

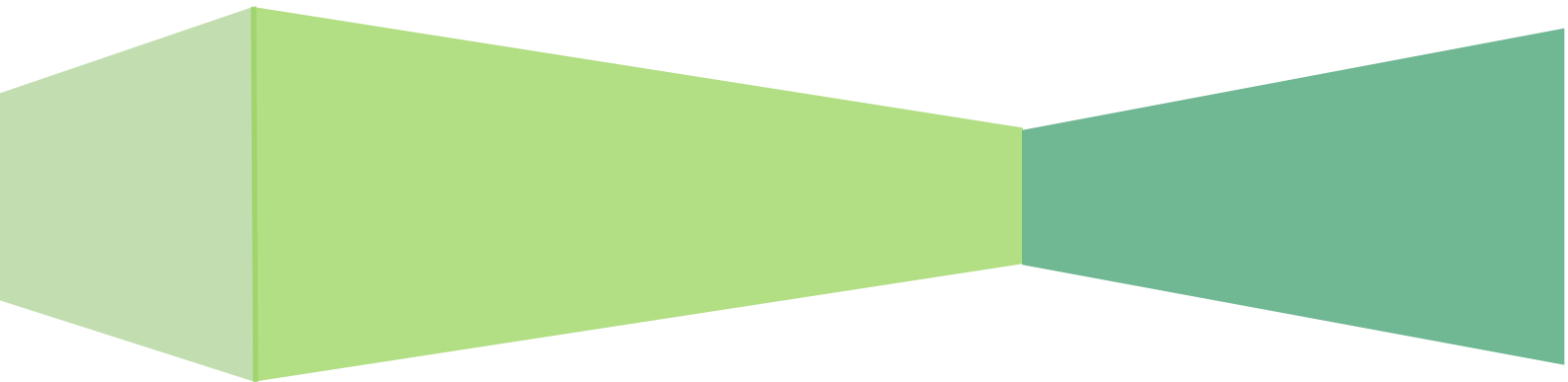


**PRIDE,
PASSION,
PARTNERSHIP,
PERSEVERANCE,
PARTICIPATION.**

Minutes

Local Governing Body Meeting

Wednesday, 31 January 2024



LOCAL GOVERNING BODY MEETING MINUTES

School:	Lostwithiel School
Quorum:	4
Chair:	Mr D Solly
Clerk:	Mrs Hilary Dipper
Date of meeting:	Wednesday, 31 January 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	Ab
Mrs K Strudwick	Community: Board Appointed	Yes	Ap
Mr S Radnedge	Community: CELT Appointed	Yes	P
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	Ap
Mr M Stead	Elected by Support Staff	Yes	P
Mrs J Nicholls	Trustee Governor	Yes	Ab
Mrs H Dipper	Clerk		P

Documents posted on Governor Hub:

Agenda

Minutes of Meeting – 15 November 2023

Headteachers report

CELT Primary Overview Analysis Autumn 23

Lostwithiel 100 Day Plan A

Lostwithiel Aug23

Lostwithiel Primary SEF January 2024

Lostwithiel Safeguarding Data Overview 23-24

SEN visit Jan 24

1. Welcome, Apologies and Declarations of Pecuniary Interests			HT/Clerk
1.1	Welcome: A warm welcome was extended to governors, in particular appreciation expressed to the newly appointed governors. Introductions followed detailing role and experience:	<ul style="list-style-type: none"> • Community Governor: Regional Co-ordinator for London Trading Standards in London. • Community Governor: Associate Priest. Experience with placement at Bodmin College. • Elected Parent Governor: School improvement & quality of education for Local Authority. 	
1.2	Apologies: noted above and agreed.		
1.3	Declaration of interest for any agenda item: no pecuniary interests declared.		
1.4	Review Governor responsibilities re. Vice-Chair resignation: Clerk to send card of thanks to Vice-Chair. Personal development, Early Years/Tiny Trees & Pupil Premium responsibilities agreed and posted on LGB Construction spreadsheet. H & S Review: Unable to arrange due to teaching commitment. To action.		
1.5	Pecuniary Interests forms: To be sent to new governors for completion and return.		
1.6	Update pen portrait for website: HT outlined content. 'Buddies' allocated to new governors. Two Community Governors were nominated by the Safeguarding Governor, seconded by SEND Governor, approved unanimously.		
2. Minutes of previous meeting - Approval & Matters Arising			CoG
3. Chair's Action			CoG

Report any action taken by the Chair or Vice Chair.

4. Quality of Education **HT**

	4.1	Headteacher's Report:	
	4.1.1	<ul style="list-style-type: none"> Quality of teaching and learning: strong; pockets to improve; writing curriculum requires review; working together with several small schools and creating writing curriculum; need to have something that works for us; Q: anything from the Write Stuff you would like to retain? Taking away KS1 SATS provides schools with a focus required – wondered if you looked at KS1 and sentence level; creativity; colourful semantics. R: the Write Stuff has advantages and disadvantages; what skills and knowledge look like; children are not inspired; writing current unit; Little Boat programme for Y2a work in progress; to inspire children to be excited about writing. 	
	4.1.2	<ul style="list-style-type: none"> Data: HT displayed on screen the document entitled 'CELT Primary Overview Analysis Autumn 23' the analysis to compare with other schools; baseline assessment in December: 19 in Early Years, hopeful that GLD will be achieved for majority; 'Drawing Club' a programme to enrich language skills being used, inspiring children to write; talking about stories and writing enjoyed by the pupils. Focus on 19 again in Reception for September; currently 19 first choice; 14 second/third. Reviewing Nursery provision, advertised in the town. Would like to start baby and toddler group. Plan would be 1-1.5 hours a week. Backfill Nursery Lead who would run group; other children will be taken to Forest School; this may encourage community into school. Q: are you losing children to other schools? R: unsure how many other local schools will have coming into EYFS in 24 but we need to make certain community are informed of the facilities available at our school as the public don't necessarily know where we are. Formidable team with AHT overseeing Nursery; strong provision in EYFS to ensure good preparation. Nursery Lead has started EYFS SENDCo training; a good team in place to ensure early identification. Phonics: December data strongest in Trust; down to fidelity to the RWI teaching in the school and the rigour of teaching and assessing. Q: Is the data influenced by early years teaching? R: assessed through the half-term; rigour and consistency, our children are achieving strong results due to the structured programme. CELT buy into RWI. Governor raised Mastery in Maths; 'Winning with Numbers' programme; Winning with Numbers is an expensive programme for Reception/Y1 & 2; the HT confirmed she would be seeing Mastering Numbers programme tomorrow; automatic recall needed to have a phonics approach to maths so that out of KS1 they have the skills required. Preparing children with automatic recall Q: is there any particular group a concern? R: Y5 possibly if track back to Covid Y1; this seems to be quite common KS1 Data: 1 SEN, small cohort in Y2; higher level work required. End of Y4 multiplication check; 100% boys 36% girls achieved; PIRA tests: there appears to be a disparity with some scores. Y6: HT to run writing intervention, to get to greater depth; use TA to cover class so that teacher can deliver other intervention. Strong Y6 team. Governor noted a previous situation in which the results were not good, but when left phenomenal result achieved. Changes to Writing curriculum. Q: has CELT provided any guidance re. SATs? R: although KS1 SATS are not statutory this year– agreement at end of KS1 to follow SATs for a benchmark. Y6 on track assessment. CELT Officer (RH) compiles data. 	
	4.1.3	<ul style="list-style-type: none"> Pupil Numbers/Admissions: class structure next year – meeting with HR; 25-PAN per year group; whatever way cannot return to single age year groups; re-structuring will be necessary. Conversation with Trust. Q: will split be made on 	

			academic? R: academic and social will be considered. Much thought put into class structure and to ensure the pupils have the best opportunities. Governor noted clearly a school that is excelling but if you have people leading are Trust thinking about how that can be compensated? HT detailed financial saving for her time out of school. Q: when split classes responsibility re. friendship patterns etc. and timing of information received by parents? R: There will be a plan available for May half-term. Governor recommended Meet and Greet be arranged. To consider messaging.
		4.1.4	Staffing changes
		4.1.5	Standards Update
		4.1.6	SEF – January 2024 document circulated.
	4.2	Grant Funding – use & impact	
		4.2.1	Pupil Premium funding
		4.2.2	Sports Premium/PE Funding
5. Leadership and Management			
	5.1	Monitoring of SDP/SIP	
		5.1.1	Review of School Development Plan (100 Day Plan); currently writing a new plan
		5.1.2	Curriculum Review (Intent, Impact, Implementation): currently reviewing
6. Personal Development			
	6.1	Staff – Performance Management for all staff: mid-year reviews after half-term	
	6.2	Pupils – PD curriculum; progressing well; more experiences for children; 62 children seeing Gruffalo at Hall for Cornwall; Blast from the Past; Developing range of after school clubs. Kicks; Dance club and theatre club in discussion; Samba drumming.	
	6.3	Governor Development:	
		6.3.1	Governor Training: Clerk to provide information to new governors
		6.3.2	Self-Evaluation:
7. Behaviour and Attitudes			
	7.1	<ul style="list-style-type: none"> Attendance - 96.22%: A good EWO in place. Many children currently absent due to infection. Questioning what has an impact when circulating newsletter with attendance requirements. Peninsula providing EWO service. There appears to be some deceitfulness from parents regarding the reporting of attendance during the last term. A PSA (parent support adviser) would be helpful. G: Communication is key; received communication informing effect of absence on child's education from secondary school which was informative. Q: What is the lateness like? R: Tightened up detailing process; have some parents with continual lateness; Q: when are they late? R: outlined timings of 08.45 registration 08.55 registers closed. Q: is there a particular reason? R: no unrealistic reasons given. Endeavour to meet/talk with parent. Q: Communication queried? R: letter 1 – adapted if required. Q: Behaviour Insights training? R: PRICE training – all received this training, all trauma support trained. 	
	7.2	Exclusions: none	
8. Safeguarding			
	8.1	Head Teacher Update Safeguarding:	
	8.2	Termly review of SCR; completed and one to be done; 1 referral to MARU – now completed.	
9. SEND			
	9.1	Head Teacher update – training done on adaptive teaching- for children to access learning; metacognition, scaffolding; governor visit would be helpful. Draw & Talk: governor raised supervision; shared across the Trust; should come through EdPsych visit but not currently available.	

10. Health and Safety/Premises		HT
10.1	Head Teacher Update: 'Amazon' climber being repaired; Q: how did this work out? R: repaired under warranty but not poles as strimming done too close to Amazon – Grounds & Estates responsible, out of action for a long time.	
10.2	Health and Safety Lead governor Report: noted above.	
11. Risk Management Review		
11.1	Risk Review – new risks identified, and RAG rated, removed, changed since last meeting: no new format	
12. Policy Review		HT
12.1	Policies adopted by CELT Trustees- for information	
12.2	Safeguarding Suite	
12.3	Policies adopted by Academy	
13. Feedback from CELT Leadership Team:		
AHT & HT continuing in their roles supporting CELT schools;		
14. Summary of Meeting / Meeting Effectiveness		
<p><u>Successes:</u> <i>Data results;</i> <i>Approach to attendance</i> <i>New governors</i></p>		<p><u>Challenges</u> <i>Governors Safeguarding training – 2 still outstanding</i> <i>Budget</i> <i>Restructure</i></p>
17. Proposed dates for 2024 meetings:		Clerk
<ul style="list-style-type: none"> Wednesday, 19 June 2024 @ 17.30 		

LOSTWITHIEL SCHOOL LGB - 31 January 2024 - ACTION POINTS		
Minute Number	Action	By Whom
1.4	Card expressing thanks to Vice-Chair to be sent	Clerk
1.4	HT to arrange release in order for H & S Governor to carry out review	HT/MS
2.2 (11.1)	Risk Register – format required.	HT/Clerk/CC
6.3.1	Training information	Clerk

Meeting closed at: 19.15

Signed 19 June 2024
 (Chair)