

18/03/19

Minutes

Local Governing Advisory Board; Lew Trenchard Church of England School – Spring Monday 18th March 2019 at 6pm at Lew Trenchard School

Note that actions are highlighted in bold and red, and will be carried forward to the next meeting and questions or challenges during the meeting are highlighted in bold and blue

1. Welcome and Apologies

Present: Amy Crompton (Chair), Andy McCarthy (Vice-Chair), Alan Hobbs, Jayne Biddle, Ginette Sutherland, Sally Powell (HoS), Louise Hussey (EHT)

In Attendance: Governance Officer

The Chair welcomed everyone and thanked them for attending. HoS led the governors in prayer. It was confirmed that AH will complete a second term as a governor at LT. TM will update the register and DfE database.

2. Declarations of Interest Relevant to this Agenda

None relevant to this agenda. GS noted she is now a parent governor St Giles Primary School.

3. Confirm Minutes of LGAB Autumn Meeting (26th Nov 2018) and Matters Arising

No actions. The minutes were accepted as a true and accurate record of meeting and Chair signed a copy.

4. Confidential Agenda Items

None.

5. Head of School's Report

HoS apologised for lateness of the report due to covering teaching duties this term. **AC noted a target on the AIP 19 and challenged how the school plans to increase reading and writing in all year groups?** HoS explained how this will be achieved and showed some anonymised data matrices to show the progression of pupils and LH noted that the marking policy has been changed to make it more responsive. The timetable is changing to make more time for English and the scheme of learning for English is being reviewed. Pupil progress meetings will highlight additional provision that may be required and each teacher in each year group are given the national targets to achieve instead of just focusing on year 6, in order that pupils are where they need to be at the start of year 6.

Visible learning is also being used and GS noted that independence is fostered, and the children are encouraged to take control of what they are doing. It is a change of culture and important to get the parents on board. **AC challenged what measures the staff are taking to get the parents on board with this?** LH highlighted some ways that have been used at other schools and noted that it is early days, so it can be progressively integrated into school life and shared with parents. **AH noted the use of Precision Teaching and challenged whether tools like this would be**

beneficial to parents to help their children at home? JB noted that the methodology behind Precision Teaching is not always suitable to use at home as not all parents may approach it in the same way. The governors agreed that giving parents tools to help is useful and discussed other possible alternatives. **AH challenged whether making more room for English in the timetable has pushed other subjects to one side, and how does the school ensure a broad curriculum?** LH explained how this is being achieved and some subjects have to be taught in a cross-curricular way. **AH noted the content of the national curriculum and challenged how all the subjects are being fitted into the programme?** LH & HoS explained that some subjects are done in blocks but there isn't time to cover them all the time. GS highlighted her programme of curriculum enrichment activities. **AH challenged how we get the children ready for and completing assessments yet still provide them with an enriched curriculum?** HoS explained how the school tries to achieve this but confirmed that it is a fine balance and time is tight.

AC noted that attendance is looking on the low side and challenged whether the school is dealing with the issues surrounding attendance? HoS noted some issues, sickness has had an impact and there has also been more unauthorised time off than usual. It was noted that attendance has slightly increased. JB questioned what the process is for unauthorised absence and HoS explained. EWO involvement is used if necessary. The governors discussed the impact of flexi-schooling on attendance. **JB challenged whether anything is done to reward 100% attendance in order to encourage it?** LH explained that high attendance is encouraged rather than 100% as children should not be encouraged to come to school if they are genuinely ill as it will spread the illness to other children and staff.

JB noted the results of the pupil survey and challenged whether a particular reference is an underlying problem or just a one off comment? HoS explained how behaviour is managed, and LH noted about embedding the vision and looking at the children's wellbeing will help. AH noted the comments about school trips and asked what is happening with this? HoS explained and the governors discussed funding of school trips, and the purpose of the trips.

6. **Attainment and Progress (including PPG/GDS)**

Note discussions at item 5. **AC challenged that the KS1 results forecast are looking lower than expected, what is the issue and what is being done?** GS, LH and HoS explained the background to this cohort and what is being done to target improvement. It is also noted that the extended parent/teaching meetings will also help to engage parents.

AH conducted a data visit and will focus on ittrack and PPG in the near future – see report for detail. HoS noted some of the data and how it is tracked, and how the staff can focus in on the children and what their needs are? **JB challenged whether the staff are happy that for the children who aren't reaching where they might be, that they are doing all they can for those children and have got what they need to do this?** LH explained the provision.

7. **Improvement Plan Update and Progress**

Priority 1 (reading and writing) - covered under HoS.

Priority 2 - involves curriculum planning and shaping provision to suit that cohort, and more planning between HoS and LH will take place in the summer term.

Priority 3 – Will be covered at next working group (vision and ethos).

Priority 4 – HoS updated on safeguarding.

Priority 5 – middle leader development is on-going and support/training is being put in place for the summer term. **AM challenged that apart from professional development, what other incentives (including financial) are there for staff to undertake this further development and take on further roles?** LH explained that middle/subject leadership is an expected progression as

teachers move up pay scales. To secure additional pay a teacher would need to really show impact at senior leader level, and that staff at small schools are aware of the many roles that need fulfilling. LH noted that her discussions with staff have confirmed that the team are willing and up to the challenge.

Priority 6 – TIS – some work to do here but tricky to get on top of it with staff wearing multiple hats. It will be looked at in more detail in future. However, the school currently provides a good range of emotional support in other forms currently.

8. Safeguarding

AC conducted safeguarding visit – see item 13. HoS noted that the SCR has been updated to the Cornwall version so is in line with the other schools. AC will work with HoS on the safeguarding audit. Early help is not so available as it once was and this can be challenging to manage.

HoS noted fixed term exclusions for breach of school behaviour policy. The governors discussed what they should be looking at with regard to exclusions and the process of exclusions.

9. Vision/Ethos and Curriculum Discussion

Linked to curriculum design, vision, ethos, new OFSTED framework, Christian character and distinctiveness – this will be discussed at the next working group.

10. SIAMS

LH and JB attended SIAMS training provided by Diocese of Truro. This will be input into the vision/ethos discussion (at the working group). It was noted that the SIAMS SEF is now longer and it will take time to feed into this. LH will send out the notes from this training.

11. School Sessions/Timings and Term Dates

Compliant, 19/20 dates on website and 20/21 dates will follow shortly.

12. Working Group Feedback

Spring working group did not take place. AC and AM will meet with HoS on 26th April 19 to cover on-line safety, website compliance and GDPR.

Summer working group will involve discussion on SIAMS, vision, ethos and curriculum with LH, HoS, JB, AC and others if available.

13. Visits

The following visits took place:

- AC – Safeguarding visit – talk with pupils, pupil conferencing and also stayed for lunch with the pupils.
- AC - Learning Walk – observing a class while they carried out a writing exercise.
- JB – SEND visit – first official visit to look at impact of SEND provision, SEND local offer and policy.
- JB – Collective Worship/AIP Priority 3.
- AH – Data visit – pupil conferencing questions and analysis of data with HoS

Outline visit plan & focus for next term:

- AC – Safeguarding Visit – look at SCR and discuss audit
- JB – SEND Visit – look at data for attainment/progress of SEND pupils
- AH – Data Visit – track data and PPG impact
- AM – PE impact (following on from meeting on 26th April)

14. Training

- AH and JB attended ADMAT Data training on 3rd Dec 18
- AC attended safeguarding networking session in Jan 19.
- LH and JB attended SIAMS training on 11th Mar 19.
- TM on Marjon/Diocese of Truro Governance CPD programme and PG Certificate in Governance.
- Improvement Plan monitoring training session available on 1st May and PPG session available in June (more to follow).
- LH will be attending OFSTED training with the Diocese of Truro.

15. Any Other Business

Chair's update from her meeting with MAT CEO:

- Possibility of outdoor classroom in the next financial year (but this may depend on the leaking kitchen roof).
- Parental questionnaire looks positive. **AM challenged how responses that are concerning, such as mention of bullying, are dealt with given the anonymous nature of the surveys?** HoS confirmed that parents are encouraged to raise concerns with the staff. LH noted that if surveys are broken down by class then appropriate action can be taken but AH noted that if the results are narrowed in this way, it may put parents off filling them in. LH reassured him that it is done by classes of 30 and not by year groups of lower numbers. Governors discussed perceptions and JB noted that it's important to remember that just because the staff think everything is ok, doesn't mean the parents or pupils do.
- AC noted staff well-being and this was discussed.

JB's foundation governor form will now be submitted to the Diocese and TM will seek further candidates for Foundation Governors. Governors discussed options for new governors. AH noted subscribing to First News for the new library.

16. DONM

Date for Summer term full Board confirmed on Monday 17th June 19 at 6pm at Lew Trenchard School.

Meeting closed at 8.40

Toni JH Martin
Governance Officer

Distribution List:

Amy Crompton – Chair & Parent Governor
Andy McCarthy – Vice Chair and Parent Governor
Alan Hobbs – Parent Governor
Ginnette Sutherland – Staff Governor
Jayne Biddle – Co-opted Governor (to be Foundation Governor)
Sally Powell – Head of School
Louise Hussey – Executive Head Teacher

Brian Jennings – ADMAT Board of Directors Chair

Will Hermon – Executive Head/CEO

Sarah Owen – Eden Clerk