and accepted from Susan Fawcett and Emma Gooding.</p> <p>ABSENT: Rev Mike North          Kirsty Vennell</p>	
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<p>Mrs Ludbrook welcomed everyone to the meeting, and Dr Hackett to the LGB. Despite the low turnout, the meeting was quorate.</p> <p>Staff governors declared an interest as paid members of staff.</p>	
<b>4.</b>	<b><u>ELECTION OF CHAIR &amp; VICE CHAIR</u></b>	
	<p>The election was deferred to the next meeting. While the meeting was quorate, those present agreed to delay the election until a majority of governors were present.</p>	
<b>5.</b>	<b><u>MINUTES FROM THE 25.6.19 MEETING &amp; MATTERS ARISING (not on this agenda)</u></b>	
	<p>The minutes from the meeting held on Tuesday 25<sup>th</sup> June 2019 were agreed as an accurate record.</p> <p>Item 5: 'A monitoring plan would be formulated following the update of the SIP (School Improvement Plan) early in the autumn term'. This had now been completed.</p>	

5.	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	There had been no feedback received since the last meeting.	
6.	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	Mrs Newberry informed the governors that the summer term forum meeting for St Keverne had not been well attended with only two parents present. Forums will be convened in the autumn term for all three schools. A discussion on the purpose of the Forum was held for the benefit of the new governors present. Going forward, Mrs Newberry planned to promote the Forum meetings more effectively, and improve attendance by having the meetings immediately after a school event.	
7.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	<p>Governors heard that there has been some issues relating to communication with some new governors. The meeting discussed the importance of checking school emails regularly.</p> <p>Governors looked at the makeup of the LGB, and agreed to continue the recruitment of governors, particularly staff and community.</p> <p><b>Action: Mrs Newberry would contact Mr Rainbow and Miss Knights, and confirm that the DBS checks had been completed.</b></p>	LN
8.	<b><u>HEADTEACHER'S REPORT</u></b>	
	<p>Mrs Newberry's report had been circulated with the agenda in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> <li>• NOR at Manaccan had increased by 1 since the report was circulated, with two more admissions possible. Coverack and St Keverne still needed to grow in numbers. At St Keverne, particularly, teachers worked hard to set classes up, and the KS2 class had a range of additional needs.</li> <li>• There had been a number of staff changes across the schools and all staff involved were settling in well. Coverack began the term with all new teachers, and a new AHT (Assistant head teacher). Mrs Newberry noted the hard work of school staff completed over the summer break.</li> <li>• The interviews for a secretary at Manaccan would take place on the 16<sup>th</sup> September. Mrs Newberry recorded her thanks to the other two secretaries for picking up the important tasks in the interim.</li> <li>• Governors asked about the numbers of teaching assistants; Manaccan has a full time TA am &amp; pm in both keystages; St Keverne has 2 full time TAs in both keystages, and Coverack has 1 full time TA in KS1 + 1 FTE to support a child with SEN &amp; 1 FTE in KS2.</li> <li>• An experienced SENCO from Parc Eglos worked across all 3 schools for a full day every two weeks in an SEN support capacity.</li> <li>• The SDP (School Development Plan) and monitoring timelines will be available on the websites by the end of September.</li> </ul> <p>Q: When are the data drops?</p> <p>A: In all schools these were carried out in October, February and July (termly). Reception baseline assessment was carried out in EYFS at the start and the end of the year.</p> <ul style="list-style-type: none"> <li>• KS1 results had improved from the previous year at Coverack.</li> <li>• St Keverne's Y6 Maths data was disappointing and was now a focus in the</li> </ul>	

	<p>SDP.</p> <ul style="list-style-type: none"> <li>• Governors offers their thanks to all the staff for their hard work.</li> <li>• The St Keverne pool was to be filled with rubble from the demolition works at Helston Community College (HCC), but low lying cables prevented safe access. The Estates team had placed the project on hold at present while the problem was investigated.</li> </ul> <p><b>Action: Mrs Newberry had not yet consulted with the relevant parish councillor (identified as Walter Sanger) for possible support for the development of the swimming pool at St Keverne. This continue as an action for this meeting.</b></p> <p>Mrs Ludbrook thanks Mrs Newberry for her report.</p>	LN	
9.	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>		
	<p>Covered under the head teacher's report.</p> <p>Governors had received the updated information for September 2019 regarding the 'Keeping Children Safe in Education' document i.e. <b>'The Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees'</b> and governors present signed the declaration to state that they had read the information.</p> <p>Mrs Ludbrook was booked to carry out a safeguarding visit on Thursday 12<sup>th</sup> Sept.</p> <p>Training for governors organised by SPCMAT (Southerly Point Co-operative Multi Academy Trust) was planned for 20<sup>th</sup> November 2019.</p> <p>Governors asked about the roles that need to be filled; this would be addressed at the next meeting.</p>		
10.	<b><u>HEALTH &amp; SAFETY UPDATE</u></b>		
	Covered under the head teacher's report.		
11.	<b><u>STRUCTURED QUESTIONS</u></b>		
	<p><b>Communication</b></p> <p>Q: Have all governors received the monthly CEO newsletter and weekly Trust Bulletin?</p> <p>Q: What feedback have you had on the school's communication – are stakeholders happy with the website, weekly newsletter, etc?</p> <p>Q: Does the school use Tapestry, text or Facebook?</p> <p><b>Safeguarding</b></p> <p>When was the Single Central Record (SCR) last checked?</p>	<p>A: Yes, these were sent out regularly.</p> <p>A: The Forum was a great platform for feedback. In the spring term pupil staff and parent questionnaires will be circulated, and this will help to inform the SDP going forward.</p> <p>A: Text messaging was expensive for small schools; the PTA had a Facebook page which offers information for parents.</p> <p>Tapestry was used in two of the three schools, and Learning Journals.</p> <p>The SCR was checked by Mrs Ludbrook at her last visit in January 2019. Mrs Newberry assured the meeting that the record was up to date, and would be checked again by Mrs Ludbrook on the</p>	

		12 <sup>th</sup> September.	
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>		
	There had been no governor monitoring visits since the last meeting. The senior leadership team (SLT) would carry out book scrutiny this term - dates to be set. Governors asked if they could be involved in this, and were warmly invited to attend and join the learning walk.		
<b>13.</b>	<b><u>FOCUS ITEMS AND UPDATES</u></b>		
	<ul style="list-style-type: none"> <li>The operational risk register was now one document for three schools. Governors will need to have ownership and knowledge of the document.</li> </ul>		
<b>14.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>		
	<ul style="list-style-type: none"> <li>This was difficult to quantify, given the short period between the meetings.</li> </ul>		
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>		
	<ul style="list-style-type: none"> <li>Mrs Ludbrook wished to ask if the school pupils could be asked to contribute to the neighbourhood plan (Coverack &amp; St Keverne only). Mrs Newberry agreed.</li> </ul>		
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>		
	<ul style="list-style-type: none"> <li>Governors wished to inform the Trustees that they were fully committed to addressing the ongoing difficulties with recruitment of, and communication with governors. Communication, in particular, would be investigated and improved.</li> </ul>		
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>		
	<ul style="list-style-type: none"> <li>Tuesday 25<sup>th</sup> Feb 2020 5.30pm @ St Keverne School</li> </ul> <p><u>Trust Board meetings:</u>  Thursday 31<sup>st</sup> October 2019  Thursday 19<sup>th</sup> March 2020  Thursday 9<sup>th</sup> July 2020</p>		

**The meeting concluded at 7.25pm**

SIGNED:

DATED:

