

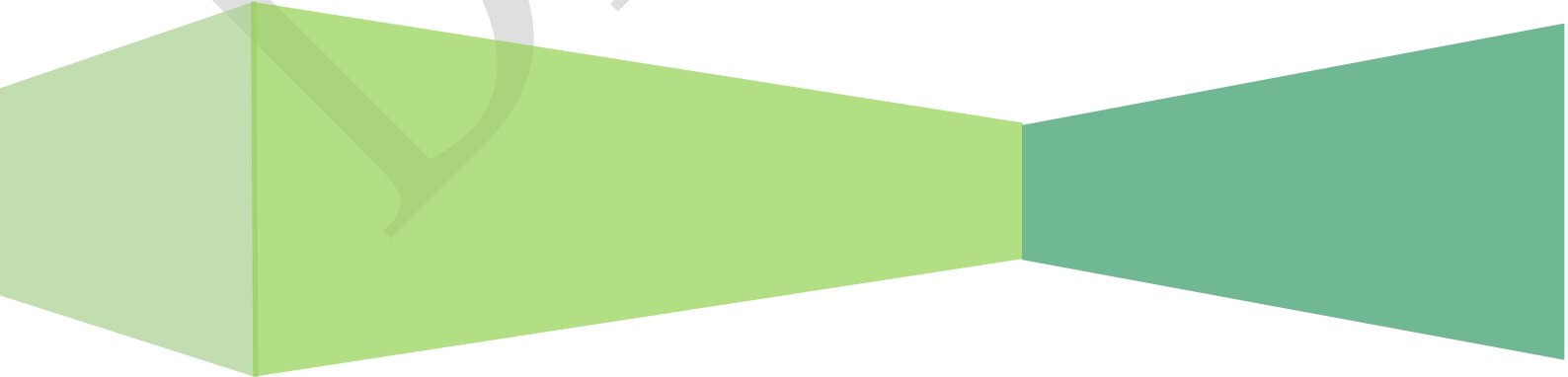
**PRIDE,  
PASSION,  
PARTNERSHIP,  
PERSEVERANCE,  
PARTICIPATION.**



# Minutes

**Local Governing Body Meeting**

**Tuesday, 24 September 2024**



## LOCAL GOVERNING BODY MEETING MINUTES

|                         |   |
|-------------------------|---|
| <b>School:</b>          | <b>Lostwithiel School</b>                   |
| <b>Quorum:</b>          | <b>3</b>                                    |
| <b>Chair:</b>           | <b>Mr D Solly</b>                           |
| <b>Clerk:</b>           | <b>Mrs Hilary Dipper</b>                    |
| <b>Date of meeting:</b> | <b>Tuesday, 24 September 2024 at 5.30pm</b> |
| <b>Venue:</b>           | <b>Lostwithiel School</b>                   |

### Attendance:

| Name:              | Governor Type              | Governor | Present/Apologies/Absent |
|--------------------|----------------------------|----------|--------------------------|
| Mrs E Badger       | Headteacher                | Yes      | P                        |
| Mr D Solly – Chair | Community: Board Appointed | Yes      | Ab                       |
| Mr S Radnedge      | Community: CELT Appointed  | Yes      | P via TEAMS              |
| Rev. S Bawden      | Community: CELT Appointed  | Yes      | Ab                       |
| 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      | Ap                       |
| Mrs J Nicholls     | Trustee Governor           | Yes      | Ab                       |
| Mrs H Dipper       | Clerk                      |          | P                        |

### Documents posted on Governor Hub:

|   |  |
|---|--|
| Agenda                                  | Pupil premium strategy statement 23-26 updated |
| Minutes of Meeting – 19 June 2024       | Review of the year                             |
| Safeguarding Data Overview 23-24 Term 6 | Governor Visits – July 24                      |
| CELT Primary Analysis – Sum24           | 19 September Self Evaluation Summary 2024-2025 |
| Headteacher’s report 24/09/24           | 100 Day Development Plan 2024-2025 (2)         |

|  |   |   |  |
|--|---|---|--|
| <b>Date</b>  | Tuesday, 24 September 2024  |   |  |
| <b>Time</b>  | 17.30   |   |  |
| <b>Venue</b>   | Lostwithiel Primary School  |   |  |
| <b>1. Welcome, Apologies and Declarations of Pecuniary Interests</b>   |   |   |  |
|  | <b>HT/Clerk</b>   |   |  |
| 1.1  | Welcome: The HT welcomed Governors to meeting, expressing concern regarding the low attendance. Staff Governor volunteered to Chair the meeting in the absence of the Chair.  |   |  |
| 1.2  | Apologies: noted above  |   |  |
| 1.3  | Declaration of interest for any agenda item: no additional interests declared.  |   |  |
| 1.4  | Terms of Office:  |   |  |
|  | 1.4.1   | Community Governor: Board approved the appointment of Siobhan Gould for a further term of office from 11/02/2025. |  |
|  | 1.4.2   | As the term of office for Staff Governor (MS) expires on 08/12/24 a staff election will be arranged.              |  |
| 1.5  | Pecuniary Interests forms: To be completed by all governors – template posted on Governor Hub. CELT officers copies held centrally.   |   |  |
| <b>2. Minutes of previous meeting - Approval &amp; Matters Arising</b> |   |   |  |
|  | <b>CoG</b>  |   |  |
| 2.1  | Minutes of meeting: 19 June 2024 – The minutes, having been circulated were agreed as an accurate record and approved.  |   |  |
| 2.2  | Matters arising: ACTION POINTS  |   |  |
|  | <ul style="list-style-type: none"> <li>• SEND training – 27 February 2025 – Poltair School - 16.00-17.00</li> <li>• Pecuniary Interest forms: 24/25 template posted on Governor Hub</li> <li>• Card for R Ellis to be sent: actioned</li> </ul> |   |  |

| 3. Chair's Action       |       |  | CoG |
|-------------------------|-------|--|-----|
|                         | 3.1   | <b>Confirmation of Chair of Governors:</b> To contact CELT for guidance.   |     |
|                         | 3.2   | <b>Report any action taken by the Chair or Vice Chair:</b>   |     |
| 4. Quality of Education |       |  | HT  |
|                         | 4.1   | <b>Headteacher's Report:</b> The HT reported on the busy start to the term with children settling well; relationship between Apple and Tiny Trees excellent.   |     |
|                         | 4.1.1 | <b>Quality of teaching and learning:</b><br>New humanities and writing curriculum. Mastering Number Maths fluency programme. Re-planned History, Geography and RE in KS1 to adapt to 'Opening Worlds'  |     |
|                         | 4.1.2 | <b>Data:</b> Pleased with data; focus on disadvantaged 24%; currently viewing through the lens of a disadvantaged pupil in relation to oracy and vocabulary. Also assessing maths with a view to closing the gap. All through the lens of disadvantaged.<br><b>Q: do you have several who are disadvantaged but not identified?</b> R: yes – some parents have more than one job to try and make ends meet. Discretionary with pupil premium to enable children to experience extra-curricular or residential.   |     |
|                         | 4.1.3 | <b>Pupil Numbers/Admissions:</b><br><b>Q: Attendance? Decision this year to delay opening of Tiny Trees? As a parent and on behalf of parents, this was unexpected and disruptive – reason for staggered arrangement?</b> R: The admissions on Monday involved a huge influx of 2-year olds; appropriate to offer quality of welcome to give parents the time who were staying with their 2-year olds; requested by some parents in July; did not feel we could offer that on admission day. It was a real struggle as the first experience of a large influx due to the change in funding; we have not received these comments from parents; <b>Q: Parents did not feel they had received notification.</b> R: appreciate comments. In response to the concern regarding attendance expectations, it was noted establishing the best for all entry groups is a challenge and contextual, advising on the importance to read newsletter. Governor advised a review of the format of the school newsletter using details from SWAY. |     |
|                         | 4.1.4 | <b>Staffing changes:</b> Cover organised for staff who have left.  |     |
|                         | 4.1.5 | <b>Standards Update:</b> Data uploaded on to Governor Hub  |     |
|                         | 4.1.6 | <b>SEF:</b> available on Governor Hub<br><b>School Improvement Visit:</b> 14 <sup>th</sup> October, report available for next meeting.   |     |
|                         | 4.1.7 | <b>Budget:</b> 22 reception - additional 6 from various schools across the County; with mixed age classes limits admissions. PAN: 25<br><b>Q: does that mean it will be a similar class structure next year?</b> R: confirmed.<br><b>Q: when do you get an idea of admissions?</b> R: Open Day probably; good idea previously looking at admissions of 2/3 year olds. When admissions close in January 2nd/3rd choices recorded. 23 in Y6.   |     |
|                         | 4.1.8 | <b>Publicity:</b> Governors expressed appreciation for the excellent video. To be posted on social media and website. Staff Governor noted currently more community involvement. Looking to become an Oracy centre of excellence. Requested financial support. Lostwithiel Educational Trust unable to support. St Mark's agreed to support.<br><b>Governor noted you can usually track why parents are choosing other schools.</b> R: There was an agreement no other school would have a nursery but that was broken; many parents are staying with Lostwithiel. Although not a faith school, do ensure children are involved in church festivals and events.  |     |
|                         | 4.2   | <b>Grant Funding – use &amp; impact:</b>   |     |
|                         | 4.2.1 | <b>Pupil Premium funding:</b>  |     |

|                                     |     |  |  |
|-------------------------------------|-----|--|--|
|                                     |     |  | Data on Governor Hub. Significant improvements for pupil premium persistent absence children, last year 92% (previous years 88%). Contacting agencies and following up situations, tenacious with pa and following through, massive impact on attendance   |
|                                     |     | 4.2.2  | <b>Governor visit feedback - DS &amp; SR:</b> every pp child mentioned a member of staff – vital role and key contact. Governor noted the phrase ‘Rich childhood rich table talk’ - will achieve in spite of you; ‘Disadvantaged’ - will achieve because of you. School Improvement document folder on Governor Hub.   |
|                                     |     | 4.2.3  | <b>Sports Premium/PE Funding:</b> GoActive enlisted for PE to replace previous teacher; following curriculum for PE; Staff Governor met with Director to discuss material and the need to be progressive; additional skills offered eg: fencing etc. which complement the school’s established skills. Provides additional coaching with after school clubs; also assistance with curriculum. Financed from PE premium |
| <b>5. Leadership and Management</b> |     |  |  |
|                                     |     |  | <b>HT/CoG</b>  |
|                                     | 5.1 | <b>Monitoring of SDP/SIP</b>   |  |
|                                     |     | 5.1.1  | Review of School Development Plan (100 Day Plan)   |
|                                     |     | 5.1.2  | Curriculum Review (Intent, Impact, Implementation)   |
|                                     | 5.2 | <b>Plan Governor Monitoring of SDP/SIP Focus Areas:</b><br>Governor monitoring: Gov Hub areas would like to review;<br>Safeguarding Governor visit – 04 October;<br>Pupil Premium Governor requested to arrange two monitoring visits;<br>Autumn/Spring: to provide on 100-day plan with a good body of evidence;  |  |
|                                     | 5.3 | <b>Parent Survey – forum:</b><br>Survey of Parents: to agree format of questionnaire; meetings to be held;   |  |
| <b>6. Personal Development</b>      |     |  |  |
|                                     |     |  | <b>HT/CoG</b>  |
|                                     | 6.1 | <b>Staff – Performance Management for all staff:</b><br>Performance Management: streamlined – similar targets; curriculum/adaptive teaching & writing/attendance-in particular pupil premium. Everyone will have a fourth target and senior teachers will have a fifth.  |  |
|                                     | 6.2 | <b>Pupils PD curriculum:</b> Protective characteristics through the reading curriculum will be published on the school website; reading books referenced some great books and age appropriate – document to link to ensure staff can access.<br><b>Q: Is there a Trust commitment toward this re. central work? R: everyone has rationale – not all have same reading spine.</b> Governor noted ‘No Outsider’ scheme of work; Staff governor reported RWInc covers this aspect; proud of reading spine which is fully inclusive, pure, natural acceptance.<br><b>Forest School:</b> Staff Governor reported teaching of DT curriculum was lacking the elements Forest Schools offer as important for children to benefit from outdoor environment for their wellbeing and mental health so the curriculum has been revised for this academic year. EMHP (Educational Mental Health Practitioner); curriculum organised for each year group, elements identified. All welcomed back – flexibility; if teacher wants to take class outside this is the opportunity. Mindfulness contains considerable terminology – anxiety, depression, stress - teaching children these elements. Good to observe children reflecting/meditating. Well received by staff; feedback from children how they are outside – breathwork, belly work. Interventions for children with difficult domestic situations.<br>To invite parents to Forest School |  |
|                                     |     | 6.2.1  | Oracy – Governor visit – feedback. DS/SB: Report posted on Governor Hub.   |
|                                     | 6.3 | <b>Governor Development:</b>   |  |
|                                     |     | 6.3.1  | Governor Training – Safeguarding: 17 October 2024 – KCSIE answers  |
|                                     |     | 6.3.2  | Self-Evaluation: Governor Review & Skills Audit  |

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|---|---|---|
| <b>7. Behaviour and Attitudes</b>   |   | <b>HT</b>                               |
| 7.1   | <p><b>Attendance:</b> 98.8%. Holiday requests received. New arrangements regarding attendance-10 sessions <b>Q: Governor questioned arrangements regarding discretionary re. fine? R: paperwork required to be submitted; a statutory letter sent if concerned; the Safeguarding Lead is examining the wording of the letters.</b></p> <p><b>Governor comment: The actual notation of letters is deemed by parents as offensive, also possible financial aspect.</b></p> <p>Started positively with attendance – new fluency programme and relentless for staff – children excited to start after the summer break.</p> <p>Expensive holidays continue to be a concern.</p> |   |
| 7.2   | Exclusions: none  |   |
| <b>8. Safeguarding</b>  |   | <b>HT</b>                               |
| 8.1   | <b>Head Teacher Update Safeguarding:</b> Safeguarding training for all governors.   |   |
| 8.2   | <b>Termly review of SCR:</b> SCR – letters of assurance to be updated by central team; compliant from Lostwithiel.  |   |
| <b>9. SEND</b>  |   | <b>HT</b>                               |
| 9.1   | <p><b>Head Teacher update:</b> Concern expressed regarding payment toward cost of Trust SENCO £9,000 from budget; however, currently no allocation of time to school. Informed will follow up for dates visiting Lostwithiel. Challenging arrangement. <b>Q: what numbers on special needs? R:17 Record of Need; 5 neuro development, 4 EHCPs requests, 3 EHCP reviewing.</b></p> <p><b>Governor expressed concern as provision is a legal responsibility;</b></p> <p>(To draw attention of this matter to Governance Officer &amp; request question raised at Trustees meeting)</p>  |   |
| <b>10. Health and Safety/Premises</b>   |   | <b>HT</b>                               |
| 10.1  | <p><b>Head Teacher update:</b> Work completed over holidays.</p> <ul style="list-style-type: none"> <li>• green net over wall</li> <li>• middle block painted</li> <li>• new signage</li> <li>• Health &amp; Safety audit on 16 October.</li> </ul>   |   |
| 10.2  | Health and Safety Lead governor Report:   |   |
| <b>11. Risk Management Review</b>   |   | <b>HT</b>                               |
| 11.1  | Risk Review – new risks identified and RAG rated, removed, changed since last meeting: no update of format received – sent previous format to CC – risks are funding,   |   |
| <b>12. Policy Review</b>  |   | <b>HT</b>                               |
| 12.1  | Policies adopted by CELT Trustees- for information  |   |
| 12.2  | Safeguarding Suite- posted on website;  |   |
| 12.3  | Policies adopted by Academy   |   |
| 12.4  | SEN policy to be forwarded to SEN Governor requesting feedback.<br>HT referred Governors to the website for History & Geography; endeavouring to ensure all documentation is posted on website.   |   |
| <b>13. Feedback from CELT Leadership Team: new CEO Visiting Dan Morrow – has experience of primary and secondary and nursery school leadership.</b> |   |   |
| <b>14. Any Other Urgent Business</b>  |   |   |
| To be notified to the Chair and Clerk prior to the meeting  |   |   |
| <b>15. Summary of Meeting / Meeting Effectiveness</b>   |   |   |
| <u>Successes:</u><br>Data<br>Attendance   |   | <u>Challenges</u><br>Budget<br>Staffing |

|  |   |
|--|---|
| <i>Curriculum Drop down days completed</i>   | <i>Wellbeing of Staff</i><br><i>Full LGB</i><br><i>Hub SendCo role?</i> |
| <b>16. Proposed dates for 2024 meetings:</b>   |   |
| <ul style="list-style-type: none"> <li>Tuesday, 11 February 2025 @ 17.30</li> <li>Tuesday, 01 July 2025 @ 17.30</li> </ul> |   |

**Clerk**

| <b>LOSTWITHIEL SCHOOL LGB – 24 September 2024 - ACTION POINTS</b> |  |              |
|---|--|--------------|
| Minute Number   | Action   | By Whom      |
|   | Contact HelpDesk re. EJ's email passcode           | Clerk        |
| 1.4.2   | Staff Governor election                            | HT           |
| 1.5   | Pecuniary Interest form template posted on Gov Hub | Governors    |
| 3.1   | Confirmation of Chair                              | Clerk        |
| 9.1   | To request matter re Trust SENCO raised            | Clerk        |
| 12.4  | SEN Policy to Governor                             | SEN Governor |

Meeting closed at: 19.10

Signed ..... 11 February 2025  
(Chair)

DRAFT