

Porthleven Primary School
Local Governing Body meeting
Monday 9th October 2017 from 6.30pm
at Porthleven School

1. ATTENDING :		
Rob John, Julie Power, Tim Sinclair, Phillipa Mina, Lucy Ducoin, Mark Richardson, Duncan Ratcliffe		
In Attendance: Sarah Bayes, Dan Clayden		
Not attending: Charlene Price, Andrew Moy, David McCarron		
2. APOLOGIES :		
Apologies were received and accepted from Charlene Price and Andrew Moys		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	New business and pecuniary interest forms would be emailed to all governors, plus the new Code of Conduct.	
	Action: Clerk to email out documents	Clerk
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>Mri to write letter saying thank you to KS1. This had been appreciated.</p> <p>Dri told parents</p> <p>PMi had attended the initial Hub council meeting.</p> <p>The MAT was now looking at how the Hub/LGB is changing. The Hub council would now be held to account for governance, with the LGB now looking at strategic vision and leading with Head.</p> <p>AMo not yet well enough to return to governance. It was decided that MRi and PMi would be Hub Council reps.</p> <p>Development plan was covered in the head teacher's report.</p> <p>DRi explained that because of the change of role for the LGB governors would not need to attend SMT meetings so often. He would let governors know if there was a meeting coming up which they could attend.</p> <p>Learning walks will be in the week beginning 30th October. DRI would inform governors of the date.</p> <p>Strategic goals were still being worked on, seeing if they could fit with the SDP.</p> <p>DCL had sent the Y r 5 KS2 letter out.</p>	<p>DRI</p> <p>DRI</p>

5.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS</u>	
	<p>Need to consider role of governors going forward. It was agreed to keep numbers as they are for now.</p> <p>MRI went through the list of responsibilities. Data monitoring governor was needed but not available within the LGB.. Everything on SDP that is measured will have data attached and needs evaluating. <u>Would this be duplicating the Hub?</u> Governors asked for an example of what governors would need to sign off. The SDP would be an example. The scrutiny at the moment is with the Hub but the sign off is with the LGB. Hub leader takes the reports to Hub council so governors attending Hub will see that report. LGB asked if they could see the executive summary of the data report given to the Hub to save duplication.</p> <p>Action: Responsibility table on website needs updating</p>	Clerk
6.	<u>HEADTEACHER'S REPORT</u>	
	<p>Timing of meetings will probably change as all LGBs agreed September was too early .</p> <p>The SDP is a working document and will be added to. Will be published and will be a live document. Objectives are broad statements which will be developed as time goes on. Personal targets will be anonymised and published and linked to the objectives. There was discussion on targets and how increment rises would be agreed.</p> <p><u>Who agrees with where we are on the traffic lights?</u> LGBs. Hub leaders will give guidance. Still being agreed how SDP will be signed off. The Chair suggested the Head and Deputy use the criteria they presented in the powerpoint before the summer.</p> <p>Action: Head to use criteria as suggested.</p> <p><u>Should secure growth plans and building relationships with parents and community be added as objectives?</u> There were probably enough objectives but these could go in Head's appraisal.</p> <p>Version that goes to staff will not be so specific. <u>What is the motivation for staff?</u> Can see in document how they participate in the bigger picture. Targets need to be measurable.</p> <p><u>What is the biggest challenge for the year?</u> Getting parents in to the school and getting them involved. Parent meetings were held at 5.30 so parents could attend. <u>Could the LGB work to engage parents through a parent forum (not PTA)?</u> The Head would consider this. PMI offered her support.</p> <p>Governors agreed that they were happy with the plan so far.</p> <p>SEN Multi-agency meetings were now not happening as agencies are no longer there.</p> <p>Safeguarding – The police should notify schools if domestic incidents occur where children are present. No other information will be passed on.</p> <p>Some schools do not have caretakers so the Porthleven caretaker has been offered extra hours to work at other schools within the MAT.</p> <p>The finances were still uncertain as the MAT finance officers were currently working on close down.</p>	<p>DRa</p> <p>Dra</p>

	<p>Front page summary - Pupil progress data The deputy Head has a very clear idea of where the pupils are and how that feeds in to the data. Staff also very aware of individual pupil's levels.</p> <p>Well-being – should there be a parent or a governor survey? Yes.</p> <p>Yr 6 girls wish to change uniform top colour to light blue. LGB agreed that this could happen. This would be implemented gradually as parents bought new tops.</p> <p><u>Is the LGB helping with governance for SEN and support to SENCO?</u></p> <p>Action: Head to discuss with DM and check</p>	DRa
7.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	There was no report. The LGB does not plan to issue one. If mandatory, MAT/Hub to issue an example or template.	
8.	<u>HUB COUNCIL / TRUSTEE COMMITTEES FEEDBACK</u>	
	There had been no representative at the last hub meeting	
9.	<u>GOVERNOR FEEDBACK ON VISITS</u>	
	There was discussion on the learning walks which were to take place after the half term break. Governors were to contact the Head with their availability to arrange coming in. The Head would suggest topics to cover.	Governors
10.	<u>FOCUS ITEMS :</u>	
	<p>The SDP had been discussed during the Head Teacher's report.</p> <p>Does the LGB have the correct skill sets within it for the LGB's role and responsibility going forward with the Hub.</p>	
11.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	SDP strategic vision.	PMi
12.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	<p>A new plan for implementing double yellow lines outside the school has been sent to the Head, which will be enforceable. The Head would also ask for hatching.</p> <p>Action: MRi to check DMc was liaising with the SENCO.</p>	MRI
13.	<u>POINTS FOR LGB REPRESENTATIVES TO FEED BACK TO HUB COUNCIL</u>	
	<p>Budgetary visibility</p> <p>Data monitoring</p> <p>What are the LGBs' clear responsibilities?</p>	
14.	<u>DATES OF FUTURE MEETINGS</u>	
	This was to be confirmed.	

The meeting closed at 8.25

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.