

Minutes of a meeting of the Governors of Halwin Primary School ; Thursday 18th January 2018. Minutes

Present:			
Dr Loveday Jenkin (Chair)	LJ	Sarah Board	SB
Richard Lawrence (Headteacher)	RL	Thomas Richardson	TR
Roger Wedlake	RW		
Graham Vallender	GV		
Rachel Bickerton	RB		
		June Nisbet (In attendance)	JN
		Janet Standring (Clerk)	JS
Pecuniary Interests:		Apologies;	
No changes recorded to the register of Pecuniary Interests for 2017/2018		Sarah Richards Anita Street Sarah Maddern Rachel Bickerton (late arrival)	SR AS SM RB

No.		Action
1	Minutes of the last meeting;	
1.1	The minutes of the last meeting were approved to be accepted as a true record with minor amendments as recorded on file. All in favour.	
2	Matters Arising;	
2.1.	Governor Training; A new model of Governance throughout the trust will be presented by the CEO at a joint Hub Council meeting in February, training can then be put in place following this The LGB does not have a lot of statutory responsibility as this rests with the Trustees and the Hub Council.	
2.2.	<u>Q; Will this mean less responsibility for the LGB?</u> <u>A; This will most likely be the case, for example policies, only policies that are pertinent to Halwin School will be the responsibility of the LGB. There is still an element of support for School Leaders and Governor input will be required for local appointments. Ofsted have not as yet caught up with what was required within MATs</u>	
2.3.	There is still a definite role for a groups of people and it will still be necessary to have a forum in each school	
2.4.	There is still a pastoral role to ensure the well being of staff	
2.5.	<u>Q; Is there a timescale for the changes?</u> <u>A; It will probably be after the Easter break.</u>	

2.6.	Clerk to check if the meeting on the 6 th February will be notified to hub members from the MAT central office	JS RL
2.7.	Healthy Eating; It was pointed out that all extra curricular activities tended to contain a lot of cakes and sweets (discos), and healthy eating should be extended to cover not solely school meals	
2.8.	The after school club had a choice of fruit or biscuits	
2.9	There will be a link on the newsletter relating to healthy snacks	
2.10	A discussion took place on this, this is part of the science curriculum and also part of PHSE. RL to check how this could be improved	
2.11.	SB stated that as a new Governor she would like an opportunity to be more involved, so that she was more aware of what was happening in her focus area of Science.	
3	Urgent Matters for Discussion;	
3.1.	Nothing specific presented	
4	Head teacher's Report;	RL
4.1.	RL presented his report to Governors;	
4.2.	Mr. Osborne (temporary appointment) is now teaching in OWLS. Good relationships are being built with the children. At the end of this term an advertisement will be placed for a permanent appointment. The appointment should be made just before Easter. It was hoped to appoint a person with Maths experience	
4.3.	As the y6 have had changes, additional work is being offered on a Tuesday and Wednesday morning, which is offering additional support for SATS. The feedback on this is positive	
4.4.	Mrs. Nelson is now taking the OWLS class on a Tuesday	
4.5.	Pupil numbers 85	
4.6.	Attendance; an attendance check had been carried out and overall attendance was at 95% but there was 16% of persistent offenders who were less than 90%. These families would be having letters and in one case a meeting with the Head teacher. 11% of the 16% were on 88/89%. This needed to be addressed this has been due in part to ill health	
4.7.	Pupil Premium; details presented	
4.8.	Tables were presented which demonstrated the migration figures at the school, children receiving behaviour support, and input of coaching and well being for a child within the school	
4.9	Teachers appraisals had been completed in the Autumn term	
4.10	The Head teacher's appraisal had taken place	
4.11.	Writing/moderation had taken part across the Trust	
4.12.	Schools within the Trust were working together to share skills	
4.13	The current position with regards to teacher assessment at the end of December was presented. It was anticipated that around 74% of children will achieve expected performance by the end of the year	
4.14	Assessment demonstrates that writing levels improve as the children progress through the school, this demonstrates good progress	
4.15.	One focus area was targeting the more able children and this was on the school action plan	
4.16	The teaching school at Parc Eglos had obtained funding for Maths development and the Head was confident that he could obtain money in this area for all schools within the Trust	

4.17	A number of staff had attended the Badcock Training in the last couple of weeks. This had demonstrated that more work was still required in the delivery of writing in schools	
4.18	<u>Q; In split year groups did the class teacher carry out the assessments?</u> <u>A; This was the case, it was considered that the second round of assessment this term would probably show a marked improvement</u>	
4.19	Lesson observations with a focus on the learning objectives had taken place during the Autumn term.	
4.20	Feedback had been given to members of staff	
4.21	Property compliance was up to date	
4.22	Buildings work at the school would be arranged by the MAT	
4.23	Chartwells are continuing with the catering for a further year and the MAT would be considering the contract. The Finance team would be looking at this	
4.24	There is a new cook in the kitchen at the school and it was hoped that the quality of meals produced would improve	
4.25	The take up of school meals was good	
4.26	RL explained what was the remit of CAF	
4.27	<u>Q; What is the importance of attendance for children?</u> <u>A; If a child's attendance is poor this does have an effect on their learning and if overall attendance in a school is low this is an Ofsted focus.</u>	
4.28	In a small school the affect of low attendance of children/families has a more marked impact on the overall figures	
4.29	Children whose families take holidays during term time; this can have an impact on the child's education.	
4.30	Not many schools in Cornwall have taken this to the next level and few families have been fined for non attendance	
4.31	A discussion took place on this. Exceptional circumstances have to be taken into consideration but this has to be based on individual situations	
5.	Hub Council/ Trustee Committees Feedback;	
5.1.	It was anticipated that the the Hub Council would take on a larger role within the Trust, under the guidance of the CEO and the Hub Leader.	
5.2.	Ofsted would then challenge the Executive Head, Head of School and the Hub Council and Hub Council lead	
5.3.	It is unclear as yet how appropriate feedback and challenge would be facilitated	
5.4.	It was considered that clarity was required as to how the hub members fed information to the LGB's and how the LGB's could in turn challenge the Hub Council. A discussion needed to take place as to how this could work and a paper trail needed to be in place.	
5.5.	Clarity as to who received what information was necessary to ensure that Governors were not left out of the loop	
5.6.	Specific Governor communication needed to be established	
5.7.	<u>Q; How do school's feed information to the MAT for inclusion in the newsletter?</u> <u>A; This could be from the schools but also from individual Governors</u>	
5.8.		

<p>5.9.</p> <p>5.10</p> <p>5.11.</p> <p>5.12.</p> <p>5.13</p> <p>5.14</p> <p>5.15</p> <p>5.16</p>	<p>There is no process at the present time for LGB members to feed into the agenda for the Hub Council</p> <p>Two people from each LGB served on the Hub Council</p> <p>It was considered that it would be useful for the Hub Leader to have sight of the LGB meetings for the other schools within the hub and it would be useful if there was a specific item on agendas to feedback to the Hub Council</p> <p>A verbal report was given from the Trustees Finance Meeting; this included feedback from the accountants.</p> <p>The estates manager had presented a report on compliance. Previously this had been undertaken room by room and he was looking at using specialist firms to undertake all testing within schools</p> <p>All gifts received by staff over the value of £20 needed to be declared.</p> <p>Compliance was an issue which would have to be addressed with the Pre School as they were sited on the school grounds</p> <p>The local offer on SEN was being considered by the next Hub Council meetings</p>	
<p>6.</p> <p>6.1.</p> <p>6.2.</p> <p>6.3.</p> <p>6.4.</p> <p>6.5.</p> <p>6.6.</p> <p>6.7.</p> <p>6.8.</p> <p>6.9.</p> <p>6.10</p> <p>6.11.</p> <p>6.12</p> <p>6.13</p>	<p>Governor Feedback on visits;</p> <p>Learning walks had taken place.</p> <p>These were considered to have been a positive improvement on the last visits.</p> <p>The children were engaged and happy</p> <p>A discussion took place on the focus on core subjects in line with the national curriculum as it was considered that other subjects were equally important and it was asked if there were any moves to resist this?</p> <p>It was easier to resist if the standards of english and maths in the school were wholly acceptable. The accountability framework was what was driving this and the Government initiative to pit schools against each other</p> <p>The majority of primary schools delivered English and Maths all morning</p> <p>There is not enough time in the day to deliver as much as the teachers would like in terms of breadth of curriculum</p> <p>If standards in a school are consistently high there is more latitude and schools can do themed weeks and identity weeks</p> <p>It was suggested that Governors could possibly assist with themed areas of the curriculum</p> <p>It was considered that children interviewed on the learning walks had been picked by the teachers and it was suggested in future that in some areas it may be better if Governors selected which children to speak to</p> <p><u>Q; What happens to Governor monitoring forms?</u></p> <p><u>A; These will feed into the SEF and are analysed in the school</u></p> <p>Thanks were expressed to Governors for their visits</p> <p>Once evaluation had taken place in school this would be discussed with Governors</p>	
7	Focus Items;	

7.1.	School Development Planning; Trust schools would meet together to discuss this and look at mutual focus areas	
7.2.	Strategic Plans - 3 year; RL had been working on this and presented a strategic overview; a. Review of MAT Governance b. Achievement of pupils c. Quality of teaching learning and assessment d Effectiveness of leadership and management e. Personal development, behaviour and welfare This document would be circulated to Governors It was noted that finalised data from the summer was not received until the end of November	RL
7.3	Self Evaluation This would be circulated once evaluated	RL
7.4.	Friends of Halwin Money; a.A clear indication needed to be given of what this money could be used for. b.It was suggested that stage lighting might be beneficial for performances within the school c.This would not use all the available funds d.A discussion took place and it was felt that this use would be good for the school as opposed to the erection of an exterior shelter e. Other possibilities for an exterior shelter could also be considered f. As AS was not present at the meeting this would have to be fed back to the Friends of Halwin School g. RL considered that the purchase of some additional fiction books would be beneficial h. It was agreed that RL speak to the Friends of Halwin School and suggest that lighting be installed in the hall as opposed to the erection of an outside shelter. i A local media person be asked to get in touch with RL to offer advice on what equipment would be appropriate. GV to arrange	RL
7.5.	Collective Worship; a.RL defined collective worship within the school b.This should of a wholly or broadly Christian Character c.Parents/Carers have the right to withdraw their children d. The school has to ensure that it acts within the law. e. A Collective Worship Policy from another school within the Trust was circulated for information. f. Collective Worship should be delivered daily for a minimum of 15 minutes g. The school had a current Collective Worship Policy which was due for review . This would be circulated to Governors h. Governors were asked to feedback on the policy circulated as there had been requests received for children to be withdrawn i. It was reported that “Open Book” was accepted as Collective Worship j. A general discussion took place on this	GV

8	<p>Impact and effectiveness of the LGB since last meeting;</p> <p>Regular meetings between Chair and Head teacher</p> <p>Attendance at Hub Meetings</p> <p>Attendance at Trustee Committee meetings</p> <p>Learning Walks took place within the school</p> <p>Events within the school attended by Governors</p> <p>Governor training being investigated</p> <p>Governors involved in Self Evaluation</p>	
9. 9.1	<p>Dates of future meetings;</p> <p>Next LGB meeting; Monday 25th June 2018</p>	

10. 10.1.	Confidential Issues; Executive Head ship: RL considered that he felt he still had a role to play as Executive Head but the Head of School would gradually take on more of a role within the school. Ultimately the CEO was an employee of the Trust and it would be the Trust decision. A discussion took place with regards to this Between the CEO and the Head of School there were 3 1/2 days of management time in the school each week. It was agreed to recommend to the Trust that the Executive Head teacher carry on in post for an additional year	

The meeting closed at 8.20pm

Signed;.....Date;.....

The meeting closed at 8.00pm.