

Wendron C of E Primary School
Local Governing Body meeting
Tuesday June 19th from 7.00pm
at Wendron C of E Primary School

1. <u>ATTENDING :</u> Canon D Miller (Chair), Mr R Lawrence (Head), Mr C Biddick and Mrs A Veneear. In Attendance Mrs S Bennetts (Clerk)		
2. <u>APOLOGIES :</u> Apologies were received and accepted from Mr B Jolliffe.		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	Canon Miller welcomed the governors to the meeting. There were no additional pecuniary interests to declare.	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>The minutes of the meeting of 16th January were agreed as a true record and signed by DM.</p> <p>Mrs Roberts taking the role of Assistant Head is working really well.</p> <p>Due to significant changes at Halwin School, RL will not be returning full time to Wendron School for another year. There is a movement across the trust to appoint Executive Headteachers and Heads of School. RL will be working an additional half day at Halwin School and will look to increase CR's management time at Wendron School by half a day. Governors discussed the possibility of a joint governing body but agreed that it would be better to stay separate as the challenges are very different. The trustees will have any final say.</p> <p>The links with Mr Lockwood and Lethbridge have not moved forward and it was thought best not to pursue.</p> <p>There was a miscalculation in the data. The latest data which is being presented tonight is correct.</p> <p>Governors will look at the SDP later in the meeting.</p>	RL
5.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS</u>	
	There are no new governors.	

6.	<u>URGENT MATTERS FOR DISCUSSION</u>															
	<p>a. Year 5 Split 2019</p> <p>With the current structure, Wendron School will have large KS2 class sizes in September 2019. To overcome this, the PAN has been reduced to 15 from September 2019 and RL presented figures on different class structures for the years beginning Sept 19 and Sept 20.</p> <p>The S106 funding which comes with the development on the edge of Helston has been allocated to St Michael’s School. Wendron Parish Council and the local County Councillor has fought this decision but have been unable to change the outcome. It is likely that some parents will continue to apply for places at Wendron School but appeals should be won due to infant class sizes.</p> <p>The curriculum for 2018/2019 will need to be re-planned to ensure coverage.</p> <p><u>From an operational point of view which structure would work best?</u> Class sizes of 28 are more manageable. The governors agreed. Wendron School will need to maintain and update the policy for split year groups by age which ensures a less negative impact on outcomes of children.</p> <p>b. Pre-School</p> <p>The groundworks have taken place and the building is being delivered at the beginning of August. The trust has put a lot of work into the planning and thanks must go to Donna Bryant who has worked hard with the legal team and pre-school to make it happen. Digging for the sewerage system will be happening shortly.</p> <p>The cycle shed has been moved to allow for more parking spaces.</p> <p>c. Southerly Point Governance</p> <p>As a result of feedback, local governance will continue and the SODA will change to reflect this. <u>What will be the role of the governors?</u> They will challenge and support the headteacher and leadership and monitor the School Development Plan, standards and safeguarding. Because a governing body of a church school cannot merge with a non-church school, governors will be known as local councillors and the LGB will be known as the Local School Council. <u>How many trustees are there?</u> Between 7 and 9. The trust board meets termly plus committee meetings.</p> <p>Governor roles were confirmed as</p> <table border="0"> <tr> <td>English</td> <td>Chris Biddick</td> </tr> <tr> <td>Maths</td> <td>Chris Biddick</td> </tr> <tr> <td>Curriculum</td> <td>David Miller (to ensure there is a broad and balanced curriculum and to look at curriculum mapping.)</td> </tr> <tr> <td>Safeguarding</td> <td>Brett Jolliffe (to be confirmed) (recruitment training, training on DSL and S157 etc to be arranged.)</td> </tr> <tr> <td>Values/SIAMS</td> <td>Canon Miller</td> </tr> <tr> <td>Vulnerable Pupils</td> <td>Anne Veneear – PP and online reporting.</td> </tr> <tr> <td>Health and Safety</td> <td>Anne Veneear</td> </tr> </table> <p>Governor training on Governor monitoring will be held at HCC on Wednesday 4th July.</p> <p>As a co-operative, the MAT is expected to have a Forum consisting parents, pupils, staff, alumni and community. Each constituency to vote 1 member to represent Wendron on the MAT Forum from which one person will be elected as a Member. Action: Governors agreed that RL draft an invitation outlining the</p>	English	Chris Biddick	Maths	Chris Biddick	Curriculum	David Miller (to ensure there is a broad and balanced curriculum and to look at curriculum mapping.)	Safeguarding	Brett Jolliffe (to be confirmed) (recruitment training, training on DSL and S157 etc to be arranged.)	Values/SIAMS	Canon Miller	Vulnerable Pupils	Anne Veneear – PP and online reporting.	Health and Safety	Anne Veneear	
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	role and forward to governors before circulation. There will be two Forum meetings a year.	RL
7.	<u>HEADTEACHER'S REPORT</u>	
	<p>Mr Lawrence presented his report (attached)</p> <p>RL reported one racist incident.</p> <p>Cheryl Thomas has now left the school and it is thought she will resign as a governor. An admin assistant will be appointed to be responsible for drawing up risk assessments. Action: Appointment to be made and DM to write a letter of thanks to CT.</p> <p>All staff have been trained in 'My Concern' which has already been used. The S157 has been shared with Chris Roberts and will be forwarded to BJ when complete.</p> <p>Action: S157 to be forwarded to BJ</p> <p><u>Does 'My Concern' record the same information?</u> Yes. The date, time and nature of concern is recorded. The concern will be flagged to RL and CR who will assess the level of seriousness. Reports can be run and information transferred to another school in line with GDPR.</p> <p>The visit from Jo Osborne went well. Catherine Hendy has been working on RE, SIAMS and Collective Worship. The children are now expected to monitor the impact of collective worship.</p> <p>RL presented the latest assessments which show the percentage of children working at expected or above, and working above expected for reading, writing and maths for children in year 1 to year 6. <u>It is interesting that reading, writing and maths for the Year 6 all have 27% working above expected.</u> These are not the same children for all three areas. <u>What is the expected figure for average progress.</u> Five points progress should be made by this time of the year. Action: RL to challenge some figures for the year 6 cohort.</p> <p>The year 1 phonics results have been lower over the last couple of years. This year the school is looking at 74% which is in line with the national figure. The figure for Wendron School includes one non-verbal child. Two year 2 children didn't make the expected level at re-sits. Intervention is in place.</p>	<p>RL/DM</p> <p>RL</p> <p>RL</p>
8.	<u>SAFEGUARDING REPORT</u>	
	<p>The Designated Safeguarding Leads across the hub have carried out their visits. Dave Lewis has visited Wendron School and in turn RL has visited Crowan School.</p> <p>The S157 is underway. The headteachers have filled in an exemplar for the trust schools. When completed it will be signed and returned to the local authority by 30/06/2018.</p>	
9.	<u>HEALTH AND SAFETY</u>	
	There was nothing to report.	
10.	<u>FINANCE</u>	
	<p>The school is looking at a potential deficit budget of £20,000. This is due to a reduction in Pupil Premium funding, an additional expense of the apprenticeship levy and the top slice for the trust. <u>How could we get to this time of year with no budget reports?</u> The finance team has had a series of audits, due diligence on the Keskowythans MAT and other vital work which has meant they have had to postpone setting up the reports. <u>After Kedkowythans, will there be more</u></p>	

	<p><u>schools joining the MAT?</u> It is likely, as single academies are not seen to be the way forward. <u>What has happened to Wendron School's reserves?</u> They are still in the Wendron School pot. <u>Will they be used to set the budget?</u> The school will need to reduce spending and this will be discussed with Maria Collins. RL will be working an extra half day at Halwin so this will help in cutting costs. Schools have made representation to Donna Bryant regarding the lack of financial information and the resulting difficulties in making financial decisions.</p> <p>The school needs to replace the external lights – this could be funded from DFC.</p> <p>The school also needs an external and internal repaint. RL will talk to Dave Ellis, the Estates Manager to ask if he can procure a company to do a number of schools at a more cost effective rate. Action: RL to speak to Dave Ellis.</p> <p><u>Will each class still have its own budget?</u> Yes. Staff will still be able to purchase for their class. The MAT finance team has to consider the monthly cash flow, but a reserve has now been built up.</p>	RL
11.	<u>HUB COUNCIL/TRUSTEE COMMITTEES FEEDBACK</u>	
	<p>The Hub Council will cease to exist. <u>What is the thinking behind this?</u> There has been pressure from the governing bodies of some schools to retain as much responsibility as they are able, which means the extra level of governance is not needed.</p> <p>RL sits on the Standards Committee and has fed back on performance of the primary schools. There has been a focus on more able mathematics with additional training for staff etc. <u>Does the school still use Hamilton Maths?</u> Yes. <u>Is this used throughout the trust?</u> It is up to the individual schools to decide which scheme they use.</p> <p>There continues to be a list of policies for review and this was circulated to governors. Some are core plus which means they are central policies with a section relevant to each individual schools This part is the responsibility of the governors. Policies will now be brought to the Local Councillors meetings for approval.</p> <p>Donna Bryant has prepared a list of structured questions for local councillors to use to challenge schools and ensure consistency across schools. These can be used before and during meetings. Governor expressed concern at the additional time this would add on to meetings and were informed that not all questions would be asked at each meeting .</p>	
12.	<u>GOVERNOR FEEDBACK ON VISITS</u>	
	There have been no visits since the last meeting.	
13.	<u>FOCUS ITEMS</u>	
	<p>a. School Development planning</p> <p>The School Development Plan was circulated to governors. As responsibilities have been agreed, it is now possible to add initials to areas of governors' monitoring. Monitoring is the means by which councillors discovers information and obtain evidence. <u>When is the next Ofsted inspection due?</u> It should be after summer 2019. Part of the inspection will include the leadership and management of the trust. Inspectors will still expect to talk to representative of the governance of the school.</p>	

	<p>b. Trust Policies</p> <p>This item has already been covered.</p>	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<p>The governors ensure that what they have agreed has been implemented. They have a sense of what is going to happen next.</p> <p>The Local School Council will consist of 6 – 8 councillors.</p>	
15.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>The next meeting will be held on 18th September at 7pm</p> <p>The meeting closed at 8.50pm</p>	

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.

