

Trannack C P School  
 Local Governing Body meeting  
 Tuesday, 13<sup>th</sup> November, 2018 from 4.30pm  
 at Trannack C P School

	<p>1. <u>ATTENDING</u> :</p> <p>Dr L Jenkin (Chair), Mrs E Stritt, Mrs R Hill, Mrs S Sedgwick, Mrs M Preece</p> <p>In Attendance</p> <p>Mrs S Bennetts (Clerk)</p>	
	<p>2. <u>APOLOGIES</u> :</p> <p>Apologies were received from Mrs D Hoskins and Mr D Stott</p>	
		<b><u>ACTION</u></b>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>Dr Jenkin welcomed the governors to the meeting.</p> <p>There were no business or pecuniary interests to declare on any of the agenda items.</p>	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>The minutes of the meeting of 25<sup>th</sup> September 2018 were agreed as a true record and signed by the chair.</p> <p>Governors discussed the problem of not receiving emails.</p> <p><b>ACTION: ES to investigate.</b></p> <p>Governors signed to confirm they have read the Keeping Children Safe in Education (September 2018) Part Two document.</p> <p>Governors asked whether the number on roll has dropped since the last meeting and were informed that 2 children have recently left the school.</p> <p>There were no further matters arising.</p>	<b>ES</b>
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	<p>Building Work</p> <p>Following an enquiry from a governor regarding the proposed building work, ES contacted Donna Bryant and was informed that Dave Ellis, the trust Estates Manager, is looking into a variety of solutions. Being told there is the possibility of a modular build, ES forwarded some examples.</p> <p><b>Q Is there a time frame for using the funding?</b></p> <p>A: It is believed there are no deadlines.</p>	

	<p>The governors would be encouraged to see some commitment to the work, from the MAT.</p> <p>Repairs to Lane ES has discussed with Maria Collins, the possibility of the school paying a contribution towards the repairs to the lane. MC has asked to see a copy of the invoice and confirmation that the governors have agreed to the contribution. A copy of the invoice shows that the total cost has clearly been divided by 10 (the number of properties contributing). It was agreed that a contribution fits within the remit of the Equality Policy with regards to disabled access to the school. <b>ACTION: ES to discuss potentiality liability with Dave Ellis.</b></p>	ES				
6.	<u>FEEDBACK FROM THE FORUM</u>					
	<p>The school has introduced the daily dash which is going well. The use of the environmental area as a community space has been raised with the FTS. The school used the area during the Hallowe'en party. Having a shed makes the area more useable. <b>ACTION: ES to arrange a forum for next term.</b></p>	ES				
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>					
	MP informed the meeting that she will tender her resignation as a governor after the meeting in February.					
8.	<u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u>					
	There was no report for this meeting.					
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>					
	<p>LJ visited the school to look at the Single Central Record. Governors discussed that it is not a statutory requirement to repeat DBS checks after appointment. See item 15 <b>ACTION: LJ to email Safeguarding monitoring form to ES who will forward to governors.</b> <b>ACTION: As governor with responsibility for Safeguarding, SS to meet with DH</b></p>	LJ/ES SS/DH				
10.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>					
	<table border="1"> <thead> <tr> <th>Staffing:</th> <th>Responses:</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>How well does the staffing match to the needs of the school? In what ways are the staff used creatively to meet the needs of the pupils?</li> <li>How effective are the staff? Do some need more support? Are they actively engaged in their own development? Are they proactively involved in the Trust's network groups?</li> </ul> </td> <td> <p>The school works hard to ensure the staffing meets the needs of the school and the children.</p> <p>The newly appointed Assistant Headteacher will benefit from support from the Assistant Headteachers network and Helen Neal who has had the role of Assistant Headteacher at Sithney School for some time.</p> </td> </tr> </tbody> </table>	Staffing:	Responses:	<ul style="list-style-type: none"> <li>How well does the staffing match to the needs of the school? In what ways are the staff used creatively to meet the needs of the pupils?</li> <li>How effective are the staff? Do some need more support? Are they actively engaged in their own development? Are they proactively involved in the Trust's network groups?</li> </ul>	<p>The school works hard to ensure the staffing meets the needs of the school and the children.</p> <p>The newly appointed Assistant Headteacher will benefit from support from the Assistant Headteachers network and Helen Neal who has had the role of Assistant Headteacher at Sithney School for some time.</p>	
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	<ul style="list-style-type: none"> <li>In terms of appraisal how many of the staff met or exceeded their objectives?</li> <li>How are you developing leaders in the school and are they part of the Trust's leadership network? Where are the strengths in the leadership of the school? Do you have any areas of concern regarding the leadership and if so what can be done about it?</li> </ul>	<p>All appraisals except one have taken place. All teaching staff have met their targets.</p> <p>ES had her performance management with Donna Bryant, Brett Dye and LJ. She found this to be a supportive process. It is good to have this level of scrutiny and accountability.</p> <p>An Assistant Headteacher has been appointed. It is good that a member of the teaching staff was willing to step up to the role.</p> <p>There are no concerns regarding the leadership</p>	
	<p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>What feedbacks have you had on the school's communications</li> </ul>	<p><b>Responses:</b></p> <p>The letter regarding the appointment of ES as Executive Headteacher was really clear.</p>	
11.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>		
	Reports are to be circulated.		
12.	<u>FOCUS ITEMS AND UPDATES</u> [Eg. policies; changes to the curriculum; etc]		
	<p>Update on Executive Headship model</p> <p>Parents have been informed that from January 2019, ES will become Executive Headteacher of Trannack and Sithney Schools.</p> <p><b>Q: What was the reaction to this?</b></p> <p>A: No concerns have been raised. ES made herself available to meet with parents but no one requested to speak to her.</p> <p>The governors congratulated ES on putting the arrangements in place so efficiently and in such a short space of time. They appreciate the work she has put into this.</p> <p>See Part Two Confidential.</p> <p>ES has attended a number of meetings at Sithney School.</p> <p><b>Q: Will there be joint governor meetings?</b></p> <p>A: Sithney and Garras Schools are currently federated and this will continue for the time being.</p> <p>School Uniform Policy</p> <p>Governors agreed to adopt the School Uniform Policy subject to changes</p>		

