

## Minutes of a meeting of the Governors of Halwin Primary School ; Monday 4th February 2019. Minutes

<b>Present:</b>			
Dr Loveday Jenkins (Chair)	<b>LJ</b>		
Richard Lawrence (Headteacher)	<b>RL</b>		
Roger Wedlake	<b>RW</b>		
Anita Street	<b>AS</b>		
Rachel Bickerton	<b>RB</b>		
Thomas Richardson	<b>TR</b>		
		June Nisbet (In attendance)	<b>JN</b>
		Janet Standring (Clerk)	<b>JS</b>
<b>Pecuniary Interests:</b>		<b>Apologies;</b>	
No changes were recorded to the pecuniary interest register		Graham Vallender	

No.		Action
<b>1</b>	<b>Minutes of the last meeting</b>	
<b>1.1</b>	<b>The minutes of the last meeting were approved to be accepted as a true record. All in favour</b>	
<b>2</b>	<b>Matters Arising from the previous meeting</b>	
<b>2.1.</b>	Health and Safety Governor; this was a requirement Roger Wedlake and Anita Street would do a walk around of the school on a termly basis and any issues would be reported back to the Trust	<b>RW AS</b>
<b>2.2</b>	Outstanding Health and Safety details are being entered onto a return which is sent to the Trust	
<b>2.3</b>	The school is struggling to get local contractors to undertake work in the school	
<b>2.4</b>	It was pointed out that the school needed to know exactly what they should arrange themselves and what issues should be dealt with by the Trust	
<b>2.5</b>	There are a number of compliance requirements that are still outstanding, including the tree survey, and due to recent high winds it was considered that this should be arranged if the Trust had not got this in hand	
<b>3</b>	<b>Notification of any newly appointed Governors</b>	
<b>3.1.</b>	Resignation from Sarah Board as member of the Board	<b>LJ</b>
<b>3.2</b>	LJ was prepared to cover Science	

3.3	SEN to be covered by along with Pupil Premium by RB	RB
3.4	Advert for 2 new parent Governors to take place after half term	
3.5	It was with sadness that it was announced that Rev Peter Johnson (Trustee) had died just before Christmas.	
3.6	The Trust was seeking a replacement Trustee and it was reported that they were still one member down	
4	<b>Urgent Matters for discussion</b>	
4.1.	<b>Ofsted</b> are now focusing on the curriculum and a new framework would be in place from September 2019	
4.2	This could be an issue in a smaller school where staff often had a number of subject leads	
4.3	It had been suggested that the Trust could use secondary school staff as subject leads for the primaries	
4.4	A small school project was in place to consider how subject leadership could be covered in small schools	
4.5	Inspections may increase from one to two days	
4.6	The DFE are removing floor and coasting standards and will be looking at schools in particular that are Requiring Improvement	
4.7	The teaching schools are asked to do more work in school improvement	
4.8	Governors need to bear in mind that the school could be the subject of an inspection within the next year	
4.9	Curriculum Governors may be beneficial	
4.10	<b>Secondary Data session would be taking place on Wednesday 6 February at Helston School</b>	
4.11	<b>Governor Monitoring; Operational Risk Register;</b> this was circulated to Governors and discussed.	
4.12	The document was colour coded, there are controls within the school to control risk.	
4.13	Actions can be in place to target the risk and therefore reduce it	
4.14	<b>Q;If there are risk controls why are these not already in place?</b> <b>A; School risks would alert a risk Trust wide, the consequences to the Trust as a whole has to be considered</b>	
4.15	The school has existing controls that reduce the residual risk in the school and therefore in the Trust	
4.16	Additional actions that can take place within the school were identified	
4.17	The action plan is on top of the existing internal controls?	
4.18	<b>Q; why are these not already being addressed?</b> <b>A; These are being addressed but the methodology was linked to a national Health and Safety model</b>	
4.19	Governors went through the document and made changes as they felt appropriate	
4.20	<b>Governor Visits;</b>	
4.21	A number of monitoring visits had taken place	
4.22	The monitoring reports would be held in a central file in the school	
4.23	A meeting had been held to discuss school values and how these could be incorporated in the PHSE curriculum	
4.24	LJ had looked at Safeguarding and an interesting discussion had been held with pupils	
4.25	A Maths visit had taken place	

<p>4.26</p> <p>4.27</p> <p>4.28</p> <p>4.29</p>	<p>English visit taken place</p> <p>Car parking had been monitored and strategies put in place</p> <p>A Governors week had taken place, all meetings had been linked to appropriate areas of the action plan</p> <p>This will take place again in the summer term</p>	
<p>5.</p> <p>5.1.</p> <p>5.2.</p> <p>5.3.</p> <p>5.4</p> <p>5.5</p>	<p><b>Communication; Parental Survey;</b></p> <p>This has generally been very positive</p> <p>The first PArEnts Forum had taken place</p> <p>Clarity of awarding to points in classes had been requested</p> <p>Children had asked for a quiet time a lunch break</p> <p><b>Newsletter;</b> Circulated to parents on a weekly basis</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><b>Structured Questions; Safeguarding</b></p> <p>Single Central record had been checked</p> <p>A DSL visit had taken place and the report was shared</p> <p>A new Safeguarding action plan is being formulated</p> <p>4 concerns registered within the last 30 days</p> <p>Staff are using “My Concern” and the actions are taking place</p> <p>An assembly had been held in order for the children to know who the Governors were, this could take place in the summer term after appointment of new Governors</p> <p>Children who are most vulnerable within the community are being supported within the school</p> <p>Level 3 Safeguarding training has been updated by staff</p> <p>Liaison has taken place with other agencies as appropriate</p>	
<p>7</p> <p>7.1.</p> <p>7.2.</p> <p>7.3.</p> <p>7.4.</p> <p>7.5.</p> <p>7.6.</p> <p>7.7.</p> <p>7.8.</p> <p>7.9.</p> <p>7.10</p> <p>7.11</p> <p>7.12</p>	<p><b>Stuctured Questions for discussion;</b></p> <p>Intervention strategies were discussed, it was important to ensure that the strategy had the desired impact</p> <p>Data update was presented</p> <p>Focus for individual parents and liaison with parents was part of the success of the school</p> <p>Target setting; the targets are linked to the assessment system (KS1 to KS2), out of 11 y6 only 5 had been in reception at the school</p> <p><b><u>Q:Is this the usual within a school?</u></b></p> <p><b><u>A: Over 50% of the cohort who were not present in reception was significant</u></b></p> <p>Two children are going out for Maths lessons</p> <p>Test preparation is underway, it is important to get the balance correct without teaching to the test</p> <p>No exclusions were reported</p> <p>Attendance: once child with a medical condition, only had attendance of approx 50%, this had reduced the overall absence rate in the school</p> <p>Attendance was on the next action plan</p> <p>Staff well being; there had been some illness among the staff. Staff have been very good supporting each other</p> <p>Curriculum intent statement was currently being written, this would include details from the rolling programme</p>	

7.13	The annual curriculum needed to indicate what was being taught in what year and incorporate school values	
7.14	This will be circulated to Governors for comments	
7.15	One Ofsted question was how does the school assess the different subject areas in each age group and ensure that the correct skill set is being taught	
7.16	A generic skill development that encompasses more than one subject area is being investigated	
7.17	Examples were provided as to how staff can demonstrate progression in pupils in different cohorts	
7.18	A discussion took place on this	
7.19	The majority of primary schools run with a topic orientated approach, the knowledge based approach is preferable.	
7.20	There is an argument that the skills base gives the knowledge The curriculum in Maths and English is huge and needs a large allocation of time	
7.21	<b><u>Q: It would be good for the Trust to look at this question as it was considered that too much time was allocated to Maths and English</u></b> <b><u>A: An hour of Maths and an hour of English had been the original guidelines but this did not include phonics and guided reading, this had resulted in that English could take over the morning</u></b>	
7.22	A discussion took place as to whether the curriculum was overburdened with Maths and English	
8.	<b>Head teachers Report;</b>	
8.1	This was circulated to Governors	
8.2	The hornets next had now been dealt with	
8.3.	The school cook was leaving, the roles of cook and kitchen assistant had been advertised	
8.4.	Catering is out for tender (through Litmus) three companies may come into the procurement process but this will be handled by the Trust finance team	
8.5.	Dan Barnard was updating the Sports Premium on the website. It was suggested that Cormac should be asked to re do the white lines, this will come out of the Sports Premium funding	
8.6.	Cleaning in the school is undertaken by Churchills, a credit note had now been received from the Finance team on behalf of Churchills for the 77 hours of cleaning time owed	
8.7	The school bins now have to be locked as are being used over the weekend	
9.	<b>Safeguarding Report;</b>	
9.1.	A further DSL visit to take place this term	
9.2.	Confirmation email still required from a number of Governors to confirm that they had read the Part 11; Keeping children safe in education	
9.3	An email reminder to be sent out	JN
10	<b>Health and Safety;</b>	
10.1	It is frustrating that work is not undertaken as soon as anticipated. The roof has been inspected and a quote will be formulated, it was	

10.2	considered that this needed urgent attention in view of the high winds at this time of year. Governors were extremely concerned about this as it meant that there were areas that the children could not access. Governors challenged the Trustees on this issue	
10.3	Risk Register is maintained in the school and this is used to escalate issues with the Trust	
11	<b>Finance;</b>	
11.1	Concern was expressed that the school was not aware of how much money they had to spend	
11.2	It was reported that the Trust were currently working on the financial position of the two secondaries and primaries in the Trust who were more financially challenged	
11.3	No training had been given to the school administrators in order to them to monitor the Budget	
11.4	Governors were concerned that the secretary should be able to monitor the budget and Governors challenged the Trustees that they should be aware of how much money was in the school budget	
12	<b>Trustee Committee Feedback;</b>	
12.1	None presented	
12.2	Governors had concerns as to how they got feedback from the	
12.3	Trustee committees	
12.4	It was considered that feedback from the Trust was poor	
12.5	When an issue was placed on the Southerly Point Website -	
1	Governors should be sent a link informing them	
13	<b>Focus items;</b>	
13.1	<b>School Development Plan;</b>	
13.2	This was circulated to Governors; The front page of the evaluation demonstrated the scoring for January 2018 and January 2019. In general the school scores 2, this is going up, (outstanding is 1)	
13.3	The Trust auditors have been judged to be very good by the external auditors	
13.3	Action plans are now in draft form	
13.4	Evaluation of 2018 has now been finalised	
13.5	<b>The Co operative Forum</b>	
13.6	4 pupils, 4 parents, 2 members of staff and 1 Governor attended the forum meeting	
13.7	The timing of the forum will be changed next time and may form part of the celebration assembly	
13.8	An analysis on the responses to the parental questionnaire were circulated together with a list of the questions	
13.9	A discussion took place with regards to this	
14	<b>Date of next meeting; 17 June 2019 at 6pm</b>	

15	<b>Impact and effectiveness of LGB;</b> <ul style="list-style-type: none"> <li>• Regular meetings between Head and Chair</li> <li>• Arrangements made for advertisement for new parent Governors and election if required</li> <li>• Safeguarding discussed at length and requisite checks (Single Central Records) carried out</li> <li>• Health and Safety Governors appointed and will arrange school walkabout</li> <li>• SEN Governor role to be covered by RB</li> <li>• Science Governor role to be covered by LJ</li> <li>• Governors had concerns over the fact that the school could not access details of it's budget and no training had been given to the school secretary to be able monitor this</li> <li>• Governors had concerns over the feedback given to Governors from the Trustee committees</li> </ul>	

The meeting closed at 8.05pm

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