



# MINUTES of the HALWIN LGC MEETING

Tuesday 14th March 2023 5.30pm

Item	Subject	Action
	<p><b>Governors present:</b> (V = virtual attendance)</p> <p>Ross Durkin, Chair (RD)  Loveday Jenkin (LJ)  Richard Lawrence, Head teacher (RL)  Vicky Tamblin, Staff governor (VT)</p> <p><i>Also present:</i>  Pat Nicholas, Governance Professional</p>	<p><b>1. Apologies:</b></p> <p>Cath Ashenden  Kip Jeffrey</p> <p>Two prospective governors have been interviewed and one application has been received.</p>
<b>2</b>	<b>Conflicts of Interest</b>	
2.1	Staff governors declared an interest as paid members of staff. No new interests were declared.	
<b>3</b>	<b>Approval of minutes from the last meeting 7.2.23</b>	
3.1	The minutes of the meeting held on Tuesday 7th February 2023 were agreed as an accurate record, and signed by the Chair.	
<b>4</b>	<b>Matters arising</b>	
4.1	There were no matters arising and no actions from the last meeting.	
<b>5</b>	<b>Headteacher's report - verbal</b>	
5.1	<p>The Crofty template for the head's report was discussed. Attendance has improved slightly; there were a number of absences in the autumn term due to a variety of illnesses, however the figure should improve if attendance remains good. PA (persistent absence) remains high. There is a new Crofty policy for attendance, however the school follows up on all absences.</p> <p>Q: Does the NOR figure include the preschool? No.</p>	
5.2	<p>Nic Furnish, the DSL lead for the Trust carried out a safeguarding visit but there has been no report as yet.</p> <p>The local authority is sampling schools on their s157 returns; Halwin will have an external audit in the summer term.</p>	
5.3	RL explained that there was no information on staff absence on this first report, but it would be included in future reports. There were no long term absences or other concerns regarding staff absence at the current time.	
5.4	In the main head teacher's report, RL reported on the new 'Sonar' tracking system and how the pupils are assessed. Staff training has been completed. There are further PiRA	

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	and PUMA assessment tests in the coming week for Y1 to Y6, and mock SATs for Y6. Phonics screening results for Y1 is expected to be 71%.	
5.5	<p>There has been a SILC+ visit and a visit from a RWI (Read, Write, Inc) external consultant. RL wished to record his thanks to Mrs Tamblyn for her work on reading.</p> <p>Q: Is it possible to sustain a 2 year rolling programme? Yes, not least as it makes the planning, preparation and progress easier to manage.</p>	
5.6	The first draft of the SEF has been circulated; RL explained that there is still work to be done. The current judgement is 'requires improvement'.	
5.7	The school has additional responsibility for health and safety, with 3 day training for both the administrator and head teacher and other training for staff, e.g. working at height and manual handling. Staff workload will be monitored given these types of changes and expectations.	
5.8	<p>Q: Is there an update on the preschool? The advice from the LA (local authority) is that for academy schools the preschool ought to be trustee led, not governor led. The setting should be self-managing with its own separate budget. RL attempted to update the school status on the DfE site GIAS (Get Information About Schools) from a 4 years + setting to 3 years +, but there is no record, nor any agreement, to show that the status has changed. RL had conversations with 2 different advisors at the LA following issues with the school census, and it was resolved with the LA funding team by assuming that the preschool is trustee-led. RL is waiting for a response from Crofty MAT about what they would want the status to be.</p> <p>Q: Are there any other schools within the Trust with preschools ? Yes, 4 others.</p> <p>RD thanked RL for his report.</p>	
6	<b>Pupil outcomes and the curriculum</b>	
6.1	<p>RAP - The main points discussed were;</p> <ul style="list-style-type: none"> <li>M1 and M2 refer to the milestone meetings; the first was held on the 8th March and the second is scheduled for the 28th March.</li> <li>The 'reading spine' needed some work; Alex Carr, the deputy head at Pennoweth school, came to help with putting together a 'robust rationale' for every book that was chosen.</li> </ul> <p>Q: What is a reading spine? This is a list of books provided, with a good balance of, e.g. fiction and nonfiction, gender and ethnicity etc., and appropriate for the year group. Staff try to match the books to the work in the class at the time. Governors heard that this will take time to build. RL will lead on it and ask staff for comment as there is limited time to get all staff together.</p> <p>Q: Does this support more advanced readers? While book banding went out of favour, it is important that the children coming off RWI (Read, Write, Inc) have access to books of an appropriate standard. To this end, staff take the time to score books themselves and put those with similar scores together to ensure this happens.</p> <ul style="list-style-type: none"> <li>RL has asked Crofty to help with funding for 'Accelerated Reader', for the school. With Accelerated Reader, each child completes an online test, the results of which identify the child's reading level and selects a book that</li> </ul>	

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	<p>matches that level. Governors heard that there would also need to be support from the Trust with the considerable set up and expense that is involved.</p> <ul style="list-style-type: none"> <li>The school is still in the early stages with 'Write Stuff', and funding has been agreed to pay for a 5 day training package. RL is mindful of the staff work-life balance, and Matt Warren, the Trust Literacy lead, will try to get some resources for Halwin. Governors were informed that there still is no up to date budget information.</li> </ul> <p>Q: What is the recommended time for RWI? One hour is recommended, but school has been asked to reduce this to 50 minutes.</p> <p>Q: Is that reduction likely to have a negative effect? As RWI has only been running for one year it will be difficult to measure the impact of this reduction.</p> <ul style="list-style-type: none"> <li>EYFS - training and development matters to be a focus.</li> </ul> <p>Q: Will the changes requested have any measurable impact on the children? It is about clarity of the message from all staff in school and not just that from Crofty; ultimately it comes from Ofsted.</p> <p>Q: Has staff workload been considered if the education is impacted? Yes. It is important to ensure that what we are working to achieve is clear to any external observation.</p> <p>(Vicky left at 6.30pm)</p> <p>Q: Is the school on track with the M2 targets? Yes. If all areas were marked as green then the school would not be challenged enough. Governors were reassured that most targets will be met, that the school has been open and honest and are confident that Crofty are aware of the efforts that have been made.</p> <p>Q: Are the new programmes in place, and if so how should governors be monitoring these? There needs to be a more clearly defined role for governors in classroom monitoring.</p> <p>Q: What about Health &amp; Safety responsibilities for governors? This needs to be investigated, as H&amp;S should be an item on every agenda.</p> <p>RL spoke about the workload for the school admin; governors will monitor the situation.</p>	
<b>7</b>	<b>Safeguarding</b>	
7.1	The s157 audit is under review by LJ and RL; LJ has also carried out a SCR check.	
<b>8</b>	<b>Governor monitoring</b>	
8.1	The agenda planner will be deferred to the next meeting.	
<b>9</b>	<b>Governor training</b>	
9.1	RD attended the Induction training on 27th February.	
<b>10</b>	<b>Trust updates</b>	
10.1	The staff survey will be online and managed centrally. PN will help with the parent survey questions.	
10.2	Board minutes - these were circulated for governors' information.	
10.3	Attendance & Exclusions summary - Halwin does not appear on the summary, but is largely in line with the Crofty schools overall on its attendance figures.	

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11	<b>Governors impact on the pupils</b>	
11.1	<ul style="list-style-type: none"> <li>Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher.</li> <li>Improving skills and knowledge by attending relevant training.</li> <li>Strengthening and securing the LGB by ongoing recruitment of new governors.</li> </ul>	
12	<b>Feedback to the Trustees</b>	
	Governors expressed concern about staffing capacity in small schools, particularly in relation to the additional tasks required since the move to Crofty MAT.	
	<b>AOB</b>	
	None.	
	<b>Dates of next meetings:</b> Tuesday 16th May 2023 at 5.30pm	
	Meeting finished at 7.10pm.	

*Ross J C.*

16/5/2023