

**Trannack Primary School**  
**Local Governing Body meeting**  
**Monday 24<sup>th</sup> February from 6.00**  
**at Trannack Primary School**

	<p><b>1. ATTENDING :</b> Mrs E Stritt (Executive Headteacher), Dr L Jenkin (Chair), Mrs R Hill, Mr P Woods, Mrs D Hoskins, Mr R Ashmore, Mrs S Sedgwick</p> <p><b>In Attendance</b> Mr K Thomas (Trustee), Mr R Lawrence (Deputy Executive Lead) and Mrs S Bennetts (Clerk)</p>	
	<p><b>2. APOLOGIES :</b> No apologies have been received.</p>	
		<b><u>ACTION</u></b>
3.	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<p>Governors were welcomed to the meeting. PWo declared an interest in any decisions regarding staffing. All governors signed the Governors Code of Conduct.</p>	
4.	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	<p>Governors queried an item in the confidential minutes. The clerk to check her notes and clarify. Taking this into consideration, the minutes of the meeting of 26<sup>th</sup> November 2019 were agreed as a true record and signed by LJe.</p> <p><b>ACTION: Clerk to check notes and report back to governors.</b></p> <p>It was confirmed that PWo has submitted a monitoring form regarding his visit during SATs week.</p> <p>In response to the suggestion that a forum be held during a celebration assembly RLa confirmed that this has worked well at his school.</p> <p>Safeguarding training for governors is available from the trust.</p> <p>Governors were informed that each school is responsible for arranging an audit of the Single Central Record which should take place every two years. It was confirmed that these audits are very useful. Governors were further informed that Reconstruct have released further dates for Level 3 Safeguarding training</p> <p>The use of the fobs has been enabled for the new building. The school has assessed the risks of the doors not automatically opening when the fire alarm is activated. It was confirmed that there is a release button to enable people to leave the building in</p>	<b>SBe</b>

	<p>the event of a fire.</p> <p><b><u>Q. Has this become part of the fire drill?</u></b></p> <p><u>A. Yes.</u></p> <p>It was felt that the risk of an intruder is greater than the risk of someone not being able to leave the building or enter the building without a fob</p> <p>RAs questioned whether his fob will work now and it was confirmed that it will need programming for the new build. RAs indicated that he would be happy to be re-trained as an out of hours keyholder.</p> <p><b>ACTION: RAs to be retrained.</b></p> <p>It was also noted that the alarm is often activated due to the internal door of the back porch not being properly closed.</p> <p><b>ACTION: Address the issue with the door when building work is done in this area.</b></p> <p>The clip on the gate is working well.</p> <p>The school has escalated concerns regarding the building work. PWo has attended the Heath and Safety training offered by the trust which he found to be helpful. The tarmacked area has been completed. Work on the Early Years outdoor area will be completed during the Easter holiday.</p> <p><b>ACTION: PWo to make another Health and Safety visit focussing on the interior of the school with a further visit following completion of the external work.</b></p> <p>It was agreed to release a press report when the work has been completed. Staff have been informed that the governors have escalated the building work and a timeline will be included in the newsletter.</p> <p><b>ACTION: A timeline of proposed work to be included in the newsletter.</b></p> <p>DHo has prepared a Pupil Premium monitoring report.</p> <p><b>ACTION: Est to circulate the PP report.</b></p> <p>RLa asked who had prepared the report and was informed that DHo has done this as governor with responsibility for Pupil Premium</p> <p>It was confirmed that all the named policies have been posted on the website.</p> <p>It was also noted that it is good to know that there is a voice for small schools within the trust and that they are valued at trustee level.</p>	<p>Est/RAs</p> <p>Est</p> <p>PWo</p> <p>Est</p> <p>Est</p>
5.	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	<p>RLa updated the governors on the feedback from the trustees regarding the matters raised at the last meeting.</p> <p>Any solution to the additional toilets would be at a cost and the school has already had a lot of investment so it would be unfair to ask for more. In addition, the drainage for the potential site would be tricky and costly. The school is not out of legal ratio for toilets.</p>	
6.	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	A forum has not been held.	
7.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	The meeting was informed that MTr has resigned as a governor, although written confirmation has not been received unless it has been missed.	

8.	<b>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</b>	
	<p><b><u>Q: Will the low number of unauthorised absences still be questioned?</u></b></p> <p>A: Ofsted will still question and seek the rationale behind the absences.</p> <p>The school question absences on regular days and there are various strategies that can be introduced. There have been no meetings with parents this year as all absences are seen to be genuine.</p> <p><b><u>Q: At what point does an entry on My concern turn into a Safeguarding issue.</u></b></p> <p>A: One entry on My Concern will trigger the start of a file. The file is closed when the matter has been dealt with but another file can always be opened. Concerns are graded 1 – 4 depending on severity.</p> <p>The internal tracking shows that the current Year 3 children have high academic attainment with no children in Year 5 working above expected level. Governors were informed that the progress measure of the Year 3 children will need to be at the same level to maintain this figure and the school is aware that it needs to avoid a Year 4 dip for this cohort. The school has scrutinized the assessments and are confident they are accurate.</p> <p><b>ACTION: Est to resend the School Development Plan and send the Curriculum Action Plan (not shared with staff yet) to governors. This will be a focus at the next meeting.</b></p> <p><b>ACTION: The SDP evaluations to be circulated when ready.</b></p> <p>Governors were informed of the proposed building work which has already started. A staff room/ intervention room will replace the old kitchen, the office space will be divided to create an area for the Headteacher, the current staff room will be used as an intervention space and additional staff toilet.</p> <p><b><u>Q: Where does intervention take place now?</u></b></p> <p>A: In the hall, staff room, cabin – anywhere there is a space.</p>	<p>Est</p> <p>Est</p>
9.	<b>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</b>	
	<p>The S157 is due for submittal just before Easter. Lucy Wandless chairs the group of DSLs who will produce a proforma.</p> <p><b><u>Q: What is the S157?</u></b></p> <p>The LA has a legal responsibility regarding the reporting of Safeguarding. Helen Trelease will examine the report and provide feedback re Safeguarding at Trannack School. The DSL and DDSL and the Safeguarding Governor will be involved in the process.</p> <p><b>ACTION: Est and SSe to arrange a meeting to include discussions around the S157.</b></p> <p>The Single Central Record has been checked. RLa questioned why this was done by LJe rather than the Safeguarding Governor and was informed that at this point DHo was the responsible governor and it would not be prudent for her to check her own records. Governors were advised that there should be a signing sheet to include any actions which would evidence the impact resulting from governor monitoring.</p>	
10.	<b>HEALTH AND SAFETY UPDATE</b>	
	<p>PWo attended the trust training for governors. He will make another monitoring visit after Easter to include the outside spaces.</p> <p><b><u>Q: Is the reported outstanding work being done?</u></b></p> <p>A: The school is starting to see the end of the snagging list which has caused lots of</p>	

	<p>frustration. The trust has been working hard but the level of work has been huge. Governors discussed that at some point there needs to be a press release and a time of celebration.</p> <p>The Parago system is in place for other building work and Richard Gibbons has completed significant work on compliance. ESt informed the governors that she could not have managed the building work without the support of the premises team.</p> <p>KTh questioned whether there is the opportunity for any savings from the purchase of SLAs.</p> <p><b><u>Q: Does each school purchase these separately?</u></b></p> <p>A: Yes. Any area where savings could be made have already been cut. The grounds maintenance is due for renewal soon.</p> <p><b><u>Q: Does the grounds maintenance include tree inspections?</u></b></p> <p>A: No.</p> <p><b><u>Q: Are there any running costs which could be reduced?</u></b></p> <p>A: There are potential savings on energy. The gas heaters will be removed and replaced with electric heaters. The school has received a number of estimated water bills and now the meter has been read has resulted in a large invoice. Governors suggested that the school needs to ensure there are no leaks.</p> <p>The governors will be involved in any substantial changes to reduce costs.</p>	
<b>11.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	Rla and ESt to prepare answers to a selection of the questions.	
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>PWo has carried out a Health and Safety walk and has completed the form covering his visit during SATs week.</p> <p>The Learning Walk planned for today has been postponed.</p> <p>PWo to meet with Martin Tregenza to discuss Sports Premium.</p>	<b>PWo</b>
<b>13.</b>	<b><u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u></b>	
	<p>a. Key Challenges</p> <p>RLa asked the governors to name 2 key issues of the school. Governors replied that these would be children with SEN and finances.</p> <p>Key learning issues – governors were asked which areas of education and learning they would consider needed a focus. These were identified as managing mixed age classes, differences in cohorts, greater depth, Year 4 dip, ensuring progress is maintained each year.</p> <p>RLa asked governors whether they see the school promoting these areas during monitoring visits. These issues should be included in the SDP and should be seen to be addressed throughout the school.</p> <p>b. Focus for the curriculum</p> <p>The Intent Statement has been written. This could be an approach for governors to take during the learning walks. Governors should look generally at the curriculum, how it is planned, where it is coming from and where it is going to.</p> <p><b>ACTION: ESt to send Curriculum Statement to governors.</b></p>	<b>ESt</b>

	<p>The school uses the Chris Quigley Curriculum and it is intended that the use of this be developed throughout the trust. This programme ensures progression.</p> <p><b>ACTION: ESt to circulate information on the Chris Quigley Curriculum.</b></p> <p>KTh questioned the outcome of Karen Brokenshire's visit and was informed that the autumn visit consisted of a deep dive in reading. He questioned whether the report was circulated to governors and this was confirmed.</p> <p><b>ACTION: ESt to circulate an expanded Head's Report to include the journey of the SIP reports.</b></p> <p>c. School day changes</p> <p>This item has already been covered.</p>	<p>ESt</p> <p>ESt</p>
<b>14.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<p><b>Q: What is the procedure for booking governor training?</b></p> <p>A: Information on training is included in the weekly trust newsletter. Governors should inform the school of any training they wish to attend. Any training outside the trust should be booked by DHo.</p> <p><b>ACTION: DHo to book Governors' Induction for RAs for 29<sup>th</sup> April 2020.</b></p> <p>The governors have been involved in the building work.  A Health and Safety Walk has taken place.  The Chair of Governors has visited the school.  Governors have attended training.  The Governors have communicated with and challenged the trustees.  The governors have supported staff while ESt has been absent. They also offered support to ESt and informed her that she needs to ask for their support.  PWo has become a member of the trust finance committee.</p>	DHo
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	<p>a. Local Governing Body  Structured Questions</p> <p>This item has already been covered.</p>	
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	There are no matters to be raised with the trust board.	
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>Governors will meet with staff on Monday 23<sup>rd</sup> March from 4pm – 5pm with the focus of the curriculum and SEN</p> <p>The summer term meeting will take place on 9<sup>th</sup> June 2020. A learning walk at 4pm with the formal meeting at 4.30pm.</p> <p>The meeting ended at 7.40pm.</p>	

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