

## Coverack, Manaccan and St Keverne Schools

### LGB Meeting

Tuesday 25<sup>th</sup> June 2019 5.30pm @ Manaccan School

<p><b>1. <u>ATTENDING</u> :</b></p> <p>Susan Fawcett (joined the meeting at 5.50pm)          Emma Gooding          Jill Ludbrook          Lisa Newberry (Executive Head teacher)          Rev Mike North (left the meeting at 7.15pm)</p> <p>ABSENT: Kirsty Vennell</p> <p><b>In Attendance:</b>          Pat Nicholas, Clerk          Donna Bryant, SPCMAT CEO</p>		
<p><b>2. <u>APOLOGIES</u> :</b></p> <p>No apologies were received.</p> <p>Mrs Ludbrook agreed to take the chair for this meeting.</p>		
		<b><u>ACTION</u></b>
3.	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	Staff governors declared an interest as paid members of staff.	
4.	<b><u>MINUTES FROM THE 29.1.19 MEETING &amp; MATTERS ARISING (not on this agenda)</u></b>	
	The notes from the meeting held on Tuesday 29 <sup>th</sup> January 2019 were agreed as an accurate record.	

5.	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	<p>At the recent training session on governance, Governors and headteachers were advised that LGB minutes do show an awareness of issues but do not currently show what is being done e.g. the impact of any actions, recommendations from SIP, and the follow ups. Evidence of Governor Monitoring Visits also needs to be included so it is possible to see action on the ground and to demonstrate challenge and or impact.</p> <p>Q: Had there been any progress with governor monitoring?</p> <p>A: The LGB was beginning to grow, but had only just become correctly constituted. A monitoring plan would be formulated following the update of the SIP (School Improvement Plan) early in the autumn term.</p> <p>(Mrs Fawcett joined the meeting at 5.50pm)</p>	
6.	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	<p>Mrs Newberry informed the meeting that the forum meetings for all schools had taken place and were all very positive. Manaccan, in particular, had all stakeholders represented, and had looked at buildings and revision of the uniform policy.</p>	
7.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	<p>Governors were delighted to learn that the LGB was now correctly constituted, with 6 governors now in post, and a further three pending DBS checks.</p> <ul style="list-style-type: none"> <li>• Mrs Vinnell had joined the LGB as a parent appointed governor.</li> <li>• Rev Mike North had joined the LGB as a community governor.</li> <li>• Dr Tom Hackett had joined the LGB as a parent/community governor, and was awaiting a DBS check.</li> <li>• Miss Joanna Knights had joined the LGB as a parent appointed governor, and was awaiting a DBS check.</li> <li>• Mr Joe Rainbow had been approved by the Trust Board as a staff governor and was awaiting his final confirmation.</li> </ul> <p>There was frustration from some governors at the time it had taken for the new governors' paperwork to be processed, and that they were not able to attend the meeting. The meeting agreed to raise this with the Trust Board.</p>	
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>• There were three reports circulated going back to January. The most recent update was circulated at the meeting. Governors heard that the KS2 SATS results would be published on 9<sup>th</sup> July.</li> <li>• Staff were appreciative of the CPD (continuing professional development) opportunities since being part of SPCMAT. School improvement training, in particular, was welcomed by teaching staff.</li> </ul>	

	<p>Staff had completed H&amp;S training and first aid training. Admin staff had completed SIMS (Schools Information Management System) training now that the schools had moved away from the 'Integris' system. The various network groups were also very useful for staff working in small rural school.</p> <ul style="list-style-type: none"> <li>• Manaccan NOR (number on roll) was growing, and would be up to 48 by September. Current staffing arrangements should still meet the need.</li> <li>• St Keverne NOR was falling, with 16 Y6 leaving and only 4 new children in; this would mean a move to a 2 class structure. Parents have been made aware and there had been no concerns raised. Staff had been very supportive.</li> <li>• Coverack had recruited an assistant head, who was relocating to Cornwall and would be ready to take up post in September.</li> <li>• Mark Lees completed 2 follow up visits this term and will do Coverack's visit in the Autumn.</li> <li>• Mrs Newberry explained the importance of the progress measure for the children.</li> <li>• The meeting discussed the updates to the schools' environments.</li> </ul> <p><b>Action: Mrs Newberry would consult with the relevant parish councillor for possible grant support for the development of the swimming pool at St Keverne.</b></p> <ul style="list-style-type: none"> <li>• A 'near miss' incident at one of the schools had prompted a series of regular H&amp;S checks which were recorded. Proactive checks did happen, as well as the annual play equipment inspections carried out by DGTS, but it emerged that regularised checks were needed. Play equipment made from wood and natural materials needed particular attention.</li> <li>• Quality assurance information from the s157 audit could be circulated to all governors. A safeguarding audit with a SPCMAT colleague had identified actions, mainly around training.</li> <li>• Mrs Newberry was covering the SENDco responsibilities for long term sick leave.</li> <li>• EWO support had been requested for St Keverne. The main issues had not been identified, but the support would target individual families to begin with. Historically, holiday leave in term time would be authorised as long as attendance was good; but the MAT policy was only to authorise leave in exceptional circumstances. Governors heard that there had been some minor difficulties collecting attendance information, with the move from the 'Integris' system.</li> </ul> <p>Mrs Ludbrook thanks Mrs Newberry for her report; governors also wished to record their thanks for all the school teams had achieved since January under Mrs Newberry's leadership.</p>	LN
9.	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	
	<p>Covered under the head teacher's report.</p> <p>Q: How often should the safeguarding governor visit? Ideally, meet with the DSL in each school once per term. Regular contact with the head teacher,</p>	

	again once per term, as well as monitoring of the Single Central Record (SCR).	
10.	<b><u>HEALTH &amp; SAFETY UPDATE</u></b>	
	Covered under the head teacher's report.	
11.	<b><u>STRUCTURED QUESTIONS</u></b>	
	Mrs Bryant explained the structured questions format for the benefit of the governors.	
12.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	There had been no governor monitoring visits since the last meeting.	
13.	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	<ul style="list-style-type: none"> <li>The operational risk register was explained to the governors as 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. Mrs Newberry explained the format, and while still a work in progress, had tried to make it unique for each of the schools. After a brief discussion, it was agreed that it would be possible to amalgamate the three registers into one document, and identify individual schools were appropriate.</li> <li>Rev North agreed to be the H&amp;S nominated governor.</li> <li>Data summary - covered under HT report.</li> <li>Meeting start times were discussed; it was agreed to hold the next meeting at 5.30 at Manaccan School, and consult with the new governors.</li> <li>Mrs Nicholas updated governors with information from the latest MAT clerks meeting.</li> </ul>	
14.	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>There had been difficulties with recruitment of governors, but following huge efforts made on behalf of the LGB, four governors had been successfully recruited.</li> </ul>	
15.	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	None.	
16.	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	<ul style="list-style-type: none"> <li>Governors asked about the timescale for new governor applications to be completed.</li> </ul>	
17.	<b><u>DATES OF FUTURE MEETINGS</u></b>	

	<ul style="list-style-type: none"><li>• Wednesday 11<sup>th</sup> Sept 2019 5.30pm @ Manaccan School (Trust Board 11.7.19)</li></ul>	
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**The meeting concluded at 7.50pm**

SIGNED:

DATED: