

Porthleven School
Local Governing Body meeting
Monday 23rd May 2022 from 6.00pm
at school in person

ATTENDING: Neil Gunnell (Chair) Duncan Ratcliffe (Exec Head) Dan Clayden (Head of school) Marc Talbot Ross Williams (Staff governor)		
APOLOGIES : Lorna Kite Rob McKellar		
ABSENT: Rob John Philippa Mina		
In Attendance: Pat Nicholas (Clerk)		
		ACTION
2.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>Welcomes were extended.</p> <p>A warm welcome was extended to MT who had joined the LGB as a community governor.</p>	
3.	<u>REMOVAL OF GOVERNORS</u>	
	<p>Following the last meeting, Jane Law had sent a letter to PM and RJ which included references to the Code of Conduct relating to the section which states; ‘... 6 months non-attendance of meetings in any rolling year, without apologies that are considered acceptable by the Local Governing Body and without other involvement in the life of the school, will result in disqualification’. There had been no response to these letters.</p> <p>The meeting agreed that in both cases, the criteria for disqualification had been met.</p> <p>Action: NG will write to the governors concerned to thank them for their service to the school.</p>	NG

	Governors discussed governor recruitment and agreed to advertise in the school newsletter. It was suggested that another staff governor, ideally from the support staff, could be considered.	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	There were no other issues arising from the previous formal meeting, and the Minutes were duly signed.	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	No matters were raised from the previous meeting.	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	None.	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	Covered under item 3: removal of governors.	
8.	<u>HEADTEACHER'S REPORT</u>	
	<p>The report was made available to all before the meeting and those present confirmed it had been read.</p> <p>The main points discussed were;</p> <ul style="list-style-type: none"> ● DR explained the various staffing issues which had arisen since Christmas. Management time in school had been significantly reduced as a result. DC had resumed a teaching commitment, covering management duties as and when required. DR is in school 3 days per week. Managing staff has taken time to organise, and the school is working hard to get where DR wants it to be in terms of monitoring. In addition, senior leaders are working on a reorganisation of the curriculum, with new writing and phonics schemes. ● Recruitment has brought fewer applicants in recent months, a huge change over the last few years when 80+ applications for a post was not uncommon. Governors were invited to join in the recruitment process. Once dates are finalised, DR will inform governors. ● There has been an ongoing focus on staff wellbeing and workload for staff and progress is being made. ● Health and safety - Richard Coode (Taff) from the Trust estates team and a H&S representative from the County, had carried out a walk round. No major issues had been identified. The report was still to come, this could take time as most schools have undergone similar checks. ● Trackers are being set up for all pupils. When these are in place, senior leaders will report back to governors to show how all the planning fits together. <p><u>Q: Will there be scope to work with other schools?</u></p> <p>A: This can be hard to align as schools are often on different paths. Some elements are similar, but not entirely. There is a possibility that we could link with some.</p> <p><u>Q: Is there adequate space in school to accommodate pastoral support? What are the plans for the ICT suite?</u></p>	

A: Yes, we are hoping to have a room ready for next year. With more and more interventions taking place, space is limited; some staff have been helping by going home to complete online training.

The ICT suite is used less and less now we have the chromebooks so it is not essential, and could be a space we can use more efficiently. Ideally it could be a workspace for staff during their PPA time.

Q: What is the expectation for attendance overall?

A: 96-96.5 %. Attendance is low currently due to the high numbers of covid cases.

Q: Under 'quality of education' - Y5 data is low across the board?

A: There are significant issues within the cohort, which the school is aware of and addressing. This has been the same throughout their time in school, for various reasons, including a number of different teachers and supply cover.

Q: Are you expecting pupils to make 4 points progress this year?

A: There is progress to be made but should be very close to 4 points. The implementation of the new writing scheme is already having an impact.

Q: Are the results close to pre covid levels?

A: The last SATs were 3 years ago. Ofsted are now less concerned with internal data, and will look to the standard of work in the children's books to measure progress.

Q: Is moderation taking place?

A: Yes, reading and writing is moderated with other schools, and with teacher assessment, so there are many good comparators to check the validity of the data.

Q: How is the progress for SEN and pupil premium children?

A: This is slightly below average. DR explained that demographically there should be more families eligible for pupil premium. There are families not claiming the benefits they are entitled to due to UIFSM. Schools can get permission from parents to check their eligibility by using their national insurance number. There are fewer service families, and those are very settled with little mobility. With service families, the pastoral support tends to be for those where parents are separated, and no longer eligible for the grant funding, rather than those where parents have been deployed.

Q: Do we have joint figures for SEN/Pupil Premium?

A; We have children under both, but don't track separately, as there is no real advantage in the knowledge for teachers.

Q: Is Read, Write, Inc. (RWI) having an impact?

A: Yes. A very clear scheme, ensuring that pupils are more secure with phonics, with lots of rigour and interventions in place. The school plans to have a TA with a strong knowledge in phonics released to focus on specific children to get them back on track.

Q: How can governors monitor the SDP effectively?

A: Currently LK links to English, RMc to Maths and NG to curriculum. MT was invited to choose his focus. Currently there was a drive to monitor progress on the SDP through SLT meetings, and this was working well because of the depth and quality of conversation and debate, and support was very impressive. Governors will work with subject leads, visiting and monitoring what happens in the classes, and linking to the priorities.

Q: With high energy costs, is there an expectation of high winter heating costs for next year, with the need for increased ventilation?

The schools have a low price deal for another year through the trust, but no information on prices after that.

NG thanked DR for his report.

9.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	NG looked at the Single Central Record (SCR) with the new admin officer. NG was impressed with the efficiency of the checking of paperwork, and the introduction of a record to show when the SCR is checked.	
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	Covered under item 8: head teacher's report	
11.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<ul style="list-style-type: none"> ● Safeguarding – Covered under item 9: safeguarding governor's report ● Other – 17.3.22 SDP (NG) 	
12.	<u>FOCUS ITEMS AND UPDATES</u>	
	<ul style="list-style-type: none"> ● Progress on School Development Plan- Covered under item 8: head teacher's report ● Head's assessment of school against OFSTED criteria - this was completed last term. Action: DR to produce a report for governors before the end of term. ● Media literacy - NG asked how young people know which information they can trust when using the internet or conducting research. DR explained that this is largely covered in PHSE lessons, and can be particularly difficult when children have social media accounts which are not age appropriate. ● Questions for Governors from DOE website. NG encouraged governors to be familiar with these, so they can be confident in their responses. 	DR
13.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> ● Monitoring standards and ensuring knowledge of school priorities by carrying out SDP monitoring visits. ● Supporting effective recruitment by taking an active role in interviews. ● Keeping in touch with day to day matters; the Chair meets regularly with the head teacher. ● Supporting senior leaders by attending SLT meetings. 	
14.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	None.	
15.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None.	
16.	<u>DATES OF FUTURE MEETINGS</u>	

	<p>The next formal LGB meeting would be arranged for next term.</p> <p>A meeting will be held to look at EYFS with the class teacher and governors.</p> <p>The meeting concluded at 7.10pm.</p>	
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<u>SUMMARY OF ACTIONS</u>		
Action	Responsible Person[s]	Date for Completion
<ol style="list-style-type: none"> 1. NG will write to the governors concerned to thank them for their service to the school. 2. DR to produce a report for governors on his assessment of the school against the Ofsted criteria before the end of term. 	<p>NG</p> <p>DR</p>	<p>6.6.22</p> <p>22.7.22</p>

Chair's Signature _____ Date _____