

Porthleven School
Local Governing Body meeting
9th March 2020 from 6.30pm

<p>1. <u>ATTENDING</u> :</p> <p>In Attendance</p> <p>Mark Richardson (Chair)</p> <p>Julie Power</p> <p>Rob John</p> <p>Lorna Kite</p> <p>Sally Riding</p> <p>Duncan Ratcliffe</p> <p>Dan Claydon</p>		
<p>2. <u>APOLOGIES</u> :</p> <p>Philipa Mina (Vice-Chair)</p> <p>Mandy Feldon</p>		
		<u>ACTION</u>
<p>3.</p>	<p><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p>	
	<p>The Chair welcomed all to the meeting and noted that governor recruitment is ongoing. The clerk noted that any perspective governors should be recruited through her so that the appropriate forms are completed and returned in a timely fashion.</p> <p>Trustee update; The new link Trustee is KP who will be supporting the LGB moving forward.</p>	
<p>4.</p>	<p><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></p>	
	<p>The minutes from the last meeting were agreed as a factual account and were signed by the Chair.</p> <p>Actions discussed;</p> <ul style="list-style-type: none"> • Governors wish to know who the Trust level whistle blower is. Chair of Board - Kevin Thomas – see policy previously shared. Governors and the Head should be aware of policy. • How do the low Reception numbers in September compare to other schools in the MAT? This will be comparative to the PAN for each school. Most are in line with PAN or in line with the previous year. Some are down slightly but for some schools there are small annual fluctuations. The variance away for the norm for each school is up to 5 (as per Porthleven) but % wise this is smaller for Porthleven than for other schools. 	

	<ul style="list-style-type: none"> • How does the school's attendance compare to other MAT schools? Overall attendance for Trust primaries stands at 95.11% for 2018/19 against 95.54% for Porthleven. There are 6 schools more than 0.5 % lower attendance than Porthleven. The rest are marginal around Porthleven's figure. • How can the Trust support the local governing bodies to recruit governors? Each LGB needs to advertise vacancies in their newsletter/website/ via their forum meetings/word of mouth. DBr and Trustees support through their networks and seek out new Governors where they can. E.g via Rotary, Diocese, Careers Forum etc. • Data training for governors to have a general overview; Data training for primary school governors took place in Spring Term 2019. Only Lorna Kite booked from Porthleven LGB. We will arrange a further session in the coming academic year. <p>Action still outstanding: No.19 on H&S audit – fixing fencing to separate school and children's centre. This has been escalated to Trust level but waiting on the Trust for feedback. The Trust have prioritised now.</p>	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	None at this time.	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	<p>A forum is planned for the January 2020, focus was the curriculum plan. Feedback was on the curriculum plan.</p> <p>The Executive Head teacher sent the forum notes to the school community and asked for feedback but there was none received.</p> <p>When Ofsted were in the parent questionnaires were filled out; Ofsted online response (52) was considerably more than attending forum (5).</p> <p>A new forum will take place in April 2020. The Head teachers in the Trust have discussed a new way of carrying out. This will most likely take the form of a coffee morning to make it more informal and encourage attendance.</p>	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<ul style="list-style-type: none"> • Governor roles <p>Notification of new governors</p> <p>SR – Staff governor, a pen portrait will be completed.</p> <p>Governor roles</p> <p>The following governor roles were arranged:</p> <p>Whistleblowing, health and safety, leadership oversight – MR</p> <p>PP/SEN/LAC/Safeguarding – LK</p> <p>Data, science, English, maths, RE, PCSCE, early years – All governors</p> <p>Health and Safety – longer term SR will take this on as a role</p>	
8.	<u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u>	
	<p>The report was made available prior to the meeting and the following questions raised by governors;</p> <p>A further monitoring visit on read write inc will take place tomorrow.</p>	

	<p>Curriculum planning; The map and rolling program has been set now and is being rolled out across the school. Developing the staffs' understanding and what is expected at the different milestones throughout the school journey for pupils is a key action. The curriculum plan will be communicated to parents and carers which will aid greater understanding on the matter. The school will look further at networking meetings and how to help train schools. The early years curriculum plan is a priority for the school which is being worked on at the moment including how the pupil journey will be implemented through the school years.</p> <p>Governors had been supported by the link Trustee which including a pro-forma of questions to help when asking questions in school.</p> <p>Financial reports will be on google drive for governors to view as soon as possible.</p> <p>Prevent training; This needs to be completed each year by governors. Governors were asked to complete this ASAP and let the Head of School have the certificate. The Trust would like to be able to come into the school and ask anyone about prevent.</p> <p>Action: All governors to complete prevent training ASAP and send to Head of School.</p> <p>Q. Can you explain more about the training for staff as mentioned in Ofsted feedback?</p> <p>A. Subject knowledge process to improve staff knowledge will aid this and networking through staff meetings.</p> <p>Q. Which community links have the school made in the last term?</p> <p>A. There have been a great many and is wonderful success of the school and should be celebrated more; food festival, lobster release has taken place – series of workshops, age concern links.</p> <p>Q. How often should monitoring take place?</p> <p>A. One a term is sufficient, directing questions to the workflow and during LGB meeting. To be scheduled with the Head of School.</p> <p>The Chair (objective, skillset & time commitment, roles) had produced an overview sheet to send round to governors, he will do this ASAP.</p>	
9.	<p><u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u></p>	
	<p>SCR was checked and simple improvements to be made during the Ofsted visit. This was really positive.</p> <p>Action: The Chair will find out what level of safeguarding LK has and whether this will be fine for the safeguarding governor role or whether additional training needs to be undertaken</p>	
10.	<p><u>HEALTH AND SAFETY UPDATE</u></p>	
	<p>The governor training was undertaken by SR; staff governor. There has been a pro-forma shared for governor monitoring which for consistency across the Trust is required to be used.</p> <p>Action: The Executive Head teacher to chase the matter of the fence that needs replacing. The Parago H&S system used in the Trust was discussed, also to be chase by the Executive Head teacher to find out if this is being best utilised at the school.</p>	

	A discussion on Covid-19 and the Trusts view on this, governors will need to ensure that they are up to date on the matter so that they can communicate appropriately and consistently. The school will follow public England health views and the MAT dependant on the staff available. It is a complex issue to be considered in the coming months .	
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	As asked in the Head teachers report.	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>All governors had undertaken governor monitoring, had completed reports and had given them to the Head teacher.</p> <p>RJ & MR; Leadership and Management PM; Behaviour and Personal development MF; Well-being and Boxall profiling LK; Safeguarding</p> <p>The Chair asked all governors to undertake monitoring before the end of summer term, to contact the link teacher and the Head of School to arrange these.</p>	
13.	<u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u>	
	A workflow report was provided prior to the meeting. The governors were able to have a full understanding of what is taking place in the school and noted to the Exec Head teacher how useful this was.	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> • Ofsted feedback • Development (SIP/SEF) plan involvement • Monitoring took place • Prep for Ofsted chair and CEO • Rob developed links with rotary, the youth speaks (reached area final) plus many other community links were made by the school. This is a success to celebrate. 	
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	None at this time.	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	<p>To attract speakers (RE: Training) as a MAT as this worked well in Maths. Specific training for non-core subjects to be considered as there is not a lot of support in these areas.</p> <p>Pooling sports clubs venues and facilities between the Trust schools – this is something that is difficult to access (e.g Badminton clubs) without considerable travel for families.</p>	
17.	<u>DATES OF FUTURE MEETINGS</u>	
	<ul style="list-style-type: none"> • 29th June 2020 @ 6pm <p>Meeting finished at: 8.45pm</p>	

M. A. Richardson

Chair's Signature

06.04.2020

Date

Head Teacher Signature

Duncan Ratcliffe

06.04.2020

Item	Actions arising from the meeting	Who
Health and Safety	Action: The Executive Head teacher to chase the matter of the fence that needs replacing. The Parago H&S system used in the Trust was discussed, also to be chase by the Executive Head teacher to find out if this is being best utilised at the school.	Exec Head
Safeguarding	Action: The Chair will find out what level of safeguarding LK has and whether this will be fine for the safeguarding governor role or whether additional training needs to be undertaken.	Chair
Head teachers report	Action: All governors to complete prevent training ASAP and send to Head of School.	All