

Landewednack LGB meeting

Minutes of a meeting held on Thursday 26th September 2019 at 4.30pm at Landewednack School.

| | | |
|--|--|----------------------|
| <p>1. ATTENDING :</p> <p>Elaine Broscomb Phil Burgess Lynne Chandler (Vice Chair) Rachel Holder (Chair) Louise Jones (Head teacher) Alix Lord Alison Newman (joined the meeting at 5pm) Demelza Vincent (joined the meeting at 5.30pm)</p> <p>In Attendance: Pat Nicholas, Clerk</p> | | |
| <p>2. APOLOGIES :</p> <p>None. Recently appointed assistant head teacher, Mr Ian Allt, joined the meeting briefly and introductions were made.</p> | | |
| | | <u>ACTION</u> |
| 3. | <u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u> | |
| | Staff governors declared an interest as paid members of staff. New forms were circulated and completed by the governors present. | |
| 4. | <u>ELECTION OF CHAIR & VICE CHAIR</u> | |
| | Ms Holder accepted a nomination to continue as Chair; this was seconded and the vote was unanimous. Mrs Chandler accepted a nomination to continue as Vice Chair; this was seconded and the vote was unanimous. | |

| | | |
|-----------|---|--|
| | The meeting offered thanks to both ladies for their continued support. | |
| 5. | <u>MINUTES FROM THE 16.5.19 MEETING AND MATTERS ARISING (not on this agenda)</u> | |
| | <p>The minutes from the meeting held on Thursday 16th May 2019 were agreed as an accurate record.</p> <p>(Mrs Newman joined the meeting at 5pm)</p> <p>Item 12 – Governors asked if any progress been made in improving pupils confidence when talking about their learning. This had not been actioned as yet; governors agreed to carry this forward.</p> <p>Governors asked about updates to the school’s website. Mrs Bray was working through the out of date information, and much of it had been deleted. Mrs Jones acknowledged that some information was still very old. Mrs Bray had a list on the statutory requirements and would ensure this was completed quickly, especially given the expectation of an imminent Ofsted inspection. Mrs Newman offered her help, and would be given the admin access information.</p> | |
| 6. | <u>FEEDBACK FROM THE TRUST BOARD</u> | |
| | There was no feedback for this meeting. | |
| 7. | <u>FEEDBACK FROM THE FORUM</u> | |
| | With an Ofsted inspection expected, the Forum meetings were not a priority this term, however a meeting will definitely be held in January. In the meantime, parents and stakeholders will be given every opportunity to express their views. | |
| 8. | <u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u> | |
| | There were no newly appointed governors or resignations since the last meeting. | |
| 9. | <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"> • The apprentices employed as early years TAs were working for 30 hrs a week and had settled in very well. Numbers at Little Lizards were very healthy. • The next data analysis was planned for the week after half term as well as pupil progress meeting with parents. • The governors discussed the arrangement of meetings. It was agreed to have two meetings a term; one would be clerked (formal) and one not (informal). The informal meetings would look at subjects like the new Ofsted framework. Governors were reminded of the importance of carrying out their governor monitoring visits. • FunFit sessions were due to begin and would be paid for out of pupil premium funds. <p>(Mrs Vincent joined the meeting at 5.30pm)</p> <ul style="list-style-type: none"> • Class structure will need to be considered in the near future. Y5 and Y6 have the largest numbers of children on roll, with smaller cohorts in the years below. Governors heard that current year 6 are in a class together, and Mrs | |

| | | |
|------------|--|--|
| | <p>Jones stressed the importance of this arrangement; however this may need to change in future years.</p> <ul style="list-style-type: none"> Mrs Jones reminded governors that Ofsted could call at any moment. A good deal of work had been done on the school environment, with displays updated and learning spaces cleared of clutter. Staff meetings have focussed on the new framework, and Mark Lees will visit the school to carry out a pre-ofsted/SIP visit on the morning of Wednesday 9th October. Governors were invited to attend. <p>Ms Holder thanked Mrs Jones for her report.</p> | |
| 10. | <u>SAFEGUARDING GOVERNOR'S REPORT</u> | |
| | <p>Mrs Vincent offered her apologies for missing the summer term visit. Mrs Vincent had held a brief meeting in the last week with Mrs Jones to ensure that the SCR was up to date, and the safeguarding information was displayed once again following the changes to the staff room; a report would follow.</p> | |
| 11. | <u>HEALTH & SAFETY UPDATE</u> | |
| | <p>An update was included in the head's report. The MAT had asked all its schools to remove any tyres from school premises for health and safety reasons.</p> <p>It has been reported by a neighbour of the school that children had been entering the school field and climbing on the container and the pottery shed. Mrs Bray had placed a notice in the 'Lizard Lives' and the local PCSO had been informed. The meeting agreed that improving the signage may be prudent; Mrs Jones would ask the MAT central team for advice.</p> <p>(Mrs Newman left the meeting at 5.45pm)</p> | |
| 12. | <u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u> | |
| | <p>Communication</p> <p>Q: What feedback have you had on the school's communication – are stakeholders happy with the website, weekly newsletter, text alerts etc?</p> <p>Q: How do you make provision for parents whose children are not good at ensuring their parents receive the information?</p> <p>Outcomes</p> <p>Q: How does the school reflect on the SATS results?</p> | <p>Parents on the whole receive the information they need. The school is working to update the website, and there are plans to introduce a school Facebook page. The weekly newsletter was well received by parents.</p> <p>Mrs Bray is proactive in ensuring parents are kept informed; separated parents also receive the appropriate information.</p> <p>The C&S committee reviewed the results on 18th July and noted the following;</p> <p><i>'Yr6 pupils were disadvantaged by a disrupted year 5. Teaching this year has been more consistent, with better</i></p> |

| | | |
|------------|---|--|
| | <p><i>progress. However, it has been insufficient to reach ARE and expected progress.</i></p> <p><i>'A number of specific measures were put in place to support this Y6 cohort: an additional maths teacher Feb – May from within MAT to support amber children, G D maths support through group (led by Alex Wells), support in English from Parc Eglos literacy lead, including moderation and modelling good practice'.</i></p> <p><i>'(Y2) Large cohort of 16, with many joiners. This cohort has been negatively impacted by a disjointed Autumn and Spring term, due to teacher health related absence, and then resignation, leading to a new appointment mid Spring term. After this appointment progress improved, but not sufficiently to give adequate assessment results. Assessments have only been given where teacher felt solid achievement at required level.'</i></p> | |
| 13. | <u>FEEDBACK ON GOVERNOR MONITORING VISITS</u> | |
| | There had been no governor monitoring visits since the last meeting; governors agreed to book their visits for this term at the earliest opportunity. | |
| 14. | <u>FOCUS ITEMS AND UPDATES</u> | |
| | <ul style="list-style-type: none"> Operational risk register <p>The operational risk register had been reviewed and updated, and a copy would be made available to governors via Google Drive.</p> | |
| 15. | <u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u> | |
| | <ul style="list-style-type: none"> The clerk attended a network meeting at Church house on 2nd July 2019. The Curriculum and Standards committee met on the 18th July. Action completed -The operational risk register had been reviewed and updated, and a copy would be made available to governors via Google Drive. | |
| 16. | <u>URGENT MATTERS FOR DISCUSSION</u> | |
| | <ul style="list-style-type: none"> A hole in the roof had been discovered recently; also the pipes have become very noisy. These faults have been logged and will be addressed by the MAT estates team. There was a vacancy on the Trust Finance committee; governors were asked to consider the post. Governors asked about finance information. Mrs Jones explained that the CFT (Central Finance Team) were involved in yet another audit, but there had been information since the last meeting, and another update was expected | |

| | | |
|------------|--|--|
| | in November. | |
| 17. | <u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u> | |
| | Governors were disappointed with the ongoing lack of finance information. They suggested that the MAT should have some system in place whereby summary reports can be disseminated to LGBs directly and on a regular and timely basis, e.g. via new google drive. | |
| 18. | <u>DATES OF FUTURE MEETINGS</u> | |
| | <p>Friday 4th October 2019 @ 4pm - Governor session on new Ofsted framework</p> <p>Friday 8th November 2019 @ 9am Curriculum & Standards meeting</p> <p>Thursday 27th February 2020 (formal LGB) @ 4.30pm</p> <p>Tuesday 24th March 2020 (informal LGB) @ 4.30pm</p> <p>Thursday 14th May 2020 (formal LGB) @ 4.30pm</p> <p>Tuesday 7th July 2020 (informal LGB) @ 4.30pm</p> <p>Trust Board meetings for 2019 – 2020</p> <ul style="list-style-type: none"> • Thursday 31 October 2019 • Thursday 19 March 2020 • Thursday 09 July 2020 | |

The meeting concluded at 6.15pm