

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



Minutes

Local Governing Body Meeting

Wednesday, 21 June 2023

LOCAL GOVERNING BODY MEETING MINUTES

School:	Lostwithiel School
Quorum:	4
Chair:	Mr D Solly
Clerk:	Mrs Hilary Dipper
Date of meeting:	Wednesday, 21 June 2023 at 5.30pm
Venue:	Lostwithiel School

Attendance:

Name:	Governor Type	Governor	Present/Apologies/Absent
Mr D Solly - Chair	Community: Board Appointed	Yes	P
Mr J Brown – Vice Chair	Community: Board Appointed	Yes	P
Mrs K Strudwick	Community: Board Appointed	Yes	Ap
Mrs R Ellis	Elected Parent Governor	Yes	Ab
Dr S Gould	Elected Parent Governor	Yes	P
Mrs K Webber – AHT	Elected by Staff	Yes	P
Mr M Stead	Elected by Support Staff	Yes	P
Mrs H Dipper	Clerk		P

Documents circulated and tabled:

Agenda

Minutes of Meeting – 25 January 2023

CELT H & S Policy – school version

Head’s Report – Summer 2

Lostwithiel 100-day SDP 2022-2023

Lostwithiel S157 175

Lostwithiel Primary School Review Report

Phonics CPD Action Plan 30.03.23

. Welcome, Apologies and Declarations of Pecuniary Interests			Clerk
1.1	Welcome: The Chair welcomed Governors to the meeting, noting it seemed a considerable time since last met.		
1.2	Apologies: agreed and accepted.		
1.3	Declaration of interest for any agenda item: no additional interests declared.		
2. Minutes of previous meeting - Approval & Matters Arising			CoG
2.1	Minutes of meeting: 25 January 2023: The minutes were agreed as an accurate record, approved and signed accordingly. Governors expressed their concern at the lack of involvement in the departure of the Headteacher as well as the appointment of the new Headteacher. It was felt there was a lack of clarity between LGB and CELT.		
2.2	H & S Policy – school name included; to be included for discussion at the next meeting. Matters arising: Governor carried out a brief review and challenged responsibility for certain aspects, some addressed. Specific policy for school to be approved by LGB following AHT discussion with Site Manager.		
3. Chair’s Action			CoG
Report any action taken by the Chair or Vice Chair. No actions to report.			
4. Quality of Education			AHT
4.1	<p>Standards Update: The quality of education is very good and teacher assessment strong. Above national with GLD although challenging for SEND pupils, however, with early indications of need, introduce support in house prior to award. GLD is mark of learners, always on data analysis and observe following years.</p> <p>Phonics Screening Test: predicting 100% - 95% goal, for a small cohort excellent result; Q: SEN? R: one pupil who received targeted intervention, screening check was administered in meeting requirements and need, not asking child to read all 40 words, excellent result. Q: any Y2s retakes? R: confirmed with possible success.</p> <p>Y2 children returned and had to assess at working below.</p> <p>Mrs Naylor KS1 Moderator for County – confident with her assessments-100% in reading and maths.</p> <p>Multiplication times table check, able to practice followed by actual test, pass rate for CELT 21%. Comparison between CELT schools. Does not identify individual children.</p>		

		<p>Y6 Data: worked exceptionally hard; school expectation really high –results due 11 July which will be shared with governors. Governor considered children are resilient and have faced the adversity of the past few years.</p> <p>Monitoring visit from County to check SATs papers appropriately stored and secured; check made, all arrangements are being followed correctly. Governor visited for the reading paper.</p> <p>Q: have we been moderated? R: no, CELT moderated, taken examples of work.</p> <p>SEF: to be reviewed and updated with the new Headteacher.</p> <p>Updated 100-Day Development Plan and circulated to governors. Work on middle leadership; oracy paused and re-start in September. School Improvement visit yesterday to check progress, good to have the support, sharing excellent practice. Next part of journey is to work on children’s mental agility, will receive report from SIP. Q: notice focus on Maths, do you use a programme other than White Rose? R: confirmed use of White Rose. The SIP visit focussed around additional work sheets; noted that is the basis giving full clarity and the starting point, then require teachers to select the most appropriate slide, opening up all mathematical possibilities. The SIP shared that in each year group how can best use Maths, taught example of money problems, written calculation; as a staff can review White Rose and assess the mental focus and question choice. Q: does the Trust generally leave schools to choose their own curriculums and programmes, or, is there a co-ordinated process? R: co-ordinated as they have the buying power; confirmed appreciation of White Rose system, however, there are alternative programmes available.</p> <p>For next year Elaine Badger and Craig Hayes will be SIP; AHT disappointed that Claire Banks, the CEO of Olympus Trust in Bristol will no longer be a link.</p>
5. Leadership and Management		AHT/CoG
	5.1	Monitoring of SDP/SIP
	5.2	Impact of Governor Monitoring
6. Personal Development		AHT/CoG
	6.1	Staff: ECT x 2 – 3 days transition at the end of term, all new teachers to attend.
	6.2	Pupils: amended structure allows for new admissions.
	6.3	Governor Development:
	6.4	Governor Training: To establish regulations regarding Safeguarding training.
7. Behaviour and Attitudes		AHT
	7.1	<p>Absence: Improved persistent absence: some children who were home schooled remained as home schooled. Also, pleased disadvantaged improved. Supporting families with breakfast club, and conversations with parents. Taxis arranged for children to get to school. Working well with families which has resulted in improvement. Increased EWO visits to look at attendance, also checked by Secretary. Recently talked about DoJo messages re. attendance, to review phone system and inform parents regarding appropriate contact. Governor recommended amendment of the Dojo message. Q: does the policy note the correct procedure? R: To check.</p> <p>Working with one family, arrangement agreed, if no message received a home visit organised which has been an incentive. Good relationships with parents who are encouraged to ensure children attend.</p> <p>Attendance: Current: 94.6% National: 92%; additional details included in report. CELT have produced a power point on Attendance indicating what is missed when absent. The School Administrator was commended for the work involved in following up on attendance, as well as dealing with the excessive paperwork for holiday requests. Q: do you communicate attendance to parents regularly? R: confirmed; included on each report noting if attendance is below the expected level. Q: are you confident re. fixed penalty notice? R: Reiterated the brilliant ability of the School Administrator in dealing with these issues. Some families informing pupil unwell rather than absence request.</p>

	7.2	<p>Q: what do you do in this circumstance? R: mark as O. We do have some families who are diligent filling in forms and following procedures, also requests for Cornwall Show to show sheep, authorised.</p> <p>Exclusions</p>
8. Safeguarding		AHT
	8.1	<p>Governors Safeguarding Training. 12 September 5-6.30 Poltair Hall. Clerk requested to check whether Safeguarding training completed in alternative Trust/School is acceptable for CELT.</p> <p>The document entitled 'Governor safeguarding report Jan-June 2023' tabled.</p> <p>AHT is the Designated Safeguarding Lead; SENDCO is the Deputy-DSL. The Trust's Safeguarding Lead assists and ensures follow-up on situations; also helpful with annual safeguarding report submitted to County. Q: questioned Behaviour incidents? R: Detailed CPOMS reporting process. Q: do all staff have access? R: confirmed restricted access to situation reported by member of staff as only senior staff will have access to complete programme.</p> <p>Smoothwall: A digital safeguarding programme to protect the safety and wellbeing of pupils. AHT detailed unauthorised access reported and dealt with; at a developmental point as some learners use different devices; currently known devices that the children are using. Children have their own logons, but not developed lower down the school.</p> <p>Following governor enquiry, confirmed can identify device.</p> <p>Considerable safeguarding training for staff completed as noted in AHT Report.</p> <p>Senior mental health training for SENDCO – applied and granted.</p> <p>NHSPS – NHS Practitioner Support – NHS person visiting school, government have allocated practitioner for each school. Workshops for Y6</p> <p>Termly review of SCR: All details checked and agreed.</p>
	8.2	
9. SEND		AHT
	9.1	Head Teacher update : 2 EHCPs awarded, with additional ones in the pipeline
10. Health and Safety/Premises		AHT
	10.1	Head Teacher Update -
	10.2	<p>Health and Safety Lead governor Report: 'H & S Update Report 13.06.23' tabled detailing the completed and future planned works. Q: following query, compliance confirmed.</p> <p>Currently experiencing problems with Hall projector which has an impact re. Assemblies; considerable time to receive IT support; attended but not operating correctly regarding sound as speaker not working – staff member corrected with alternative equipment.</p>
11. Policy Review		AHT
	11.1	Policies adopted by CELT Trustees – for information:
	11.2	Admissions Policy: date change to be posted on website copy. same
	11.3	Safeguarding Suite:
	11.4	Policies adopted by Academy:
	11.5	Feedback from CELT Leadership Team:
14. Proposed dates for 23/24 meetings:		Clerk
<ul style="list-style-type: none"> Wednesday, 18 October 2023 @ 17.30 Wednesday, 31 January 2024 @ 17.30 Wednesday, 19 June 2024 @ 17.30 		

LOSTWITHIEL SCHOOL LGB - 21 June 2023 - ACTION POINTS

Minute Number	Action	By Whom
2.2	Health & Safety Policy to be approved at next meeting	AHT & Governors
6.4	Safeguarding training regulations	Clerk

8.1	Check re. safer recruitment training for Governors	Clerk
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Meeting closed at: 19.00hrs

Signed 18 October 2023
(Chair)

DRAFT