

**Crowan**  
**Local Governing Body meeting**  
**Wednesday 18<sup>th</sup> September, 2018 at 6.30pm**

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| <p>1. <b><u>ATTENDING</u></b> :Liz Austin (Chair) Lizzie Heath, Sue Webb, Hannah Phillips, Paul Hunkin (headteacher)</p> <p>In Attendance Janet Standing (Clerk)</p>  |   |  |
| <p>2. <b><u>APOLOGIES</u></b> : None presented. It was noted that Frank Webb had resigned from the <b><u>LGB</u></b></p>  |   |  |
| <p>Election of Chairperson; Liz Austin was elected as Chair for 2018/2019</p> <p>Election of Vice Chairperson; Lizzie Heath was elected as Vice chair for 2018/2019</p> <p>A discussion took place with regards to the need for additional Governors and a couple of people were suggested as Community Governors. LA and LH to investigate</p> | <p><b><u>ACTION</u></b></p> <p><b><u>LA LH</u></b></p>  |  |
| <p>3.</p>   | <p><b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b></p>  |  |
|   | <p>The declarations of interest for 2018/2019 were completed</p>  |  |
| <p>4.</p>   | <p><b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b></p>  |  |
|   | <ul style="list-style-type: none"> <li>• The minutes of the last meeting were confirmed as a true record</li> <li>• Matters Arising;</li> <li>• Governor training to take place at the MAT on 26<sup>th</sup> September</li> <li>• Safeguarding training for Governors to be held at the MAT office on the 9<sup>th</sup> October.</li> </ul> |  |

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|      | <ul style="list-style-type: none"> <li>• <b>Governors all signed to say they had received the document Keeping Children Safe in Education.</b></li> </ul>        |  |
| 5.   | <p><b><u>FEEDBACK FROM THE TRUST BOARD</u></b></p> <p><b><u>No feedback from Trust Board</u></b></p>   |  |
| 6.   | <p><b><u>FEEDBACK FROM THE FORUM</u></b></p> <p><b><u>No feedback as Forum not held as yet</u></b></p>   |  |
| 7.   | <p><b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b></p> <p><b><u>Noted that Frank Webb had resigned from the LGB</u></b></p>           |  |
| 8.   | <p><b><u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u></b></p> <p><b><u>Paul Hunkin presented his report to Governors,</u></b></p>        |  |
| 8.1  | Summary Context data was presented   |  |
| 8.2  | No Children in cAre  |  |
| 8.3  | No referrals to MARU   |  |
| 8.4  | Little migration in the school, attendance is good   |  |
| 8.5  | No exclusions reported   |  |
| 8.6  | Increase of 7 pupils since July, admissions at County were running behind and any late admissions would not be dealt with before the 20 <sup>th</sup> September. |  |
| 8.7  | Reception is full and any further admissions would be subject to appeal if the families wished to pursue this  |  |
| 8.8  | Large number of Pupil Premium children in the school which has an effect on funding  |  |
| 8.9  | Staffing update; Ms Roberts had retired and the hours had been allocated to other TA's in the school   |  |
| 8.10 | New lunchtime supervisor appointed   |  |
| 8.11 | Pupil Progress data presented  |  |
| 8.12 | Behaviour was good in the school, however it was reported that the KS2 children this year were not as mature.  |  |
| 8.13 | SEND; Autism Champion Training started by HP   |  |
| 8.14 | Andrew Mercer is now working privately but will still be used by the school and there will still be support from the LA, 2 TAC meetings scheduled                |  |
| 8.15 | Network meeting for SENCOs don 29 October which is an Inset day  |  |

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| 8.16 | My Concern program in use  |  |
| 8.17 | Section 175 return returned by Helen Trelease and action points highlighted. Safer Recruitment Training had been highlighted and it was hoped that this would be arranged by the MAT   |  |
| 8.18 | School staff attended basic safeguarding awareness training during the inset day on September 4 <sup>th</sup>  |  |
| 8.19 | Positive safeguarding culture within the school  |  |
| 8.20 | New Safeguarding documentation was detailed  |  |
| 8.21 | PH tp attend online safety training  |  |
| 8.22 | Health and Safety; Flu vaccines to be arranged   |  |
| 8.23 | Mini Medics first aid training to be delivered to y6   |  |
| 8.24 | No notifiable accidents  |  |
| 8.25 | Pupil Premium allocation for 2018/2019 £32,080; Counselling, Music tuition and after school clubs were funded by PP for eligible children  |  |
| 8.26 | Sports Premium; The school has joined the Helston Primary Sport Cluster for £2,000. The cluster will help plan and co ordinate events during the course of the year and there will be visits from the Sports Co ordinator to each school                         |  |
| 8.27 | Lizzie Heath to continue to monitor Sports Premium   |  |
| 8.28 | Budget allocation for the school has not been clarified, this now runs with the academic year. It is hoped that members of the Finance team will be making more visits to the school this year and additional staff have been taken on in the MAT finance office |  |
| 8.29 | School development Plan; The core subjects each had main targets linked to the SDP.; Reading priority objectives were detailed   |  |
| 8.30 | To ensure that SEN and PP children make accelerated progress where necessary to meet the national benchmarks   |  |
| 8.31 | Targets for the year were detailed   |  |
| 8.32 | Intervention will be introduced if progress is stalled   |  |
| 8.33 | Writing priority objective; to raise attainment and accelerate progress in writing across the school   |  |
| 8.34 | Maths Priority objective; To raise attainment and accelerate progress across the school  |  |
| 8.35 | Sports Premium objective; to develop the outdoor space at the school to further engage the children in physical activity   |  |
| 8.36 | To seek to maintain the Sainsbury Award Gold Level Status  |  |
| 8.37 | It is hoped that cycling training may be available   |  |
| 8.37 | Pupil Premium objectives detailed.   |  |
| 8.38 | The MAT were asking schools to provide an updated SDP for the Spring Term  |  |
| 8.39 | Buildings and Premises; New outdoor apparatus installed during the summer break, more work still to be carried out   |  |

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| 8.40 | Blocked drain and a leak in the kitchen attended to over the summer   |              |
| 8.41 | School's water storage had been checked   |              |
| 8.42 | Work still to be carried out on the construction area and mud kitchen   |              |
| 8.43 | DFE document; table checking exercise was circulated to Governors this should be the results that would be published  |              |
| 8.44 | Details of the results throughout the MAT schools were presented showing a 3 year rolling average. The results in the school had improved since 2016. Due to the size of the cohorts the results of one pupil can make a significant difference to the overall results                    |              |
| 8.45 | A discussion took place on progress made  |              |
| 8.46 | The tracker from July 2017 to July 2018 was detailed to Governors   |              |
| 8.47 | The guidance from the DFE is used in order to ensure that the website was compliant   |              |
| 8.48 | Governors would consider these results and the way forward when making their monitoring visits.   |              |
| 8.49 | A date to be set for PH Performance Review  |              |
| 9.   | <b><u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u></b><br><b>None presented at this meeting</b>   |              |
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| 10.  | <b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>   |              |
| 10.1 | <b><u>The list of questions had been circulated and Governors should inform the Chair or Clerk in future of anything they wished to raise</u></b>   |              |
| 10.2 | <b><u>Issues could be presented that were raised at the Forum</u></b>   |              |
| 10.3 | <b><u>Governors to look at the questions during monitoring visits in readiness for next LGB meetings</u></b>  |              |
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| 11.  | <b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>  |              |
| 11.1 | <b><u>LA to undertake a Literacy visit after school to on 7<sup>th</sup> November to look at the curriculum and then a monitoring visit on Monday 19<sup>th</sup> November in the morning and then to look at policies in the afternoon and safeguarding/well being and behaviour</u></b> | <b>LA</b>    |
| 11.2 | <b><u>LH to visit on Monday 15<sup>th</sup> October to look at SEND in the morning and to arrange a further visit for Sports Premium</u></b>  | <b>LH</b>    |
| 11.3 | <b><u>SW to arrange a visit to go through the maths</u></b>   |              |
| 11.4 | <b><u>No reports received since the last meeting</u></b>  | <b>SW</b>    |
| 11.5 | <b><u>Regular meetings had been held between the Chair and Head</u></b>   | <b>LA PH</b> |

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| 12.  | <b><u>FOCUS ITEMS AND UPDATES</u></b> [Eg. policies; changes to the curriculum; etc]  |                      |
| 12.1 | <u>Admissions policy was being produced by the MAT and would be put on the website once received</u>  |                      |
| 12.2 | <u>Children in care policy also being reviewed by the MAT</u>   |                      |
| 12.3 | <u>The school needs to review the Behaviour Policy for the school and to look at the guidance with regards peer abuse, this would be emailed to Governors once completed</u>  |                      |
| 13.  | <b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>   |                      |
| 13.1 | <u>Discussions to put the Forum in place, it was suggested that the Forum could be held before the end of the afternoon session, informal chat and refreshments, look at the positive aspects of the school. To be held just after half term; Wednesday 7<sup>th</sup> November, LA to decide an informal invitation for parents; 2.15 to 3.15pm</u>  |                      |
| 13.2 | <u>Fortnightly meetings between Head and Chair</u>  |                      |
| 14.  | <b><u>URGENT MATTERS FOR DISCUSSION</u></b>   |                      |
|      | <b><u>Specific areas of responsibility;</u></b> <ul style="list-style-type: none"> <li>• <u>Sue Webb; Health and Safety/Pupil Premium/Maths.</u></li> <li>• <u>Liz Austin; Safeguarding/Well being/behaviour/Literacy/Whistle Blower</u></li> <li>• <u>Lizzie Heath; SEN</u></li> <li>• <u>Lizzie Heath; Sports Premium</u></li> <li>• <u>EYFS; Vacancy</u></li> <li>• <u>Roles to be assigned to new governors once appointed</u></li> </ul> | SW<br>LA<br>LH<br>LH |
| 15.  | <b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b><br><br><b><u>None presented</u></b>   |                      |
|      |   |                      |
| 16   | <b><u>DATES OF FUTURE MEETINGS</u></b>  |                      |
|      | <ul style="list-style-type: none"> <li>• 6<sup>th</sup> February 2019</li> <li>• 15<sup>th</sup> May 2019</li> </ul>  |                      |

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

The meeting closed at 8.40pm