



**Porthleven Primary School**  
**Local Governing Body meeting**  
**Thursday 4<sup>th</sup> October 2018 from 6.30pm**  
**at Porthleven School**

<b>1. <u>ATTENDING :</u></b> Mark Richardson, Duncan Ratcliffe, Charlene Price, Rob John, Duncan Ratcliffe <b>In Attendance:</b> Sarah Bayes, Dan Clayden, Kevin Thomas (Chair of Trustee Board) <b>Not attending:</b> Tim Sinclair Julie Power		
<b>2. <u>APOLOGIES :</u></b> Apologies were received and accepted from Tim Sinclair and Julie Power		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>ELECTION OF CHAIR AND VICE-CHAIR</u></b>	
	Mark Richardson was elected unanimously as Chair of the Local Governing Board.	
<b>4.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	Governors completed new Business and Pecuniary Interest forms	
<b>5.</b>	<b><u>CODE OF CONDUCT FOR GOVERNORS</u></b>	
	Governors read and signed the code of conduct and returned the signed page to the clerk.	
<b>6.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	The minutes were signed as a true and accurate record. 4. MR had not had his email address added to the website. 4. Parent survey - feedback coming in and from Inspire. This should be measured now and at the end of the year. Shorter, more specific questions would help. The full Ofsted survey would be carried out at the parents evening in February but could do a school-tailored survey could be undertaken at the parents forum in	

	<p>November. Some response still need to be given to the last survey.</p> <p>4. MR rang Superstrickers but they were not needed as the supply teacher is taking football club. One governor commented that there seemed to be many children for one member of staff. Could there be another member of staff?</p> <p>6. The structured questions were the same for each meeting and the LGB should decide which sections would be focussed on at each meeting. Not all sections needed to be looked at at each meeting. The Head found it useful and easy to use the questions to produce his report. The Head envisages this evolving .</p> <p><b><u>Should the governor with a specific responsibility attend the specific SMT meetings?</u></b> DC would send the governors the timetable.</p> <p>6. There were three new governors in the pipeline: a retired assistant head from HCC, a KS1 teacher with a child in the school, and another community governor. They have been sent Pen Portraits to complete and return to the clerk.</p> <p>6. Governor monitoring visit forms had been sent out but would be sent again. The visits would be linked to the SIP. Visits and topics will be timetabled. Visits will probably start in November.</p> <p>7. GA will shortly be undertaking safer recruitment training with DC. LF had undertaken safeguarding training.</p> <p>8. The Chair of Trustees said if there was a specific question for the Trustees they would see it when reading the minutes and would reply via the clerk.</p> <p>9. The building extensions will not be taking place. The Estates Manager has a list of priorities. Any future development will be prompted by the LGB but will go through the CEO and the Estates Manager. Pupil numbers for this school are not currently an issue. The new building in the village will not have an impact.</p> <p>9 There is a TA deficit at the moment which is being looked at. However, finance information is not coming through understandably because of various audits. The Head is waiting for monthly meetings with Finance to start to be sure of the cashflow situation. Hopefully this will be resolved soon so that a new TA can be appointed.</p> <p>9. It would be useful if the school could say what they would like the PTA to buy, such as Daily Mile track. The Head is in negotiation with PTA which will be changing MAT wide. If parents want to work under the umbrella of the current PTA for specific fundraising they can contact DC. The PTA has no funds at present but is still specifically raising money for the huts. Parents at the forum had asked about setting up again and can talk to the Head about this.</p> <p><b>Action: DC to send out SMT meeting timetable</b></p> <p><b>Action: Clerk to send out Monitoring Visit forms</b></p>	<p>DC</p> <p>Clerk</p>
7.	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	<p>KT reported that 4 new schools had joined the Trust. This was Keskewhythians MAT. <b><u>Are they plans for any more schools to join?</u></b> The Trust is not looking actively but this would be considered, if it was the right fit with ethos and geography. <b><u>To what degree now have you taken over the Local Authority roles?</u></b> The Trust now undertakes all roles which were previously the LA's responsibility. Finance is a very large important part. KT said the main strength of the MAT is the leadership and middle management of the schools.</p> <p><b>Action: Clerk to send SoDA to governors.</b></p>	<p>Clerk</p>
8.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u></b>	

	See Item 6 above	
9.	<b><u>HEAD TEACHER'S REPORT</u></b>	
	<p>The Head had responded to the Structured Questions as his report. A governor asked for a glossary to be attached to the structured questions.</p> <p>It would be useful for governors to regularly check the SCR.</p> <p>The CEO newsletter was sent to staff and governors. There was some confusion over whether the weekly newsletter was being sent out, as some governors were not accessing their school email addresses.</p> <p>The VLE is nearly ready. Letters to parents can be put on there rather than paper copies being sent out.</p> <p>A newsletter will be sent out from the Forum to the parents covering the three main points raised. It would be useful to say that other points had been raised and not excluded. <b><u>Would it be a good idea to send it out with the weekly newsletter?</u></b> It could also say what the focus for the next meeting would be. The school needs to make sure that the parents who gave their time know that it was worthwhile.</p> <p>PM had found someone who would do some graphics for the school such as the Virtues.</p> <p><b><u>Why were the KS2 cohort below projected for maths?</u></b> Because of the make up of that group and because there were difficulties in Yr 5. The pupils had fallen down on reasoning, so this will be worked on this year. The assessment package used had given very positive scores which were not accurate, so will not be used in future for maths.</p> <p><b><u>Has the take up been good for Inspire days?</u></b> It has been better in KS1 but there has been very positive feedback. Parents found it very helpful in learning how they can support their children. Governors thought as much as possible should be done to get parents in for these days.</p> <p>CP is on gate every morning to welcome children, pick up notes, and pass on information. This has been found to be very useful.</p> <p><b><u>How are the staff feeling about the backfill and wellbeing?</u></b> The staff are in a settling in period but they are very supportive of each other. Staff wellbeing will be surveyed shortly. Because there is a cover supervisor there is leeway for time out for teaching staff.</p> <p>Governors were keen to meet the staff socially. The staff governor commented that there were not enough opportunities to do this. There were staff who were prepared to organise this.</p> <p>The 2017-18 SDP would be looked at an SMT meeting with governors to be signed off. This SDP has been fed in to the 2018-19 plan. It was distributed for governors to read and colour code.</p> <p><b><u>Why should governors undertake safe recruitment training if they are not involved in recruitment?</u></b> There are no governors trained at the moment so the Head thought it would be useful. The governors will look at this.</p> <p>Governors were reminded to read and sign the KCSIE document.</p> <p><b><u>How did the Head think the SEF Inset had gone?</u></b> There was useful feedback but more on what the school does rather than the impact it has. Staff thought having governors there was very useful.</p>	
10.	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	

	This was covered in the Head's report.	
<b>11.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	These were covered in the Head's report.	
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	Feedback would be given at the next meeting.	
<b>13.</b>	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	There were no focus items or updates	
<b>14.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	Inset day. Forum. Three new governors. The Long Term Vision and Ethos document produced by governors and SMT should be looked at at each meeting. <b><u>Should this be refreshed?</u></b> Yes, With Trust values/cooperative values added. The school's identity should be kept. It should then be publicised. It was agreed that it would be looked at.	
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	There were no urgent matters.	
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	There were none.	
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	Monday 4 <sup>th</sup> February 17 <sup>th</sup> June Subject to confirmation	

The meeting closed at 8.50

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note:

### Challenges

Challenges are to be in bold and underlined, in question and answer format.

### Actions

Actions are to be noted in the main column [in bold but not underlined] and the initials of the person to whom the action has been attributed are to be noted in the right hand column.