



MINUTES OF FULL GOVERNING BOARD MEETING

Monday 24 January 2020 at 5.15pm
Tregolls Academy

	<p>Present: Judith Smitham - Chair of Governors (Chair) Lara Jeffries – Headteacher (Head) Dawn Howarth - Vice Chair (DH) James Davidson – Headteacher at Penair School (JD) Laura Dolan (LD) Giles Horne (GH - Items 1-6 only) Elizabeth Phillips (EP) David Parker - co-opted at meeting (DP) Victoria Sleeman - co-opted at meeting (VS)</p> <p>Also in attendance: Jackie Parker – Governance Advisor (GA) Nicola Holt - School Business Manager (SBM) Jon Brown – Clerk to Governors (Clerk)</p>	
Item	Minutes	Action
1	<p>Welcome and Apologies The Chair welcomed everyone to the meeting. Loic Rich was not present – apologies were subsequently received, but not in time to be considered by governors. All present introduced themselves. The prospective new governors explained their backgrounds – DP as a retired headteacher and CEO of a Multi-Academy Trust and VS as a solicitor.</p>	
2	<p>Declaration of Business and Pecuniary Interests relevant to this agenda Judith Smitham declared her business interest with Trelander Stores. The Clerk explained that the published Register of Interests was out of date. Declarations of Interest forms had been completed at a previous meeting. The SBM <u>agreed</u> to pass these to the Clerk, who would compile an up-to-date register.</p>	SBM Clerk
3	<p>Minutes of the Previous Meeting held on 9 December 2019 and Matters Arising The minutes were agreed as a true and accurate record and signed by the Chair.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> - The catering audit was outstanding and would be discussed at the next meeting. - A detailed breakdown of Safeguarding statistics was still to go on GovernorHub. - Female Genital Mutilation (FGM) training documents to be shared with all governors. - The new School Improvement Partner (SIP) report would be discussed later in the meeting. <u>A governor challenged</u> whether the SIP had been invited to the recent Ofsted inspection. The Head confirmed that Ofsted couldn't fit it into their timetable and didn't deem it necessary – they would only usually meet if the school was previously rated 'Requires Improvement'. - The final accounts had been submitted to the EFSA by the deadline - Documents for the previous meeting had been brought to the attention of governors via GovernorHub. 	SBM/Head Head DH

4	<p>Clerk's update</p> <p>The Clerk introduced himself to the meeting, explained his background in clerking and governance, and that he would work with governors to put in place a training log and identify future training needs as well as compiling induction materials for new governors.</p>	
5	<p>Governance membership matters to include recruitment</p> <p><u>Governors agreed</u> to co-opt David Parker and Victoria Sleeman to the board with immediate effect based on their skills and experience.</p> <p>Loic Rich's term of office would expire on 29 February 2020, and he had expressed a willingness to continue in the role. <u>Governors agreed</u> to renew his appointment in his absence.</p> <p>The Clerk explained that two applications had been received for the Parent Governor (PG) vacancy, and the deadline had passed. Tregolls' Articles of Association stipulate a minimum of two PGs, but no maximum. LD stated her intention to stand down as PG at Easter. <u>Governors agreed</u> that both applicants should be invited to meet with the Head and the Chair with a view to being accepted as governors, potentially avoiding the need for a further election.</p> <p>The Staff Governor vacancy had also been advertised with an application deadline of 4th March. One expression of interest had been received.</p>	Chair/Head
6	<p>Ofsted inspection and 'Getting to Good' action plan</p> <p>The action plan had been circulated in advance of the meeting. The Head had been disappointed with the recent Ofsted judgement but commented that the process had been fair. All staff were now clear on the actions needed. A parents evening had been held allowing the school to explain how they intended to improve and parents to engage with the process. Around 20 parents attended and all feedback was positive.</p> <p>A curriculum review planning meeting was held the week after the inspection, although it had been previously scheduled. The results had been communicated to all staff, with curriculum training to follow. The Head thanked governors for their support during Ofsted.</p> <p><u>A governor asked</u> who had led the curriculum review. A) The Head together with senior leaders. Off-the-shelf curriculums had been explored alongside the changes needed from previous practice. The decision was made to stick with Rising Stars but to adapt it more to each cohort. <u>The GA asked</u> what Rising Stars was. A) It is a published scheme of work. <u>A governor commented</u> that they knew it from the setting where they worked and it was good. <u>The GA asked</u> whether it was used by other Penair Cluster Primary Schools. <u>JD confirmed</u> that it was, but that there were some concerns as to its compliance with the National Curriculum. The Head confirmed that it had recently been updated and was now fully compliant.</p> <p><u>A governor challenged</u> whether children would remain engaged if the curriculum was less pupil-led. A) Children would still have ownership, but there was a need to guide their choices to give more structure. <u>A governor asked</u> whether children would notice the change. A) No, apart from a few timetable tweaks. <u>A governor asked</u> whether the new curriculum would be ready for September. A) It will be introduced in the summer term to ensure that it is up-to-speed by September.</p> <p><u>A governor challenged</u> how they would be able to see that the picture was improving in terms of pupil progress. A) Subject books would stay with children through each Key Stage, showing clear targets and evidence of progress. <u>Governors agreed</u> that DH and DP would monitor the curriculum. <u>Governors agreed</u> the need for monitoring visit training and an</p>	DH/DP

	<p>external view of governance. JD commented that someone had carried out this function for Penair and would be worth considering.</p> <p><u>A governor commented</u> that the new curriculum would work well for those at the start of Key Stages, but <u>challenged</u> how gaps would be plugged for children who had been working from the old version. A) This has been considered. All subject leaders have three-year action plans with priorities for particular cohorts. The ‘Intent’ was previously lacking, but Ofsted were satisfied with the plans.</p> <p><u>A governor challenged</u> whether there was a resource implication for the new curriculum. A) Yes, there has been an up-front cost. This and other costs will be considered in future budgets. <u>A governor challenged</u> whether staff were happy with the plans and on board with the new curriculum. A) Yes absolutely, they appreciate having more structure.</p> <p><u>Governors agreed</u> that the action plan was comprehensive and gave confidence for the future.</p> <p>[GH left the meeting at 6.09pm]</p>	<p>Chair/JD</p>
<p>7 & 8</p> <p>(11)</p>	<p>Self-Evaluation Form and Headteacher’s report to include Safeguarding and SEND update</p> <p>The Self-Evaluation Form (SEF) and HT report had been circulated in advance of the meeting, along with an updated Learning Improvement Plan (LIP). The Head explained that the SEF judgements had been amended to tie in with Ofsted judgements.</p> <p>The Head gave an update on pupil numbers. There has been no exodus since Ofsted, indeed some new joiners have started. Reception numbers for next year look similar to this year’s intake (36), and it is hoped that this can be increased for future years. <u>The GA asked</u> what percentage of pupils come from outside the catchment area, as these might be most likely to leave after the Ofsted judgement. A) That hasn’t happened. Most pupils are from Trelander, but the Head didn’t have the figures to hand.</p> <p>The inconsistencies with quality of teaching and pupils’ books are being closely monitored and actions put in place. For example, one new teacher has been given an extended probation period and a formal support plan. <u>A governor challenged</u> whether there was any confidence of them reaching the required standard. A) Yes, there has already been evidence of improvement.</p> <p><u>A governor asked</u> for clarification of the note about attendance data in the HT report. A) Some absences and lateness had previously been miscoded. This was an oversight rather than an attempt to manipulate the figures, and is being rectified to ensure compliance. This will result in increased reported absences. <u>A governor challenged</u> whether there were strategies in place to improve attendance. A) Yes. Lateness is a particular issue which is being addressed personally outside the school gate by the Head. <u>A governor challenged</u> whether pupils’ domestic circumstances were being taken into account. A) Yes, but there are issues with persistent lateness which require a bit of a culture change.</p> <p>The Head highlighted recent staff CPD, particularly to address issues with reading in KS2.</p> <p><u>A governor challenged</u> the levels of staff absence. A) There has been a recent increase which is being addressed. All staff absences regardless of length are now followed up with a ‘back to work’ interview, and the importance of a team ethos and the impact on children is being stressed. <u>The GA asked</u> how the rates compared to similar schools. A) There is no benchmarking available, but it is clearly an issue. <u>A governor asked</u> whether absence reporting had been a problem. A) Previously absences could be reported by text, but now every absence required a daily phone call. <u>The GA asked</u> whether there was any evidence of</p>	

	<p>improvement yet. A) No, it is too early. <u>Governors agreed</u> that the way this was being addressed was good, but that they must also be mindful of staff wellbeing.</p> <p><u>A governor challenged</u> that the Safeguarding data in the HT report needed to be broken down into more detail, particularly for vulnerable children who didn't come under the most serious categories. The Head <u>agreed</u> to do this in future reports. <u>A governor asked</u> about the support for children with English as an Additional Language (EAL) in light of the removal of some funding. A) The school employs translators to ensure support where necessary. <u>A governor commented</u> that Haven House also provide free support. The Head <u>agreed</u> to explore this. EAL numbers and need are currently being reviewed as part of the overall staffing structure. A new class is being added next year and recruitment being undertaken to cover this and other gaps.</p>	<p>Head</p> <p>Head</p>
9	<p>Governor monitoring visits and reports</p> <p>Monitoring visit reports had been circulated in advance for Maths and Safeguarding. <u>A governor challenged</u> whether the comments from the maths visit had been followed up satisfactorily. A) Staff were aware that some pupils' books were not as good as they should be, particularly lower ability children. This has been followed up in staff meetings with a focus on 'Access for All'.</p>	
10	<p>Governor Action Plan</p> <p>This document had been circulated in advance, although new governors hadn't received it. <u>EP agreed</u> to monitor lesson planning and schemes of work. The Head welcomed this opportunity for governor evaluation of SLT monitoring.</p> <p><u>The GA challenged</u> whether the section about questions to ask on governor visits was pitched at the right level. <u>Governors agreed</u> that they were useful as conversation starters, but that there was also a need to look for evidence rather than take answers at face value. The Head commented that she would expect subject leaders to be able to answer these questions. <u>A governor asked</u> whether subject leaders could come to FGB meetings so that these questions could be asked by the group as a whole. <u>Governors agreed</u> that this would be particularly useful for newer governors with less experience of monitoring. The Head <u>agreed</u> to invite subject leaders in Maths and English to future meetings, to be followed by non-core subjects once the new curriculum was up and running.</p>	<p>EP</p> <p>Head</p>
11	<p>Pupil numbers update</p> <p>Already covered under items 7 & 8.</p>	
12	<p>Policy Review</p> <p>The Head and GA have been working on policies. Some have been delegated to other leaders, one of which needs checking for compliance. <u>Governors agreed</u> to delegate review and approval of all non-statutory policies to the Head.</p> <p>- Appraisal Policy (Teachers) was considered for review. <u>A governor asked</u> whether feedback on teacher appraisals was given verbally or in writing. A) Both – the issues are talked through and a report is produced. <u>Governors agreed</u> to approve and adopt this policy.</p> <p>- Capability Policy was considered for review. <u>Governors agreed</u> to approve and adopt this policy.</p>	
13	<p>School website and compliance</p> <p><u>Governors agreed</u> that the new website is more user-friendly, including working well on smartphones. The Head thinks it is now compliant as it has been checked in-house. <u>A governor commented</u> that external reports can be bought relatively cheaply to check compliance. The Head <u>agreed</u> to look into this.</p>	<p>Head</p>

14	<p>Bite-size training – GovernorHub</p> <p><u>Governors noted</u> that the GovernorHub (GH) trial was due to expire and <u>agreed</u> to continue with a paid subscription. <u>Governors discussed</u> the advantages of using GH as a board communication and document storage tool compared to email, and where and how different types of document should be filed. The Clerk <u>agreed</u> to consolidate the filing to avoid duplication and ensure ease of access, and to invite new governors as GH users.</p>	<p>Chair/SBM</p> <p>Clerk</p>
15	<p>Any Other Business – urgent matters only</p> <p><u>A governor asked</u> whether all staff (including out of hours cleaners) needed to sign in and out on the iPad in reception. A) Yes.</p> <p><u>A governor challenged</u> whether the school had a plan in place in case of a Coronavirus outbreak. A) School is aware of the latest government guidance and has posted updated information on the website. Posters will be put up at school and an item will go in the next newsletter.</p> <p>The meeting closed at 7.15pm</p>	

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Signed as an accurate record

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Print name

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Date

Action Log

Action date	Action	Who?	Due date
2019	Staff governor appointment	Clerk/Chair/Head	March 2020
2019	Catering Audit	SBM/Head	FGB March 2020
2019	FGM training documents to be shared	DH	Spring Term 2020
2019	GDPR training to be provided at staff meeting - governors to be invited	SBM/Head	Spring Term 2020
2019	New SIP options	SBM/Head	Summer Term 2020
2019	Invite PCSO to future meeting	Head	As required
2019	Governing Body structure to be reviewed	Clerk/Chair	September 2020
24/02/2020	Pass governor declarations of interest to Clerk	SBM	
24/02/2020	Compile Register of Interests and pass to SBM	Clerk	FGB March 2020
24/02/2020	Detailed breakdown of safeguarding statistics to be posted on GovernorHub and in future HT reports	Head	FGB March 2020
24/02/2020	Invite Parent Governor applicants for meeting with view to appointing	Chair/Head	
24/02/2020	Carry out curriculum monitoring visit	DH/DP	
24/02/2020	Arrange monitoring visit training - Penair contact?	Chair/JD	
24/02/2020	Contact Haven House to explore EAL support	Head	
24/02/2020	Monitoring visit to support SLT on lesson-planning and schemes of work	EP	
24/02/2020	Invite subject leaders to future FGB meetings	Head	

24/02/2020	Obtain external report to check new website compliance	Head	
24/02/2020	Renew GovernorHub subscription	SBM/Head	20/03/2020
24/02/2020	Invite new governors to join GovernorHub	Clerk	29/2/20
24/02/2020	Check GovernorHub filing and reorganise where necessary	Clerk	FGB March 2020