

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



Minutes

Local Governing Body Meeting

Wednesday, 19 June 2024



LOCAL GOVERNING BODY MEETING MINUTES

School:	Lostwithiel School
Quorum:	4
Chair:	Mr D Solly
Clerk:	Mrs Hilary Dipper
Date of meeting:	Wednesday, 19 June 2024 at 5.30pm
Venue:	Lostwithiel School

Attendance:

Name:	Governor Type	Governor	Present/Apologies/Absent
Mrs E Badger	Headteacher	Yes	P
Mr D Solly - Chair	Community: Board Appointed	Yes	P
Mrs K Strudwick	Community: Board Appointed	Yes	Ab
Mr S Radnedge	Community: CELT Appointed	Yes	Ap
Rev. S Bawden	Community: CELT Appointed	Yes	P
Mrs R Ellis	Elected Parent Governor	Yes	P
Dr S Gould	Elected Parent Governor	Yes	P
Mr M Corbett	Elected Parent Governor	Yes	P
Mrs K Webber – AHT	Elected by Staff	Yes	P
Mr M Stead	Elected by Support Staff	Yes	P
Mrs J Nicholls	Trustee Governor	Yes	P
Mrs H Dipper	Clerk		P

Documents posted on Governor Hub:

Agenda
 Minutes of Meeting – 31.01.24
 Headteachers report
 Lostwithiel Peer Review
 Safeguarding Report – June 24
 Visit – Lostwithiel – Final report

Lostwithiel Staff Survey
 Open Questions Staff Survey
 Insight – Current teacher assessment data
 Insight – Demographics
 Spring School Improvement

Date	Wednesday, 19 June 2024	
Time	17.30	
Venue	Lostwithiel Primary School	
1. Welcome, Apologies and Declarations of Pecuniary Interests		
	HT/Clerk	
1.1	Welcome: The Chair welcomed governors, thanking the new governors for joining the Board.	
1.2	Apologies: accepted as noted.	
1.3	Declaration of interest for any agenda item. No additional interests declared.	
1.4	Pecuniary Interests forms: additional form to be sent to governor.	
1.5	Update pen portrait for website: actioned and completed	
2. Minutes of previous meeting - Approval & Matters Arising		
CoG		
2.1	Minutes of meeting: 31 January 2024: The minutes were approved as an accurate record, approved and signed accordingly.	
2.2	Matters arising: - ACTION POINTS	
	<ul style="list-style-type: none"> • 1.4 Card expressing thanks to Vice-Chair: actioned. • 1.4 HT to arrange release for H & S Governor to carry out review HT/MS; completed • 2.2 (11.1) Risk Register – format required; awaited • 6.3.1 Training information: noted 	
3. Chair's Action		
Report any action taken by the Chair or Vice Chair.		
	<ul style="list-style-type: none"> • Vice-Chair: Governors requested to give consideration to taking on the post. 	

- Governor resignation. Governors expressed appreciation to Rebecca Ellis for the excellent contribution made toward the Board during her long period of office.
- Community Governor appointment. Governors approved the appointment of Emma Jolliff DSL from Pondhu School.

4. Quality of Education

HT

4.1

Headteacher's Report: Posted on Governor Hub.

- Subject Leadership discussed at Staff meeting. All teachers have action for skills and progression, and monitoring SEND provision to assist SENDCO; **Q: are all subjects covered?** R: confirmed with HT/AHT; regular release time for subject leaders, directed and targeted, hope by Sept 25 to complete a deep dive. Two subjects to ECT + 3-DT/computing. **Q: Do you have Ofsted Inspections via Trust?** R: Confirmed Justine Hocking (Ofsted Inspector) role is to make sure schools are Ofsted ready and will organise a deep dive.
- Opening Worlds programme for History/Geography/RE: heavy reading and writing based, 75 minutes each subject weekly; this term trial unit with Y2/3/4/5. If continues as observed will be transformative; task followed for all children was exceptional with rich vocabulary. All Y3/4/5 doing study as high-level expectations, will be a bonus. Governor noted the forthcoming change of administration may shift away from knowledge rich, developing core skills; oven-ready curricular are great, written by experts and know it is reaching the requirements. **Q: what is the flexibility – how are you going to make it meaningful?** R: what does it look like in mixed aged schools? how does it look? visiting mixed age school; asked authors because given KS1 local context but can lead on in KS2. AHT starting point where you are - local and neighbouring towns, then ready for KS2 Opening Worlds; examine coverage, in school improvement local knowledge good but wider aspect in the wider world. Visiting West School.
- Drawing Club: using short engaging text, tales, animations; targeting to make initial sounds – really supported RWI; create a magic code with writing – variety of stimulus. Across the Trust. It is magical as all want to join the club.

4.1.1

Quality of teaching and learning:

- Phonics 26 in Y1: 25 of 26 passed, valid reason for exception. 61% gained 40 out of 40. Credit to KS1 team practice exemplary ensuring pupils have strong start. Member of staff working one day a week for Trust to work with other schools. Governor attended phonics screenings.
- **Q: Governor expressed concern for members of staff working for Trust. R: salary adjustments made accordingly and able to cover with in-house staff.**

4.1.2

Data: 79% GLD data; almost there with reading on track. one child not on track. Reading will be a strength.

4.1.3

Pupil Numbers/Admissions School population: 21 Admissions for September 24; 25 leavers; In year transfers 1-Y4, 1-Y2 for next year, will bring the balance. Thanks expressed to governor for attendance at parents' meeting; 3/4 and 4/5 class – parents expressing concern, details circulated regarding rationale. Would like to have single age classes. Four parents attended meeting; Governor helpful as can see that it is a national picture. It relates to perceptions; need to emphasise small school and numbers fluctuate. Governor reported there is a process to assist with reasoning as there is a new person in place at LA. Noted set for one year – 'what happens if splits again'. Now not only mixed aged classes but the largest classes; difficult situation as if went to five all classes would be mixed. Tried to keep Y6 separate – but potentially may not be possible. Governor commended organisation and preparation for meeting; power point assisted; parents very thoughtful and articulate, reported the children were going home saying certain things which the school was unaware of. Those children have not had mixed classes. Reiterating in the community will be helpful. **Q: how did you**

		<p>decide on groups? R: organised with class teachers, feel going above and beyond as various activities and lessons together. Parents are upset for their children; it has been a difficult situation. Governor noted experienced previously. Terminology 'my kid has been kept back'. Many questions and HT detailed the curriculum and how it will work. Q: Have the Nursery children been admitted to the school? R: all admitted from Tiny Trees. Nursery at capacity for summer term; looking good for new academic year; because we are so successful staff being used across the Trust to set up Nurseries at other schools.</p> <p>Time issue addressed.</p>	
	4.1.4	Staffing changes: detailed in written report	
	4.1.5	Standards Update: verbal update of phonics and MTC check. Summer data to be uploaded to Governor Hub when released.	
	4.1.6	SEF: being revised – will be added to Autumn agenda.	
	4.2	Grant Funding – use & impact:	
	4.2.1	Pupil Premium funding:	
	4.2.2	<p>Sports Premium/PE Funding: £110 additional; £17,330; funds the HLTA to support and attend events and lunchtime events; Go Active coming in to deliver Fencing and other alternative sports; also use to train some of our staff. To review Dance, may need to block out some time.</p> <p>In terms of the monitoring, the finance team are efficient and track spending of PE premium very carefully,</p> <p>Unable to use for swimming lessons; £1650 shortfall this year; full charge £45, currently charge parents £35. Alternative pool nearby. As some schools have cancelled, required to book 2-week block, will share with another school for one week each.</p>	
5. Leadership and Management			HT/CoG
	5.1	<p>Monitoring of SDP/SIP: Maths a focus for whole Trust. Maths teacher working with Trust and Maths expert. 'Winning with Numbers' – 8 out of the 11 CELT primaries will be using this next year but not Lostwithiel. All schools doing a 15-minute fluency session daily. WwN programme has huge financial implication; signed up for Maths programme; Maths teacher working with Maths expert as the WwN is too expensive; Mastering in Numbers commended by governors – great programme and good track record, when on that journey you may be able to access the next section.</p> <p>Multiplication check held; Y4 teacher organised, results due 24 June; significant number achieved full marks – need to continue and maintain progress.</p>	
	5.1.1	Review of School Development Plan (100 Day Plan): will be reviewed to share at next meeting. Writing main focus – trialling new writing units. Impact already from unit studied in the Write Stuff and own curriculum; English lead advising on writing unit; all progressive and each strand planned for with a diverse;	
	5.1.2	Curriculum Review (Intent, Impact, Implementation): Covered in HT report – focusing on Opening Worlds and subject leadership.	
6. Personal Development			HT/CoG
	6.1	Staff – Performance Management for all staff: taken place and will happen;	
	6.2	<p>Pupils – PD curriculum: Personal Development curriculum:</p> <ul style="list-style-type: none"> Continuing with British values to ensure characteristics known. one assembly a week. Two residentials held: message of congratulation received from St Paul's Cathedral, following the talk a 92-year-old evacuee gave, commenting on the excellent behaviour of the pupils. Theatre visits taken place, KS2 next week. Y6 Sailing at end of term for the day. 	

		<ul style="list-style-type: none"> • Y4 Surfing; Y3 Archery and Catapulting; • Microscopes on loan from the Microscope Society. <p>Attitude during SATs excellent, 80% expected for Writing, 32% greater depth.</p> <p>Oracy: Champions of Oracy brought into schools to work in partnership with member of staff, who has had some training, and work with the children in our school in order to develop their skills. Different talk types with Oracy Voice 21, to teach one each half-term; looked at in a variety of subject lessons; all taken on board; each half-term have celebration of oracy with a question given to the children to debate; award the best following observation. Initially debating with partners, to progress debating with group. Stimulus of 'if you invented a sport what would it be and how would you establish it'? All connecting and pleasing to hear the children speak with confidence. Development Day for Oracy held looking at Maths. Governor noted presentation at Assembly was excellent. Governors invited during last week of term 25 July 1pm;</p>
	6.3	Governor Development
	6.3.1	Governor Training: all encouraged to complete training; HT asked Safeguarding Trust Lead to send out SEND training;
	6.3.2	Self-Evaluation:
7. Behaviour and Attitudes		HT
	7.1	Attendance: Q: Enquiry re. 5-day change. R: to revert to original time. Regular offenders. variable, illness; holidays an issue; penalty notices issued; Governor noted the school has taken the opportunity to inform parents of guidelines; amended 12 unauthorised sessions previously reverted now to 10; 96.5 pre-covid attendance; Q: Governor enquired aggregate; R: variable. EWO from Peninsula Education provides support.
	7.2	Exclusions: none
8. Safeguarding		HT
	8.1	Head Teacher Update Safeguarding: <ul style="list-style-type: none"> • Safeguarding Audit completed, all actions addressed. • DSL/DDSL change noted. • Mental Health worker in place.
	8.2	Termly review of SCR: completed
9. SEND		HT
	9.1	Head Teacher update: SEND: looking at capacity for our SENDCO, able to release more - 2 afternoons per week. Also, Hub SENDCO coming in.
10. Health and Safety/Premises		HT
	10.1	Head Teacher Update
	10.2	Health and Safety Lead governor Report: Two inspection walks around the school, training completed <ul style="list-style-type: none"> • areas identified have been re-painted. • Report entitled 'Lostwithiel School H & S Update/Site Visit 19/06/24' tabled. Items noted included:- <ul style="list-style-type: none"> ➤ Drains expensive to repair. ➤ Previously member sat on the Education Board. ➤ PTA: H & S no-one trained, no risk assessments, there is a need to review. Q: To what extent do the Site team have responsibility? R: medical training for the special medical room only. Governor advised on another source of funding to investigate 'Section 106 of the Town and Country Planning Act 1990.' • H & S Policy: to be ratified: The CELT H & S policy was agreed by Governors.
11. Risk Management Review		
	11.1	Risk Review – new risks identified, and RAG rated; amended since last meeting.

12. Policy Review		
	12.1	Policies adopted by CELT Trustees- for information
	12.2	Safeguarding Suite: In September will be standard set of policies – circulated in September.
	12.3	Policies adopted by Academy: H & S
13. Feedback from CELT Leadership Team:		
The Trustee informed the Board that Trust Lead interviews to be held on 04 July, will be some involvement from Headteachers; Chair of Trustees to include information regarding stakeholders; external adviser Sir David Carter and part of programme to involve, Heads, Governors and students. Information to be included in the weekly bulletin		
14. Confidential - Part 2		
15. Any Other Urgent Business		
To be notified to the Chair and Clerk prior to the meeting		
16. Summary of Meeting / Meeting Effectiveness		

<p>Successes:</p> <ul style="list-style-type: none"> • Attitude of Y6 during SATs. • Subject Leadership. • Oracy. • Tiny Trees into Reception. • 21 admissions this year positive. 	<p>Challenges:</p> <ul style="list-style-type: none"> • Finance for repairs. • Money. • TAs. • Wellbeing survey. • Pupil Numbers. • Split Year Groups.
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17. Proposed dates for 2024 meetings:	Clerk
<ul style="list-style-type: none"> • 24 September 2024 @ 17.30 - 1 meeting/1 visit each term. • 10 February 2025 @ 17.30 • 01 July 2025 @ 17.30 	

Governors expressed appreciation and thanks to Governors.

LOSTWITHIEL SCHOOL LGB - 19 June 2024 - ACTION POINTS		
Minute Number	Action	By Whom
1.4	Send pecuniary interest form to governor	Clerk
6.3.1	To circulate SEND training dates to governors	HT

Meeting closed at: 19.00

Signed
(Chair)