

**Lanivet Primary Academy**  
Local Governing Body

**Minutes of a Local Governing Body meeting held on Monday 10<sup>th</sup> October 2022 at 4pm at Lanivet School**

**Present:** Claire Davies (Chair)  
Heather Jones  
Imogen Ward  
Joanna Harvey (Headteacher)

**In attendance** Julia Stoneman (Clerk to the Governors)

<b>Key:</b>	EWO – Educational Welfare Officer
SDP – School Development Plan	KCSIE – Keeping Children Safe in Education
SEF – Self-Evaluation Form	TIS – Trauma Informed Schools
PP – Pupil Premium	CP – Child Protection
EYFS – Early Years Foundation Stage	CPOMS – Child Protection Online Management System
SCR – Single Central Record	MARU – Multi-agency Referral Unit
EHCP – Education Health and Care Plan	SODA – Scheme of Delegated Authority
FSM – Free School Meals	CIC – Children in Care
BDA – British Dyslexia Association	

		Action Point
1. Apologies for absence	There were no apologies.	
2. Election of chair and vice-chair	It was agreed that CD would continue as chair and HJ as vice-chair. It was noted that more governors are needed, ideally there would be 9 on the governing body. JH thanked the governors for being there and for their support during the recent Ofsted visit. The clerk to see whether Robin Francis is still interested. All approved the appointment of Jenny Storry.	
3. Opportunity to declare an additional pecuniary interest	There were none.	
4. Safeguarding	It was agreed that Heather would be the health and safety governor.	
5. To approve the minutes of the last meeting	The minutes of the meeting held on 12 <sup>th</sup> September were taken as a true and accurate record of proceedings.	
6. Any matters arising	There had been an action for JH to put a trimmed down version of the behaviour policy on the website. Governors agreed that on consideration this is not necessary. It was noted that there is new guidance on behaviour and the policy will checking that it meets the new requirements. It was confirmed that all actions are complete.	
7. Headteacher's report	Governors confirmed that they had received the headteacher's report, which had been previously circulated. From this: <ul style="list-style-type: none"> <li>a. A governor asked for more of a narrative on trends with the CPOMS data and asked whether it could be referring to the same families, as this could give a false picture. JH explained that sometimes 3 or 4 adults would be reporting the same incident. It was agreed that going forward JH would provide more of a narrative.</li> <li>b. A governor asked whether with the new behaviour policy the school must evidence that there is a decline in behaviour incidents. JH confirmed that they would be looking for a reduction in behaviour incidents. The 65 behaviour incidents reported could be limited to 4 or 5 pupils. This is the difficulty in a small school.</li> <li>c. A governor asked how this would be audited. It was noted that JH is DSL, SENCO and Head, so cannot audit. This means that there are 3 key areas of the school relying on JH and this needs to change. It was agreed that governors need to know the proportion of children involved in these incidents going forward.</li> <li>d. There was one MARU call following a referral from another organisation. Advice was sought for the siblings.</li> </ul>	

	<p>e. A governor asked about the actions in place to support with mental health. JH explained that the mental health support member visits every week. She does one-to-one counselling with the children who have been referred to her. This term she is running whole school workshops. JH has been working with her to figure out what is needed as a school. Rather than targeted individual support, it would be useful to broaden out and possibly identify children who might otherwise be under the radar.</p> <p>f. Stay Safe will be coming to do peer mentor training. They will train some staff in minor dispute interventions in the playground. They will do some training with Year 5 so that they can continue the work into Year 6.</p> <p>g. A governor asked whether the unauthorised absence relates to one child. JH confirmed that it is a child on a 3 day a week reduced timetable.</p> <p>h. A governor asked about the absence with the Year 6 child. JH explained that it is a child with anxiety who is trying to transition back into school.</p> <p>i. A governor asked whether reception children are counted in the attendance data when there is no legal requirement for them to attend school. JH confirmed that they are, and that when attendance letters are sent they are included.</p> <p>j. In terms of pupil premium children, it was noted that the report gives an idea of where they sit across the school. A governor asked whether PP and service children overlap. JH confirmed that they do.</p> <p>k. JH pointed out that the data on previously looked after children cannot be compared, as it is not the same children. It was noted that JH is working with 4 different counties with the CIC.</p> <p>l. A governor asked whether the BDA will visit to assess dyslexia friendliness. JH explained that Mr Wilson attended the training the previous year. The school is back on track to put that portfolio together. It does need addressing for consistency of practice.</p> <p>m. A governor asked about the violent incidents and whether they are against other children or adults. JH advised that there are more violent incidents against adults. All staff have access to training. A governor asked whether they all attended. JH said that all the teachers attended but not all of the TAs. Most of the existing staff came, however.</p> <p>n. A mental health first aider would be useful, but currently this is not possible as the staff are at maximum capacity.</p> <p>o. Governors discussed trips. Previously it had not been clear to parents if their children were eligible for help with costs. Letters will be sent to those who qualify for help. JH would like to take the children on a residential to London next year.</p>	
8. Ofsted update	Governors discussed the recent Ofsted inspection. JH confirmed that the factual accuracy check has been undertaken and that it has been sent back as a true representation.	
9. SEF/SDP	<p>Governors confirmed that they had received the SEF/SDP which had been previously circulated. From this:</p> <p>a. There were 4 complaints around SEND provision that went straight to Ofsted. They had a good look at the provision around the complaints. As a result of the complaints the families were invited to speak to TPAT. Ofsted were satisfied with the SEN provision. It is reassuring to have had a ratified external judgement.</p> <p>b. Performance management will be done in line with the SDP.</p> <p>c. There are currently there are 3 subjects without a curricular lead. Going forward this will be organised in a different way, and staff will take on more responsibility.</p>	
10. Governor monitoring	It was confirmed that the monitoring is all arranged.	
11. AOB	The clerk to give Nick Aldworth the date of the next meeting and to invite Michelle Doherty to the next meeting to do a presentation on data and attendance.	1 Clerk
12. Future dates	12 <sup>th</sup> December at 4pm via Teams – LGB meeting (Finance)	
In order to evidence that governors are providing challenge to leaders in the school, these questions are highlighted in the minutes		

Action Point	Governor/Clerk	Action point to be addressed	Action Update
1	Clerk	Invite Michelle Doherty to a meeting to discuss data and attendance	

These minutes were passed as a true and accurate record of proceedings at the LGB meeting held on: .....

Signed .....Chair/Vice-chair