



**MINUTES of the PORTHLEVEN LGC MEETING**

**Monday 25<sup>th</sup> September 2023 6pm @ the school**

Item	Subject	Action
1	<p><b>Governors present:</b> (V = virtual attendance)</p> <p>Amy Claridge (AC) Neil Gunnell, Chair (NG) Rob McKellar (RMc) Marc Talbot (MT) from 7pm</p> <p><i>Also present:</i> Cathryn Andrews, Executive head teacher Dan Clayden, Head of School (DC) Pat Nicholas, Governance Professional</p>	<p><b>Apologies:</b></p> <p>AC was welcomed to the meeting as a new governor.</p>
2	<b>Conflicts of Interest</b>	
2.1	Staff governors declared an interest as paid members of staff. New forms were signed by the governors present.	
3	<b>Approval of minutes from the meeting 3.7.23</b>	
3.1	The minutes of the meeting held on Monday 3 <sup>rd</sup> July 2023 were agreed as an accurate record and signed by the Chair.	
4	<b>Matters arising</b>	
4.1	<p>There were no actions from the previous meeting.</p> <p><b>Item 5.1</b> – There has been no further action on the application to reduce the PAN to 30.</p> <p><b>Item 8.1</b> – Governors will carry out another staff conferencing session this term.</p>	
5	<b>Head teacher’s report - verbal</b>	
5.1	DC and CA led the meeting through the report. The key points discussed were as follows.	
5.2	<p><b>Ofsted inspection &amp; report</b></p> <p>CA explained that the timing of the inspection, so late in the year, was a challenge for staff but they rose above and beyond that challenge.</p> <p>The outcome of the inspection was exactly as the school had expected and it was felt to be a fair and just process, during which the inspectors acknowledged the rapid progress that has been made.</p> <p>The curriculum is in a good place, with lots of elements still to be embedded, and quality first teaching will be a focus going forward. Teachers must be clear on the end</p>	

	<p>goals for children to ensure accurate assessments. It was clear that the inspectors could see the curriculum intent, even though the impact was not evident yet.</p> <p>Local governance was found to be effective, and inspectors noted the levels of experience in a relatively small LGC.</p> <p>Q: Was EYFS a known area for development before the inspection? A: Yes. It was included on the previous RAP which came out of the last SILC visit, but there was not enough time to get to the desired outcome.</p> <p>Q: How are staff in EYFS? A: Support is in place for all staff.</p>	
5.3	<p><b>RAP arising from Ofsted</b></p> <p>The RAP and SDP have been integrated.</p> <p>DC provided an overview for governors on the improvements to the learning environment, which has involved a significant ‘declutter’. Staff have also put a lot of consideration into making the display boards more purposeful, and removing a number that were not needed.</p> <p>Q: How is consistency maintained with the display boards as you move through the classes? A: SLT will agree with teachers what is expected on certain boards e.g., writing and curriculum. Governors heard that ideally the classroom displays should support a working learning environment, and corridor displays used for celebration.</p> <p>Q: How will the school know when this has an impact? A: Staff feel that the school feels calmer already, and in time teachers will ask the children how the displays in their class help them to learn.</p> <p>Q: Is there a typo in the RAP, shouldn’t the date be 2023, and not 2024? A: Yes, this should read 2023. Governors discussed the clear actions under each point.</p> <ul style="list-style-type: none"> <li>Continued professional and personal development (CPPD) will remain a priority for all staff, with an incremental approach, i.e. building skills a little at a time. TAs will have the same input, to ensure that the whole school is working together.</li> </ul> <p>Q: What is a ‘big shift’? A: The Big Shift is about the Improvement of one specific area for non-RAP schools. Therefore as the school has a Rapid Action Plan it doesn’t have a Big Shift on their School Development Plan.</p> <ul style="list-style-type: none"> <li>The Trust is leading on EYFS through ‘Early Excellence’ to produce standard principles/guidance for EYFS so that all schools are using the same approach. There will also be support from the early years lead at Pennoweth.</li> </ul> <p>Q: How can governors monitor that the actions are implemented? A: NG has seen the work completed already and witnessed conversations at staff meetings. Attending staff meetings is very valuable, as it gives governors confidence when discussing the issues with Ofsted inspectors. Governors were invited to attend staff meetings when these matters are discussed.</p>	

	<ul style="list-style-type: none"> <li>CA explained the role of Justine Hocking (JH) in the SILC+ visits. JH is an Ofsted inspector, who is employed by the Trust to support school improvement. JH knows the schools well, is aware of their journey and can see clearly where progress has been made.</li> </ul> <p>Q: Where provision is adapted, will this information be shared with parents? A: Yes.</p> <p>Q: Is the school asking too much of children to, 'know more and remember more'? A: No, it is the school's job to ensure that children retain the core knowledge, and staff can support them to build on this knowledge.</p>	
5.4	<p><b>School Development Plan</b></p> <p>Covered under item 5.3.</p>	
5.5	<p><b>Consultation on SRE</b></p> <p>Q: Was there a consultation with parents? A: Yes, in May 2021, parents were given a copy of the policy and invited to give their views.</p> <p>When SRE is being taught, letters are always sent out beforehand and parents can ask for their child to be removed from the lessons.</p>	
5.6	<p><b>Leadership team &amp; head teacher appointment</b></p>	
	<p>Q: How well is the current leadership working? A: Very well. CA is in school as much as possible, and DC is working hard to drive the school forward. Both CA and DC wished to commend all staff on their hard work.</p> <p>Head teacher interviews will take place on Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> of September. RMc, NG and AC will be involved. 3 candidates have been shortlisted. Governors heard that the current leadership arrangement may need to remain in place until the end of the academic year.</p> <p>(MT joined the meeting at 7pm).</p> <p>NG thanked DC/CA for their report.</p>	
<b>6</b>	<p><b>Pupil outcomes and the curriculum</b></p>	
6.1	<ul style="list-style-type: none"> <li>KS2 Reading results were satisfactory.</li> <li>KS2 writing results were low. The school had external moderation for writing this year, so were confident that the assessments were accurate. Governors heard that writing is still being impacted by the Covid closures, and the school expects an improvement in writing results this year.</li> <li>Maths results are an improvement on the previous year, and there were pupils who missed greater depth (GDS) by only a few marks. DC will provide more detail for the next meeting.</li> </ul>	
<b>7</b>	<p><b>Safeguarding</b></p>	
7.1	<p>Governors were reminded of the importance of the Keeping Children Safe in Education document 2023. Governors present signed a declaration to show that they had read and understood Part Two of the document...' The Management of</p>	

	<p>Safeguarding: The responsibility of governing bodies, proprietors, and management committees.</p> <p>Recent Ofsted inspections at other Trust schools have highlighted the need for all TAs to undergo a prohibition check for safeguarding purposes.</p> <p>Q: Is any face to face or online training for governors planned? A: CA will investigate.</p>	
<b>8</b>	<b>Governor monitoring</b>	
8.1	Governors were encouraged to attend a staff meeting, if at all possible.	
<b>9</b>	<b>Governor training &amp; recruitment</b>	
9.1	Governor Induction training will take place on Tuesday 3 <sup>rd</sup> October 2023 from 5-6pm at Tolvadden.	
9.2	The Trust is hosting a governor conference Saturday 30 <sup>th</sup> September from 9am – 12.30pm at Treloweth School. Flyers had been circulated and governors were encouraged to book their place.	
9.3	Governors heard of a potential governor; NG will make contact once again.	
<b>10</b>	<b>Trust updates</b>	
10.1	The parent and pupil surveys carried out last term will be collated Trust wide for comparison.	
10.2	The management report for the autumn term will be produced in the second half of the term.	
<b>12</b>	<b>Governors impact on the pupils</b>	
12.1	<ul style="list-style-type: none"> <li>● Monitoring staff wellbeing by keeping in touch regularly with the staff and senior leaders; governors attend staff meetings where appropriate.</li> <li>● Ensuring effectiveness by actively seeking and recruiting new governors.</li> <li>● Improving skills and knowledge by attending relevant training.</li> <li>● Supporting the school by taking an active role in the recent changes to the headship arrangements.</li> </ul>	
<b>13</b>	<b>Feedback to the Trustees</b>	
13.1	None.	
	<b>AOB</b>	
	<p><b>Dates of next meetings:</b></p> <p>Monday 20 November 2023 6pm Monday 29 January 2024 6pm Monday 11 March 2024 6pm Monday 13 May 2024 6pm Monday 24 June 2024 6pm</p>	
	Meeting concluded at 7.20pm	

