



**Wendron C of E Primary School**  
**Local Governing Body meeting**  
**Tuesday 18<sup>th</sup> September 2018 from 7.00pm**  
**at Wendron C of E Primary School**

	<p><b>1. <u>ATTENDING</u> :</b></p> <p><b>Canon D Miller (Chair), Mr C Biddick (Vice Chair), Mr R Lawrence (Headteacher), Mrs K Taberer, Mrs A Veneear, Mr B Jolliffe</b></p> <p><b>In Attendance</b></p> <p><b>Mrs S Bennetts (Clerk)</b></p>	
	<p><b>2. <u>APOLOGIES</u> :</b></p> <p>All governors were present.</p>	
		<u>ACTION</u>
<p><b>3.</b></p>	<p><b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b></p>	
	<p>Election of Chair</p> <p>It was proposed, seconded and unanimously agreed that DM take the role of Chair of Governors.</p> <p>Election of Vice Chair</p> <p>It was proposed, seconded and unanimously agreed that CB take the role of Vice-Chair of Governors.</p>	
<p><b>4.</b></p>	<p><b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b></p>	
	<p>The minutes of the meeting of 19<sup>th</sup> June 2018 were agreed as a true record and signed by the Chair.</p> <p>It was confirmed that the budget will not allow for an increase in management time for Chris Roberts. TA hours have been cut by replacing leavers with less hours.</p> <p>RL is employed by Wendron School for 2 days a week, CR has ½ day management time and the SENCo has ½ day for this work.</p> <p>Cheryl Thomas (admin) has been replaced by Michelle Williams for one day a week.</p> <p>DM has attended a half day SIAMS training.</p> <p>The governor training held on 4<sup>th</sup> July was excellent. This was led by Bex Couch and focused on governor monitoring.</p> <p>Responsibility for the external painting has been taken by the estates team who</p>	

	now have a painter/decorator on board.																					
5.	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>																					
	There was no further business to report.																					
6.	<b><u>FEEDBACK FROM THE FORUM</u></b>																					
	This has not been held yet.																					
7.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>																					
	<p>Governors were informed that Mrs C Thomas has resigned as a governor of the school. RL to draft a letter of thanks.</p> <p><b>ACTION: RL to write a letter to CT</b></p> <p>Trust Governance</p> <p>Copies of the trust governance chart were circulated to governors.</p> <p>Code of Conduct</p> <p>Copies of the Code of Conduct had been circulated to governors prior to the meeting. Governors signed and returned their copies.</p> <p>New Governors</p> <p>Governors agreed that three or four parent governors need to be recruited.</p> <p><b>ACTION: RL/Clerk to run the recruitment process to appoint 3 parent governors.</b></p> <p>The following governor roles were agreed.</p> <table border="0"> <tr> <td>Whistleblowing</td> <td>DM</td> </tr> <tr> <td>DSEN</td> <td>to be arranged</td> </tr> <tr> <td>Looked after Children (and previously looked after)</td> <td>DM</td> </tr> <tr> <td>Pupil Premium [Vulnerable pupils' Governor (VG)]</td> <td>AV</td> </tr> <tr> <td>Safeguarding</td> <td>BJ</td> </tr> <tr> <td>Collective Worship/RE</td> <td>DM</td> </tr> <tr> <td>Curriculum governors [English, maths, EYFS]</td> <td></td> </tr> <tr> <td>    Maths</td> <td>CB</td> </tr> <tr> <td>    English</td> <td>To be arranged</td> </tr> <tr> <td>    EYFS</td> <td>To be arranged</td> </tr> </table> <p>Health and Safety</p> <p>Governors were informed that this is now the responsibility of Dave Ellis and the trustees who will carry out checks on the school. The school will receive a report from the visit which took place last term. The school has a potential trip hazard in the Lander play area which DE is looking into.</p> <p><b>ACTION: RL to ensure this issue is resolved.</b></p> <p>The Wendron Pre-School is now on site.</p> <p><b><u>Did you know there is an issue with the parking?</u></b> The pre-school and new Reception parents were not aware of the in/out system but this has been resolved.</p>	Whistleblowing	DM	DSEN	to be arranged	Looked after Children (and previously looked after)	DM	Pupil Premium [Vulnerable pupils' Governor (VG)]	AV	Safeguarding	BJ	Collective Worship/RE	DM	Curriculum governors [English, maths, EYFS]		Maths	CB	English	To be arranged	EYFS	To be arranged	<p>RL</p> <p>RL/Clerk</p> <p>RL</p>
Whistleblowing	DM																					
DSEN	to be arranged																					
Looked after Children (and previously looked after)	DM																					
Pupil Premium [Vulnerable pupils' Governor (VG)]	AV																					
Safeguarding	BJ																					
Collective Worship/RE	DM																					
Curriculum governors [English, maths, EYFS]																						
Maths	CB																					
English	To be arranged																					
EYFS	To be arranged																					

8.	<b><u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u></b>	
	<p>See Part Two Confidential Items</p> <p>RL presented his report and made the following points.</p> <p><b><u>How can the school encourage eligible parents to apply for Free School Meals?</u></b> Information can be included in the newsletter.</p> <p><b>ACTION: RL to ask CR to include information on FSM in the next newsletter.</b></p> <p>At the suggestion of the Chief Finance Officer, some of the Sports Premium funding can be used to pay for the salaries of the lunchtime supervisors as they support the children with their lunchtime activities.</p> <p>There is a new format for staff appraisals which include two areas of focus.</p> <p><b>Performance 2018</b></p> <p>The performance for 2018 was not as good as it has been in the past. Some children dropped one point below the threshold. The Wendron School's amber areas reflect those of the trust, so these will be put on the Trust Development Plan.</p> <p>Progress in Maths stands at -3.3 which is lower than hoped for.</p> <p><b><u>Does the data show that there are no children working at greater depth for Grammar, Punctuation and Spelling?</u></b> Yes. The school needs to work on this. RL has been discussing with Chris Roberts and there will a whole school approach to address this.</p> <p><b>ACTION: RL to ensure plans are put into place to improve achievement in GPS.</b></p> <p><b><u>Is the school meals contract with Chartwells coming to an end?</u></b> Yes. Litmus has been asked to run the procurement again. This has already been started.</p>	<p>RL</p> <p>RL</p>
9.	<b><u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u></b>	
	<p>BJ (newly appointed safeguarding governor) and RL to meet as soon as possible.</p> <p><b>ACTION: RL and BJ to arrange a meeting.</b></p> <p>QA from the LA</p> <p>The S157 has been submitted and the QA has been received. It states that there is clear evidence that the school has a commitment to safeguarding. There are some actions to address.</p> <p>Safeguarding Action Plan</p> <p>A Safeguarding Action Plan is underway.</p> <p>The Keeping Children Safe in Education Part 2 was circulated to governors who were asked to read the document and email Susan Bennetts confirming they have done so.</p> <p><b>ACTION: Governors to read KCSIE Part Two and email SB</b></p>	<p>RL/BJ</p> <p>GOVS</p>
10.	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	These will begin at the next meeting.	
11.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	There have not been any governor visits since the last meeting.	

12.	<b>FOCUS ITEMS AND UPDATES</b> [Eg. policies; changes to the curriculum; etc]	
	<p>Strategic Plans – 3 year</p> <p>RL has drawn up actions/ideas for 2019/20.</p> <p><b>ACTION: RL to forward plans to governors.</b></p> <p>School Development Plans</p> <p>This item has already been covered.</p> <p>The Cooperative forum</p> <p>RL has drafted a letter. The forum will consist of representatives from each constituency group ie: community, pupils, alumni, parents and staff who will meet 3 times a year. Within the forum, 1 person will be selected to represent the school on the trust forum.</p> <p><b>Can governors be part of the forum?</b> Yes.</p> <p><b>ACTION: RL to arrange a date for the forum to take place and circulate details to constituency groups.</b></p>	<p>RL</p> <p>RL</p>
13.	<b>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</b>	
	The governors' roles have been agreed at this meeting.	
14.	<b>URGENT MATTERS FOR DISCUSSION</b>	
	<p><b>Training reminder Wednesday 26<sup>th</sup> September</b></p> <p>Governors were reminded to sign up for the training which is taking place at Helston Community College.</p> <p><b>ACTION: Governors to sign up for training.</b></p> <p><b>Class Structure</b></p> <p>See Part Two Confidential</p> <p><b>Local governing body terms of reference</b></p> <p><b>The first sentence is ambiguous. Who is responsible for whose decisions?</b> This is based on the SODA</p> <p><b>Whose is responsible for staff disciplinary?</b> This information can be found in the SODA.</p> <p><b>Governor Monitoring arrangements</b></p> <p><b>Focused monitoring meetings</b></p> <p>The School Development Plan identifies which governor needs to be monitoring each action and in which way. There will be a more focussed approach linking the governor to the action.</p> <p><b>ACTION: RL to forward copies of the SDP to governors.</b></p> <p><b>Visits protocol</b></p> <p>The visits protocol gives a clear focus for governor visits.</p> <p><b>ACTION: RL to arrange governor visits</b></p> <p><b>Local governing body meetings</b></p> <p><b>Structured questions</b></p>	<p>GOVS</p> <p>RL</p> <p>RL</p>

	<p>A list of structured questions have been devised, to ensure that all areas of school life are monitored by governors and the trust. The following timetable was agreed:</p> <table> <tr> <td>Safeguarding</td> <td>Every termly meeting</td> </tr> <tr> <td>Communication</td> <td>Spring term meeting</td> </tr> <tr> <td>Outcomes</td> <td>December, March and July</td> </tr> <tr> <td>Behaviour, Attendance and Wellbeing</td> <td>December, March and July</td> </tr> <tr> <td>Curriculum</td> <td>September</td> </tr> <tr> <td>School Improvement Plan</td> <td>September, January and July</td> </tr> <tr> <td>Policy Implementation</td> <td>July</td> </tr> <tr> <td>Staffing</td> <td>September</td> </tr> <tr> <td>Training and Development for LGB</td> <td>January</td> </tr> </table>	Safeguarding	Every termly meeting	Communication	Spring term meeting	Outcomes	December, March and July	Behaviour, Attendance and Wellbeing	December, March and July	Curriculum	September	School Improvement Plan	September, January and July	Policy Implementation	July	Staffing	September	Training and Development for LGB	January	
Safeguarding	Every termly meeting																			
Communication	Spring term meeting																			
Outcomes	December, March and July																			
Behaviour, Attendance and Wellbeing	December, March and July																			
Curriculum	September																			
School Improvement Plan	September, January and July																			
Policy Implementation	July																			
Staffing	September																			
Training and Development for LGB	January																			
<b>15.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>																			
	There are no matters to be raised with the trust board.																			
<b>16.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>																			
	<p>Future meetings will take place on</p> <p>December 4<sup>th</sup> 2018 at 7.00pm</p> <p>January 21<sup>st</sup> 2019 at 3.30pm</p> <p>March 19<sup>th</sup> 2019 at 7.00pm</p> <p>July 16<sup>th</sup> 2019 at 7.00pm</p>																			

The meeting closed at 8.45pm.

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