

**Trannack Primary School**  
**Local Governing Body meeting**  
**Thursday 17<sup>th</sup> June 2021 from 4.30pm**  
**at Trannack Primary School**

	<p><b>1. <u>ATTENDING</u> :</b> Dr L Jenkin (Chair), Mrs E Stritt (Executive Headteacher), Mr P Woods, Mr R Ashmore,</p> <p style="text-align: center;">Mrs D Hoskins, Mrs S Sedgwick,</p> <p><b>In Attendance:</b> Mrs S French Mrs S Bennetts (Clerk)</p>	
	<p><b>2. <u>APOLOGIES</u> :</b> All governors were present</p>	
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<p>LJe welcomed the governors to the meeting.</p> <p>PWo reminded the governors that his wife is a member of staff. There were no additional pecuniary interests to declare.</p>	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	<p>Following a minor change to the wording in item 8, the minutes of the meeting of 9<sup>th</sup> February 2021 were agreed as a true record and signed by LJe.</p> <p><b><u>Q: Have all the devices lent to families during lockdown have been returned?</u></b>  <b>A:</b> I will check this but Mr Tregenza would have chased any outstanding returns.</p> <p><b>ACTION: Check that all devices have been returned.</b></p>	<b>Est</b>
<b>5.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	There were no matters raised with the trust board at the last meeting.	
<b>6.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	Forums are currently not taking place.	
<b>7.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	

	<p>Governors discussed the two vacancies for parent governors. Parents will be notified in the weekly newsletter with the formal advertisement placed in September. It was confirmed that if a parent governor's child has left the school, the governor can continue in post until the end of the term of office.</p> <p>ESt informed the governors that at a recent heads' meeting, discussions took place regarding the appointment of joint governing bodies. Governors discussed the advantages and disadvantages such as the usefulness of an impartial governor during an appeal. There are other ways of support such as monitoring and working together to ensure consistency of approach.</p> <p><b><u>Q: Is there a push for this to happen?</u></b></p> <p>A: Sithney governors are concerned about a shortage of skills within the board and a joint governing body has been mooted. There is no push.</p> <p><b>ACTION: Carry out a skills audit of governors.</b></p> <p>Governors also need to think about succession planning</p>	ESt/SBe/DHo
8.	<b><u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u></b>	
	<p>The school is expecting 10 children to enter Reception in September which will bring the total on roll to 71.</p> <p>A budget meeting has taken place and the increase in numbers will help maintain the current class structure. There is some concern in maintaining these numbers because of the cost of housing in the area and because some service personnel are due to move. ESt informed the governors that some families who have been allocated a place at Trannack School as 2<sup>nd</sup> choice have decided not to move their children when a place has become available at their 1<sup>st</sup> place school, as they have settled in well and become established.</p> <p><b><u>Q: How many Little Learners are expected in September?</u></b></p> <p>We know of three children, but numbers are always low in the autumn term.</p> <p>Staffing is in place for the autumn term although there are potentially two members of staff to replace. Advertisements were not able to be placed until after the budget meeting which will mean recruitment taking place until the end of term.</p> <p><b><u>Q: What will happen if recruitment does not take place for a September start?</u></b></p> <p>A: We will need to look at recruiting supply cover. SFr and ESt to decide what is preferential.</p> <p><b>ACTION: ESt/SFr to look into any potential availability of staff within the trust.</b></p> <p>ESt informed the governors that the last data drop was in March. End of Year assessments and a further data drop will be submitted soon. Submission of data to the LA is optional this year but Trannack will take part in this as it helps build a picture of attainment. There are no statutory KS1/KS2 assessments this year and schools have been strongly advised to use past papers for the phonics assessments for Year 1 and those who did not meet the required mark now in Year 2. These will become statutory in the autumn term. It is thought that data at Trannack is assessed more conservatively compared to other schools across the trust.</p> <p>Catch up intervention takes the form of additional TA support for Year 2/3 literacy, maths and phonic sessions and Year 6 maths and literacy. Some catch up draw and talk sessions are taking place. Also NTP small group tutoring for Yr2 and Yr 6 maths. The national training programme will continue next year.</p> <p>Heidi Burch has completed Wild Tribe training.</p> <p><b><u>Q: Is this beneficial to SEN children?</u></b></p>	ESt/SFr

SUMMARY OF ACTIONS

	A: Yes. Outdoor learning has been really beneficial for the Year 2/3 class. The behaviour of the Year 4/5/6 was challenging and their session had to be stopped. This was followed by discussions on safe behaviour.		
<b>Action</b>	<b>Q: Does the school make any referrals to CAMHs?</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>
<p>Check that all devices have been returned to the school</p> <p>Carry out a skills audit of governors</p> <p>Look into potential availability of teaching assistants within the trust</p> <p>PWo to arrange a Health and Safety visit on completion of building work.</p> <p>Carry out a fire drill when staff is on site</p> <p>Arrange governor monitoring</p> <p>Circulate the revised SDP to governors for comment</p> <p>Check that homework is being sent home</p> <p>Check whether cross country races are to be held</p>	<p>A: There is a referral process but this can take up to 3 years.</p> <p>Q: Is there any school based mental health support available?</p> <p>A: There has not been a safety visit on completion of building work.</p> <p>PWo informed the governors that he has received an email from the trust informing him that the work on the extension will be completed by May half term. Although painting has been completed and the carpet tiles have been fitted there are still the kitchen units to fit and plumbing and electrical work to complete</p> <p>A: There are no extra resources at the moment of work allocated to staff from Paragon and whether it is manageable.</p>	<p>Est</p> <p>Est/SBe/DHo</p> <p>Est/SFr</p> <p>PWo</p> <p>Est</p> <p>Est</p> <p>Est</p> <p>Est</p> <p>Est</p>	<p>ASAP</p> <p>End of term</p> <p>End of term</p> <p>On completion of building work,</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
	<p>The governors are thankful for the work that has been done and will publish a message of thanks when all work has been completed. PWo will also carry out a further Health and Safety visit.</p> <p><b>ACTION: PWo to arrange a Health and Safety visit on completion of building work.</b></p> <p>Governors discussed the drain which has been built over and needs further attention. It is thought that the building of the extension was held up due to building regulations.</p> <p><b>Q: Has all the snagging been completed on the new classrooms?</b></p> <p>A: There continues to be problems with the acoustics and lighting. Both staff and children find it difficult to work in the classrooms and the conditions are exacerbating the behaviour of some of the children with SEN. The situation has also been flagged as a real issue for children with vision and hearing disabilities. Acoustics Solutions will be visiting the school next week to look at the problem which is causing sensory overload and therefore is an inequalities issue. It is thought that when they are allowed, soft furnishings will help but not solve the problem.</p> <p>Mr Tregenza has fenced off a break out space behind his classroom. This has had a large positive impact on the children.</p> <p>A reading deep dive has taken place and further deep dives will take place for other subject areas in future. Subject leads from other schools are part of the process which is quite intense but subject leads at Trannack School are positive about the meetings.</p> <p>The usual transition will not be taking place this year but it is hoped that a few outdoor sessions can be planned and that an end of term trip can take place.</p> <p>The staff have had to cover a lot of extra lunchtime duties and there is still no staff room for their use. The governors wished to express their thanks to the staff for going above and beyond their duty to support the school.</p> <p>It is hoped that if bubbles are still part of school life in September, small schools can make one bubble. It is felt that the dynamics of school life are strained with the older children not being able to take on their additional responsibilities, not able to mix with the younger children or maintain their friendship groups. Some staff are having to work across bubbles.</p> <p><b>Q: Have staff received their second vaccine?</b></p> <p>A: Most have. Staff are also taking the lateral flow tests twice a week.</p> <p><b>Q: How is this going?</b></p> <p>A: This is going fine with staff reporting results as required.</p>		<p><b>PWo</b></p>
<b>9.</b>	<b>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</b>		

	<p>SSe informed the governors that she has taken a look at the single central record which as expected is a work in progress. SSe and DHo talked about the process, time frames and security of information.</p> <p>ESt informed the governors that a safeguarding inspection is due soon.</p> <p>SSe informed the governors that she has the role of DSL at her work and has just completed the level 3 training.</p>	
<b>10.</b>	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p>DHo informed the governors that when the fire alarms were activated earlier in the week, only three of the shutters closed. This has been reported on Parago but the school has been told that there is not a problem. The shutters were fitted during February half term so they are still under warranty.</p> <p><b>ACTION: Carry out a fire drill when Taff is on site so he can see the problem.</b></p>	<b>ESt</b>
<b>11.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	Attainment will be discussed at the next meeting.	
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>The risk assessments are being monitored on a regular basis.</p> <p>RAs has had a telephone conversation with Heidi Burch the SENCo to discuss SEN. This was an initial meeting to help RAs gain an understanding of how SEN is managed within the school. He informed the governors about his concerns regarding the funding provided and the cost of external support such as BF adventure, play therapy and other face to face meetings.</p> <p>It was agreed that governor monitoring meetings be arranged with Mr Tregenza regarding maths, Miss Mitchell for reading and Mrs Powley for writing. It is hoped that learning walks can resume in the autumn.</p> <p><b>ACTION: Arrange further governor monitoring</b></p> <p>A review of the School Development Plan will take place next week. ESt will circulate the revised plan for governors comments. Any questions to be forwarded to ESt as part of on-going monitoring.</p> <p><b>ACTION: Circulate the revised SDP to governors for comment.</b></p>	<b>ESt</b>  <b>ESt</b>
<b>13.</b>	<b><u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u></b>	
	<p><b><u>Curriculum Statement</u></b></p> <p><b><u>7 aspects of reading</u></b></p> <p>Both documents have been circulated to governors with changes highlighted.</p> <p><b><u>Q: Are spellings being sent home?</u></b></p> <p>A: There has been a shift away from sending paperwork home. Years 4/5/6 should have regular homework which should be accessed via Google Classroom.</p> <p><b>ACTION: Check that homework is being sent home.</b></p> <p><b><u>Q: Is there going to be a sports day this year?</u></b></p> <p>A: Maybe for the children but parents will not be invited.</p> <p><b><u>Q: Are the cross country races continuing?</u></b></p>	<b>ESt</b>

	<p>A: I am not sure. Most sport is being cancelled.</p> <p><b>ACTION: Check whether the cross country races are still to be held.</b></p>	
<b>14.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<p>Governors have been invited to take part in the NGA survey.</p> <p>Governors are continuing with their monitoring.</p>	
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	<p>Governors discussed the issues around the teaching of swimming. From September there will be staffing issues on a Friday morning so it may be necessary to change the day although core subjects will be affected. As there has been no swimming for some time, there will be a lot of children only able to use the shallow end which will cause another issue.</p> <p><b><u>Q: How many pool lifeguards and swimming coaches help with swimming?</u></b></p> <p>A: This is not the problem. The problem is the supervision of children in the changing rooms and when they are waiting for the transport.</p> <p>Staff will need to think about the best day for swimming and arranging a timetable for the pool.</p> <p>Swimming is also a cost burden to the school.</p> <p><b><u>Q: Is the Whistleblower named in a trust policy?</u></b></p> <p>A: Yes. The policies regarding this can be found on the website.</p> <p><b><u>Q: When is the school likely to have an Ofsted inspection?</u></b></p> <p>A: There is a huge backlog but certain things like a new Headteacher or data can trigger an inspection.</p>	
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	<p>Is there a revised timetable outlining when outstanding work on the extension at Trannack School will be completed? We were informed that completion would be by May half term but this has passed and there is still work to be done.</p>	
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>The next governors meeting will be held on Tuesday 21<sup>st</sup> September 2021 at 4.30pm</p>	

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