



MINUTES of the PORTHLEVEN LGC MEETING

Monday 3rd July 2023 6pm @ the school

Item	Subject	Action
1	<p>Governors present: (V = virtual attendance)</p> <p>Neil Gunnell, Chair (NG) Rob McKellar (RMc) Duncan Ratcliffe, Head teacher (DR) Marc Talbot (MT)</p> <p><i>Also present:</i> Pat Nicholas, Governance Professional Dan Clayden, Deputy Head (DC)</p>	<p>Apologies:</p> <p>Ross Williams (RW)</p>
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 22.5.23	
3.1	The minutes of the meeting held on Monday 22 nd May 2023 were agreed as an accurate record and signed by the Chair.	
4	Matters arising	
4.1	<p>There were no actions from the previous meetings.</p> <p>Item 3: Crofty MAT monitor progress and this is included in the SDP, but governors should be monitoring this process. The meeting heard that most actions are relatively easy to resource and implement, but it's useful for governors to be aware. Ofsted inspectors are likely to ask local governors how they know that the school is improving. NG asked to be involved in the feedback to staff following these SILC visits, citing the value in the quality of the conversation, and observing the staff reaction first hand.</p> <p>Q: Does the Trust choose the focus of the SILC and SILC+ visits? A: No. The school picks the focus of the visit, and the verbal feedback comes from all the professionals involved and is then reported back to TL.</p> <p>Item 10: There are no updates on governor training, but it will be on the agenda for the Chairs meeting on the 4th July.</p>	
5	Head teacher's report – new Trust format	
5.1	<p>DR led the meeting through his report. The key points discussed were.</p> <ul style="list-style-type: none"> The SILC monitoring visit went well; EYFS and subject knowledge are the focus for Ofsted. DR will share the report with governors as soon as it arrives. 	

	<ul style="list-style-type: none"> • The school was externally moderated for KS2 writing – the assessment scores were agreed by the moderator to be accurate. DR explained the impact of home learning during Covid, and the impact on children’s progress in writing. • As part of the school’s Ofsted preparation, Crofty arranged a mock Ofsted call with Justine Hocking. DR now has guidance on the key information he needs to share during the initial phone call with the inspector. • Staffing changes were explained. The school was not able to appoint a head teacher during the latest recruitment drive. As an interim arrangement from September, Cathryn Andrews, Head at Pennoweth will become executive head, with DC as Head of School. Jessica Morris will move from Roskear to become assistant head (AHT), and Louise Figgins will become an AHT. <p>Q: How much time will CA spend in school? A: CA plans to be in school one day a week, and the day of the week will vary.</p> <ul style="list-style-type: none"> • The behaviour policy has been reviewed and shared with parents. A copy of the behaviour support plan will be shared with governors. • The summer term management report to governance was discussed. This compares the Crofty schools of a similar size (described as medium schools) on such data as pupil premium, SEND and attendance. Pupil premium and free school meals are lower in comparison, with a higher number of service children. This could be because service families in Cornwall tend to be less transient. • A reduction of the school’s PAN to 30 is being considered for September and this has the support of the trust. • Attendance is improving. There has been a considerable improvement this term and figures are now closer to national averages. Persistent absence is 16% against 22% last year. Attendance for pupil premium and SEND children is lower than national averages. • There appears to be four times as many concerns as the same time last year. This is because the system skews the numbers e.g., one concern which highlights home issues and e-safety would be recorded as two concerns on the system. • H&S – governors discussed the reporting of ‘near-misses’. • Staffing levels were discussed and now meet the needs of the school; however, this means an increase in staffing costs next year. 	
5.2	Crofty Management report Covered under 5.1.	
5.3	Behaviour policy update Covered under 5.1.	
5.4	PE review/Sports Premium	

	The information was not available for this meeting.	
5.5	NG thanked DR for his report.	
6	Pupil outcomes and the curriculum	
6.1	Phonics Screening results for Y1 were 90%. All Y2 pupils who needed to re-take the test this year passed (100%). Q: Has Read, Write, Inc (RWI) made a difference? A: While heavy on resources and time, RWI has had an impact. Children are more confident readers, and there is rigour and consistency in the way comprehension is taught in KS2. KS2 SATS results will be published on Tuesday 11 th July.	
7	Safeguarding	
7.1	The s157 has been submitted and a copy will to be sent to NG.	
8	Governor monitoring	
8.1	RMc and NG met with staff following the staff meeting earlier in the day and agreed to repeat the process early next term. Staff are pleased with Crofty MAT overall and appreciate the support they receive. Some concerns were raised but these should resolve themselves over time. Staff let DR know that the conversations with governors were appreciated.	
9	Governor training	
9.1	The next Trust Chairs' meeting is on Tuesday 4 th July at 5.30pm online. There was no new training information available at the meeting.	
10	Trust updates	
10.1	New Head teacher appointment Covered under 5.1.	
10.2	Expenses policy Governors received and noted the updated Crofty travel and expenses policy.	
10.3	Trust Board minutes 31/3/2023 & 16/05/2023 Governors received and noted the Trust Board minutes as presented.	
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 and recruiting new governors. ● Improving skills and knowledge by attending relevant training. ● Supporting the school by taking an active role in the recent head teacher recruitment. 	
13	Feedback to the Trustees	
13.1	None.	

	<p>AOB</p> <ul style="list-style-type: none"> • A prospective governor has experienced delays in getting her DBS and other checks completed. Governors will be looking to recruit a staff governor, and another community governor. There was a discussion around the recruitment process for governors. • Governors offered their thanks and best wishes to Ross Williams. • PN shared information from the Trust around LGC meeting dates. It indicates a 3 week block each half term, which aims to avoid clashes with Chairs' and clerks' meetings and training events provided by the Trust. 	
	<p>Dates of next meetings:</p> <p>Monday 25 September 2023 6pm Monday 20 November 2023 6pm Monday 29 January 2024 6pm Monday 11 March 2024 6pm Monday ? May 2024 6pm Monday 24 June 2024 6pm</p>	
	<p>Meeting concluded at 7.30pm</p>	