

**Crowan Primary School**  
**Local Governing Body meeting**  
**Wednesday 6<sup>th</sup> February, 2019 at 6.30pm**

<b>1. <u>ATTENDING</u> :Liz Austin (Chair) Lizzie Heath, Sue Webb, Hannah Phillips, Lorraine Strait, Paul Hunkin (headteacher)</b>  <b>In Attendance Janet Standing (Clerk)</b>		
<b>2. <u>APOLOGIES</u> : None presented. <u>Lorraine Strait was welcomed to the meeting as a new Community Governor.</u></b>  <b>3.</b>		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<b>LS completed the Pecuniary Interest declaration for 2018/2019</b>	<b>LS</b>
<b>4</b>	<b>Notification of new Governors;</b> <ul style="list-style-type: none"> <li>• <b>LS to be appointed as new Community Governor, she would undertake the role of Behaviour Governor.</b></li> <li>• <b>It was noted with sadness that Trust member Rev Peter Johnson had passed away in December after a short illness</b></li> </ul>	<b>LS</b>
<b>4</b>	<ul style="list-style-type: none"> <li>• <b>The minutes of the last meeting were confirmed as a true record</b></li> <li>• <b>Matters Arising;</b></li> </ul>	

	<ul style="list-style-type: none"> <li>The first Forum meeting had been held and a further one would take place on 21<sup>st</sup> March 2019 3.30 to 4.30 and parents would be able to access child care during that time</li> <li>LA would carry out monitoring in Safeguarding and Literacy on that day</li> </ul>	LA
5.	<p><b><u>URGENT MATTERS FOR DISCUSSION</u></b></p> <ul style="list-style-type: none"> <li>LH and SW had carried out monitoring in the school in SEN and Maths provision and reported on this</li> <li>Further visits to be arranged SW to look further at Maths intervention</li> <li>LH to visit again after half term to look at Sports Premium funding provision</li> <li>LGB Structure; It was agreed that LH would become a Community Governor</li> <li>Parents Forum;</li> <li>This was reported on the website,</li> <li>Parent Pay would be introduced from September in the Trust Schools</li> <li>A discussion took place with regards to the use of a walking bus to the pub car park, and parents would be encouraged to part there before and after school</li> <li>Progress of SEN pupils; The SEN and Inclusion Policy is to be reviewed shortly</li> <li>The school offer on the website had been updated</li> <li>Stats and progress data for SEN children for last year were detailed</li> <li>Details of TAC meetings and IEP. Multi agency liaison took place</li> <li>Parent Forum allows parents/carers the option to raise questions regarding SEN provision if desired</li> <li>No exclusions had been recorded</li> <li>Details of children on the register were presented, LA would meet with PH to look at SEN in the next couple of weeks</li> <li>Ofsted training was being held at the MAT</li> </ul>	<p>SW</p> <p>LH</p> <p>LH</p> <p>LA PH</p>
6.	<p><b><u>AUTUMN TERM DATA</u></b></p> <ul style="list-style-type: none"> <li>Governors had attended training on data</li> <li>PH circulated the Autumn term data to Governors and explained this, attainment at KS2 was acceptable but the progress made between the two key stages was less than had been anticipated</li> </ul>	
7.	<p><b><u>OPERATIONAL RISK REGISTER;</u></b></p> <ul style="list-style-type: none"> <li>The MAT had identified certain risks and this was detailed on a graph to Governors</li> <li>Consideration had to be given as to how the risk could be diminished</li> <li>Strengthen opportunities for parental involvement in the school and publicise the school.</li> <li>Targeted training to meeting the needs of the school</li> </ul>	

	<ul style="list-style-type: none"> <li>Financial stability; this was dependant on pupil numbers, concern was expressed that the school were not aware of the budget figures</li> </ul> <p><b>Q: Was any additional funding available to the school?</b></p> <p><b>A; The SugarTax would represent an amount of money coming into the school account.</b></p> <p><b><u>Governors were very concerned that no regular details were given to the school of the amount of money in the budget and therefore it was difficult to promote events within the school and to allow for purchases. There used to be a regular visit from a member of the Finance team to the school and this was not taking place at the present time</u></b></p>	
8.	<p><b><u>POLICIES FOR APPROVAL: These were accepted as detailed -</u></b></p> <ul style="list-style-type: none"> <li>Curriculum Policy</li> <li>Home-School Agreement</li> <li>Religious Education Policy</li> <li>Maths Policy</li> <li>Assessment for Learning Policy</li> <li>Accessibility Plan 2018-19</li> <li>Visitors Policy and Checklist</li> <li>SPCMAT Keeping Children Safe in Education Safeguarding and Child Protection Policy; this included procedural policies for lock down</li> <li>Teachings Standards; All Governors would be required to sign to confirm that they understood this</li> <li>Tacking Extremism and Radicalisation Policy</li> <li>PHSE Policy</li> <li>Behaviour Policy (now including the anti-Bullying Policy and Cyber-bullying Policy)</li> <li>Safety and evacuation policy</li> <li>SEN Information Report (linked to the Local Offer)</li> <li>Pupil Absence Policy</li> <li>Drug and Alcohol (&amp; substance misuse) Policy</li> <li>Sex &amp; Relationships Policy</li> <li>Collective Worship Policy</li> <li>Foundation Stage Policy</li> <li>Fire Safety &amp; Evacuation Policy</li> <li>Prevent Duty</li> <li>Science Policy</li> </ul>	

	<ul style="list-style-type: none"> <li>• New policies would replace the old ones on the website</li> </ul> <p><u>Q; How was the school going to fulfil the need to have a disabled toilet, as this was not really accessible.</u></p> <p><u>A: A discussion took place as to possible alternative locations for a disabled toilet, this could be considered under health and safety. There will be some recommended actions as a result of the fire survey.</u></p> <ul style="list-style-type: none"> <li>• PH would be considering the report when it arrived and taking necessary actions</li> <li>• The curtains in the hall should not be drawn and the question had been raised as to whether they were fire retardant</li> </ul>	
<b>9.</b>	<b><u>HEAD TEACHERS REPORT;</u></b>	
9.1	<b><u>109 on roll</u></b>	
9.2	<b><u>At capacity in Reception but spaces in some other cohorts</u></b>	
9.3	<b>A number of staff have left the school to take different careers</b>	
9.4	<b>The apprenticeship had fallen through and was being re advertised</b>	
9.5	<b>Clerical assistant appointed for one day in the office</b>	
9.6	<b>2 supply TA's were currently in use for mornings only</b>	
9.7	<b>Staffing has been very stretched with the number of people leaving and sickness</b>	
9.8	<b>One member of staff has applied for flexible working and an advert has been placed for one day per week in KS1, this will be temporary for a year</b>	
9.9	<b>Pupil progress data was considered and details circulated</b>	
9.10	<b>A report of bullying had been received, the situation continued to be monitored and procedures had been followed</b>	
9.11	<b>SEN; 2 TAC meetings since Christmas, and SENCO network meeting in the Trust. Dyslexia training undertaken by staff</b>	
9.12	<b>Safeguarding; One referral to MARU and 2 to the Early Health Hub</b>	
9.13	<b>HP and PH to attend Safer Recruitment training and PH to attend Level 3 training in Neglect</b>	<b>HP PH</b>
9.14	<b>Safer Internet day held; Parent information sheet on internet safety had been placed on the school website</b>	
9.15	<b>Health and Safety; no notifiable accidents. Fire Service Inspection took place</b>	
9.16	<b>Pupil Premium; just over £32,000 for the year, there has been a slight reduction in the number of service families in the school. PP children receive intervention where appropriate and PP children have been offered a 50% discount on residential experiences. Music tuition can be offered for free through this initiative and the children can attend breakfast club in the school</b>	

9.17	Chartwells break time snacks are to change and the breakfast menu in the school will change	
9.18	Sports Premium; new scheme of work purchased	
9.19	Bikeability training was affected by the adverse weather	
9.20	Cross Country, Football, Gymnastics, netball, Tag-rugby	
9.21	School Development Plan; £3,000 from Clowance Trust towards outdoor play equipment	
9.22	There is still an issue with electrics in the school which seems to be related to electric supply in the village	
9.23	No budget monitoring visits taken place this year	
<b>10</b>	<b><u>STRUCTURED QUESTIONS</u></b>	
10.1	Newsletters were being received from Governors	
10.2	The Forum feedback had been collated	
10.3	Governors did not feel that they received support from the Trust in terms of information regarding the school budget	
10.4	Attendance in the school is strong	
10.5	Staff wellbeing; Staff feedback; Autumn is difficult due to illness and due to experienced staff leaving the school, well-being support can be accessed through absence insurance. This is difficult to address in a small school. It was suggested that Governors could offer support to staff, congratulations on activities and events etc.	
10.6	Head and Chair meeting to take place this Friday	LA PH
<b>11</b>	<b><u>Diary Dates; 15<sup>th</sup> May 2019 at 6.30pm</u></b>	
11.1	<u>Parents Forum and informal Governors meeting to be held on 21<sup>st</sup> March</u>	
11.2	<u>Governors could be present at Whitsun Fayre and offer parents the chance to discuss any issues</u>	
<b>12.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>• <a href="#">Meetings to take place between Head and Chair</a></li> <li>• <a href="#">PH and HP to attend safer recruitment training</a></li> <li>• <a href="#">Governor monitoring to take place (dates to be arranged with staff)</a></li> <li>• <a href="#">Parents Forum and informal Governors meeting arranged 21 March</a></li> <li>• <a href="#">LH to become a community Governor</a></li> </ul>	

	<ul style="list-style-type: none"> <li>• <a href="#">LS to be appointed as a Community Governor</a></li> <li>• <a href="#">Policies approved</a></li> <li>• <a href="#">Apprentice position to be re-advertised</a></li> <li>• <a href="#">Governors considered school data</a></li> <li>• <a href="#">Governors felt unable to clarify the school's financial position as no budget details had been presented by the MAT</a></li> </ul>	

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

The meeting closed at 8.40pm