

**Wendron C of E Primary School**  
**Local Governing Body meeting**  
**Tuesday 12<sup>th</sup> September 2017 from 7.00pm**  
**at Wendron C of E Primary School**

<b>1. <u>ATTENDING :</u></b> Canon D Miller (Chair), Mr R Lawrence (Head), Mr C Biddick, Mrs K Taberer, Mrs A Veneear and Mrs C Thomas  <b>In Attendance</b> Mrs S Bennetts (Clerk)		
<b>2. <u>APOLOGIES :</u></b> Apologies were received and accepted from Mr M Haywood and Mr B Jolliffe.		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	Canon Miller welcomed the governors to the meeting. Governors completed the Pecuniary Interest forms for the year 2017/2018.	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	The minutes of the meeting of 16/05/2017 were agreed as a true record and signed by Canon Miller. Mr McDonagh has not forwarded details regarding the Headstart programme but Mr Lawrence has received the information from another source.	
<b>5.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS</u></b>	
	There are currently no new governors to appoint. a. Election of Chair and Vice Chair Canon Miller was elected as Chair of Governors for the year 2017/2018. Mr C Biddick was elected as Vice Chair of Governors for the year 2017/2018.	
<b>6.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	a. Management and Leadership Mr Lawrence informed the governors that his regular working days will be Monday am, Wednesday and Thursday at Wendron, Monday pm and Thursday Halwin and Tuesday for the trust. Mrs Roberts has been appointed as Head of School and has ½ day management time. There will be a restructuring of some of the work load which will be	



	<p>Mr Lawrence feels that it will still be valuable for the self-evaluation to take place locally.</p> <p><b>Q</b> <u>Governors questioned whether the attendance figures were cause for concern.</u></p> <p><b>A</b> They were informed that the school has one non-attender and one family had a delayed return to England due to the recent hurricane.</p>	
<b>8.</b>	<b><u>SAFEGUARDING REPORT</u></b>	
	<p>a. S175 QA Return</p> <p>Helen Trelease has responded to the S175 return confirming that there is consistently strong evidence regarding the strength of safeguarding at the school. <b>This result will be shared with staff.</b></p> <p><b>Q</b> <u>Governors questioned whether a safeguarding governor has been appointed.</u></p> <p><b>A</b> They were reminded that Mark Haywood has been appointed to this role.</p>	<b>RL</b>
<b>9.</b>	<b><u>HEALTH AND SAFETY</u></b>	
	<p>It was confirmed that Mark Haywood has responsibility for Health and Safety.</p> <p>A Health and Safety audit will take place soon.</p> <p>The Early Years play shed has been repaired.</p>	
<b>10.</b>	<b><u>FINANCE</u></b>	
	There is no information to present. Maria Collins has the figures to date and has not raised any concerns.	
<b>11.</b>	<b><u>HUB COUNCIL/TRUSTEE COMMITTEES FEEDBACK</u></b>	
	<p>The Hub Council will be meeting shortly to discuss the SEN Local Offer, the SEN report for Hub schools, Pupil Premium Review Reports and LGB feedback.</p> <p>The Standards Committee will meet on 28<sup>th</sup> September.</p>	
<b>12.</b>	<b><u>GOVERNOR FEEDBACK ON VISITS</u></b>	
	<p><b>Mrs Veneear will send her report to school.</b></p> <p>The next meeting will take the form of a learning walk. The next LGB meeting will focus on self-evaluation.</p>	<b>AV</b>
<b>13.</b>	<b><u>FOCUS ITEMS</u></b>	
	<p>a. School Performance</p> <p>The attainment summary for KS2 2017 provided by corestats was circulated to governors. This details reading, writing, maths and grammar, punctuation and spelling for all pupils and groups of pupils, comparing the school with national and LA figures. Mr Lawrence circulated the KS2 analysis for 2016/2017 and explained that one pupil had major needs and although huge progress had been made, this is not seen in the data. A case can be made if necessary. Another child was absent through sickness and the figures remove this child. Additional figures have been prepared showing scores without the two Year 5 joiners and the two dyslexic children.</p> <p>The figures for grammar, punctuation and spelling are lower than hoped and</p>	

	<p>governors were informed that the school will ensure improvement is made.</p> <p><b>Q      <u>Governors questioned whether there is the same diversity in maths</u></b></p> <p>A      They were informed that there is a fairly similar situation although figures reflect this particular cohort. All levels are now encompassed in the one paper.</p> <p>Data on performance for children in Year 1 to Year 6 was circulated to governors. Figures show the percentage of children working at or above and above expectation and the average progress made.</p> <p>b. School Development Planning</p> <p>Staff have been asked to contact governors regarding updates to the School Development Plan</p> <p>c. Strategic plans – 3 years</p> <p>Mr Lawrence’s fixed term appointment at Halwin School is due to end in August so it will soon be necessary to review this arrangement.</p> <p>The MAT is becoming embedded in the work of the school. <b>This will be reviewed in more detail in January.</b></p>	RL
<b>14.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	Governors felt that they are still exploring their role. They agree they have discussed strategies regarding pupil numbers, the building of the pre-school on site and the performance and standards of the children.	
<b>15.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>A learning walk will take place week beginning 30<sup>th</sup> October or 5<sup>th</sup> November</p> <p>The next LGB will be held during week commencing 8<sup>th</sup> or 15<sup>th</sup> January 2018. <b>Mr Lawrence will discuss with staff whether the self-evaluation will take place at this meeting.</b></p>	RL

Chair’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note:

**Challenges**

Challenges are to be in bold and underlined, in question and answer format.

**Actions**

Actions are to be noted in the main column [in bold but not underlined] and the initials of the person to whom the action has been attributed are to be noted in the right hand column.