

Godolphin

Local Governing Body meeting

Monday 2nd March 2020

4pm at Godolphin School

<p>1. <u>ATTENDING :</u></p> <p>Antony Foden Pam Forrester Becky Hosking (Vice Chair) Emma Ivey (Chair) Sarah Knight Richard McKie Dr Joe Pickles Steve Polglase Lucy Wandless (Executive head teacher) Holly Williams</p> <p>In Attendance: Pat Nicholas (Clerk to the Governors) Kevin Thomas, Link Trustee</p>		
<p>2. <u>APOLOGIES :</u></p> <p>None.</p>		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTEREST</u>	
	Staff governors declared an interest as paid members of staff.	
5.	<u>MINUTES FROM THE 10.10.19 MEETING AND MATTERS ARISING</u>	
	An amendment relating to the governors' declaration of the 'Keeping Children Safe in Education' document was added to the minutes <i>after</i> circulation to the governors.	

	<p>With this amendment, the minutes of the 10.10.19 meeting were accepted as an accurate record.</p> <p>Matters Arising:</p> <p>Item 9: Mrs Knight had registered the school for Eco-School status as part of Cornwall's Green Charter to tackle climate change, and with a 'Surfers Against Sewage' scheme.</p> <p>Item 12: There was a 'reply' function on the school's text messaging service. (Teachers 2 Parents)</p>	
6.	<p><u>FEEDBACK FROM THE TRUST BOARD</u></p> <p>None.</p>	
7.	<p><u>FEEDBACK FROM THE FORUM;</u></p>	
	<p>There was no feedback for this meeting; the next Forum meeting date would be arranged. An explanation of the Forum was given for the benefit of new governors.</p>	
8	<p><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u></p>	
	<p>Mr Richard McKie, newly appointed community governor, was welcomed to the meeting.</p> <p>Mrs Nicholas advised the LGB that, under the Scheme of Delegated Authority (SoDA) there were too many staff governors. The meeting agreed to address this at the next LGB meeting.</p>	
9.	<p><u>HEADTEACHER'S REPORT</u></p>	
	<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"> • Attendance reports were shared with the meeting, one with YR and one without YR. Governors noted that for the current academic year, there was no difference, a change from previous years where the YR figures had an impact on the overall attendance. Overall the figure was below national averages (96%) at 95.68%. • The School Summary Document (Jan 2020) showed that the rate of overall attendance was high when compared with similar schools. PA (persistent absenteeism) was below national averages, but remains a cause for concern. • There had been an increase in term time holiday requests, but these were not authorised. Governors heard that the Trust had plans to implement a policy where no holiday leave would be authorised, and anything over 5 days would incur a fine. This would be raised at the next heads meeting for clarification, then a letter would be sent to parents. Fines may not stop the term time holidays, however, it was something that the schools needed to address. The school received support for PA from the EWO (Education Welfare Officer) and the EHH (Early Help Hub). • The school had a new EWO who was looking to implement stricter follow up procedures. He planned to meet with families whose attendance was under 95%, and had provided lots of resources for the school such as 'traffic light letters'. These letters were sent to parents to report on their child(ren)'s 	

attendance. Red letters for attendance less than 90%, Amber for 90 – 95.99% and Green for 96% and above. There was also a letter to report on lateness. Governors agreed that it was positive to have a green letter to acknowledge good attendance and also where attendance was improving.

Q: Could it be explained in the school newsletter about the difficulties of settling back in to school and social groups after a long absence?

A: Yes

Q: Was there an expectation of good attendance?

A: Yes. The Home School Agreement that parents and pupils signed when they started at the school contained a paragraph stating that the parents would ensure that their child attend school regularly and on time.

Q: Where there any class or individual rewards for attendance?

A: There were certificates for good attendance, but there was a concern that these could be perceived as unfair if a child were ill for a considerable length of time.

- Mr Snook's PE report would be sent out to governors.
- Mrs Knights fed back to governors on the ongoing Oracy training she was attending, which explored how to promote, develop and embed purposeful talk to enable the children to accelerate and deepen their learning. Reading would be a focus; the refurbishment of the library area was completed over half term, purchase new books and furniture, and making a cosier area to enjoy reading in. Governors expressed their thanks to Mr Ratcliffe at Mullion Primary who gave the school lots of books which were surplus to requirements after the reading scheme was changed.

Q: Year 2 progress in reading?

A: This was a small cohort, and often the jump from Y1 and the change in expectation, could be a struggle for some children. While the figures looked poor the children were making progress, staff knew where the children were on their journey, and could identify the key areas for improvement.

Q: Reading Progress overall?

A: Reading is generally good, and recent Ofsted inspections in the Trust have demonstrated that we must get reading right. There was lots of parent support with reading, and recent training had inspired the staff.

Q: Boys reading? The Y6 cohort were making good progress, but as some were not at ARE (age related expectation) at the end of KS1, the school understood the reasons for the 50% figure. KS1 data was much more solid and secure now, and there had been some mobility in the cohort. Interventions were in place and the impact of those measured.

Q: Was the number on roll a concern?

A: There were only 6 first choice applications for YR in September 2020, and 9 Y6 would be leaving, so the number would remain at 80. There have been other potential pupils visiting. The YR numbers for September do not include late applications.

Q: Would this number of pupils have an impact on future budgets?

A: The current budget was based on 86 pupils, but would be affected by having 80 pupils.

	Mrs Ivey thanked Mrs Wandless for her report.	
10.	<u>HEALTH & SAFETY UPDATE</u>	
	<p>Safety of school fixtures & fittings – A copy was provided for Dr Pickles. The meeting heard that Matt Grainger, a County H&S officer, had carried out a check for each Trust school. The report had not yet been received.</p> <p>Steps – The work had been completed on the steps to the Emeralds class. The children had made cards for the caretaker and his team and they were very touched by it.</p> <p>Lockdown policy - Lockdown procedures were the opposite of fire drills and other evacuation procedures, and needed to be in place as a response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school e.g. civil disturbance, air pollution or other toxic gases, dangerous animals roaming loose. The draft was in progress, and would be circulated to governors.</p>	
11.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	<ul style="list-style-type: none"> • The S157 audit was due by end of term – Mrs Wandless had made a start and would meet with Mrs Williams to discuss it. Mental health and wellbeing for staff was an additional section for 2020, otherwise the content was the same. • The HR safeguarding team at County Hall would complete a check of the SCR in all Trust schools every two years. Schools were finding that there was a lot of conflicting advice about what should be recorded. The visits were planned to ensure consistency across the Trust. • Mrs Williams had completed a SCR (Single Central Record) monitoring visit on the 17th December 2019. 	
12.	<u>STRUCTURED QUESTIONS</u>	
	<p>Curriculum</p> <ul style="list-style-type: none"> • Q: During the maths monitoring we did last year we found that teachers felt there had been improvements in student's attitude towards maths, do staff feel this has continued? Also, do you feel the identification of greater depth in Maths has improved? • Q: What provision is there for language teaching? 	<p>A: Attitudes towards Maths were still good, teachers identified a 'definite buzz'. Girls' enjoyment of Maths had improved too. The children's confidence had improved, both when talking about Maths, and resilience when getting it wrong. The identification of Greater Depth in maths was progressing and there were more opportunities for pupils.</p> <p>French was taught in KS2; prior to this Spanish had been taught. Spanish was still taught through a lunchtime session from an external provider, and was well attended.</p>

	<ul style="list-style-type: none"> • What changes are happening with regard to PSHE teaching? <p style="text-align: center;">Training and Development for LGB</p> <ul style="list-style-type: none"> • What training needs do governors require to expand their collective skills or knowledge bases? • Were teachers still finding planning for three year groups an issue? 	<p>PHSE had always been taught, however, from September 2020 it would be mandatory. The school had bought into the PHSE associations and were using the materials. A Trust wide policy was currently in draft, but no dramatic changes were expected.</p> <p>Governors suggested data training, perhaps by asking Richard Lawrence to provide another session for governors. Safeguarding, SEND training and Pupil Premium were also suggested, with elements that could help governors to be more strategic.</p> <p>While the planning was taking more time, it was more manageable now as teaching staff knew the children better. There had been no issues with the social dynamics of the class. Senior leaders were still finding issues implementing a rolling programme without repetition or omission.</p>	
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>		
	<ul style="list-style-type: none"> • Covered under safeguarding item 11. • A monitoring plan had been agreed and circulated at the end of the autumn term as follows; <p>Main Visits:</p> <ul style="list-style-type: none"> • Curriculum and Learning environment – Mrs Ivey had re-arranged the 5th December visit, and the new date was to be confirmed. • SPAG - Dr Pickles and Mr Polglase, 20th March, 9am • Reading – Mrs Ivey and Mr Foden, 6th May, 10am • Early Years - Mrs Hosking and Mr McKie (with Mrs Williams), 9th July, 10am. <p>Other areas for monitoring:</p> <ul style="list-style-type: none"> • H&S walk – Dr Pickles to arrange with Mrs Wandless. • Safeguarding – on-going monitoring by Mrs Williams. • SEND visit arranged between Mrs Hosking and Mrs Wandless. To include interventions and any follow up from Pupil Premium questions from the previous monitoring. • Maths – check for any follow up from last year’s monitoring. • Outdoor learning/ECO school – part of the (SDP) School development 		

	<p>plan. To raise at the summer LGB meeting.</p> <ul style="list-style-type: none"> • PE/Sport and use of funding – to raise at the summer LGB meeting. • Safeguarding and SEND/PP monitoring visits had been completed and reports circulated. • Virtues monitoring – staff governors explained the Virtues in school. Children were given an introduction on Monday, with certificates awarded on Friday. The virtue of the week was identified in each classroom. <p>Q: Was there a recap of the virtues for parents, particularly those new to the school? A: Yes, and the Virtues appeared on the newsletter regularly, and it was agreed to include an explanation of the Virtues for the benefit of new parents. Also, there had been a suggestion from pupils that the virtues awards included the adults.</p>	
14.	<p><u>FOCUS ITEMS AND UPDATES</u></p> <ul style="list-style-type: none"> • <u>Operational risk register</u> <p>Changes were made to reflect the new class structure, and were shared with the meeting.</p> <ul style="list-style-type: none"> • <u>Google Drive login</u> <p>Governors were reminded of the importance of logging into their Google Drive accounts. Support was offered for those who still needed it.</p> <ul style="list-style-type: none"> • <u>Preschool</u> <p>Architect plans for a new preschool building were shared. The plans were needed to be able to apply for the grants to build it. Mr McKie had offered his help with the bid writing.</p>	
15.	<p><u>IMPACT & EFFECTIVENESS OF LGB SINCE LAST MEETING</u></p>	
	<ul style="list-style-type: none"> • Regular meetings took place between the Chair and the Head teacher. • A monitoring plan had been drawn up and the visits ongoing. • The clerk had attended training with the diocese on the 2nd December 2019. • Mrs Ivey was enrolled on the ‘NGA Development for Chairs’ course run by the Diocese. • Action completed; Mrs Wandless had shared the information regarding the importance of punctuality with parents via the school newsletter. 	
16.	<p><u>URGENT MATTERS FOR DISCUSSION</u></p>	
	<ul style="list-style-type: none"> • The school would share Coronavirus information from the local authority with parents via email and on the website. • See Confidential Minutes dated 2.3.20. Staff members left the meeting at 6.15pm. 	
17.	<p><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></p>	
	None.	
18.	<p><u>DATES OF FUTURE MEETINGS</u></p>	

	<p>Monday 29th June 2020 - 4pm LGB (formal) *date change</p> <p>Trust Board meetings for 2019-20</p> <ul style="list-style-type: none">• 31 October 2019• 19 March 2020• 09 July 2020	
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The meeting concluded at 6.30pm

Chair's Signature _____ **Date** _____