

**Porthleven School  
Local Governing Body meeting  
Monday 4<sup>th</sup> February 2019  
at Porthleven School**

<b>1. <u>ATTENDING</u> :</b>	Duncan Ratcliffe, Dan Clayden, Charlene Price, Mandy Feldon, Julie Power, Lorna Kite, Mark Richardson <b>In Attendance:</b> Sarah Bayes (Clerk), Tony Sanders (Trustee) <b>Not attending:</b> Rob John, Tim Sinclair	
<b>2. <u>APOLOGIES</u> :</b>	There were no apologies	
	<b><u>ACTION</u></b>	
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	The Chair introduced the two new governors and the trustee. There were no new pecuniary interests declared.	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	<p>The Chair's email address had been added to the website.</p> <p>The parent survey will be carried out next week at the parents' evening. <b><u>What is the purpose of the survey?</u></b> To see if parents are happy with the school.</p> <p>Only 2 parents attended the forum, both are governors.</p> <p>Paperwork – templates, SoDA, skills set matrix and minutes to go on VLE.</p> <p>Governors had been sent the SMT meeting timetable.</p> <p>Monitoring visit forms had been sent.</p> <p>PTA – there would be a meeting with new PTA on Wednesday morning. Future needs of the school were looked at on Friday. Will look at investing more on playground equipment. Parents would find it more helpful to raise money for specific projects. Staff would also be able to put in requests, but the PTA have ultimate decision on what the money is spent on. The current PTA have a commitment to the school which DR does not want to jeopardise and wants to continue the good relationship, but they will be raising funds for the MAT as a whole. They are finalising their accounts and then will set up a PTA independently for this school as well as the MAT-wide body. Could a text be sent out to parents reminding them of this meeting?</p> <p>The minutes of the previous meeting were signed as a true and accurate record of the meeting.</p> <p><b>Action: clerk to add governor templates and documents to the VLE</b></p>	

	LK joined the meeting.	Clerk
5.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u></b>	
	The Chair welcomed the two new governors. However, it would be good to have another governor to specialise in curriculum and data. Staff wanted the challenge but governors would need the knowledge. The recent Data training had been complicated by the education-speak and was basically how to interpret data. Lay governors were unsure of some of the language used. The Head would be able to guide people in which data to look at first and explained that the governor's role is more to do with auditing and monitoring than interpreting data. Also understanding that there is more than data involved.	
6	<b><u>FEEDBACK FROM TRUSTEES</u></b>	
	TS introduced himself as a new Trustee.	
7.	<b><u>HEADTEACHER'S REPORT</u></b>	
7.1	Staffing – DR is to stay at Mullion until September 2020 which has a knock-on effect for DC. DC has a commitment to stay with his Yr 6 but some backfill will allow him to have extra time away from the classroom. Advertising currently. The school is looking at funding extra office staff after GA returns from her secondment.	
7.2	Ofsted –the school is well placed going forward for the new focus. Quality first teaching – onus less on internal data. Will make sure doing triangulation – where do you think you are, going into classrooms, book reviews, talking to students. Inspectors could come in from Easter, and if they did so in the near future they would look at maths. <b><u>Where is the section on governance in the new document?</u></b> In leadership and management. <b><u>Should there be a short term plan for governors?</u></b> If no one is available to attend, no governors will attend.	
7.3	The safeguarding governor needs to be involved in the S175 plan. DR will be speaking to him shortly.-	
7.4	A Health and Safety spot check had been carried out. TS asked about traffic management. The Estates Manager will be setting up a plan after further investigation. The biggest issue is that pupils cross at one point across the car park. <b><u>When is this going to be looked at as this is urgent?</u></b> Waiting for timetable from MAT.	
7.5	There is an ongoing culture of vigilance for safeguarding. It would be sensible to write a booklet/tick list for new staff. There will be a lockdown practice soon.	
7.6	<b><u>Could there be some guidelines for parents on pupils using computers for educational purposes?</u></b>	
	Governors need to know who trust level whistle blower is.	
7.7	One managed move was currently successfully happening.	
7.8	Monitoring – there is now greater focus on literacy key skills..	
7.9	The Chair had been through the SDP with DR and DC last week. This is a working document with weeks added for governors to undertake monitoring visits.	
7.10		
7.11	<b><u>When looking at Maths data and now focusing on literacy, are you worried that Maths may now stagnate or go backwards?</u></b> No everything is now in place and is working. Embedding is now taking place and standards are rising. However, radical changes can be made if necessary when the SATS results come in, but this is not looking as if it is going to be an issue. <b><u>Is there any link between absenteeism and the</u></b>	

	<b>low scores?</b> The school is putting measures in place to address the absenteeism. Parents respond well to discussion.	
<b>8.</b>	<b><u>FEEDBACK FROM FORUM</u></b>	
<b>8.1</b>	<p>Only two people attended the latest forum – both governors. The purpose needs to be reviewed and there was discussion on have two meetings a year; one at the beginning showing targets where parents can give their point of view, and one at the end where results can be shown. There is not enough content for more regular meetings. There was discussion on the first forum and how changes had been implemented because of it. <b><u>Would it be a good idea to do something like the INSET day when a presentation is given and then participants are split in to smaller working groups for part of it?</u></b> DR will draft a plan for future meetings. Wellbeing could be an important part as parents not so interested in data. <b><u>Could pupils present something first? When is the next one?</u></b> Towards the end of this term. <b><u>Could teachers give parents information on it at the parents evening?</u></b> If this was not too intrusive.</p> <p><b>Action: DR to draft plan for Forum meetings</b></p>	<b>DR</b>
<b>9.</b>	<b><u>SAFEGUARDING</u></b>	
<b>9.1</b>	DR will contact the Safeguarding governor.	
<b>10.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
<b>11.1</b>	There was discussion on how the structured questions should be looked at during LGB meetings.	
<b>11.2</b>	MR will identify which governor will be responsible for each section and how often and how each section will be looked at (either during monitoring visits or for an LGB meeting).	
<b>11.3</b>	<p>Governor SDP monitoring visits were explained to the new governors. Meetings could</p> <p><b>Action: MR to look at Structured Questions and allocate sections to the relevant governor</b></p>	<b>MR</b>
<b>12.</b>	<b><u>FEEDBACK FOR TRUSTEES</u></b>	
<b>12.1</b>	See Item 7.4	
<b>13.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
<b>13.1</b>	Monitoring visits looking at the SDP will be going ahead shortly.	
<b>14</b>	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
<b>14.1</b>	<b><u>Is there any policy about drinking water as the school nurse said students did not drink enough?</u></b> It is down to the individual teacher but there is no policy.	
<b>15.</b>	<b><u>IMPACT AND EFFECTIVENESS SINCE LAST MEETING</u></b>	
<b>15.1</b>	<p>Development plan review</p> <p>Communications meeting</p> <p>Design work for communicating Virtues</p>	

15.2	Data training  Governors were reminded of future training opportunities.	
16.	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
16.1	There were no urgent matters for discussion.	
17.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
17.1	The next LGB meeting will be held on 17 <sup>th</sup> June	

The meeting closed at 7.45pm

**Chair's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_