



MINUTES of the HALWIN LGC MEETING

Tuesday 16th May 2023 5.30pm

Item	Subject	Action
	<p>Governors present: (V = virtual attendance)</p> <p>Cath Ashenden (CA) – V Alice Cummins (AC) (left the meeting at 6.30pm) Ross Durkin, Chair (RD) Kip Jeffrey (KJ) Loveday Jenkin (LJ) Richard Lawrence, Head teacher (RL) Vicky Tamblin, Staff governor (VT)</p> <p>Also present: Pat Nicholas, Governance Professional</p>	<p>1. Apologies:</p> <p>None.</p>
2	Conflicts of Interest	
2.1	Staff governors declared an interest as paid members of staff. No new interests were declared.	
3	Approval of minutes from the last meeting 14.3.23	
3.1	The minutes of the meeting held on Tuesday 14th March 2023 were agreed as an accurate record, and signed by the Chair.	
4	Matters arising	
4.1	<p>There were no actions from the last meeting.</p> <p>5.1 - The new Trust attendance policy is still to be approved by Trustees. 5.2 - There had been no formal safeguarding report, but the verbal feedback from Nic Furnish was very positive. 5.3 - Staff absence - RL has checked with EduPay and there were 49 days of staff absence from 13 staff members. There were a small number of absences due to strike action, compassionate leave and stress/anxiety. Most absences were for legitimate sickness. 5.4 - There was an upgrade to the Sonar tracking system but this resulted in information showing as lost or inaccurate. Juniper, who produces the software, have since reverted to the previous system. This issue has had no impact on the spring figures shared with the governors. . 6.1 - Funding for Accelerated Reader (AR) has been provided by Crofty MAT and AR will be in place in school from September 2023.</p> <p>Q: Are staff confident that this is an effective system? A: Yes, since the return to the old system all information is correct.</p> <p>6.1 - At a recent INSET day, staff finalised work on the reading spine and it is now complete, and will be published imminently.</p>	

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	6.1 – SM has been awarded overtime to complete the additional admin tasks.	
5	Headteacher's report - verbal	
5.1	The report was circulated to governors before the meeting.	
5.2	<p>The Y1 reading assessments in the PiRA tests were lower in comparison to other schools. Governors heard that RWI teaches sounds in a certain sequence and the children had not yet learned some of the sounds that were included in the tests.</p> <p>Q: Will this be an issue for future tests? A: Yes and for all other schools using RWI. That said, the majority of spring scores are higher in comparison.</p> <p>There will be more PiRA and PUMA tests early in the next half term.</p>	
5.3	<p>KS2 SATs have been completed. These are marked externally, where Phonics Screening and KS1 SATs are marked internally. The Y4 multiplication check is completed online.</p> <p>Q: What else can be done to support the Y3 cohort which has suffered most from the covid school closures? A: Some are benefitting from external tutoring, especially the FSM children, and the school is providing additional TA input.</p> <p>Q: How are the gaps in Maths knowledge being addressed? A: Some are helped by sharing teaching with the Y2 cohort. This can build confidence as the children are working at the right level.</p> <p>Q: Is tutoring a government requirement for FSM children? A: Yes. The school must show the impact of the funding on these children.</p>	
5.4	CA, the school's SIP completed a reading review with Y1 children and Y2 children who didn't pass the phonics screening last year. CA was impressed with the outcome and will carry out a review of KS2 children at a later date.	
5.5	Lucy Wandless, the Trust Attendance lead, visited the school to look at PA (persistent absence) i.e. below 90%. Halwin has a high percentage of PA in comparison to other schools. 5 children should achieve over 90% if their attendance remains good to the end of the term. However, RL acknowledged that too many are below 90% and this must be improved. Overall attendance is in line with national averages and other Crofty schools.	
5.6	<p>RL explained the changes in headship for the 5 smallest schools in Crofty MAT. Linda May will be the executive head over all 5 and each will have a Head of School (HOS), teaching for 3 days per week. RL will retire at the end of term, and Alex Carr will be HOS, coming to Halwin from Pennoweth. RL felt that the arrangement would raise the amount of leadership and management time for the school. Governors offered RL best wishes in his retirement.</p> <p>RL updated governors on other staffing changes from September.</p>	
5.7	Governors expressed concern about their role within Crofty MAT, and hoped to gain clarity about their strategic role within the Trust. RL showed the governors where they can find information on the curriculum on the school website.	

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5.8	There was a recent Ofsted inspection at Rosemellin School and the feedback included information on the importance of ensuring the children retain knowledge from previous learning. Governors were encouraged to talk to children to find out what they have learned, and heard of the importance of children getting used to talking confidently to adults about their learning.	
5.9	<p>RL explained the need to split Y4 across two classes from September. A chronological division is the logical decision, but this may need to be tweaked.</p> <p>Q: When will the final decision be made? A: Ideally by half term.</p> <p>Q: Are there likely to be concerns from parents? A: The school will try to minimise these by speaking with some parents individually.</p> <p>(AC left the meeting at 6.30pm)</p>	
5.10	<p>Sarah Harbot, an LA advisor for Early Years came to look at the preschool and was very positive about the provision accepting 2 year olds. A formal report is expected but not yet received.</p> <p>Q: How many of the small hub schools have nursery provision? A: At least one has 3 year olds only as part of the reception class, and 2 have separate community run preschools on the school site.</p> <p>Governors wished to record their acknowledgement of the importance to the school of its pre-school provision.</p>	
	RD thanked RL for his report.	
6	Pupil outcomes and the curriculum	
6.1	<p>RAP update</p> <p>There have now been 3 milestone meetings, and progress is being made. Progress on the Write Stuff and RWI is going well. Governors will carry out a learning walk to monitor this progress; RL is confident that the school is heading in the right direction.</p> <p>Q: Will all these issues be addressed by the end of term? A: Teachers are seeing the impact but there is still work to do, as this impact is not yet consistent in all the classes. The meetings discussed the difficulty of small school staff having a number of subjects to coordinate.</p> <p>Q: When is Halwin likely to have its next Ofsted inspection? A: This could happen at any time.</p>	
7	Safeguarding	
7.1	<p>Governors were given a safeguarding training update. This included;</p> <ul style="list-style-type: none"> • The addition of online searches as part of safer recruitment procedures. • All staff had received training on Prevent. • The Trust had circulated a whistleblowing poster which included contact details for the CEO and the whistleblowing trustee, and staff were encouraged 	

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	<p>to report any low level concerns involving other staff members and visitors to the school.</p> <ul style="list-style-type: none"> Poor attendance is considered to be a safeguarding issue. All school staff complete the L2 training every 2 years, with refresher training every other year. <p>Q: How would parents (verbally or physically) abusing staff be reported? A: This would be reported in the same way.</p> <p>RL found a document which includes information and a checklist for governors when monitoring safeguarding, and will share this information with governors.</p>	
8	Governor monitoring	
8.1	<p>A learning walk will take place before the end of term, with science and writing as a focus.</p> <p>PN will investigate the information available for governors on their roles and responsibilities as part of Crofty MAT. The NGA (National Governors Association) was recommended, and the meeting heard that Crofty was currently trialling GovernorHub.</p> <p>A Trustee visit by John Whetter, the school's link trustee will be rearranged.</p> <p>Q: Do the governors now have Crofty email addresses? A: Staff and the head have new emails, but governors will move over to theirs on the 18th May. The Google shared workspace has now been moved to Microsoft Teams.</p>	
9	Governor training	
9.1	Governor safeguarding training - covered under item 5; head teacher's report	
10	Trust updates	
10.1	<p>There were 36 responses to the parent survey, and most families 'strongly agree' that their child is happy at school. RL is very happy with the results.</p> <p>Q: What is the purpose of the survey? A: This is a trust wide survey to provide information for the Trustees, but could also be used as a benchmarking tool.</p>	
10.2	The pupil survey will be completed by the older children independently; the younger children will get support from the adults. The deadline is the 26th of May.	
11	Governors impact on the pupils	
11.1	<ul style="list-style-type: none"> Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher. Improving skills and knowledge by attending relevant training. Strengthening and securing the LGB by ongoing recruitment of new governors. 	
12	Feedback to the Trustees	
	<p>Governors wished to express their appreciation for the hard work that has ensured steady progress on the RAP.</p> <p>Should the link trustee be invited to governors meetings to ensure that they have a good knowledge of school?</p>	

Item	Subject	Action
	AOB	
	None.	
	Dates of next meetings: Tuesday 18th July 2023 at 4pm	
	Meeting finished at 7.25pm.	

Ross D

18/7/23

