



NOTES of the PORTHLEVEN LGC MEETING

Monday 20th November 2023 6pm @ the school

Item	Subject	Action
1	<p>Governors present: (V = virtual attendance)</p> <p>Neil Gunnell, Chair (NG)</p> <p><i>Also present:</i> Cathryn Andrews, Executive head teacher Dan Clayden, Head of School (DC) Pat Nicholas, Governance Professional</p>	<p>Apologies:</p> <p>Amy Claridge (AC)</p> <p>ABSENT: Rob McKellar (RMc) Marc Talbot (MT)</p>
	The meeting was not quorate, but those present agreed to continue in order to share information.	
2	Conflicts of Interest	
2.1	Staff governors declared an interest as paid members of staff. No new interests were declared.	
3	Approval of minutes from the meeting 25.9.23	
3.1	The approval of the 25.9.23 minutes was deferred to the next meeting.	
4	Matters arising	
4.1	This item was deferred to the next meeting.	
5	Head teacher's report	
5.1	DC and CA led the meeting through the report. The key points discussed were as follows.	
5.2	<p>Head teacher recruitment</p> <p>Q: What is the plan going forward? A: The advertisement will be put out again after the Christmas break, with a view to recruit for September. This should enable the required notice period to be given. While not an ideal situation, the meeting heard that the leadership of the school is currently stable and in a good position to take the school through the remainder of the year.</p>	
5.3	<p>Management Report to Governors – Autumn 2023</p> <p>Q: Has there been a complaint this term? A: No, this relates to the summer term.</p> <p>Q: Why is the health and safety training low? A: The staff had a lot of training to catch up on compared to the original Crofty schools, however the figures will have improved since the report was published.</p>	

	<p>Q: Attendance? A: This is much improved this term, however an extended holiday taken has affected the figures.</p> <p>There are EHCP referrals pending, which is why the figures seem low. There are Educational Psychologist (EP) reports awaited from September last year and this has held up the process. CA explained that an EHCP does not equate to a member of staff, as the top up funding does not provide enough money.</p> <p>Q: Are there still issues with support staff recruitment? A: Yes, it can be difficult, however this is a nationwide problem.</p>	
5.4	<p>Rapid Action Plan – HT’s report on progress</p> <p>Q: Why have governors not had a copy of the RAP? A: There has been a new RAP since the last meeting. CA was happy to share her notes from the next meeting on the 21st with governors.</p> <p>CA explained the significant differences in the new RAP, and while significant progress had been made in some areas, there was still work to be done. There was a discussion about the culture of the school, and how the governors could support the staff.</p> <p>Q: How does the school improve a child’s reading skills if they don’t read at home? A: Staff know the children well and work hard to improve their reading experiences in school.</p> <p>Much has been done to improve the EYFS classroom environment; governors were made aware that this area needs the most rapid progress. Staff are fully engaged in the process, and there are clear goals to work towards.</p>	
5.5	<p>SILC reports/feedback</p> <p>Covered earlier in the meeting.</p>	
	<p>NG thanked DC/CA for their report.</p>	
6	<p>Pupil outcomes and the curriculum</p>	
6.1	<p>DC had prepared a PowerPoint; this will be shared with governors. DC explained some examples of particular success.</p> <p>There was a discussion about the impact of the disapplying children, and the challenges this produced. Actions were discussed for improving outcomes across the curriculum.</p>	
7	<p>Safeguarding</p>	
7.1	<p>Governor training This item was deferred until next meeting.</p>	
8	<p>Governor monitoring</p>	
8.1	<p>It was agreed that NG arrange meetings with staff for early in the spring term; DC will provide some suitable dates.</p>	
8.2	<p>CA suggested that governors hold a quick phone call or Teams meeting with subject leads if a school visit is a problem, and hold a series of meetings rather than one</p>	

	lengthy visit. Governors were invited to attend SLT meetings as part of their monitoring.	
9	Governor training & recruitment	
9.1	Governor Hub The meeting dates have now been added and all governors were encouraged to log in. NG has also added folders for documentation. DC's presentation will be added to the portal.	
9.2	Terms of office This item was deferred until next meeting.	
9.3	Governor conference presentations All presentations from the conference are available on the Governor Hub.	
9.4	Governor recruitment A prospective governor had withdrawn their application. Efforts continue to recruit a staff governor.	
10	Trust updates	
10.1	Chairs meeting – 10 th October. There were no updates for the meeting.	
12	Governors impact on the pupils	
12.1	<ul style="list-style-type: none"> ● Monitoring staff wellbeing by keeping in touch regularly with the staff and senior leaders; governors attend staff meetings where appropriate. ● Ensuring effectiveness by actively seeking new governors. ● Improving skills and knowledge by attending relevant training. ● Supporting the school by taking an active role in the recent changes to the headship arrangements. 	
13	Feedback to the Trustees	
13.1	This item was deferred until next meeting.	
	AOB	
	Dates of next meetings: Monday 29 January 2024 6pm Monday 11 March 2024 6pm Monday 13 May 2024 6pm Monday 24 June 2024 6pm	
	Meeting concluded at 7.35pm	