

## Godolphin

### Local Governing Body meeting

Thursday 10<sup>th</sup> October 2019

4pm at Godolphin School

<p><b>1. <u>ATTENDING :</u></b></p> <p>Becky Hosking (Vice Chair) Emma Ivey (Chair) Sarah Knight Dr Joe Pickles Steve Polglase Lucy Wandless (Executive head teacher)</p> <p><b>In Attendance:</b> Pat Nicholas (Clerk to the Governors)</p>		
<p><b>2. <u>APOLOGIES :</u></b></p> <p>Received and accepted from Antony Foden, Pam Forrester and Holly Williams.</p>		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTEREST</u></b>	
	Staff governors declared an interest as paid members of staff. New declaration forms were completed by the governors present.	
<b>4.</b>	<b><u>ELECTION OF CHAIR &amp; VICE CHAIR</u></b>	
	Mrs Ivey was nominated to continue as Chair; the nomination was accepted, seconded and the vote was unanimous.  Mrs Hosking was nominated to continue as Vice Chair; the nomination was accepted, seconded and the vote was unanimous. Mrs Ivey took the Chair at this point.	

5.	<p><b><u>MINUTES FROM THE 27.6.19 MEETING AND MATTERS ARISING</u></b></p>	
	<p>The minutes of the 27.6.19 meeting were accepted as an accurate record.</p> <p>Matters Arising:</p> <p>Item 4: There had been one potential Community Governor who had completed the forms for approval at the next Trust Board meeting. Governors would continue to work on finding others by approaching members of the local community.</p> <p>Item 6: The Trust had arranged Tier 2 training for all governors, which would take place on the Wednesday 20<sup>th</sup> November 2019. Governors were also made aware of the training provided by the Diocese. Bex Couch, the governance development officer for the Diocese, was very aware of SPCMAT's setup and would be able to accommodate our particular needs.</p> <p>Item 9: Transition had been very successful. Parents were given a one to one opportunity to ask questions, and were able to attend the early settling in sessions. Parents appeared to be more relaxed talking to staff. Transition began much earlier in the year, and staff visited other preschools that the children attended. Mrs Wandless agreed to talk with staff about a possible buddy system for YR.</p> <p>Item 17: How was the new class structure working? This was working well. Mrs Knight explained that the planning took longer with 3 year groups, but was confident that this would improve with time. There was also support available from teachers from within the Trust with the same class set up.</p> <p>Item 17: Mrs Ivey had carried out a pupil conferencing session with the children, and was happy that they knew what <i>was</i> bullying and what <i>was not</i>, and could find no suggestion that it was happening in school.</p>	
6.	<p><b><u>FEEDBACK FROM THE TRUST BOARD</u></b></p> <p>Mrs Wandless advised that governors that following a recent heads group meeting, schools and governors were asked to refer to SPCMAT as 'the Trust', and not as 'the MAT', to reflect our commitment to our co-operative values.</p> <p>In addition, Mrs Bryant, previously known as 'CEO' would like to be known as 'Executive Leader' to reflect her status as an educator, rather than a business manager, which the title 'CEO' suggested. Similarly, Mr Lawrence would be known as the 'Deputy Executive Leader'.</p>	
7.	<p><b><u>FEEDBACK FROM THE FORUM;</u></b></p>	
	<p>There was no feedback for this meeting; the next Forum meeting date would be arranged.</p>	
8	<p><b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u></b></p>	
	<p>There was one prospective community governor, Mr Richard McKie, awaiting approval by the Trust.</p> <p>Donna Williams had resigned.</p>	

9.	<b><u>HEADTEACHER'S REPORT</u></b>	
	<p>Mrs Wandless' report was circulated by email in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> <li>• Under leadership roles and responsibilities, Mrs Knight was noted as Literacy lead; this should also include staff governor, KS1 Lead and Deputy Designated Safeguarding Lead. Mrs Wandless apologised for the omission.</li> <li>• Attendance for 2018-19 was 95.86%, absence therefore was 4.14%, roughly in line with the national average of 4%. The meeting discussed specific families and year groups where attendance was being monitored. Persistent absenteeism (PA) i.e. 90% attendance or below, was at 3.66% against national averages of 4.8% which was a positive picture.</li> <li>• Regular lateness would be monitored.</li> </ul> <p>Q: What can the school do?</p> <p><b>A: Action - Mrs Wandless will explain the importance of punctuality to parents and ensure it was shared on the school newsletter.</b></p> <ul style="list-style-type: none"> <li>• Following advice from Mark Lees, the size of the School Development Plan (SDP) had been reduced. The school was in a strong position, so honing in on reading, writing and maths, particularly children capable of achieving greater depth would be a priority. The new Ofsted framework would focus on reading, and the PTA were helping the school to get funding to revamp the library (that said, there were funds in the school budget to purchase reading books). There were plans for a book swap with Garras.</li> <li>• The new class structure was settling well.</li> <li>• Mrs Knight was working to gain "Eco warrior" status for the school with a small group of children.</li> <li>• YR &amp; Y1 were no longer working on their topic. Miss Bradbury had been inspired at a training course led by Alistair Bryce-Clegg, who felt that for early years the topic doesn't work, and the learning should be led by the children.</li> </ul> <p>Mrs Ivey thanked Mrs Wandless for her report.</p>	LW
10.	<b><u>HEALTH &amp; SAFETY UPDATE</u></b>	
	<p>Dr Pickles agreed to take on the H&amp;S governor responsibility. Richard Coode from the Estates team and Matt Grainger from the County had carried out an H&amp;S visit; no report had been received as yet.</p>	
11.	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	
	<p>There was no report for this meeting as the safeguarding governor was absent.</p> <p>Governors had received the updated information for September 2019 regarding the 'Keeping Children Safe in Education' document i.e. <b>'The Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees'</b> and governors present signed the declaration to state that they had read the information.</p>	
12.	<b><u>STRUCTURED QUESTIONS</u></b>	

<p><u>Communication:</u></p> <p>Q: Could class teachers allocate time slots so that parents can have time to see them?</p> <p>Q: Could parental consent for trips be managed using the text service?</p> <p>Q: Could the parent assemblies/workshops be resumed?</p> <p><b><u>Q: Was the website up to date?</u></b></p> <p><u>Outcomes</u></p> <p><b><u>Q: What has helped with the higher than average greater depth scores for KS2?</u></b></p> <p><b><u>Q: How does the school plan to address the lower than average results in KS1 greater depth writing and maths?</u></b></p>	<p>A: Mrs Wandless was not aware of any issues with parents who were not able to see their child's class teacher. However this would be monitored closely.</p> <p><b>Action: Mrs Wandless agreed to include information on the newsletter, that parents can ring or email the school office and request to see a teacher.</b></p> <p>A: Teachers 2 Parents did have a 'reply' function, which could suit the purpose, but this would need to be investigated.</p> <p>A: Yes, parent assemblies, but they would need to have a focus, e.g. phonics or worked into a MacMillan coffee morning. Parent workshops were not a priority at present while the new class structure was becoming settled, however, it could be a possibility in the spring term.</p> <p><b><u>A: The website had been updated over the summer, and could include a 'letters home' section for parents. The website calendar could be used more widely to show dates of activities in which the children were involved.</u></b></p> <p><b><u>A: This had been a focus, and the school had used gap analysis to identify the support that was needed. The results were further helped by a strong team, sharing good practice, and access to the Trust's maths group.</u></b></p> <p><b><u>A: Small cohorts skew percentages. In addition to this there were difficulties identifying potential in the younger children, because of the differences in the curriculum between EYFS and KS1. This would be monitored closely. The next INSET training on the 18<sup>th</sup> October</u></b></p>	<p>LW</p>
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		<u>would focus on what greater depth looked like for each year group.</u>	
<b>13.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>		
	There had been no monitoring visits since the last meeting. Dates would be arranged.		
<b>14.</b>	<b><u>FOCUS ITEMS AND UPDATES</u></b> <ul style="list-style-type: none"> <li>• <u>Operational risk register</u></li> </ul> <p>Changes were made to reflect the lower pupil numbers, and were shared with the meeting.</p> <ul style="list-style-type: none"> <li>• <u>Governor responsibilities</u></li> </ul> <p>Safeguarding - Mrs Williams  Whistleblowing - Mrs Ivey  SEND - Mrs Hosking  Looked After Children - Mrs Hosking  Pupil Premium - Mrs Hosking  Health &amp; Safety - Dr Pickles</p> <ul style="list-style-type: none"> <li>• <u>Pupil numbers</u></li> </ul> <p>Covered under the head teacher's report.</p> <ul style="list-style-type: none"> <li>• <u>Preschool</u></li> </ul> <p>The preschool numbers were low at present, but this was not unusual early in the autumn term. New children were due to join the preschool, but not as many as the committee would like. The AGM was planned for Monday 14<sup>th</sup>, but Mrs Ivey feared they would struggle to elect a full committee, and asked once more if the school could provide an update on the current situation. Mrs Wandless felt it would be prudent to await the outcome of the AGM before further discussion on the matter.</p>		
<b>15.</b>	<b><u>IMPACT &amp; EFFECTIVENESS OF LGB SINCE LAST MEETING</u></b>		
	<ul style="list-style-type: none"> <li>• Regular meetings took place between the Chair and the Head teacher.</li> <li>• Monitoring was carried out in the school regularly.</li> <li>• The clerk had attended training with the diocese on the 2<sup>nd</sup> July.</li> <li>• Governor responsibilities had been agreed for this year.</li> <li>• A potential new community governor had been recruited.</li> </ul>		
<b>16.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>		
	None.		
<b>17.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>		
	None.		

<b>18.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	Wednesday 26 <sup>th</sup> February 2020 - 4pm LGB (formal) Wednesday 17 <sup>th</sup> June 2020 - 4pm LGB (formal)  Trust Board meetings for 2019-20 <ul style="list-style-type: none"><li>• 31 October 2019</li><li>• 19 March 2020</li><li>• 09 July 2020</li></ul>	

The meeting concluded at 6.15pm

**Chair's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_