

Trannack Primary School
Local Governing Body meeting
Tuesday 15th February 2022 from 4.30pm
at Trannack Primary School

	<p>1. <u>ATTENDING</u> : Mr P Woods (Chair) Mrs S French (Executive Headteacher), Dr L Jenkin Mr R Ashmore, Mrs S Sedgwick, Mr A Ross and Mrs J Hart.</p> <p>In Attendance: S Reynolds (Trustee) Mrs S Bennetts (Clerk)</p>	
	<p>2. <u>APOLOGIES</u> : Mrs D Hoskins</p>	
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>LJe welcomed the governors to the meeting. Introductions were made for the benefit of the new governors.</p> <p>PWo and ARo informed the meeting that their respective wives are employed at the school.</p>	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>The minutes of the meeting of 21st September 2021 were agreed as a true and accurate record and duly signed by the chair.</p> <p>ACTION: SFr to check that the return of the outstanding device has happened.</p> <p>ACTION: A list of governor skills to be compiled.</p> <p>There are outstanding snagging issues. A new door for the staff room is on order.</p> <p>The issue of the acoustics in the new classrooms is proving to be very expensive to rectify. The school has been donated a large number of ceiling tiles which should help and they will be fitted when the roving caretaker next visits.</p> <p>PWo has made a Sports Premium monitoring visit.</p> <p>Action: Sports Premium monitoring form to be completed.</p> <p>RAs informed the governors that he has attended a meeting with the new SENCo Megan Bungay.</p> <p>ACTION: RAs to complete a SEND monitoring report</p> <p>A facebook page has been set up but needs promoting.</p> <p>ACTION: Ensure correct permissions for photographs to be posted on Facebook have been received.</p> <p>ACTION: SFr to check that she has forwarded the link for the PREVENT training to governors.</p> <p>Safeguarding monitoring has been arranged for March 4th at 2pm.</p> <p>ACTION: A Health and Safety monitoring visit to be arranged.</p>	<p>SFr GOVS/SBe</p> <p>PWo</p> <p>RAs</p> <p>SF/DH</p> <p>SFr</p> <p>SSe ARo</p>

	<p>It was confirmed that the lights in the car park are working properly.</p> <p>ACTION: Timing of external lights to be checked</p> <p>ACTION: SBe to check whether there are any plans for new governor training.</p> <p>ACTION: PWO to complete a monitoring form reporting on the Book Look.</p> <p>ACTION: PWO to contact Lucy Wandless at Godolphin School regarding discussions around combined LGBs</p> <p>Details of the Pupil Premium spending as agreed by PWO have been posted on the school website.</p> <p>The Year 4 group has been moved to the library for morning lessons. The teacher will be with either this group or the Year 5/6 group with Natalie Wood (HTLA) teaching the other. This split has been helpful for the Year 4s while focusing on the needs of the Year 5/6 children.</p>	<p>SFr SBe PWO PWO</p>
5.	<p><u>FEEDBACK FROM THE TRUST BOARD</u></p>	
	<p>The most recent feedback has been circulated.</p> <p>SRe updated the governors on potential changes within SPCMAT. Due to the volume of work that has needed to be done, the AGM has been postponed to Thursday 17th February. The trust has carried out a SWOT analysis with the outcome being a potential merger with another MAT. A submission has been forwarded to the RSC with an answer expected by the end of this week. The trust board has received a number of resignations and now has 4 members who are working hard to lead the changes required. There will be further information to share and it is hoped this will be available by 28th February. There is also the possibility that LGBs will merge to strengthen where needed. A brief update will be available to Chairs and Headteachers but much of the information needs to remain confidential for the time being.</p> <p><u>Q: With there be further information after 28th February?</u></p> <p>A: The trustees are trying to ensure information is circulated to all LGBs at the same time.</p> <p>Ofsted criticized the structure of governance across the trust so LGBs need to ensure they have a good vision.</p> <p><u>Q: What is the rationale regarding making a bigger trust? Will that not make more issues?</u></p> <p>The Regional Schools Commissioner prefers to see bigger MATs. The SPCMAT has a large number of schools but many of them have a small number of children on roll. There is a limited number of MATs suitable for a merger and the right partner needs to be found.</p> <p>SFr has contacted Guy Chappell suggesting that the 2 major MATs TPAT and Kernow Learning would not be suitable as it is likely the SPCMAT schools would lose their identity. Potential suitors include the Rainbow and Crofty MATs.</p> <p>The meeting discussed potential financial issues of a merger but were informed that any merger would require a massive amount of due diligence and could take up to 18 months.</p> <p><u>Q: Were there any systemic reasons the trustees decided not to continue?</u></p> <p>A: Following a meeting with the RSC, those who resigned, left for personal reasons. The trust is actively looking for more trustees. The Cooperative values are extremely important to the SPCMAT and will form a large consideration in any merger.</p>	
6.	<p><u>FEEDBACK FROM THE FORUM</u></p>	
	<p>No forums have been held.</p>	
7.	<p><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></p>	
	<p>Andy Ross and Jo Hart have almost completed the appointment process.</p> <p>SSe informed the meeting that she will be resigning as a governor of the school with effect from Friday 8th April. The governors thanked her for the work she has done in support of Trannack School.</p>	

8.	Headteacher's Report	
	<p>The headteacher's report had been circulated prior to the meeting. The following points were raised:</p> <p>The charge for afterschool club is £7.00 and not £5.</p> <p>Attendance to date stands at 90.17%. The EWO has looked at trends and is happy with attendance figures, taking the current situation into account. The majority of absences are linked to genuine reasons if not covid.</p> <p><u>Q: Has there been any improvement in late arrivals?</u></p> <p>A: Yes, there has been a slight improvement.</p> <p>When the fencing around the perimeter of the school has been erected, entrance to the site will be via an intercom on the front gate.</p> <p><u>Q: Is there any information on projected numbers or class structure for the next academic year?</u></p> <p>A: It is likely that there will be some restructure due to the number of children on roll. This will have an impact on the curriculum and planning and it is also not fair on teacher work load when there is no parity with class size. Governors discussed the importance of the Year 5/6 group being a better split. For a number of reasons, the school has lost 6 pupils since Christmas. This will be further discussed at the next meeting.</p> <p>ACTION: Class structure to be discussed at the next meeting.</p> <p><u>Q: Is the school registered for Tax Free Child Care?</u></p> <p>A: We will check with the trust finance office.</p> <p>ACTION: Check that the school is registered for Tax Free Child Care.</p> <p><u>Q: Are you hoping that there will be more take up for Breakfast and After School Club?</u></p> <p>A: There is a fine balance between numbers attending and staffing. Booking is necessary to ensure that the correct number of staff are on site.</p> <p>There has been very little engagement with the Homework Club.</p> <p><u>Q: Is there a reward system?</u></p> <p>A: If children have completed their allotted time, they are awarded Golden Time. Governors suggested that this will only work if all pupils have access to the work and were informed that there is the Homework Club and traditional forms of homework. Governors further discussed that following lockdown, the children are finding it difficult to engage with work sheets.</p> <p>ACTION: SFr to discuss the possibility of 'pick and mix' style homework with staff.</p> <p><u>Q: Will there be any scrutiny of progress made by the children?</u></p> <p>A: Ofsted did not want to look at data. While data continues to be important and needs to be tracked, it is progress that Ofsted are interested in. The school has a very clear paper trail.</p> <p><u>Q: There is an uncommitted balance for Pupil Premium funding. Is this still the case?</u></p> <p>A: This has been spent. The Kernow English Hub has carried out an audit and agreed to match fund up to £4,000 Read Write Inc resources and training.</p> <p><u>Q: Are any of the pupils eligible for Early Years Pupil Premium?</u></p> <p>A: We only have 3 Little Learners and have not looked into how many of these may be eligible.</p> <p><u>Q: Is the school able to show the connection between the Sports Premium funding and the allocation to lunch time staff.</u></p>	<p>SFr/SBe</p> <p>SFr</p> <p>SFr</p>

	<p>A: The Sports Premium covers anything active so can legitimately be used to cover the salaries of LTS. Wild Tribe training is also covered by the Sports Premium.</p> <p><u>Q: Has anyone asked for evidence?</u></p> <p>A: Martin Tregenza holds all the evidence if it is needed.</p> <p>There are 4 strong candidates for the interviews for a teacher which are been held on Thursday.</p>	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>	
	<p>The S157/175 will be uploaded to the Google Drive. The structure has changed and a trust working party will be appointed to collectively complete a template which will be personalized by each school.</p>	
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>There are no health and safety issues apart from the outstanding work to erect the fence around the perimeter to secure the site. The steps on the far side of the playground will be dug out to house the refuse bins.</p> <p>Governors discussed the parking at drop off and pick up times and the number of potential near misses.</p> <p><u>Q: Is the car park big enough?</u></p> <p>A: Yes.</p> <p>It is not illegal to park on the road as there are no yellow lines.</p> <p><u>Q: Could we ask for flashing signs?</u></p> <p>A: It is hard to get funding for these.</p> <p>Governors discussed the danger of the gravel which is washed down from the lane and were informed by Lje that when they see this happening, they should complete an online report to the council so that it becomes an issue for them.</p> <p>ACTION: SFr to put a note in the newsletter requesting that parents use the car park and keep a log of near misses.</p> <p>ACTION: SFr to make a 'Parent Parking' visit and report back to governors.</p>	<p>SFr</p> <p>SFr</p>
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	<p>Ofsted mentioned UKS2 and Maths in their report and there will be positive changes to report at the next meeting.</p> <p>A full time teacher will be appointed to the older class. This class will receive Wild Tribe lessons on Thursday mornings which will provide slightly more PPA time for the FT teacher than is usual, but as this teacher will be the maths lead the additional time can be used for monitoring and development of the subject etc.</p> <p><u>Q: Is the school embedding the core objectives?</u></p> <p>A: Geography has been discussed at a staff meeting and the school is setting out expectations.</p>	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>Monitoring visits have taken place for Phonics, KS2 reading, Sports Premium, SEND and a Book Look has taken place.</p>	

13.	<u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u>	
	<p>Curriculum Development</p> <p>The Complete Trannack Key Concepts and Progression Working Document and the History Tracker were circulated to governors prior to the meeting. These documents ensure that the children know when they are being taught History and are aware of the core concepts of each area and how they fit into the world.</p> <p>Subject leaders have attended the network meetings which have been very good. The Science department at Helston Community College has been very supportive and completed a lot of the work for the primary leads.</p> <p><u>Q: What is the relevance of the different colours?</u></p> <p>A: A trigger for the memory.</p> <p><u>Q: Could this documents be useful for parents and governors?</u></p> <p>A: Staff have been asked to post them on the website so that parents and governors can access them?</p> <p><u>Q: Are these documents available for every subject?</u></p> <p>A: The progression documents are available for each subject but not the key concepts.</p> <p><u>Q: Could the facebook page or Dojo have links to the documents.</u></p> <p>A: A link could be posted on Dojo. They can be referred to on facebook with a link to the website.</p> <p>Trannack School Uniform Policy</p> <p>This policy has not changed but has been updated to ensure it is ethical and affordable. Discussions took place around the high level of needs within the school and therefore it was agreed that the introduction of smart tracksuit bottoms as a garment conducive to these children’s needs will be added as a separate bullet point. The Uniform Policy was approved with this addition.</p>	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<p>PWo continues to be a member of the trust finance committee.</p> <p>Governors have made regular visits to the school.</p> <p>Governors have attended training provided by the trust.</p> <p>Governors have attended meetings.</p> <p>Governors provided support throughout the Ofsted inspection.</p> <p>Governors wish to pass on their thanks for the work the staff have carried out in preparation for the Ofsted inspection.</p> <p>ACTION: SFr to pass on governors’ thanks.</p> <p>The following responsibilities were confirmed:</p> <p>Safeguarding: SSe, RAs with support offered by JHa</p> <p>Whistleblowing: RAs</p> <p>SEND: JHa –</p> <p>ACTION: a meeting with Megan Bungay to be arranged.</p> <p>Pupil Premium: DHo</p> <p>Sports Premium: PWo</p> <p>Health and Safety: ARo.</p>	<p>SFr</p> <p>JHa</p>

ACTION: SFr to put a note in the newsletter requesting that parents use the car park and keep a log of near misses.	SFr	ASAP
ACTION: SFr to make a 'Parent Parking' visit and report back to governors.	SFr	ASAP
ACTION SFr to pass on the governors' thanks to staff.	SFr	ASAP
ACTION: SEND meeting with Megan Bungay to be arranged.	Jha	ASAP
ACTION: H & S meeting to be arranged.	PWo/ARo	ASAP

Chair's Signature _____ Date _____