

Landewednack LGB meeting

Minutes of a meeting held on Thursday 16th May 2019 at 4.30pm at Landewednack School.

<p>1. <u>ATTENDING</u> : Elaine Broscomb Louise Jones (Head teacher) Alix Lord Lynne Chandler (Vice Chair)</p> <p>In Attendance: Pat Nicholas, Clerk</p>		
<p>2. <u>APOLOGIES</u> :</p> <p>Received and accepted from Demelza Vincent, Phil Burgess, Alison Newman and Rachel Holder (Chair).</p>		
		<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 24.1.19 MEETING AND MATTERS ARISING (not on this agenda)</u>	
	The minutes from the meeting held on Thursday 24 th January 2019 were agreed as an accurate record. The rat infestation had been now been resolved; regular monthly visits were in place to prevent a reoccurrence.	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	The matters raised with the Trust Board were: "At the last meeting, governors expressed their disappointment that, yet, again, there were no firm budget figures available. As yet there had been no response to this from the Trust Board, and governors asked how any responses were shared."	

	<p>'So long as matters are raised and communicated by the clerk in a timely way before the Board meeting, the trustees consider them in the next scheduled meeting. To overcome the lag in response time, the CEO will respond direct to the Chair of Governors, the Head teacher and the Clerk so that the responses can be shared with the LGB. The matter will still be raised with the main board for scrutiny and will be recorded. Any further response from the Board will follow that meeting - to the Chair, head and clerk. All responses from the board should be recorded in the next LGB minutes to complete the loop.</p> <p>In terms of Finance: The Board recognises that there was a lack of sufficient detail in 2017-18. Heads were provided a 3 year budget in the summer. Since then they have received monthly accounts for Oct Dec Jan and now Feb. (There will not be a report for Sept as the budget year has just opened; the Nov report was overtaken by audit - we hope to rectify this next year). The finance team have been available for phone conversations, or for face to face meetings at the Trust office in this period. Going forward, the team have diarised half termly site visits'.</p> <p>Governors acknowledged the responses from the CEO and the Trust board.</p>	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	There had been no Forum meeting since governors last met; the next Forum meeting would be focussing on the curriculum.	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	There were no newly appointed governors or resignations since the last meeting.	
8.	<u>HEADTEACHER'S REPORT</u>	
	<p>The report was circulated at the meeting.</p> <p>The main points discussed were;</p> <ul style="list-style-type: none"> • Persistent absenteeism has improved, but overall attendance remains low at 93.4%. This is limited to a small number of families at the school, and the strategies in place to address the issues were having an impact e.g. Class competitions, reward schemes, building good relationships with parents. • KS2 SATS were now completed; the results would be published on Tuesday 9th July, but the teacher assessments show an improvement. Overall, the number of children working at NARE (national age related expectation) had increased, with a number making accelerated progress. • There were a higher than average number of children on the record of need with a range of additional needs. These children were making progress, but there was still work to be done. <p>Q: How are emotional and mental health issues diagnosed?</p> <p>A: A 'Thrive' assessment is completed for those children identified by school</p>	

	<p>staff. Depending on the needs of the individual, a referral may be made to the Early Help Hub.</p> <ul style="list-style-type: none"> Assistant head interviews were due to take place on the 17th May. Eight applicants were shortlisted for four posts (from September 2019) across the MAT including Landewednack. The meeting discussed possible changes to staffing arrangements in light of this appointment. Landewednack would host the Tea Treat Singers on Monday afternoons in the lead up to the Lizard Green Midsummer Festival on the 21st June. This would form part of the children's music lessons, and would be co-ordinated by Mrs Bray. In the long term it was hoped to develop this into an after school singing club. <p>Mrs Chandler thanked Mrs Jones for her report.</p>	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	Mrs Vincent had completed a check of the Single Central Record (SCR), and no issues were reported. A safeguarding walk round had been planned.	
10.	<u>HEALTH & SAFETY UPDATE</u>	
	<p>MAT central funding will be made available to pay for removing the old plastic coating on the exterior walls, which was believed to be responsible for the black mould problem on the interior walls.</p> <p>Mr Burgess had carried out a walk round and will report back to governors at the earliest opportunity.</p> <p>Mark Skinner, the newly appointed MAT roving caretaker, had visited the school.</p>	
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	<p>Policy implementation</p> <p>Q: Have all staff signed confirming that they have read the key Trust policies as per the list?</p> <p>Q: What is the programme for reminding and explaining key aspects of these policies?</p> <p>Staff & Staff wellbeing</p> <p>Q: How effective are the staff?</p> <p>Q: Do some need more support?</p>	<p>A: Yes, all staff have signed confirming that they have read the key Trust policies.</p> <p>A: Staff are reminded of the key aspects at every staff meeting, and informed when any changes/updates are made.</p> <p>A: Staff were incredibly effective given the challenges of data and standards, high numbers of SEN pupils and large class sizes.</p> <p>A: The last staff questionnaire indicated that staff felt well supported in school. Staff were also very good at supporting each other, but if additional support was required</p>

		it would be provided.	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>		
	<ul style="list-style-type: none"> Mrs Holder had taken part in a visit with Mrs Bryant, MAT CEO, and Mrs Bird, Link Trustee, to look at the changes implemented to accelerate progress in Maths in Y5 and Y6. <p><u>Q: What has been the impact of these changes?</u></p> <p><u>A: Teachers were beginning to see increased confidence and resilience in the year 6 pupils.</u></p> <ul style="list-style-type: none"> Mrs Chandler had completed an SEN visit with Mrs Jones and Mrs Green. Mrs Brokenshire's visit took place on the 2nd May. Overall the feedback was very positive. It was observed during the pupil conferencing that the children need to be more confident when talking about their learning; governors present agreed to arrange some dates to come in and help the children to develop this confidence. 		
13.	<u>FOCUS ITEMS AND UPDATES</u>		
	<ul style="list-style-type: none"> Operational risk register <p>The operational risk register was explained to the governors as a requirement of the audit processes for the MAT. The document is a risk assessment covering all aspects of the leadership and management of the school, and must be completed by head teachers.</p> <p>Following Mrs Brokenshire's visit, the register would be reviewed and updated, and a copy sent out to governors.</p> <ul style="list-style-type: none"> Health and Safety nominated governor <p>This role is to check that the pick-up points from Health and Safety Walks by the Health and Safety Trustee have been actioned in the school. Mr Burgess already has responsibility for H&S and will be the nominated governor.</p> <ul style="list-style-type: none"> Data summary <p>Covered under the head's report. Mrs Jones will send an overview to governors following every data drop.</p> <ul style="list-style-type: none"> Updates from clerk's meeting <p>Mrs Nicholas updated the governors on the main points arising from the clerks meeting held on the 26th April.</p>		LJ
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>		
	<ul style="list-style-type: none"> The clerk attended MAT training on Friday 26th April. Forum meetings were now well established. Curriculum and Standards met in January. The next meeting was scheduled for July. Karen Brokenshire, SIP, visited the school on Thursday 2nd May. The 		

	<p>next visit will be in July.</p> <ul style="list-style-type: none"> Ms Holder and Mrs Lord had attended the MAT 'General Update on Governance' training on the 20th March. 	
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	<p>At the recent training session on governance, Governors and headteachers were advised that LGB minutes show an awareness of issues but do not currently show what is being done about these, the impact of any actions, etc. so more needs to be shown of this e.g. recommendations from SIP, what is being done, what is happening a few months later, etc. Evidence of Governor Monitoring Visits also needs to be included so it is possible to see action on the ground and to demonstrate challenge / impact.</p> <p>Governors noted and agreed the recommendation from the training.</p>	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None.	
17.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>Thursday 20th June 2019 4.30pm - Grade Ruan LGB</p> <p>Thursday 26th September 2019 -Landewednack LGB</p> <p>* Governors discussed the possibility of having Landewednack LGB and Grade Ruan LGB meetings on the same evening.</p> <p>Trust Board 11.7.19</p>	

The meeting concluded at 6.25pm