



**PRIDE,
PASSION,
PARTNERSHIP,
PERSEVERANCE,
PARTICIPATION.**



Minutes

Local Governing Body Meeting

Wednesday, 25 January 2023

LOCAL GOVERNING BODY MEETING MINUTES

School:	Lostwithiel School
Quorum:	4 out of 8 governors in post
Chair:	Mr D Solly
Clerk:	Mrs Hilary Dipper
Date of meeting:	Wednesday 25 January 2023 at 5.30pm
Venue:	Lostwithiel School

Attendance:

Name:	Governor Type	Governor	Present/Apologies/Absent
Mrs N Simmonds	Headteacher	Yes	P
Mr D Solly - Chair	Community: Board Appointed	Yes	Ap
Mr J Brown – Vice Chair	Community: Board Appointed	Yes	P
Mrs K Strudwick	Community: Board Appointed	Yes	P
Mrs R Ellis	Elected Parent Governor	Yes	P
Dr S Gould	Elected Parent Governor	Yes	P
Mrs K Webber	Elected by Staff	Yes	P
Mr M Stead	Elected by Support Staff	Yes	P
Ms C Ridehalgh	Deputy Trust Lead	Guest	P
Mrs H Dipper	Clerk		P

1	<p>Welcome, Apologies and Declarations of Pecuniary Interests – Vice Chair extends a welcome to all governors.</p> <p>1.1 Terms of Office: A discussion was held regarding the Vice Chair’s term of office which expires on the 24.02.23; Mr J Brown offered to be re-appointed as a Community Governor in order to assist during the transition period. KW nominated Mr J Brown to be elected as a Community Governor; RE seconded the proposal which was approved unanimously by the Board.</p> <p>1.2 Update pen portrait for website – MS/KS- to be actioned: KS completed; SG to update information. HT to assist MS to complete pen portrait.</p> <p>1.3 Declaration of interest for any agenda item; no declarations received.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
2	<p>Minutes of meeting – 19 October 2022: Approval & Matters Arising - approved</p> <ul style="list-style-type: none"> • 1.2. Pen portrait to be compiled HT/Governor: information noted. • 6.1.1. Workforce to be completed HT: HT completed & submitted workforce census • 7.2.5. H & S Tour of school MS/CELT H & S Lead: MS spoke with personnel advised what had been completed; to establish where information is held. Addressed issues. 	<p>CoG</p>
3	<p>LGB SEF Action Plan – progress. To be circulated. Deferred to next meeting; circulate for next meeting – Clerk to circulate this document.</p> <p>Review progress against the SIP and self-evaluation form</p>	<p>HT</p>
4	<p>Lead Action:</p>	<p>CoG</p>
5	<p>Headteacher SEF/SIP: within HT report:</p> <p>Governor Development and Monitoring: SCR completed, compliant 23.01.23;</p> <ul style="list-style-type: none"> • Early Years monitoring report: Governor reported the pupils are on track; numbers on roll healthy; concern about capacity of staff, enable to grow to see numbers come through. Nursery Leader now in place, working well; comments from parents excellent. Very new but progressing very well, to be discussed relating to transition AHT now released. HT reported to ensure re. 100 day plan Level 3 training and paediatric trained – each member of staff qualified. New guidance issued recently – considerable work to ensure conditions are followed and compliant. Currently 26 attending the nursery, which was on track for the target 30 at the end of the year as per the School Improvement Plan. • To monitor progress against the 100-day SDP in relation to disadvantaged students and curriculum sequencing in History Report: Visiting lessons children focussed and engaged. PP had focus groups. Set interventions for these students. Impressive level of challenge; weakness in Y5 but now actioned with support from CELT. Q: In terms of PP how many pupils are involved in extra curricular activities? R: track if able to help in any way re. transport etc. and look at what is offered. Q: Is the uptake comparable to both pp and non-pp? R: the uptake was comparable to overall PP numbers; 26% attend the various clubs and represented in school council, neuro diverse. Humanities curriculum observed, AHT noted helpful visit. HT looking at curriculum, reviewing reading and 	<p>HT</p>

connect between Geography and History now a matter of refining to ensure curriculum components are there. High quality text having the attraction there and the contextual knowledge. Governor to support via subject knowledge.

- **Performance Management:** a summary of teacher performance management outcomes was circulated for this item.
- **Monitoring Teaching and Learning:** Early Years strong; learning walks completed. HT/Penrice visited and reviewed, feedback strong and excellent.
- **KS2:** As identified supporting teacher in Y5; more prominent as teaching team strong. ECT at expected level, making the correct progress – quality of teaching improving daily. The pedagogy and structure are stretching. **Q: Is the support in place for teacher? R: confirmed. Q: is the structure in place and are they going to make progress? R: confirmed; significant areas to address, plan in place.**
- **Transition and review learning:** From observing the learning, behaviours this year were not as good as the rest of the school; possible to address in the 6-week the high expectations can be fixed and match the rest of the school. Not had as much time in school.
- **Parental Engagement: Green/Yellow: Q: The lowest rating was the school has high expectationswhy not as well? R: parents don't know what we expect from the classroom – we have a job to do as a school. Pupil conduct excellent; high numbers within the survey. Q: did it say which year group? R: the review was the Parent Ofsted review. DTL noted CELT preparing a hot spot monitoring can do short monkey survey and dig deeper – Endurio. Q: as Trust stakeholder survey and invite senior leaders to be part of the structure of the reviews? R: you may choose to use Edurio then bespoke to the school. Senior leaders to produce format: Q: are you allowed to enquire re. pp etc? R: confirmed: Q: what engagement? R: 60. 100% accessed Dojo – school use it continually. Parents can access during the day also a tool for learning, teachers send out structure of days for children. Q: Dojo – are there limits to the times? R: yes, quiet hours and advice noted regarding process of timing relating to teachers advice. DTL confirmed the importance for all aspects regarding safeguarding and data protection to be adhered to, also advisable to keep to quiet hours. Q: do you think teachers are not feeling pressurised? R: detailed timings of caring and children; DTL emphasised the importance of maintaining boundaries; AHT highlighted the importance of the messages and timings of receiving/accessing details. DTL confirmed advisable to ensure staff detailed timetable and exceptions eg: emergencies. Q: is there a set time to respond? R: communicate with parents noting a timeframe; DTL detailed Dojo is a punchy system or if requiring additional information language of response. Discussed at staff meeting. 7-6 open hours advised. Parent body has changed historically – overwhelming previously but now put a firm structure in place.**
- **PTA:** HT meeting with PTA every half term;
- **School Council:** 12 members; they have requested an outside toilet; Estates looking at this and applying for funding. Pupil welfare discussed at last meeting – sensible with points of view. Member of Staff to replace HT.
 - **Eco schools open forum:** encouraging pupils in assemblies to look at lunch boxes, also checking the use of plastic, polystyrene with palm oil, school council and eco schools have changed, now reintroduced but addressing.
- **Safeguarding Audit:** completed on 12.01.23, CELT SL assisted. New DSL appointed. Discussion held on how to share ideas confidently. Governor to monitor during next visit.
- **Staff workload:** high pupil absence currently due to recent illness, thus raised teacher load due to adapting class arrangement; ventilation and hygiene advised. To review what children have missed. Improvement this term.
- **EWO completed visit.**

Commented [HD1]: K/J: please check that I have interpreted your comment correctly. Thanks

- **Purple Mash** supported teachers. Charanga and The Write Stuff in place.
- **5.5 TAs:** There is a need to prioritise where support required. Various methods of training and support – brilliant TAs. **Q: For the next 1.5 terms we will be short staffed – deficit budget previously – now brings to zero? R: detailed additional costs. Even with additional funding announced.** DTL detailed the costings related to energy which are constantly monitored; specialists at CELT on energy assessing additional costs. The pay rise to be met from the school budget. Continuing situation of being massively underfunded. **Q: not all the schools are losing a senior member of staff? R: various issues within the school – 16 pupils in one class as well as majority of senior teachers.**
- **Quality of Education:** blue indicates CELT; Y1 phonics and multiplication check; KS2 SATs note all subjects. **Q: 100%? R: reading, writing and maths noted, it is exceptional. Governor: initially concerned discussion previously, the standard now exceptional progress. Q: with the teacher assessment how many children are disadvantaged? R: 4 children – how far away for higher, maybe one; DTL: but you are expecting your disadvantaged being at level? R: confirmed. DTL, are you expecting to get in line by end of year? R: confirmed. Strong teacher in post with many children attending during pandemic and all staff attending. Similar journey across the school. Completed basics well. DTL: how long have Y6 followed RWI? R: the second year at Lostwithiel to go through the whole RWI programme in KS1. Q: are you undertaking work to improve maths and have you targeted pupils? R: yes, targeted pupils, subject knowledge and pedagogy, know how to read, how to replicate in times table.** A visit has been arranged for a member of the School Improvement Partnership (the Director of Education from Olympus Academy Trust) to visit the school on the 28.02.23; **Q: how many students? R: 2; Q: you are expecting 3 not to achieve expected level in Maths? R: Looking with EWO at absence; 6 pp; DTL: diagram-wise who has support? R: all 3; Q: Y5 contextually: what percentage? R: 3 pp; DTL: 1 re. expected supported are others working towards? R: 1 on specialist support others working toward.**
- **P6: what does the data tell us and response:** some work re. SEN; adaptive learning part of ECT framework, high ceiling, low threat, adapting, scaffolding; looking to build adaption toolkits; key work for these students: **Q: would that be individual? R: yes, but also looking individual aspect and appropriate part of toolkit. Through curriculum and individual learners.**
- **Virtual training:** access CPD; first aid completed online; on Training Space on The Write Stuff, detailed in report.
- 4 staff assisting with support in school; building skill set within the team.
- Speech and Language Referrals.
- Attendance: SEND 91.6% - some medical (discovered today can do virtual learning for vulnerable child and code Y. Work to do. Above national **DTL: anything specific you are doing? R: each child identified has individual plan, reviewed with parents and early help hub consulted, also looked at legal picture, in line with CELT policy.** Action plans, working with EWO, provision of taxi, free breakfast club, free taxi for after school clubs; **Q: do you have a problem with persistent absence? R: yes 2 families but a culturally effect of Covid.** Unauthorised holiday applications, working with County with penalty notices; now increased to 6 days making it more difficult. Administrator working hard on this aspect. For one family may use additional measures.
- Safeguarding training listed. Right number of Level 3 and depth of support.
- Therapy dog in training fits with USP – managed by member of support staff – will be really powerful for some children.
- Daily collective worship.
- Enrichment detailed in report.

	<ul style="list-style-type: none"> • Leadership & Management: DTL noted the statistics and information demonstrate positive journey. HT has taken the school to an exceptional place and testament to her as retained the workforce who wanted to be here during the pandemic. Superb HTs report, the culmination of seven years hard work. <ul style="list-style-type: none"> ➤ CPD: is this co-ordinated centrally by the Trust? started to co-ordinate potential secondments and various aspects; specific school improvers who drive this forward; day held to co-ordinate; AHT noted information in the school development plan; co-ordinated safeguarding training all covered including IHASCO training. • Pupils: <ul style="list-style-type: none"> ➤ CIC: 2 ➤ Child Protection: 0 ➤ CiN: 2 ➤ Pupils in receipt of Early Help: 3 ➤ Looked after pupils: 1 ➤ Young Carers: 1 	
5.1	Infection Control	
	5.1.1 Self-Evaluation – Update	
	5.1.2 School Development Plan Update	
5.2	Safeguarding: report:	
5.3	<ul style="list-style-type: none"> • Attendance: 100 day review plan being finalised; Governor reviewed SDP targets, review point 100 days which is a good mid-year review point, if need to change look at capacity to modify if appropriate. To embed where issues have been addressed. 	
6	Governor Development to include training undertaken.	CoG
7	Work achieved by LGB since last meeting	CoG
7.1	Clarification of governor roles	
7.2	Feedback from Link Governors with statutory delegated responsibility:	
	7.2.1 Safeguarding: SCR reviewed by Governor i/c and completed, compliant 23.01.23.	
	7.2.2 Health and safety: Policy circulated; CELT Lead the author – HT and Estates & Facilities Officer reviewed draft. Q: governor questioned the roles and responsibilities for the LGB? R(DTL): overarching policy, received this policy for school level. H & S Policy to be reviewed and re-vamped – HT required certain aspects added. Cornwall Council Centre and Wellbeing. DTL outlined the reasoning – ensuring the aspects rather than responsibility. To be reviewed.	
	7.2.3 Pupil Premium/Catch-up:	
	7.2.4 Curriculum/Quality of Learning:	
	7.2.5 Attendance:	
8	Safeguarding report: E-safety report; compliant; needs reviewing; DTL suggested adopt new template, to make contact with Fowey for advice as they have the new version in place. Confirming it is helpful to have all primary schools using the same format. <ul style="list-style-type: none"> • Safeguarding Audit: completed on 12.01.23, CELT SL assisted. New DSL appointed. Discussion held on how to share ideas confidently. Governor to monitor during next visit. 	HT
9	Health & Safety: Policy circulated; CELT Lead the author – HT and Chris Bennett? reviewed draft. Q: governor questioned the roles and responsibilities for the LGB? R(DTL): overarching policy, received this policy for school level.	HT

10	H & S Policy to be reviewed and re-vamped – HT required certain aspects added. Cornwall Council Centre and Wellbeing. DTL outlined the reasoning – ensuring the aspects rather than responsibility. To be reviewed.	HT
11	Feedback from CELT Leadership Team Standards – HEADTEACHER REPORT: 11.1 Progress and Attainment update including Pupil Premium: 11.2 Progress of School Improvement Plan: 11.3 Pupil Premium Grant/Catch up funding/Sports premium grant:	HT HT
12	Policies adopted by CELT Trustees – for information:	HT
13	Policies adopted by Academy – Health and Safety Policy:	CoG
14	Section B: Details noted of future arrangements. Governor commended AHT confirming she is valued and appreciated.	
15	Date Next Meeting: 21 June 2023 @ 17.30	

LOSTWITHIEL SCHOOL LGB - 25 January 2023 - ACTION POINTS		
Minute Number	Action	By Whom
1.2	Governor to update website pen portrait	SG
1.2	HT to assist MS to complete pen portrait	HT/MS
3	SEF Action Plan to be circulated	Clerk
	Claire Banks? Visiting on the 28.02.23	

Meeting closed at: 18.45

Signed Date 21 June 2023
(Chair)