

## Crowan Primary School - Local Governing Board Meeting (Extraordinary)

Thursday, 21<sup>st</sup> March 2019

4.30 - 5.30 pm

### **Present -**

Mr. Paul Hunkin (PH)

Mrs. Liz Austin (LA)

Miss. Hannah Phillips (HP)

Mrs. Lizzie Heath (EH)

Mrs. Susan Webb (SW)

### **Minutes -**

#### ➤ **Parent Forum**

The governors discussed the comments received both in person and in writing from the Parent Forum meeting. There were some positive responses to the school's provision for sports and PE and for the excursions and events organised for the children to take part in. There were some negative comments about the parking at the school and about the publicity of forthcoming events. Also, there was comment about the school meals: food being under-cooked, children not getting their choice of meal, and portion sizes not being adequate. A few parents claimed that the school did not inform them of any behavioural issues involving their children and did not seem to be able to fully resolve any issues between children until they reached a crisis. A number of parents felt that their children were not enjoying school currently because they were having to miss PE or playtimes to do tests in Year 6.

#### *Action:*

- *LA to produce a draft of the questions and school responses from the Parent Forum.*
- *PH to publish the questions/responses on the school website and to send a copy to the CEO/Trustees.*
  
- **Governor Monitoring Visit (English)**

Mrs. Austin fed back the broad findings of her monitoring visit today. A written report will be presented at the next scheduled meeting of the LGB on 15<sup>th</sup> May.

➤ **Ofsted preparedness**

The SPCMAT is producing a guide to help governors in schools with expectations during an Ofsted inspection. Mr. Hunkin is also preparing information for governors in relation to the Pupil Premium, Sports Premium, SEND and School Self Evaluation.

*Action:*

- LA to provide the governors with a copy of the visit report prior to the next LGB meeting.

➤ **Hub Leader Risk Evaluation/Action Plan**

This action plan is reviewed and up-dated termly by the Hub Leader, Richard Lawrence. Headteachers were asked at the SPCMAT 'Governor up-date meeting' last night to share the contents with the members of the LGB.

*Action:*

- *The Risk Evaluation/Action Plan was received by the members of the LGB and will be discussed in more detail at the next meeting.*

➤ **SSIF Maths Audit (Spring)**

The Spring Term SSIF Maths Audit following the recent visit by Karen Brokenshire was presented to the governors.

*Action:*

- To discuss the SSIF Maths Audit at the next LGB meeting (Governors to arrive with any questions/observations).

➤ **Governor Training Record**

PH asked governors to let him know which training events they had accessed over the past months so that he could keep an up-to-date record. LA and EH provided the requested information.

*Action:*

- PH to ask Mrs. Webb for the details of the training she had accessed recently and to up-date his record for staff and governors accordingly.

➤ **Policies**

The following school policies are in need of a review:

- a) Spoken Language Policy
- b) Reading Policy
- c) Writing Policy
- d) Spelling Policy
- e) Handwriting Policy
- f) English as a Foreign Language Policy
- g) Music Policy
- h) NQT Policy
- i) ITT Policy
- j) Modern Foreign Language Policy
- k) Homework Policy

*Action:*

- *PH to email the revised policies to the members of the LGB prior to their next meeting.*

**AOB:**

- i) LA to review the S175 Annual return at the next Headteacher/Chair meeting.