

Crowan Primary School
Local Governing Body meeting
Wednesday 5th February 2020 from 6.30pm

1. <u>ATTENDING</u> :		
In Attendance Hannah Phillips Elizabeth Heath (Chair) Paul Hunkin (Exec Head) Susan Webb (Vice-Chair)		
2. <u>APOLOGIES</u> :		
Colin Benney		
		<u>ACTION</u>
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>The minutes were agreed as a factual representation and signed by the Chair.</p> <p>It was noted that LS had been contacted and nothing had been heard from the Clerk or the Chair. It was agreed that due to the number of meetings that LS has missed they have disqualified themselves from undertaking the role effectively and there would be a vacancy from this point.</p> <p>The new meeting date of 16th June at 6pm was agreed by all present.</p>	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	<p>Question: When will the guidance for governors' roles in health and safety, safeguarding and equality and diversity be written and rolled out to governors as this would be greatly appreciated and would provide focus and clarity on governor roles?</p> <p>Answer: Training for H&S is scheduled for the Spring; safeguarding training is ongoing but we can add further clarity on the role as a whole; and add guidance re equalities - target date end of term.</p>	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	<p>A date was set for the forum but unfortunately there was only 1 attendee. It was widely publicised in the newsletter and on social media.</p> <p>It was decided in future that questionnaires would be given out during the parents evening to consider a different approach to this matter. The focus of the questionnaire this time was on homework.</p>	

	<p>A parent has sent in an email but wished to remain anonymous, this response was fed into the other responses.</p> <p>The governors had a discussion about the pros and cons of homework, the approach the school takes, the reasons behind this and the amount given.</p> <p>The feedback forms that had been submitted prior to the LGB meeting were considered, there were many positive responses. Those responses that needed further consideration as a group took place.</p> <p>The school will give a formal response in the school newsletter highlighting the homework policy and the expectations, the next forum date will be set and communicated to the school community.</p> <p>Action: PH to send electronic copy of the forum feedback for google drive.</p>	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<p>The nominated parent governor will be contacted with the governor forms, an appointment will be made with PH to discuss the role so that expectations are clear.</p> <p>CB has settled into the role as governor since the last LGB meeting and being appointed.</p> <p>PH showed the governors the new form that will be used by the Trust for potential volunteers and governors.</p>	
8.	<u>HEADTEACHER'S REPORT</u>	
	<p>The governors had received the Head teachers report ahead of the meeting, with the following areas highlighted:</p> <p>Q. Have most parents signed up for parent pay now?</p> <p>A. Yes most have. More and more is being put onto parent pay which is positive from a cash perspective. The staff that are using the system are finding this useful now that the introduction period has taken place and all the little niggles have been ironed out.</p> <p>Q. How is the implementation of class dojo? Are most signed up now?</p> <p>A. Yes there is over 70% and this is increasing. The system is being used more and more by class teachers and the word is travelling fast that parents can keep updated this way. This is also aiding the communication used by the school and the school community and is very positive with good feedback received from parents.</p> <p>Pupil standards – The schools ISDR has been updated and given to governors. This included the challenge partner report (maths and reading/phonics). The external validation received is good to note (by governors) in preparation for Ofsted.</p> <p>The summary report for the ISDR is information that governors have already seen, the small cohort numbers need to be noted and explained. The school is in the smallest quintile, it has increased from previous years. There are indicative numbers for those coming into the school at reception at first choice which is manageable.</p> <p>Q. In future years will the school need to consider raising pupil numbers on admissions?</p> <p>A. In future years the school will need to look at increasing numbers in the school as there will be a significant number going out of the school (double classes). The admission numbers at this time of year is always lower and then increases as the year goes on. The school will investigate raising the numbers or remaining the same moving forwards so that governors can understand the impact</p> <p>Q. Is there anything that needs to be considered from a promotional prospective for</p>	

parents who apply?

A. Yes there are promotional ideas that are being considered. Governors will be updated in further meetings.

Q. Is mobility high in the school?

A. No it isn't high and is in line with national averages.

Q. Teacher sickness seems quite high?

A. It is an area that is monitored by the school, reported to the trust and is now back within normal realms. Governors will continue to monitor as part of this meeting.

Progress and attainment

Q. Can you update us about what has been implemented and the impact of what has been put in place due to the low reading results in 2019?

A. The reading result in 2019 was down and there is lots that has been put in place to address this. It is an aspect of staff performance targets. Starting in reception and year 1 – child's eye view (dance, music and drama) to encourage talking is going well and increased vocabulary is being seen. HP has signed up to the oracy project. There was an Inset day on guided reading and phonics, we have introduced reading club, purchased fully decodable books for those children that need it. VIPERS is being used across the school and has been implemented smoothly. Governor monitoring will show the green shoots and impact of these being in place.

Writing progress improving early bird clubs for the children in the lowest 20% for reading. Staff training has included attending the English hub spring conference by PH and another member of staff, this means that continual monitoring is taking place appropriately.

Q. How many attend the clubs?

A. Across KS2 there is about 9 children regularly attending.

Q. Can you give us a more detailed update regarding maths progress and impact in the school?

A. Maths improvements have been made, progress and attainment is showing improvements from last year. Maths mastery is imbedded now, TA's have had training. Images and models have been a focus in governor monitoring, along with pupil conferencing, learning walks and for those pupils that require GLD they are attending Nexus knights club.

Q. Is there support for home?

A. Yes maths workshops and phonics workshops for parents are taking place and have proven very popular. A questionnaire have been given and lots of responses have been received. More are being arranged focussing on the aim for this term.

Governors noted that that the increased expectations from parents that attended workshops as they realised the expectations from government. Exemplars are on the website for parents which include expectations to back up the workshops.

Q. Yr6 – looking at the pupils responses when tested, where are the difficulties for the school?

A. The questions that the pupils are finding more challenging are in reading, spelling punctuation and grammar. The HMI responses show that pupils require a broad and balanced curriculum and without all aspects pupils cannot access the skills they need, the school has put in place vocab walls to close the gap with vocabulary to help with this area and across the trust SPAG is now a focus.

Q. There are 8 pupils with below 90% attendance, can you explain further what is

	<p>being done regarding this in the school?</p> <p>A. There are multiple siblings from families, some families have gone on long trips abroad for family reasons. All instances were explained and there are reasons behind all of them. Persistent absenteeism is always followed up by the school face to face with families. The school is generally at the right level for attendance.</p> <p>Q. Is there anything that the school does specifically to support families in attendance matters?</p> <p>A. The school utilises multiple ways to address this and the trust has asked to be kept in the loop. The trust is also consistent regarding the matter of attendance. Sticking to the rules tightly and backing school up when there is a need.</p> <p><u>Challenge partner report</u></p> <p>Internal data will not be looked in this meeting at but the challenge partner report will be. Governors will better understand how the school is using the data to inform teaching and learning in the school.</p> <p>Q. Can you explain more about the school focus?</p> <p>A. Looking at the data in year 2,4,6 in the core subjects of reading, writing and maths area focus. Year 1 phonics screening test is their focus. The curriculum staging point results is what the school is utilising to develop the new curriculum.</p> <p>Q. What areas are you taking forwards from the report (maths) since receiving the report?</p> <p>A. To build in the identified intent of the curriculum to ensure maximum impact in the curriculum for pupils. The school tailor's interventions in place and writes case studies to show the progress for pupils. GLD has an increased focused so that this rises more in line with the national averages.</p> <p>Q. Who scrutinises the books?</p> <p>A. There is internal scrutiny and also the challenge partner, pupil conferencing takes places, sequencing for pupils work and also any interventions put in place. Autumn term governor monitoring has also shown in these areas (reasoning and maths) based on the school improvement priorities improvement is being made.</p> <p>The summer visit will focus on the foundation subjects, non-core subjects.</p> <p>Q. How are the SLT arrangements going since the start of the year? (exec head and assistant head)</p> <p>A. This is going well, feedback from staff is positive. PH is growing the assistant head so that he is able to hand over more and more, the assistant head is already the DDSL and moving forwards will have responsibility for TA performance management.</p> <p>PH is incredibly busy, but when he comes back to the school he has confidence in the staff and their response to topics raised. There are links being built between the two schools – links between subjects. The support of staff is important (face to face) and so having the assistant head on site and PH always available on email is making a real difference to staff morale and positive impact across the school.</p> <p>Parents have responded well, this helps that the assistant head is very competent and on site meeting the school community regularly.</p>	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS]</u>	
	CB has undertaken a visit, highlights of the visit are noted below:	

	<p>Termly DSL review form was completed. Outstanding matters are being addressed by the school, all other aspects were completed.</p> <p>DSL meeting – Trust wide</p> <p>All staff reported the same areas that hadn't been completed. SCR record checks were not being completed as frequently as the trust was hoping, changes are being implemented around this. Helston have the LA review the SCR every two years. All trust schools will take this on moving forwards. Local governing bodies will monitor that the checks are taking place. The DSL will check the latest changes made to the SCR and ensure that the procedure/process that has been followed.</p> <p>Serious case reviews also came up as a matter for discussion. The appropriate vocabulary used in staff meetings and the training covered is noted as essential. Termly examples will be brought across the trust for all schools so that learning can take place, update awareness for all.</p> <p>This is minuted in the head meeting and the DSL meeting.</p>	
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>New LED lights in the school inside and outside will be installed as part of the accessibility plan. PH has rewritten the accessibility plan which governors were content with, it will be placed on the school website.</p> <p>The school is currently waiting for the fence to put in in the playground, new signage has been put in place, Tree work is being undertaken by the trust</p> <p>Health and Safety Training for staff and governors run by the trust is being attended.</p> <p>GN is undertaking paediatric first aid.</p>	
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	<ul style="list-style-type: none"> • Outcomes – progress & attainment • Behaviour, Attendance & Well Being • School Improvement Plan 	
	<p>Linked to the Head teachers report and the challenge raised.</p> <p>The school improvement plan can be accessed via google drive and emailed to all so that it can be at hand.</p> <p>Q. What is the school doing to consider staff well-being?</p> <p>A. To address the workload of the new curriculum; over a three year plan the school will look at the new curriculum, including staff competencies and training over a longer period.</p> <p>The staff rep (CA) has attended the well-being update by the trust, this is a networking group which is very positive and the information is disseminated through staff meeting.</p> <p>Q. Can you explain more about the impact the NHS worker will have in school?</p> <p>A. Crown is part of the pilot with the NHS and will have an education mental health probationer in the school. The school has aided in identifying pupils they can work with who have low mood, low motivation and low mental health. They come in every Tuesday and this is hoped that working with children at a younger age than previously will help throughout their school lives.</p> <p>Q. How are children referred?</p> <p>A. Pupils are referred through the early health hub, to the probationer. They are then working in the school with pupils.</p>	

	<p>Q. Is there an update on the IT systems being used in the Trust schools?</p> <p>A. There will be a new online filtering system for IT so that reports can be run and will highlight any searches that are flagged as mental health risks.</p> <p>The numbers of 'my concern' reports have been raised and those that have worked through to MARU - form into a question</p> <p>Q. Has there been any increase in the use of my concern in the school?</p> <p>A. It is about the same online and reporting consistently, training has been undertaken on the system for all staff now.</p>	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>This terms governor monitoring's will focus on:</p> <p>Health and safety & maths – next term after training</p> <p>CB – literacy, grammar punctuation and spelling</p> <p>CB – reading and writing, safeguarding</p> <p>SW – maths</p> <p>LH – pupil premium and send</p>	
13.	<u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u>	
	<p>School data summary sheet</p> <p>This has been updated and is current, governors were able to see this and understand it. Also included in the head report.</p> <p>Action:PH to send the latest version fo those that are having trouble getting onto google drive.</p>	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> • <u>Monitored and feedback</u> • <u>Chair and heads meeting</u> • <u>Parent forum, parent questionnaires</u> • <u>Shared updated policies</u> • <u>Action plans for literacy</u> • <u>Attend training – safeguarding training and prevent</u> • <u>Attend parent workshops</u> 	
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	<p>Business continuity plan</p> <p>The plan going forwards for the school in this situation is as follows; Information is stored in the cloud and can be accessed at any time.</p> <p>Evacuation to Praze institute, if classrooms are out of use then the hall would be used. The trust would look at use of mobile buildings if required. The school would remain as local as possible.</p> <p>Coordinator and team leads have been established for the school. There is a responsibility to ensure the education of the pupils is of upmost priority.</p> <p>Operational risk register</p> <p>This will be reviewed to include well-being. The mitigation of the risk and what the risk is brought down to was included. Examples were given for governors to understand the matter further.</p>	

	10 th June – MAT update for LGBs, a rep to go. 6pm	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None at this time.	
17.	<u>DATES OF FUTURE MEETINGS</u>	
	<ul style="list-style-type: none"> 17th June 2020 at 6pm Meeting ended at 8.30pm	

Chair's Signature _____ Date _____

Item	Actions arising from the meeting	Who
Feedback from forum	PH to send electronic copy of the forum feedback for google drive.	Exec Head