

Trannack C P School  
 Local Governing Body meeting  
 Tuesday, 25<sup>th</sup> September, 2018 from 4.15pm  
 at Trannack C P School

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| 1. | <p><u>ATTENDING :</u></p> <p>Dr L Jenkin (Chair), Mr D Stott (Vice-Chair), Mrs E Stritt, Mrs R Hill, Mrs S Sedgwick, Mr M Tresidder, Mrs D Hoskins, Mrs M Preece</p> <p>In Attendance</p> <p>Mrs D Bryant (CEO) for item 2, 3 and 14 which were discussed first to allow DB to leave the meeting.</p> <p>Mrs S Bennetts (Clerk)</p>   |                      |
| 2. | <p><u>APOLOGIES :</u></p> <p>All governors were present.</p>  |                      |
|    |   | <b><u>ACTION</u></b> |
| 3. | <p><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p>   |                      |
|    | <p>Dr Jenkin welcomed the governors to the meeting.</p> <p>The declaration of business, pecuniary and other interests forms for the year 2018/2019 were completed and signed by the chair.</p> <p><u>Election of Chair</u></p> <p>It was proposed, seconded and unanimously agreed that Dr L Jenkin take the role of chair for the year 2018/2019.</p> <p>It was proposed, seconded and unanimously agreed that Mr D Stott take the role of vice-chair for the year 2018/2019.</p> <p>Dr Jenkin reminded the governors of the need for succession planning.</p> | <b>GOVS</b>          |
| 4. | <p><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></p>   |                      |
|    | <p>The minutes of the meeting of 19<sup>th</sup> June 2018 were agreed as a true record. At the request of the governors, a section of the minutes will be moved to Part Two Confidential so they will be re-printed and signed at the next meeting.</p> <p><b>Action: Clerk to print the minutes of the meeting of 19<sup>th</sup> June for the next meeting</b></p>   | <b>Clerk</b>         |
| 5. | <p><u>FEEDBACK FROM THE TRUST BOARD</u></p>   |                      |
|    | <p>Soda</p>   |                      |

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|    | <p>In the past, governor monitoring has been through learning walks and lesson observations which have become less important. Monitoring should reflect the actions on the SDP and governors need to understand how the SDP is unfolding throughout the year asking challenging questions to ensure that the SDP is meeting the needs of the school.</p> <p>Structured Questions<br/>A list of the structured questions had been circulated to governors. (See Item 10)</p>  |  |
| 6. | <u>FEEDBACK FROM THE FORUM</u>   |  |
|    | The forum was attended by three parents and LJ. It is proposed they be held at different times and days. Discussions included use of the community space, Run a Mile and What is a school like?  |  |
| 7. | <u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>  |  |
|    | <p>Governors' Roles</p> <p>The following roles were agreed</p> <p>DSEN: Mr M Tresidder<br/>Safeguarding: Mrs S Sedgewick<br/>Looked After Children: Mrs D Hoskins<br/>Whistleblowing: Mrs R Hill<br/>Pupil Premium: Mrs D Hoskins<br/>Values/PHSE: Mrs R Hill</p> <p>The SODA states that the role of Health and Safety is being met by Dave Ellis the Estates Manager but the governors agreed that Dave Stott should take some active role in this area.</p> <p>Governors' Code of Conduct</p> <p>All governors signed the Governors' Code of Conduct</p> <p>MP informed the meeting that she will tender her resignation as a governor after January.</p>   |  |
| 8. | <u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u>  |  |
|    | <p>ES presented her report and made the following comments:</p> <p>The key thing on the report is the data which the school is very pleased with. KS2 results show that Trannack School has exceeded the national percentage for those working at or above expectation in reading, writing, mathematics and combined although did not meet the national percentage for grammar, punctuation and spelling. Data also shows that Trannack School exceeded the national percentage of children working at greater depth in reading, writing and mathematics but not for grammar, punctuation and spelling. 15% of KS2 children are working at greater depth in reading, writing and mathematics combined. There is no national figure for this.</p> <p>ES presented the KS1 data, informing governors that 78% of the 9 pupils were working at or above expected in reading, 76% in writing and 67% in maths.</p> <p>There was a 100% pass rate for the Year 1 phonics.</p> <p>73% of children secured a 'Good Level of Development' in the EYFS compared to 71% nationally.</p> <p>The results will be posted on the school website.</p> |  |

|   | <p>ES presented the Pupil Premium data, explaining the gap for RWM combined stands at +15 compared to -21 nationally.</p> <p>The school is proud of their swimming achievements.</p> <p>All children swim on Fridays. Numbers in the shallow end are quite high so the children in reception do not start until later in the year when some of the children have moved up a group.</p>  |                      |                   |   |  |  |
|---|---|----------------------|-------------------|---|--|--|
| 9.  | <u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>   |                      |                   |   |  |  |
|   | <p>The revised Keeping Children Safe in Education document has been received and the Safeguarding Policy will be reviewed in the light of this.</p> <p>Governors are required to read and sign to confirm they have read the document. Part One has been sent to staff who have signed to confirm they have read it.</p> <p>Safeguarding training for governors will be held on October 9<sup>th</sup>.</p> <p>ES has received feedback from the S157. It was suggested that ES should not complete the return on her own, although she was supported in this, it was not noted on the form.</p>  | <b>GOVS</b>          |                   |   |  |  |
| 10.   | <u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>  |                      |                   |   |  |  |
|   | <table border="1"> <thead> <tr> <th><b>Safeguarding:</b></th> <th><b>Responses:</b></th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <li>When was your Single Central Record last checked? By who? What were the outcomes/actions arising?</li> <li>When was your most recent Trust Designated Safeguarding Officer visit? What was the focus on the visit? What was the outcome/action arising?</li> <li>What action has been taken on the council's feedback on the S157?</li> <li>What reassurances can you give that the actions have been robust?</li> <li>How many new cases typically are you encountering each month/term? What is the school's capacity to deal with these?</li> </ul> </td> <td> <p>The SCR needs to be checked.</p> <p>Chris Powley and Tony Flint visited the school.</p> <p>A new safeguarding governor has been appointed</p> <p>Governors need to have input in completing the document.</p> <p>It is confirmed that actions will be robust.</p> <p>Not a large number.<br/>The introduction of the My Concern portal has been really useful. It streamlines concerns and generates its own chronology.<br/>Use of the software will be disseminated to the DSL and all staff. The DSL will have a higher level of access.</p> <p>As a small school, there is no need to prioritise as all concerns are dealt with as and when they arise.</p> </td> </tr> </tbody> </table> | <b>Safeguarding:</b> | <b>Responses:</b> | <ul style="list-style-type: none"> <li>When was your Single Central Record last checked? By who? What were the outcomes/actions arising?</li> <li>When was your most recent Trust Designated Safeguarding Officer visit? What was the focus on the visit? What was the outcome/action arising?</li> <li>What action has been taken on the council's feedback on the S157?</li> <li>What reassurances can you give that the actions have been robust?</li> <li>How many new cases typically are you encountering each month/term? What is the school's capacity to deal with these?</li> </ul> | <p>The SCR needs to be checked.</p> <p>Chris Powley and Tony Flint visited the school.</p> <p>A new safeguarding governor has been appointed</p> <p>Governors need to have input in completing the document.</p> <p>It is confirmed that actions will be robust.</p> <p>Not a large number.<br/>The introduction of the My Concern portal has been really useful. It streamlines concerns and generates its own chronology.<br/>Use of the software will be disseminated to the DSL and all staff. The DSL will have a higher level of access.</p> <p>As a small school, there is no need to prioritise as all concerns are dealt with as and when they arise.</p> |  |
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|     | <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>• Have all governors received the monthly CEO newsletter and weekly Trust Bulletin?</li> <li>• How are these shared with parents, staff and the community?</li> <li>• How do you know this is happening?</li> <li>• What feedback have you had on the school’s communication – are stakeholders happy with the website, weekly newsletter, text alerts etc?</li> <li>• How do you make provision for parents whose children are not good at ensuring their parents receive the information?</li> <li>• How are you ensuring equity for all parties?</li> <li>• Are there any particular needs in our community in respect of communication flow and how are you dealing with these (e.g deaf parents; English as a second language)</li> <li>• What is the feedback from the latest Forum meeting?</li> </ul> | <p><b>Responses</b></p> <p>The governors are emailed the weekly and monthly bulletins.</p> <p>The CEO bulletin is attached to the newsletter, emailed to parents and pinned on the notice board. The weekly bulletin is emailed to staff. Staff have confirmed that they have noted the copy on the notice board and received the emails.</p> <p>On visiting the school most prospective parents have mentioned that they have looked at the website. Parents are happy with the newsletter although it sometimes needs better proof reading. Text alerts work well. Sailing falls outside the communication of the school but can be added to the text messaging. This will be looked at for next year.</p> <p>Information can be emailed or pinned on the noticeboard. If the eldest child is unreliable, letters are sent home with a younger child.</p> <p>Everyone gets a paper copy with the name written on it to ensure it goes to the correct person.</p> <p>There are no known particular needs at the moment.</p> <p>This has already been covered in the minutes.</p> |    |
|-----|---|---|----|
| 11. | <u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>   |   |    |
|     | <p>There have been no monitoring visits.</p> <p>The School Improvement Plan has been circulated to governors who will check that the targets are being met. Dates and format of monitoring visits to be arranged</p> <p><b>ACTION: ES to suggest dates and prepare a format for monitoring for governors.</b></p> <p>The school will be visited by the School Improvement Partner, will have a Maths audit and a visit from the Hub Leader this term, so Governors agreed that feedback</p>   |   | ES |

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|     | from these visits will be sufficient and they will start their monitoring visits next term.   |           |
| 12. | <u>FOCUS ITEMS AND UPDATES</u> [Eg. policies; changes to the curriculum; etc]   |           |
|     | Governors have received the draft Anti Bullying Policy and draft Behaviour Policy.  |           |
| 13. | <u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>  |           |
|     | The forum has met.  |           |
| 14. | <u>URGENT MATTERS FOR DISCUSSION</u>  |           |
|     | <p>Pupil Numbers</p> <p>See Part Two Confidential Items.</p> <p>Repairs to lane</p> <p>The school has been asked to make a contribution of £252.00 towards the total cost of £2,522 for repairs to the lane. The school uses the lane to access the playground, the community area and for Coose Trannack.</p> <p>Governors were not sure whether a contribution is within the remit of the school budget and discussed the possibility of the FTS contributing from money raised at Coose Trannack 2019. . Governors wanted to ensure they would not be liable if anything went wrong with the repairs.</p> <p><b>ACTION: ES to speak with Maria Collins</b></p> | <b>ES</b> |
| 15. | <u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>  |           |
|     | See Part Two Confidential   |           |
| 16. | <u>DATES OF FUTURE MEETINGS</u>   |           |
|     | <p>The next meeting will be held on 13<sup>th</sup> November 2018 at 4.30pm</p> <p>The meeting ended at 7.40pm</p>  |           |

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