

Trannack Primary School
Local Governing Body meeting
Tuesday 21st September 2021 from 4.30pm
at Trannack Primary School

	<p>1. ATTENDING : Mr P Woods (Chair) Mrs S French (Executive Headteacher), Dr L Jenkin Mr R Ashmore, Mrs D Hoskins, Mrs S Sedgwick,</p> <p>In Attendance: Mrs S Bennetts (Clerk)</p>	
	<p>2. APOLOGIES : Sue Reynolds (Trustee)</p>	
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>LJe welcomed the governors to the meeting.</p> <p>Governors completed the pecuniary interests forms for the year 2021/2022.</p> <p>PWo accepted nomination as Chair of Governors. This was seconded and unanimously agreed.</p> <p>LJe accepted nomination as Vice-Chair of Governors. This was seconded and unanimously agreed.</p>	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>The minutes of the meeting of 17th June were agreed as a true and accurate record.</p> <p>The return of one device is outstanding. The school is chasing this.</p> <p>ACTION: SFr to chase return of device</p> <p>ACTION: The list of governors' skills is to be updated.</p> <p>Advertisements with a closing date of 12th October have been placed for 2 TAs. In the meantime, the school has been fortunate in securing the services of an experienced supply TA.</p> <p>The building work has been completed although there are some snagging issues to be addressed.</p> <p>Alterations to the drain in the playground have been dealt with.</p> <p>Acoustic Solutions have not yet visited.</p> <p>ACTION: Arrange a visit from Acoustic Solutions.</p> <p>It is planned to have a fire drill this week.</p> <p>ACTION: SFr to check that the thanks of the governors have been forwarded to staff.</p> <p>ACTION: PWo to arrange a Sports Premium monitoring visit.</p> <p>ACTION: RAs to arrange a meeting with Heidi Burch.</p>	<p style="text-align: center;">SFe GOVS</p> <p style="text-align: center;">SFr</p> <p style="text-align: center;">SFr PWo RAs</p>

	<p>Governors were informed that the school will be employing Megan Bungay as SENCO for 1 day every other week. A handover meeting has been arranged for 21st October and RAs was invited to attend.</p> <p><u>Q: Is this sufficient time for the amount of work to be done.</u></p> <p>A: This is slightly more time than previously given. The post is temporary in the first instance.</p> <p><u>Q: Will Megan be available to contact when not at the school?</u></p> <p>A:She does work part time at another school, but can be contacted if necessary.</p> <p>The SPCMAT Governors Meeting suggested that governors hold a monitoring type meeting every half term on a subject rota basis.</p> <p>Staff are holding a phonics and reading information meeting for parents tomorrow.</p> <p>SFr has updated the SDP and emailed to governors. This document has a focus on developing phonics and early reading which is key for Ofsted.</p> <p>Cross country has restarted.</p> <p>It cannot be confirmed that ESt checked that homework was being set.</p>	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	<p>Feedback from the trust board had been forwarded to governors on 20th July 2021.</p> <p>The clerk reminded the governors of the content.</p>	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	<p>Forums are currently not taking place. To encourage increased attendance, the school will try to link the forum with other events at the school. A parents' assembly will be held on the last Friday of every half term and it was thought this would be an ideal opportunity. The governors discussed how to reach other stakeholders and it was agreed that a Facebook page be set up. This platform could also be used to recruit governors, provide a link to vacancies etc.</p> <p>ACTION: SFr to set up a Facebook page.</p>	SFr
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<p>SSe informed the governors that she is considering resigning as a governor.</p> <p>An advert for parent governors will be placed in the newsletter. Governors were reminded that the appointment process begins with a meeting with the Headteacher and chair of governors and that the trustees will look for a commitment to the cooperative values.</p>	
8.	<u>Headteacher's Report</u>	
	<p>The headteacher's report had been circulated prior to the meeting. The following points were raised:</p> <p>The number on roll is quite strong.</p> <p>Some of the data is concerning but there is a paper trail in place to support this.</p> <p>Sports events are again taking place. Sports leaders come into school on Thursdays and staff are also learning from these visits.</p> <p>Behaviour for learning is generally good. There are processes in place to support poor behaviour.</p> <p>Attendance is slightly below average.</p> <p>The school has a new EWO who is yet to make a visit.</p> <p>Risk assessments are being circulated to staff.</p> <p>Tony Flint delivered staff training on KCSIE on 6th September. As well as being available in school the KCSIE has been uploaded to My Concern for all staff to read and sign.</p>	

	<p>Babcock also provide one minute safeguarding updates for staff.</p> <p>SFr has shared links to free online training for Prevent and FGM with all staff</p> <p><u>Q: When are governors due to update their Prevent training.</u></p> <p>ACTION: SFr to forward link to PREVENT training to governors.</p> <p>The government has changed the way in which Pupil Premium spending is recorded to a more evidence based report. The school has started gathering evidence for submission which has a deadline of the end of the autumn term.</p> <p>The trust has devised a pooling arrangement for use of a number of minibuses. Trannack School will share with Crowan, Halwin and Wendron. Each school has use of the minibus for 54 days a year which can be split into half days. The trust is organising minibus driver training.</p> <p>Low immune systems have affected attendance since the beginning of this term.</p> <p><u>Q: What are the rules around cases of Covid?</u></p> <p>A: With an isolated case, parents of the relevant class are informed. In the event of 5 children or 10% (which ever is smaller) having Covid, the school will seek advice from PHE.</p> <p>The SEND annual report was circulated to governors prior to the meeting. Governors felt that this was a very thorough document. They were informed that the EHCP process has been started for one child and it is hoped that the school will be looking to recruit by Christmas. It was noted that the name of the SEN governor needs updating.</p> <p>ACTION: Ensure the name of the SEN governor is updated on the SEN annual report.</p>	<p>SFr</p> <p>SFr</p>
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>	
	ACTION: SSe to arrange a safeguarding monitoring visit.	SSe
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	<p>ACTION: PWo to arrange a H & S monitoring visit.</p> <p>There are no concerns regarding health and safety as much outstanding work has been done. Steps have been highlighted and a fence has been erected around the shed.</p> <p><u>Q: Have the issues with the gas box been addressed?</u></p> <p>A: No. This is trust funded and we are still waiting for this to be completed.</p> <p><u>Q: The car park gate always seems to be open, should this be so?</u></p> <p>A: It is likely that it is only closed at weekends. This will be checked.</p> <p>Governors discussed the timing of the lights in the carpark.</p> <p>ACTION: RAs to check if the lights switch on at the appropriate time.</p> <p><u>Q: The gate leading into the lane is now used as the entrance and exit to the school. How is this working?</u></p> <p>A: The parents have adjusted to this well with it being much safer for the children.</p> <p><u>Q: How do delivery drivers manage?</u></p> <p>A: The gate is not locked so they can access the grounds.</p> <p><u>Q: Have any of the residents complained?</u></p> <p>A: No. There is enough room and everyone seems quite happy with the arrangement.</p>	<p>PWo</p> <p>SFr</p> <p>RAs</p>
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	

	Governors noted that it is good to see data on progress over the covid and on-line learning period.	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	There have been no monitoring visits since the last meeting. The following responsibilities were confirmed: SSe – Safeguarding RAs – SEND and Whistleblowing PWo – Health and Safety	
13.	<u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u>	
	This item has already been covered.	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	PWo continues to attend the trust finance meetings. Governors attended the Trust Governor Gathering. Governors regularly attend training provided by the trust. The Chair of Governors attends the trust C of G Network meeting. ACTION: The clerk to forward the trust governor training dates to governors. ACTION: As Chair of Governors, PWo to arrange to meet with SFr on a regular basis and prior to LGB meetings.	SBe PWo/SFr
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	Lle spoke to the governors about the SPCMAT Governors' Gathering. She informed them about the suggestion that LGBs consider amalgamating with their headteacher's other school to enable sharing of roles and skills base and support with monitoring. ACTION: The clerk to circulate the presentation which is also available on the Google Drive. Governors fully discussed the suggestion and agreed that they need to understand the benefits and dis-benefits before making any decisions. It was agreed that it may be helpful to speak to the head and chair of governors of Garras and Cury Schools to find out how it works for them. ACTION: PWo to email Lucy Wandless to arrange a meeting. Governors agreed that it would be useful to hear more from the trust regarding combined LGBs so that they can have a proper conversation. ACTION:: SFr to seek further information on amalgamating LGBs from the trustees.	SBe PWo SFr
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	The governors of Trannack School are thankful for the amount of investment they have received over the past few years and they feel the school is in a better place because of it. There are still a number of issues which need resolving and the governors would like to know if there is a timetable for the snagging as some of the issues present a safeguarding concern. Issues include work on the gas box and access control to the main door and the door to the new build.	

17.	<u>DATES OF FUTURE MEETINGS</u>	
	Future meetings have been arranged for: Tuesday 15 th February 2022 4.30pm Tuesday 14 th June 2022 4.30pm	

SUMMARY OF ACTIONS		
Action	Responsible Person[s]	Date for Completion
Chase outstanding device.	SFr	ASAP
Update list of governors' skills	GOVS	Next meeting
Arrange a visit from Acoustic Solutions	SFr	ASAP
Check that the governors' thanks have been forwarded to staff.	SFr	ASAP
PWo arrange a Sports Premium monitoring visit.	PWo	ASAP
RAs to arrange a meeting with Heidi Burch.	RAs	ASAP
Set up a Facebook page.	SFr	ASAP
Email link to PREVENT training to governors	SFr	ASAP
Update the name of the SEN governor in the SEN annual report	SFr	ASAP
Arrange a safeguarding monitoring visit	SSe	ASAP
Arrange a H & S monitoring visit.	PWo	ASAP
Check that the carpark gate is being locked	SFr	ASAP
Check whether the lights in the carpark are working	RAs	ASAP
Clerk to forward the trust governor training dates.	SBe	ASAP
PWo to arrange a meeting with SFr.	PWo/SFr	ASAP
Clerk to circulate Governor Gathering presentation.	SBe	ASAP
PWo to email Lucy Wandless to arrange a meeting.	PWo	ASAP
See further information on amalgamating LGBs from the trustees.	SFr	ASAP

Chair's Signature _____ Date _____