



MINUTES of the HALWIN LGC MEETING

Tuesday 18th July 2023 4pm

Item	Subject	Action
	<p>Governors present: (V = virtual attendance)</p> <p>Alice Cummins (AC) –V Ross Durkin, Chair (RD) Loveday Jenkin (LJ) Richard Lawrence, Head teacher (RL) Vicky Tamblin, Staff governor (VT)</p> <p>Also present: Pat Nicholas, Governance Professional Alex Carr, Head of School from Sept 23.</p>	<p>1. Apologies:</p> <p>Cath Ashenden (CA) Kip Jeffrey (KJ)</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 16.5.23	
3.1	The minutes of the meeting held on Tuesday 16th May 2023 were agreed as an accurate record and signed by the Chair.	
4	Matters arising	
4.1	<p>Item 4.1 – The Trust attendance policy has now been approved and will be implemented from September 2023.</p> <p>Item 4.1 – The reading spine is now published on the school's website.</p> <p>Item 6.1– Accelerated Reader (AR) books need to be purchased, and the school hopes to receive help with the costs from the trust. Governors heard that the school has opted out of the ELS (Education Library Service) this year, some of their books are still in the school library and need to be returned. The RAP M5 (milestone five) meeting has not yet taken place. RL had sent his notes to CA, the school's SIP, earlier in the day.</p> <p>Item 5.2 – PiRA and PUMA tests have been completed; the results are now in the Sonar tracking system.</p> <p>Item 7.1 – RL has delayed sending the checklist for governors as it could lead to confusion.</p> <p>Item 8.1 – Governors agreed that John Whetter's visit would be useful given the likelihood of an Ofsted inspection.</p> <p>Q: Is there a likelihood that trustees will attend LGC meetings next year? A: This is unclear at present.</p>	

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5	Headteacher's report -verbal	
5.1	TA recruitment is in process, with interviews taking place on the 19 th July. Governors heard that there were two strong candidates. There is also an advertisement for breakfast club, after school club (ASC) and lunchtime staff but there have been no applications. Staff can cope at present, but the ASC is a challenge. The posts will be advertised again in September.	
5.2	Appraisals for staff will take place next term. The Crofty appraisal process was explained to the governors.	
5.3	<p>Q: With an imminent Ofsted inspection expected, have the weaknesses identified at the last inspection been addressed?</p> <p>A: Yes. Phonics and RWI are now fully embedded –VT will look at groupings in September given the staffing difficulties. School has made progress with the curriculum intent; all staff have been involved in CPD and all phonics training is complete.</p> <p>Q: How has the Plymouth Science worked?</p> <p>A: There has been a lot to fit in, but the scheme provides lots of opportunities for scientific enquiry. It is also heavy on resources, so the spending and staff workload will need to be monitored.</p> <p>Q: Are there any curriculum areas that need more work?</p> <p>A: Governors heard that music and computing are a trust wide focus for the coming year.</p>	
5.4	The SDP updates will be shared with CA and AC for their input before they are sent to Crofty.	
5.5	The Y4 multiplication checks results showed that a third of pupils got full marks (25/25), a strong performance.	
5.6	<p>An alleged bullying incident was reported; governors were updated.</p> <p>Q: The Anti-Bullying policy on the website is not up to date.</p> <p>A: Governors heard that this was an admin issue; the policy was reviewed in May 2022, with the next review due in May 2024. The policy will be added to the website.</p>	
5.7	The SEND policy and report has been completed by VT. Going forward the 5 schools' hub may have a common report to reduce the workload for the SENDCos. There was a discussion on how SEN children's progress is tracked. Governors heard that the number of children on SEN-K (School support) is above national averages.	
5.8	<p>Q: What are the numbers on roll for September?</p> <p>A: 13 children are leaving and 10 are joining, so 62 children in September.</p> <p>Q: Preschool numbers?</p> <p>A: These are healthy for September; governors heard that 7 out of the 10 starting in reception came from the preschool.</p>	
5.9	Attendance was 90% overall with 20% PA last year. This year the numbers are 93.2% overall (national average 94%), and 15% PA (national average 17%). Issues with lateness were discussed.	

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5.10	External writing moderation was carried out. There was frustration from staff as there was not enough evidence in the children's books since the introduction of the 'Write Stuff' to support the judgements made. The school is nevertheless anticipating positive progress in KS2.	
5.11	KS1 results were below national, with governors learning that the Y3 cohort were the year group affected most by covid. KS1 outcomes will be challenged by Ofsted inspectors. The meeting also discussed EYFS and results for disadvantaged pupils.	
5.12	PN shared information on the new format for the heads report. RD thanked RL for his report.	
6	Pupil outcomes and the curriculum	
6.1	RAP update – covered under item 5.	
7	Safeguarding	
7.1	The S157 has been submitted.	
8	Governor monitoring	
8.1	<ul style="list-style-type: none"> The visit by John Whetter did not go ahead. However, SH, Trust CEO, visited the school with one of the members. RD Science 28.6.23. Governors received and noted the report. 	
9	Governor training	
9.1	Governor safeguarding training – the meeting was informed that it is not a requirement that governors have Tier 2 safeguarding training. Governor recruitment was discussed, along with roles and responsibilities.	
9.2	Chairs meeting 4.10.23 RD and PN attended the meeting. There were no urgent matters to report.	
9.3	Governor induction training 3.10.23 5-6pm Governors were made aware of the date of the next governor monitoring training.	
10	Trust updates	
10.1	Pupil survey The results were shared with governors and had been submitted to the Trust.	
10.2	Board minutes 31st March and 16th May Governors received and noted the board minutes as presented.	
10.3	Expenses policy Governors received and noted the travel and expenses policy as presented.	
11	Governors impact on the pupils	
11.1		

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	<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. Ensuring effectiveness through regular monitoring and taking part in school events. 	
12	Feedback to the Trustees	
	RD will raise the following with the Trustees: <ul style="list-style-type: none"> The possibility of an Educational Psychologist employed by Crofty MAT. The LGCs concern at the length of time it takes to obtain an EHCP. Governance across the 5 schools' hub. 	
	AOB	
	None.	
	Dates of next meetings: Tuesday 12 th Sept 2023 at 5.30pm	
	Meeting finished at 6.10pm. Governors offered thanks to RL for his time as head teacher and all the pupils' lives affected positively by his service to the school.	

Ross D.

12/9/2023