

Halwin
Local Governing Body meeting
Monday 24th September, 2018
at Halwin School

1. <u>ATTENDING :</u> In Attendance Loveday Jenkin, Richard Lawrence, Rachel Bickerton, June Nisbet, Graham Vallender, Sarah Board, Eve Busby, Tom Richardson Janet Standring; Clerk to the Governors		
2. <u>APOLOGIES :</u> 3. <u>Anita Street</u> 4. <u>Roger Wedlake</u> 5. <u>Sarah Maddern had tendered her resignation</u>		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
3.1	<u>The Pecuniary Interest documentation was completed</u>	
3.2	<u>Newly Appointed Governor;</u> <u>Welcome to Eve Busby as teacher Governor</u>	
3.3	<u>Election of Chair; LJ was elected as Chair for 2018/2019</u>	LJ
3.4	<u>Election of Vice chair; RW was nominated for election as Vice Chair for 2018/2019. Clerk to email RW to ascertain if he was prepared to continue in this role</u>	RW
3.5	<u>Structure of GB; It was agreed that RL would not continue as a Governor but would act x officio at meetings in his role as Head teacher</u>	RL
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
4.1	<u>The minutes of the last meeting were approved to be accepted as a true record</u>	

4.2	<u>Training;</u> <ul style="list-style-type: none"> • <u>There was a training course for new Governors at Helston School on 26 September (TR to attend)</u> • <u>Safeguarding training would be held on 9th October</u> • <u>Finance and Data training to take place later in the year.</u> 	
4.3	<u>Local Governing Body terms of reference; These had been circulated; a query on responsibilities would be raised by RL with DB</u>	RL
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
5.1	<u>The replacement for Jo Osborne on the MAT Board would be Simon Cade</u>	
5.2	<u>Code of Conduct had been circulated and would be returned to the School Secretary</u>	All governors
6.	<u>Governor Roles;</u> <ul style="list-style-type: none"> • <u>Whistle Blowing Governor; GV</u> • <u>Health and Safety; Dave Ellis and one of the Trustees will be reporting to individual schools; RL to raise with DB if a Health and Safety Governor was needed to check that this took place</u> • <u>DSEN; SB</u> • <u>Looked after Children; RB</u> • <u>Pupil Premium; RB</u> • <u>Collective Worship; (Values); TR</u> • <u>Safeguarding; LJ</u> • <u>Curriculum Governors; TR; Teaching and learning; GV; English, AS; EYFS, RW: Maths, SB; Science, PE; AS</u> 	GV RL SB RB RB TR TR GV AS RW SB AS
7.	<u>Governor Monitoring;</u>	
7.1	<u>SB reported back on training she had attended during the summer term and how the monitoring in the school should be evaluated.</u>	
7.2	<u>RL had indicated the Governor role by each area on the SDP and this would be circulated to Governors</u>	
7.3	<u>A Governor monitoring week will be held, a Governor visit report will be completed, Governors will be invited into school and given the focus of the visit</u>	

7.4	<u>The monitoring visits procedure and visit report sheet was circulated,</u>	
7.5	<u>monitoring visit reports are available to the public</u>	
7.6	<u>Structured questions would be used in the monitoring process; Governors should focus on specific areas as defined in the SDP</u>	
7.7	<u>Training had suggested that LGB's should have a Finance Governor? This was not the case as the Trust had a Finance team who were responsible for the school budgets.</u>	
7.8	<u>Has all the money now been received from the County Council that was due on conversion. The Finance team are looking into this.</u>	
7.9	<u>Central procurement is in hand and this will ultimately lead to cost savings for schools</u>	
7.10	<u>A discussion took place with regards to Governor visits and the current situation with Ofsted</u>	
7.11	<u>School's within the Trust were not likely to be the subject of an Ofsted Inspection before Autumn 2019</u>	
7.12	<u>Ultimately inspections would be of the Trust not of the individual schools</u>	
	<u>The Trust now consisted of 17 primaries and 2 secondary schools</u>	
8.	<p><u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u></p> <ul style="list-style-type: none"> <u>Performance 2018;</u> <u>RL presented his report to Governors</u> <u>This was a public document but with small cohorts it could be possible to identify individual children, therefore the issue had been raised with DB and this may be deemed a confidential document</u> <u>The context of the school for the whole of last year was detailed; including numbers on roll and attendance.</u> <u>One family are moving to Camborne, this makes a difference to numbers on roll, currently at 76. There are two admissions pending but there is a backlog of admissions at County.</u> <u>New version of CAF Policy presented, this will be adapted for the Trust</u> <u>New Keeping Children Safe in Education Document; Part 11 for Governors was circulated; Staff have had training in this; Governors were asked to confirm in email to the school secretary that they have read the document</u> <u>Numbers of children in different categories were detailed</u> <u>Appraisal process has started for staff in the school</u> <u>Progress review; KS2 attainment; RL detailed these results to Governors, only one area was below national. The cohort this year is not as strong</u> <u>The school's results were improved in reading and Maths and slightly below in grammar, punctuation and spelling</u> 	Governors

	<ul style="list-style-type: none"> • <u>Progress measures were good and performance was at the top of schools within the Trust</u> • <u>3 year rolling progress measure was detailed, the school was better than the Trust average</u> • <u>The Trust has specific groups focusing on Literacy and Maths and support is offered for high achievers. The focus across the Trust has been more able mathematicians</u> • <u>Phonics results detailed</u> • <u>EYFS the school was in line with the national average</u> • <u>KS 1 performance was strong overall</u> • <u>SLA's detailed to Governors; Compliance was now in place with the Trust. A question had been raised with regards to the viability of the minibuses. It was intended eventually that the TRust would make a fleet purchase of minibuses</u> • <u>Fisher Family Trust; Educational Charity; that carried out data analysis; they can do comparative reports against the national. This carries out analysis on school data within the Trust</u> • <u>Aspirations week; had parents been invited?</u> • <u>It was reported that a number of parents were interested in being involved with this</u> 	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>	
	<ul style="list-style-type: none"> • <u>The S175 had been considered by Helen Trelease at the LA and the action plan was being implemented</u> 	
10.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	<ul style="list-style-type: none"> • <u>Some of these only need to be dealt with once a year and others at each meeting.</u> • <u>Questions around Safeguarding; these should be considered at each meeting</u> • <u>Communications; it was decided that this should be considered each meeting following the forum meetings</u> • <u>Outcomes progress and attainment: the main focus of this will be at the Spring meeting, but will be considered at each.</u> • <u>Behaviour attendance and wellbeing; Feedback at each meeting</u> • <u>Curriculum; This will be considered with the SDP at the Spring and Summer meetings</u> • <u>SDP; Evaluation in the Autumn term and report from monitoring at each meeting</u> • <u>Policy Implementation; Review of Policies Autumn term</u> • <u>Staffing; Autumn term</u> • <u>Training and Development of LGB; this can be covered at self evaluation</u> 	

	<ul style="list-style-type: none"> • <u>Clarification required as to need for Health and Safety Governor</u> • <u>Finance; no up to date monitoring report received</u> 	
11.	<u>Health and Safety</u>	
	<ul style="list-style-type: none"> • <u>Work was required on the school playground</u> • <u>DE had visited the school at the start of term and had been given a list of all the issues that required attention. To date no work has been carried out</u> • <u>Tree monitoring is part of the compliance requirements from the Trust; RL to chase this issue as this needed constant monitoring</u> 	RL
12.	Focus Items;	
	<ul style="list-style-type: none"> • <u>School Development plan will be circulated to Governors</u> • <u>A Forum has to be set up and RL proposed that a letter be sent to parents with regards to this. The forum will meet 3 times a year and will be for parents and members of the community</u> • <u>It was proposed that the first one be held for an hour after school, RL will address the forum and explain what was the function of the Forum</u> • <u>This would build up over time; Governors agreed that the letter be sent out suggesting an informal meeting in the first instance. The Forum should have a named person from each of the consistency groups</u> • <u>It had been suggested that A Level students could be brought in as Alumni members of the Forum</u> • <u>One person to sit as a member would be elected from all of the forums</u> 	RL RL
13.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u> <ul style="list-style-type: none"> • <u>Election of Chair and Vice Chair for the 2018/2019 Academic year</u> • <u>Governor areas of responsibility defined</u> • <u>Regular meetings Chair and Head</u> • <u>Governors considered the format of the Forum and how this would be run</u> • <u>Data was considered and accepted by the LGB</u> • <u>New Governor appointed</u> • <u>Consideration given to structure and size of the Board</u> • <u>Training attended arranged through the Diocese for all schools</u> • <u>Training to be attended arranged by the MAT</u> • <u>SDP monitored</u> • <u>S175 action plan considered</u> 	
14	<u>Dates of next meeting; 4th February 2019 at 6pm</u>	

	None presented	

The meeting closed at 7.50pm

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

Chair’s Signature _____ Date _____

Please note:

Challenges

Challenges are to be in bold and underlined, in question and answer format.

Actions

Actions are to be noted in the main column [in bold but not underlined] and the initials of the person to whom the action has been attributed are to be noted in the right hand column.

Structured Questions

On Structured Questions, add in any additional questions asked. Remove ones not addressed.