

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



Minutes

Local Governing Body Meeting

(Due to a technical issue the detailed minutes were lost)

LOCAL GOVERNING BODY MEETING MINUTES

School:	Lostwithiel School
Quorum:	4
Chair:	Mr D Solly
Clerk:	Mrs Hilary Dipper
Date of meeting:	Wednesday, 15 November 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	Ap
Mrs K Strudwick	Community: Board Appointed	Yes	P via Teams
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 J Nicholls	Trustee Governor	Yes	P
Mrs H Dipper	Clerk		P

Documents posted on Governor Hub:

Agenda

Minutes of Meeting – 21 June 2023

Data 22-23:

- CELT Primary Analysis Sum 23 v2
- Lostwithiel Statutory Assessment Data 2023

Headteacher's Report:

- LGB Safeguarding Report
- Lostwithiel Demographics Autumn LGB Meeting 2023

Parental Survey July 2023

- Communication with parents
- Executive Summary 53664
- How could we further improve engagement
- How do you get information
- How would you prefer to get information
- Message to staff
- Support parents need

Personal Development Curriculum

- Economics Overview
- Personal development document KS1
- Personal development KS2

Pupil Premium and Sports Premium Statements

- Evidencing the Impact of the Primary PE and sport premium 2023
- Pupil Premium strategy Statement 2023 2024

SEF and School Improvement

- Lostwithiel 100 Day Plan A
- Lostwithiel Leadership Structure 2023-24
- Pupil targets overview
- School Improvement Visit – Lostwithiel 31.10.23 report
- SEF September 2023 New Format

1. Welcome, Apologies and Declarations of Pecuniary Interests		HT/Clerk
1.1	Welcome: The Chair opened the meeting with a welcome greeting to the Headteacher and Governors; brief introductions followed.	
1.2	Apologies: received and noted.	
1.3	Declaration of interest for any agenda item: no interests declared.	
1.4	Review Governor responsibilities/Appoint Link Governors: HT detailed programme to be completed for monitoring visits in the New Year.	
1.5	Review Terms of Reference: Clerk to investigate.	
1.6	KCSIE updates: Governors reminded the KCSIE knowledge check to be completed.	
1.7	Pecuniary Interests forms: circulated to all governors for updating if appropriate.	
1.8	Update pen portrait for website: Governors to review.	

2. Minutes of previous meeting - Approval & Matters Arising		CoG
2.1	Minutes of meeting: 21 June 2023: The minutes were agreed as an accurate record, approved and signed accordingly.	
2.2	Matters arising: - ACTION POINTS	
2.2	Health & Safety Policy to be approved at next meeting: Policy approved.	
6.4	Safeguarding training regulations: Governors notified of requirements.	
8.1	Check re. safer recruitment training for Governors: Discussion relating to requirement of at least two governors to attend safer recruitment training. Training completed.	
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	Quality of teaching and learning	
4.1.2	Data	
4.1.3	Pupil Numbers/Admissions	
4.1.4	Staffing changes	
4.1.5	Standards Update	
4.1.6	SEF	
4.2	Grant Funding – use & impact	
4.2.1	Pupil Premium funding	
4.2.2	Sports Premium/PE Funding	
5. Leadership and Management		HT/CoG
5.1	Monitoring of SDP/SIP	
5.1.1	Review of School Development Plan (100 Day Plan)	
5.1.2	Curriculum Review (Intent, Impact, Implementation)	
5.2	Plan Governor Monitoring of SDP/SIP Focus Areas: Governors to make contact to arrange monitoring visits in the New Year.	
5.3	Parent Survey	
6. Personal Development		HT/CoG
6.1	Staff – Performance Management for all staff	
6.2	Pupils – PD curriculum	
6.3	Governor Development	
6.3.1	Governor Training	
6.3.2	Self-Evaluation	
7. Behaviour and Attitudes		HT
7.1	Attendance: 96%	
7.2	Exclusions: 0	
8. Safeguarding		HT
8.1	Head Teacher Update Safeguarding	
8.2	Termly review of SCR: The Safeguarding Governor to review the SCR during the next monitoring visit.	
9. SEND		HT
9.1	Head Teacher update	
10. Health and Safety/Premises		HT
10.1	Head Teacher Update	
10.2	Health and Safety Lead governor Report	
11. Risk Management Review		
11.1	Risk Review – new risks identified and RAG rated, removed, changed since last meeting	
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		HT
14. Summary of Meeting / Meeting Effectiveness		
Chair to sum up the main points of the meeting to share with others. <i>It is suggested that there be up to 3 success & challenge statements that will inform the Trustees of outcomes and will inform the End of Year impact statement</i>		
15. Proposed dates for 2024 meetings:		Clerk
<ul style="list-style-type: none"> • Wednesday, 31 January 2024 @ 17.30 • Wednesday, 19 June 2024 @ 17.30 		

LOSTWITHIEL SCHOOL LGB - 15 November 2023 - ACTION POINTS		
Minute Number	Action	By Whom

Meeting closed at:

Signed
(Chair)

