

| |
|--|
| <p>Godolphin</p> <p>Local Governing Body meeting</p> |
| <p>Tuesday 20th September 2022</p> |
| <p>4pm</p> |

| | |
|---|----------------------|
| <p>1. <u>ATTENDING :</u></p> <p>Becky Hosking (Vice Chair) (joined the meeting at 4.25pm) Emma Ivey (Chair) Sarah Knight Lizzie McIntosh Lucy Wandless (Executive head teacher)</p> <p>In Attendance: Pat Nicholas (Clerk to the Governors)</p> | |
| <p>2. <u>APOLOGIES :</u></p> <p>Received and accepted from Antony Foden and Steve Polglase.</p> | |
| | <u>ACTION</u> |
| <p>3.</p> <p><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p> | |
| <p>EI welcomed governors to the meeting. Staff governors declared an interest as paid members of staff. New forms were completed by the governors present.</p> | |
| <p>4.</p> <p><u>ELECTION OF CHAIR & VICE CHAIR</u></p> | |
| <p>EI was nominated to continue as Chair; the nomination was accepted and seconded and the vote was unanimous.</p> | |

| | | |
|-----------|---|--|
| | RH was nominated to continue as Chair; the nomination was accepted and seconded and the vote was unanimous. | |
| 5. | <u>MINUTES FROM THE 8.6.22 MEETING AND MATTERS ARISING</u> | |
| | <p>The minutes and confidential minutes of the 8.6.22 meeting were agreed as an accurate record and were signed by the Chair.</p> <p>Item 4: KT is still chasing the SCR check with the county.</p> <p>Item 4: The school has been offered the chance to take part in a mental health pilot scheme where Godolphin will share a mental health practitioner with Breage School. LW has agreed to take part in this pilot scheme.</p> <p>Item 8: The school has now been able to recruit a TA to support a child with an EHCP.</p> | |
| 6. | <u>FEEDBACK FROM THE TRUST BOARD</u> | |
| | <p>No matters raised at the last meeting.</p> <p>Southerly Point (SP) heads' meetings are still happening, but the issues are mostly related to the wrapping up of the Trust.</p> <p>HTs are also attending Crofty heads' meetings. LW explained that SP staff were invited to take part in any Crofty training. Once part of Crofty MAT, Godolphin would be part of a Hub group with Roskear, Parc Eglos and Garras, led by Nic Furnish, HT at Roskear.</p> <p>There will be a meeting for Chairs and HTs on Wednesday 20th October at Pencoys School .</p> <p>(BH joined the meeting at 4.25pm)</p> | |
| 7. | <u>FEEDBACK FROM THE FORUM</u> | |
| | <p>This took place on Tuesday 14th July at 2pm, incorporating a 2nd hand clothing sale, which attracted a few more attendees than usual. The meeting provided an update on the Trust SDP priorities, the introduction of RWI, and the role of governors. Feedback from those who attended was minimal but positive.</p> | |
| 8. | <u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u> | |
| | <p>There had been no newly appointed governors since the last meeting.</p> <ul style="list-style-type: none"> ● RMc has now resigned. ● AF has indicated he will carry on for a further 3 year term. ● Future of the LGB/recruitment - the meeting agreed that two more governors, ideally from the community, were needed, as was the importance of succession planning for the Chair's role. Possible candidates were discussed. | |

| | | |
|----|---|--|
| 9. | <u>HEADTEACHER'S REPORT</u> | |
| | <p>LW's report was circulated in advance of the meeting. The main points discussed were;</p> <p>Q: Is there a lunchtime club for choir this year?</p> <p>A: Yes, it will begin in the second half of the term, ready for Christmas.</p> <p>(See confidential minutes dated 20.9.22)</p> <p>Q: When governors looked at the class structure, it was suggested that school utilised library areas and increased staff hours, has this happened?</p> <p>A: Yes. The school has managed to find additional space and employ an extra staff member every morning. There had been no negative feedback from parents.</p> <p>Q: Attendance?</p> <p>A: The DfE guidance now states a requirement for 97% attendance overall. The EWO service has changed, and now consists of a named person we can contact when required, but there will be no more termly visits.</p> <p>Q: Persistent absenteeism (PA) is quite high?</p> <p>A: This is due to Covid absence for the most part, although there have also been cases of scarlet fever, chickenpox and mumps. The meeting discussed how the school would encourage parents to bring children in, especially when they are a little under the weather, but potentially well enough to attend school.</p> <p>Q: Would a letter from the governors make a difference?</p> <p>A: LW recommended a joint letter after the half term when the figures were more relevant. The school could also include the attendance figures for each class on the newsletter, and reinstate the class Attendance trophy.</p> <ul style="list-style-type: none"> ● There was a discussion about whether it was appropriate for the governors to check the Single Central Record (SCR). Guidance suggests that there are data protection issues, and governors should only monitor how the SCR is completed e.g. whether all columns are completed. ● A number of maintenance jobs were finally completed over the summer - however the quality of workmanship was very poor. This has been reported and will be rectified. Governors heard that the estates team is understaffed as two members of the team have now moved to new jobs. The main issues identified in the fire safety audit have been completed. <p>Q: How will the school afford swimming this year?</p> <p>A: The pool now requires that you have a minimum of one hour and use one of their swim coaches. Staff will need to make changes to the way swimming is organised to accommodate these changes in a cost effective way.</p> <ul style="list-style-type: none"> ● The SDP was shared with governors. This is now using the Crofty MAT template and includes the Trust priorities. Colours are used to indicate what Crofty MAT can offer and also what expertise the school can offer to Crofty. LW stressed the importance of a consistent approach to reading and writing, the use of assessment for learning, of putting support in place early, and ensuring more moderation both internal and external. | |

| | | |
|------------|---|--|
| | <p>Q: How can we ensure we include these priorities in the monitoring timetable for this year?</p> <p>A: LW suggested that the staff share information with governors including pupil progress meetings, RWI assessments, in order to avoid duplication.</p> <p>EI thanked LW for her report.</p> | |
| 10. | <u>SAFEGUARDING (GOVERNOR'S) REPORT</u> | |
| | <p>There was no report available for this meeting.</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> <p>Safeguarding monitoring will focus on the SCR this term. Governors discussed the upcoming safeguarding training with Helen Trelease on the 4th October, which is looking at the responsibilities of all governors under the new 'Keeping Children Safe in Education' document 2022.</p> | |
| 11. | <u>HEALTH & SAFETY UPDATE</u> | |
| | Covered under item 9: head teacher's report. | |
| 12. | <u>STRUCTURED QUESTIONS</u> | |
| | Covered under item 9: head teacher's report. | |
| 13. | <u>FEEDBACK ON GOVERNOR MONITORING VISITS</u> | |
| | <ul style="list-style-type: none"> Monitoring plan for the year - this will begin with a visit with SK on RWI (Read, Write, Inc). Another should focus on the outcomes from the staff development day. Governors agreed to arrange an informal meeting to plan all visits. | |
| 14. | <p><u>FOCUS ITEMS AND UPDATES</u></p> <ul style="list-style-type: none"> Operational risk register - no updates to report. Data <p>Q: What is the school doing to address the issues with the data?</p> <p>A: In the EYFS, small cohorts mean that one child can count as high as 11%. The issues affecting the data were discussed in detail including individual cohorts and specific issues affecting the data. Y2 had been moderated externally, teachers had targeted the gaps in the last 6 weeks of the summer term. Y6 - there has been an increase in those achieving GDS. Governors noted that these issues were already included in the SDP priorities.</p> | |

| | | |
|------------|---|--|
| | <p>Q: When will teachers look at the data again? A: During pupil progress meetings, data drops and writing moderation. Teachers will identify and agree non-negotiables for each subject. The staff meeting after the data drop, likely in January, will also cover the data. Governors were invited to attend.</p> <ul style="list-style-type: none"> ● School Improvement plan - covered under HT report. | |
| 15. | <u>IMPACT & EFFECTIVENESS OF LGB SINCE LAST MEETING</u> | |
| | <ul style="list-style-type: none"> ● Monitoring standards by carrying out governor visits with subject leaders. ● Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher. ● Improving skills and knowledge by attending relevant training eg. safeguarding training with Helen Trelease. ● Raising the profile of the school in the local community through involvement in joint fundraising projects. ● Ensuring effectiveness through recruitment of new governors and succession planning for the role of Chair. | |
| 16. | <u>URGENT MATTERS FOR DISCUSSION</u> | |
| | The Trust has informed the school that the minibus is being disposed of at half term, we will then share a bus with Garras School. | |
| 17. | <u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u> | |
| | None. | |
| 18. | <u>DATES OF FUTURE MEETINGS</u> | |
| | <p>Wednesday 12th October 2022 7pm - informal</p> <p>Tuesday 24th January 2023 4pm -formal</p> | |

The meeting concluded at 6.15pm

Chair's Signature _____ Date _____

SUMMARY OF ACTIONS

| Action | Responsible Person[s] | Date for Completion |
|---------------|------------------------------|----------------------------|
| | | |