

Crowan School
Local Governing Body meeting
Tuesday 1st October 2019 from 6.30pm

1.	<u>ATTENDING :</u> In Attendance Hannah Phillips Elizabeth Heath Paul Hunkin Colin Benney Susan Webb	
2.	<u>APOLOGIES :</u> Lorraine Strout Action: Clerk has been asked to contact LS about her position as a governor, the trust requires governors to engage at the three meetings a year and not have 2 consecutive meetings absent, also in order to be effective governors should be undertaking monitoring. The school has tried a number of time to complete a DBS and it is a matter that is still outstanding.	Clerk
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u> <ul style="list-style-type: none"> • Election of Chair and Vice Chair 	
	<p>Elizabeth Austin has resigned as being a governor and chair since the last meeting.</p> <p>Elizabeth Heath as vice chair will be the interim chair to cover this meeting.</p> <p>The governing body were asked if governors could put their names forwards to be chair, no governor was content to undertake this role long term and would like the trust to seek a chair for the governing body.</p> <p>The Head teacher with the clerk assisting will ask for the support from the trust in this matter.</p> <p>Susan put her name forwards for the role of vice chair, this was agreed unanimously by governors present at the meeting.</p>	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	Action; LS DBS is still outstanding, clerk to follow that up when she contacts her. The minutes were agreed as a factual representation and signed by the Chair.	Clerk
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	

	None at this time	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	<p>A stakeholder questionnaire has been undertaken, the number of responses from the questionnaire is being reviewed and will be reported at the next meeting as part of the Head teachers report. A Parent Forum is to be held on the 19th November 3.30pm.</p> <p>Action; To include the data update from the stakeholder feedback as part of the next Head teachers report.</p>	Head teacher
7.	<p><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></p> <ul style="list-style-type: none"> • Trust governance/Keeping Children Safe In Education document • Code of conduct • Annual pecuniary Interest forms • Terms of Reference • New governors • Governor monitoring • Governor roles 	
	<p>Link Roles</p> <p>Governor link roles were explained for all governors present and allocated for the 2019/20 academic year.</p> <p>Whistleblowing – SW</p> <p>SEND – EH</p> <p>LAC/Post LAC – EH</p> <p>PP/SP – EH</p> <p>Health and Safety – SW</p> <p>Safeguarding – CB</p> <p>Maths – SW</p> <p>Literacy – CB</p> <p>Equality and Diversity – SW</p> <p>Governor monitoring</p> <p>Governor monitoring should take place once a term, dates should be arranged with the Head teacher and the link teacher in the school.</p> <p>Vacancies</p> <p>The school is being proactive in trying to recruit to the governor vacancies. Six is the minimum number of governors required on the governing body. Ideally a community governor will be recruited to. When a candidate has been sought a pen portrait will be written and submitted to the trustees, once agreed and they can complete the necessary paper work/DBS and start.</p> <p>Keeping Children Safe in Education</p> <p>The document was emailed to all governors prior to the meeting, all governors present agreed that they had read and understood it.</p> <p>Annual Pecuniary Interest forms/Code of Conduct/Terms of Reference</p> <p>Governors present at the meeting completed the annual pecuniary interest forms, the code of conduct and the Clerk explained the Terms of Reference for the Local governing</p>	

	<p>body. All governors present confirmed that they had understood the matters discussed,</p> <p>Action; The Clerk to send round the governors monitoring form/governor monitoring visits/structured questions.</p>	Clerk
8.	<p><u>HEADTEACHER'S REPORT</u></p>	
	<p>The Head teachers report was made available to governors prior to the meeting. The key areas were highlighted for governors;</p> <p>Reading has a significant focus in the new framework, there has been a slight decline in the school results and which has been picked up and monitoring/progress review is taking place regularly to address this.</p> <p>The SIP visit involved a deep dive into phonics and reading and the results were pleasing, the lead in the school had mapped phonics across the school and explained how all children were being supported. Pupils reading and the book club that pupils are involved in has been additionally added in the school which was good. Pupil voice was undertaken and the pupils were able to articulate their love for reading. The incentivised nature in the school regarding reading and also maths was highlighted by governors as having a positive impact on learning and the love of it.</p> <p>Parent workshops have been well attended, with a new workshop being held on the 14th October (literacy focus).</p> <p>The SIP noted the consistency across the school which was positive in many areas. The school continues to be proactive, review regularly and seeks additional areas to improve other than the areas identified by the SIP.</p> <p>KS2 results in maths continues to be a focus, maths at expected was fine and the momentum needs to continue for the abler children who work at greater depth. This year the cohort is small but the school has identified those pupils who could reach greater depth and is working with them.</p> <p>The Head teacher raised the awareness of the intent for the new curriculum – the intent will go onto the website, the implementation will be rolled out across the school and the impact will be reviewed on a regular basis.</p> <p>Effective induction of the new Assistant Head teacher and the effectiveness of the role within the school is underway; this is an area to be rolled out across the year.</p> <p>Finance report; The Head teacher gave an overview of how the sport premium money will be used at the school, the amount will be considered and the areas highlighted in future meetings. All money spent will be explained and governors given the opportunity to challenge, the plan will be on the school website.</p> <p>The Head teacher updated the governing body regarding the children missing in education and are on roll at the school. There are 2 pupils on roll but not attending Crowan, the Head teacher has followed all the procedures available to them. The matter is being chased on a regular basis through the correct channels. The family have contacted the school to state that the children will not be back at school. The missing in education in team will be looking at this further, the Head teacher will update the governors at the next meeting as he is aware that they wish to keep a stringent eye on this area of importance.</p> <p>Q. For those pupils that didn't sit the SATs, could the next steps be explained? A. Any child that did not sit the SATs could be discounted from the results. The school works with any pupil in this category to provide interventions and accelerate progress to the best of the pupils ability. A considerable amount data has been considered in the report given to governors, the areas of development were highlighted which is then written into the school development plan.</p>	

	<p>Q. are the school waiting on any grants?</p> <p>A. The green agenda is one that the school is looking to develop further. The school is being proactive in approaching companies to support them in the matter. The school is working towards the green flag bronze award in the school and believes they have the evidence for this. (Trustees wished for all schools in the Trust to achieve the green flag by the end of the school year).</p> <p>Q. Can an explanation be given regarding educating children at home work?</p> <p>A. Families can educate at home, but the safeguarding for the children is paramount. Families have to make arrangements with the Local Authority.</p> <p>Q. Are the school following the correct procedures with these children that are noted in the Headteacher’s report as being missing in education?</p> <p>A. Yes, as highlighted earlier the school has to ensure that the safeguarding of all pupils on the roll at the school is secure.</p> <p>Q. How is the school trying to make systems and processes more efficient for support staff?</p> <p>A. Parent Pay is going to be implemented which will save time in the office and reduce the amount of cash in the school. On Monday 7th October there will be conversation with Parent Pay to answer any outstanding questions and then the schools can implement it as they wish. It will help to streamline a lot of the processes, then allowing more time to support the teachers.</p> <p>Q. How is the school improving ways of communicating with parents in regards to pupil progress/trips?</p> <p>A. Class Dojo is going to be implemented soon, an update was given to governors. It is an area in the school improvement plan involving the school community. The school wishes to set parameters for teachers and parents so that communication is quick, easy and clear. The communication app between parents and teachers will not be used in the evenings by teachers, for example, but is going to roll out in the coming months. The school has sought feedback from schools that have used the app and it has been able to focus on ways that suit Crowan the best.</p>	
9.	<u>SAFEGUARDING GOVERNOR’S REPORT [STRUCTURED QUESTIONS]</u>	
	<p>The Annual Safeguarding Return 175/157 was submitted in a timely fashion. The actions which are outstanding are being undertaken and the training needed has been arranged. The school remains proactive in working with governors to ensure they are well informed and are comfortable with their role.</p> <p>Governors were encouraged to attend the Trust safeguarding training; dates have been provided and are published in the bulletin.</p> <p>The school is building extra safeguarding capacity into the school and training for safeguarding/DDSL role in the school is being undertaken.</p>	
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	A meeting with the Trust representative will take place and the report will come to the next governing body meeting.	
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	<ul style="list-style-type: none"> • Outcomes – progress & attainment • Behaviour, Attendance & Well Being • School Improvement Plan 	
	Linked to the Head teachers report and the challenge raised.	

12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	None to report at this time. The matter was discussed earlier in the meeting and noted.	
13.	<u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u>	
	<p>School data summary sheet</p> <p>This overview gave governors a good update regarding whole school data, it is ideal to have lots of information to hand as it shows the end of year progress and outcomes for all year groups.</p> <p>School action taken; Andrew Mercer is coming in to support the school, he is independent and supports children with ASD. This was an area of development for the school and a plan is now in place, the school has an Autism Champion and the support available to the school/parents was described.</p> <p>School Improvement Plan:</p> <p>All areas were reported as being underway, the priorities were explained and progress against these will be shared at the next meeting.</p> <p>Support in writing for pupils; The Writers Block is an opportunity being run at the school which is Pupil Premium funded it is well run and of a high standard, pupils love attending and gave really positive feedback.</p> <p>An Oracy project is starting after Christmas in partnership with the teaching school (Parc Eglos).</p> <p>Child's Eye View is currently being undertaken and includes focus on improving communication skills using the mediums of dance, music and drama.</p> <p>Governors discussed the nature of the new curriculum, creative writing and the need to keep everything alive for pupils so that the enthusiasm for learning is maintained. Literacy shed is utilised at the school to keep everything alive, the evidence required from the school to demonstrate how it is meeting the curriculum was described to governors.</p> <p>Governors discussed the projects that the Rotary Club has to offer and may not be aware of; the young writer project which is something to consider, the Young musician/photographer is another opportunity. There were lots of options should the children wish to participate.</p> <p>The school had participated in the 'Youth Speaks' competition in the past. The young environmentalist was also highlighted as well.</p>	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	Governors were able to provide challenge and support the Head teacher, monitoring was set for the term with the focus and priorities for the year understood. New governors were encouraged to attend training which will help further their understanding in their role which will aid pertinent challenge.	
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	Risk Register; The Head teacher will review the risk register with another Head teacher in the Trust. It will then be emailed to the governors and will be considered at the next governing body meeting. The current document was provided for governors ahead of the meeting to keep up to date.	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	

	Question to Trustees; When will the guidance for governors roles in health and safety, safeguarding and equality and diversity be written and given out as this would be greatly appreciated and would provide focus and clarity.	
17.	<u>DATES OF FUTURE MEETINGS</u>	
	<ul style="list-style-type: none"> • 12th February 2020 at 6pm • 10th June 2020 at 6pm Meeting ended at 8.20pm	

Chair's Signature _____ **Date** _____

Item	Actions arising from the meeting	Who
Governance	The Clerk to send round the governors monitoring form/governor monitoring visits/structured questions.	Clerk
Stakeholder feedback	To include the data update from the stakeholder feedback as part of the next Head teachers report.	Head teacher
Governance	Clerk has been asked to contact LS about her position as a governor, the trust requires governors to engage at the three meetings a year and not have 2 consecutive meetings absent, also in order to be effective governors should be undertaking monitoring. The school has tried a number of time to complete a DBS and it is a matter that is still outstanding.	Clerk