

Porthleven School Local Governing Body meeting
Monday 10th October 2022 from 6.00pm
at school

<p>ATTENDING:</p> <p>Dan Clayden (Head of school) Neil Gunnell (Chair) Rob McKellar (Vice Chair) Duncan Ratcliffe (Head teacher) Marc Talbot Ross Williams (Staff governor)</p> <p>APOLOGIES : Received and accepted from Lorna Kite.</p> <p>In Attendance: Pat Nicholas (Clerk)</p>		
		ACTION
2.	<p><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p>	
	<p>Welcomes were extended.</p> <p>Staff governors declared an interest as paid members of staff. New forms were circulated for completion.</p>	
3.	<p><u>ELECTION OF CHAIR & VICE CHAIR</u></p>	
	<p>NG was nominated to continue as Chair; the nomination was accepted, seconded and the vote was unanimous.</p> <p>RMc was nominated as Vice Chair; the nomination was accepted, seconded and the vote was unanimous.</p>	
4.	<p><u>MINUTES FROM THE 23.5.22 MEETING AND MATTERS ARISING</u></p>	
	<p>The minutes from the meeting held on the 23.5.22 were agreed as an accurate record and signed by the Chair.</p> <p>Item 3: NG had written to the governors concerned and both were happy to step down.</p> <p>Item 8: The health and safety report has not yet been received, however members of the Crofty estates team have visited the school to carry out due diligence.</p>	

	<p>Item 12: DR was asked to produce a report outlining the head's assessment of the school against the OFSTED criteria. DR explained that the SDP (School Development Plan) covers most of the information that governors would require in the report.</p>	
5.	<p><u>FEEDBACK FROM THE TRUST BOARD</u></p>	
	<ul style="list-style-type: none"> ● No matters were raised from the previous meeting. ● Crofty MAT next steps- NG and DR met with Simon Hague, Crofty CEO and Tamsin Lamb, Crofty Director of Education last term, and there is a meeting at Pencoys School on the 20th of October for SPCMAT and Crofty Chairs and Head teachers. MT agreed to attend during a visit to the school on the 1st November by the Crofty Trust Board Chair and Vice Chair. 	
6.	<p><u>FEEDBACK FROM THE FORUM</u></p>	
	<p>None.</p> <p>Governors discussed the relationship with stakeholders and how the school could develop this going forward.</p>	
7.	<p><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></p>	
	<p>There had been no newly appointed governors since the last meeting.</p> <p>RJ and PM have resigned since the last meeting.</p> <p>A potential new governor was discussed, and NG agreed to arrange a meeting.</p>	
8.	<p><u>HEADTEACHER'S REPORT</u></p>	
	<p>The report was circulated in advance of the meeting.</p> <p>The main points discussed were;</p> <ul style="list-style-type: none"> ● DR updated governors on progress with the move to Crofty MAT. Heads are joining in with the Crofty MAT regular heads meetings, with each having a particular focus e.g. teaching and learning at the last meeting on the 20th September. DR feels that this idea of sharing common principles across all the schools is a useful approach. ● There will be new Crofty MAT policies to implement in the schools, which could take time, but there could be more scope for bespoke school policies. ● The Crofty SIP, Linda May, visited the school on the 6th October. There was a discussion around the curriculum and the wording used. ● The SDP priorities will be addressed through three focussed 'big shifts' across the year, one each term. The focus will include a rapid action plan that must show an impact is being made within 6 weeks. ● Spending will be put on hold for the second half of the autumn term, to allow the smooth financial handover to Crofty MAT. This is likely to be stressful for staff. The meeting heard that SPCMAT is one of a very few MATs which are in a good financial position when they are dissolved. This allows the current budget to be run without change for the remainder of the year. Crofty MAT will have some funding from SPCMAT to support its new member schools. ● DR explained the school improvement system with Crofty, consisting of a School Improvement Learning Cluster, with 4 schools in each. The schools within the group visit each other at least once per term, and the groups change every year. 	

	<p>Q: How are the staff feeling about the move?</p> <p>A: Overall, the staff have no issues with moving to the Crofty MAT. The feeling is one of 'evolution' not 'revolution'.</p> <p>Q: What are the main concerns regarding attendance?</p> <p>A: Attendance is an issue with specific families only. DR expressed concern that the actions so far are not having the impact that the school would want. There is a meeting planned with the EWO (Education Welfare Officer).</p> <p>Q: Is this reflected as part of the concern report?</p> <p>A: Yes, although the data is just for this term so far.</p> <p>Q: In the pupil numbers information, what is 'Single reg.'?</p> <p>A: This means the numbers who are only registered at Porthleven. Some children are 'dual registered', which means they are registered at more than one school or other educational establishment.</p> <p>Q: Are holidays having an impact on the attendance figures?</p> <p>A: The figures are for this term only, and are usually above national averages by the year end, the school expects the percentages to improve as the year goes on.</p> <ul style="list-style-type: none"> • The new pastoral strategies, which are designed to help pupils to regulate their emotions, were explained to the meeting. • There will be a focus on standards in KS1; KS2 reading is strong. <p>NG thanked DR for his report.</p>	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	<p>There was no report available for this meeting.</p> <p>NG will be visiting in the next half term to monitor the SCR (Single Central Record).</p> <p>A video entrance phone is being installed for the main entrance and is planned for the entrance to the children's centre.</p> <p>Governors had received the updated information for September 2022 regarding the 'Keeping Children Safe in Education' document. 'The Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees' and governors had signed the declaration to state that they had read the information.</p>	
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	Covered under item 8: head teacher's report	
11.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	None.	
12.	<u>FOCUS ITEMS AND UPDATES</u>	
	<ul style="list-style-type: none"> • Operational Risk Register - this will be put on hold pending the move to Crofty MAT. • School Development Plan - covered under item 8; head teacher's report. 	

	<ul style="list-style-type: none"> ● Curriculum Progress Meetings - these will be finalised after the October 20th Chairs and Heads meeting. ● Governor Training - ongoing. 	
13.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> ● Maintaining good relationships with the school by keeping in touch with day to day matters; the Chair meets regularly with the head teacher. ● Supporting senior leaders by forming a panel for a complaints hearing. ● Ensuring effectiveness by actively seeking new governors. ● Updating knowledge and ensuring effective support for senior leaders by attending the meeting with chairs and heads. 	
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>	
	Monday 6th February 2023 - formal meeting Monday 15th May 2023 - formal meeting The meeting concluded at 7pm.	

<u>SUMMARY OF ACTIONS</u>		
Action	Responsible Person[s]	Date for Completion

Chair's Signature _____ Date _____