

Trannack Primary School
Local Governing Body meeting
Monday 3rd June 2019 from 4.00pm
at Trannack School

1.	<u>ATTENDING :</u> Dr L Jenkin (Acting Chair), Mrs E Stritt (Headteacher), Mr P Woods, Mrs D Hoskins, Mrs R Hill, Mrs S Sedgwick In Attendance Emma Powley and Martin Tregenza for item 13 which was discussed first. Mrs S Bennetts (Clerk)	
2.	<u>APOLOGIES :</u> Mr D Stott and Mr K Thomas	
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u> There were no additional pecuniary interests to declare on any of the agenda items.	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u> The minutes of the meeting of 5 th February 2019 were agreed as a true record and signed by the acting chair. It had been decided that the advert placed for a teacher to cover Miss Mitchell's maternity leave would ask for an Early Years specialism only and not leadership skills. The policy on assault is an appendix to the Health and Safety Policy. The school is more able to make financial decisions as regular budget reports are now being received. The DBS update service is available for any person who signs up within the specified time. Long standing members of staff may only have had a list 99 check and it was confirmed that it is good practice for all staff to have a DBS check. It was further confirmed that if there is to be a significant change in role, a DBS check needs to be repeated. A section 128 check needs to be completed for all new governors. ACTION: SS to rearrange her monitoring visit.	SS
5.	<u>FEEDBACK FROM THE TRUST BOARD</u> Feedback from the trust board was shared with the governors. ACTION: The clerk to circulate the full feedback.	SB

	<p>ES informed the governors that the building work is planned for the summer holidays. It will be a like for like build which is newer and more energy efficient. ES shared the plans with the governors.</p> <p><u>Q. Will the building have the same footprint?</u></p> <p>A. Yes.</p> <p><u>Q. Will the layout be the same with three classrooms in a row?</u></p> <p>A. Yes, but each classroom will have a separate entrance.</p> <p>ES informed the governors that everything which is to be kept, will be moved to the hall at the end of term. An arrangement has been made that all unwanted goods will be disposed of with the old building.</p> <p>The start of the autumn term for the children will be delayed until 9th September. ES informed the governors that there has been a huge re-vamp of the premises team and that a roving caretaker has been appointed.</p> <p><u>Q. Is there a better response to building issues?</u></p> <p>A. It is early days but it has the potential to work much better.</p> <p>Governors were informed that the introduction of Parent Pay in September is still on track.</p> <p>ES informed the governors that there have been no site visits from the finance team.</p> <p><u>Q. How are the charges allocated?</u></p> <p>A. All schools pay the same charge and expenses.</p>	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	<p>A forum is to be arranged.</p> <p>ACTION: ES to arrange a forum.</p>	ES
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<p>Governors were informed that Mr M Tresidder has tendered his resignation as a governor.</p> <p>The school needs to recruit a community governor and look at recruiting an additional parent governor</p> <p>ACTION: The school to look into recruiting a community governor</p>	ES
8.	<u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u>	
	<p>ES presented her report which had been circulated to the governors prior to the meeting.</p> <p><u>Q. We notice that Miss Mitchell's maternity cover does not provide any leadership cover. Is this manageable?</u></p> <p>A. We will make it work. The teachers are very supportive and will be given time for additional leadership responsibilities.</p> <p>Governors informed ES that she needs to let them know if it is not working.</p> <p><u>Q. Is the maternity cover going well?</u></p> <p>Miss Reid is an experienced Early Years specialist who has fitted in well.</p> <p><u>Q. Is it very different being part of a MAT?</u></p> <p>It means that additional support is available from Donna Bryant, Brett Dye, the link trustees and the premises team.</p> <p><u>Q. Do we know when an Ofsted inspection is likely to take place?</u></p>	

	<p>A. It could be any time.</p> <p><u>Q. The data seems to be looking good with a good percentage working above?</u></p> <p>A. Yes we know what the data tells us and why. Year 6 data is looking good.</p> <p>Schools are not being asked to submit teaching assessments for Maths and Reading this year.</p> <p><u>Q. How often do parents' meetings take place?</u></p> <p>A. We hold two a year during the autumn and summer terms. There is a statutory requirement to report to parents but if there are any issues, these can be brought up at any time.</p> <p>ES explained the curriculum intent and that the school has been given a year for it to become embedded.</p> <p><u>Q. Is this something that needs to be done each year?</u></p> <p>A. No. It is as a result of Ofsted wanting to embed skills from the whole curriculum. Schools are already doing this but Ofsted require the evidence.</p> <p>ACTION: ES to share the draft curriculum intent.</p>	ES				
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>					
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	<p>How will Equality and Diversity be covered in this aspect?</p>	<p>Actions will be taken as required.</p>				
10.	<u>HEALTH AND SAFETY UPDATE</u>					
	<p>ES informed governors that a roving caretaker has been appointed. All staff are aware of the Parago software which is used to report any building maintenance requests or concerns which they are urged to report to the office.</p> <p>There has been concern regarding the gates which can be easily opened. A clip has been fixed to the pedestrian gate but there continues to be concerns regarding the vehicular access. Governors discussed that if kept locked, an intercom system would need to be fitted.</p> <p>Parents are persistently asked not to park on the road, but are ignoring the request. The car park is not large enough to fit all cars and it is not always possible to park on the grass area around the car park.</p> <p>ACTION: ES to include a message in the newsletter from the governors regarding this.</p>	ES				
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>					
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	<p>issue? If not when do you think it will get traction?</p> <ul style="list-style-type: none"> • How does the attendance figure for all pupils and for groups compare nationally? • Could you draw on expertise from the Trust to support any persistent absence? • Do parents complete a leave of absence form? • Does the completion of a form mean the absence is authorised? • Should the Chair of Governors countersign any leave of absence requests? • Has the fact that the working week has changed to include weekends for a lot of parents been considered? 	<p>already been seen. Behaviour for learning was excellent from year 6 during SAT's week as evidenced by PW who made a monitoring visit during the KS2 tests.</p> <ul style="list-style-type: none"> • Attendance for the Autumn and Spring Terms is below National at 93.84%. • The EWO will be visiting the school to give any advice on persistent absences. • Most parents are good at completing the forms but occasionally there is a need to remind them of the process. • No. Headteachers have received training and often contact the school of any siblings to ensure consistency. • This has not been the practice at Trannack School • Any absence is disruptive to the running of the curriculum. Children never catch up and this has a massive impact on their performance. 	
	<p>How will Equality and Diversity be covered in this aspect?</p>	<p>Actions will be taken as required.</p>	
	<p>ACTION: ES to send PW a governor monitoring form for his visit during SATs week</p>		<p>ES</p>
<p>12.</p>	<p><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></p>		
	<p>LJ to arrange a monitoring visit with a focus on safeguarding.</p>		<p>LJ</p>
<p>13.</p>	<p><u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u></p>		
	<p>Writing at Trannack 2018/2019 presented by Emma Powley (English lead)</p> <p>EP spoke about embedding the key skills including SGAP practice, weekly spelling tests and handwriting. The school attempts to underpin those who don't get home support.</p> <p>The school uses a consistent approach to handwriting using Nelson. This is an action on the School Improvement Plan from the last Ofsted.</p> <p>Staff try and give experiences for writing, rehearsing, structure, key sentences and as they are getting older, editing and re-drafting. Children can be judged as working towards age expectation, if they are under achieving in one element.</p>		

Marking and feedback and guided writing sessions particularly for year 3/4 boys are included in the Raising Attainment Plan.

The last SIP visit had a focus on writing. (see report)

EP spoke about supporting children who are left handed, allowing children to decide when they are ready to write with a pen and the layout of the classroom.

EP informed governors about monitoring and moderation, book looks, pupil conferencing and discussions which take place during staff meetings, hub meetings, moderation and updates including combined staff meetings with Sithney staff.

EP spoke about the dyslexia friendly strategy and the development of guided groups which are priorities of the SDP.

Children write for a purpose eg competitions, letters, public display, reading to others etc.

The school provides focused intervention plus in-class support. Dojos are used to celebrate success.

The next steps are staff development, new resources, trialling of editing stations, writing in science (a new Ofsted priority) and development of vocabulary.

EP is working on the implementation of writing for the curriculum statement.

Also see confidential items.

Maths at Trannack 2018/2019 presented by Martin Tregenza (maths lead)

The school has taken part in the Strength in Number programme adopting the mastery concept.

MT spoke about the challenges of the classroom structures with EYFS and Year 1 covering two curriculums and year 4/5/6 working together. Year 6 has an extra curriculum and children enjoy going out to work on this separately.

MT spoke about the targets and actions in the SDP, explaining how the school is meeting these.

The school takes a realistic approach.

A focus on achieving greater depth is a target of Ofsted.

Q. Where does mastery come from?

A. Master comes from the government but it is up to schools how it is implemented. The Strength in Numbers programme and meetings with coordinators have supported this work. The school has also subscribed to Classroom Secrets and White Rose.

Q. What is supporting success in reasoning?

A. We use Classroom secrets and our own resources for this. There is a concentration on 'why' which used to be discussed in the plenary but is now focused on throughout the lesson.

Also see confidential items

PE at Trannack 2018/2019 presented by Martin Tregenza (PE lead)

The school receives £16,000 sports premium and this is spent on administration of events throughout the trust, supporting sailing, upskilling staff in PE, resources etc.

Capital spending is not permitted.

	<p>The school's mission statement is 'When we play, life gets better.'</p> <p>MT spoke about strands of health such as regular exercise, balanced diet, hydration, sleep and hygiene.</p> <p>The school has a daily dash when children run around the playground.</p> <p>The school is accountable for spending, so needs to be creative in its use including active literacy and active maths.</p> <p>Q. Do you use a scheme for PE?</p> <p>A. The school has purchased the Real PE scheme which is games based , and focuses on the skills needed. It also has a resilience factor which embeds the idea of losing and the resilience to cope with it.</p>	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<p>Governor induction was discussed and information on any potential dates were requested.</p> <p>ACTION: Clerk to enquire about induction training.</p> <p>Governors are invited to attend Tier 2 Safeguarding training on 5th September which is being delivered by Tony Flint.</p> <p>Governors have feedback regarding the Risk Register and the new building.</p> <p>Governors have received the response regarding the matters raised with the trust board.</p> <p>Governors have evidenced the growth in confidence of the shared leaders of the school.</p>	SB
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	There were no urgent matters for discussion.	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	Should the Leave of Absence forms be signed by the Chair of Governors?	
17.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>Governors are invited to attend the sports day on 9th July and the end of term assembly which will take place at 11am on 24th July. Immediately after the assembly, parents, staff and governors will be packing in preparation for the new building.</p> <p>Governors were informed that the school will be closed on 4th, 5th and 6th September for the move to the new building.</p> <p>Future board meetings will be arranged when the trust board meeting dates have been set</p>	

Chair's Signature _____ Date _____