 

**Lanivet Primary Academy**

Local Governing Body

**Minutes of a Local Governing Body meeting held on Monday 28th March 2022 at 4pm online via Zoom**

**Present:** Claire Davies (Chair)

Heather Jones

Stacey Liddicoat

Joanna Harvey (Headteacher)

Colin Bacon

Imogen Ward

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

|  |  |
| --- | --- |
| **Key:**SDP – School Development PlanSEF – Self-Evaluation FormSIP – School Improvement PartnerPP – Pupil PremiumEYFS – Early Years Foundation StageSCR – Single Central RecordEHCP – Education Health and Care PlanNGA – National Governors AssociationFSM – Free School Meals | GLD – Good Level of DevelopmentEWO – Educational Welfare OfficerKCSIE – Keeping Children Safe in EducationTIS – Trauma Informed SchoolsCP – Child ProtectionCPOMS – Child Protection Online Management SystemMARU – Multi-agency Referral UnitTAC – Team Around the ChildSALT – Speech and Language TherapyPPA – Planning, Preparation and Assessment |

|  |  |  |
| --- | --- | --- |
|  |  | Action Point |
| 1. Apologies for absence
 | There were no apologies. Imogen Ward and Colin Bacon were welcomed as new governors. |  |
| 1. Opportunity to declare an additional pecuniary interest
 | The register of interests had been circulated. The clerk to send the form to JH as she has some interests to declare. There were no other interests. |  |
| 1. To approve the minutes of the last meeting
 | The minutes of the meeting held on 17th January were taken as a true and accurate record of proceedings. |  |
| 1. Any matters arising
 | 1. JH confirmed that she had looked into Breakfast Club funding. The amount of money raised by it is not clear. She has spoken to Nick Aldworth to get an understanding of the way it is transferred and whether it can stand alone or under PP. This will be addressed along with the charging policy.
2. Governors discussed the play equipment plans. A proposal has been put in for the outdoor area to provide a green space and community garden if possible. This could be used as a space for parents to meet.
3. The new website should be ready to launch early next term. It was agreed to take down the current website and have a holding page with the statutory items.
4. JH to send the updated SEND action plan.
 | 1 JH2 JH3 JH |
| 1. Headteacher’s report
 | Governors confirmed that they had received the Headteacher’s Report, Whole School Covid Risk Assessment, School Development Plan and Health and Safety Compliance Report, which had been previously circulated. Governors had been invited to submit questions prior to the meeting. From this:1. *See confidential appendix.*
2. A governor asked for clarification on the action about the mission and vision working party. JH explained that on joining the school and presented with the SDP, there was no mission statement outlining what the school does in terms of educational ethos. A working party would be useful to summarise what is unique and different about the school to underpin the strategic decision making. A governor suggested that this is included in the questionnaire and to ask parents what they like about the school. JH confirmed that she would do this. A governor asked whether the healthy body and healthy mind values would be incorporated into the mission and vision. JH confirmed that they would.
3. A governor asked about the Attendance Policy, who sets the attendance target and suggested that this is agreed at the next meeting. It was agreed to get the Attendance Policy approved for the next meeting. Governors will be involved with the target setting going forward. A governor asked for comparative data for prior and during Covid so that they could see the trend, also year groups as well as class names in the data. JH confirmed that this data would be shared with governors for next time.
4. A governor asked what period the attendance graphs cover and whether persistent absence and lateness relates to a small or large number of children. JH explained that the period covers the current term. Persistent absenteeism and lateness relates to a handful of children, but has a major influence on the data.
5. A governor asked about the attendance clinics from the EWO and whether they are having an impact. JH explained that the letters have not gone out yet, but once they do there will be monthly clinics and with the right message attendance should improve.
6. A governor asked about the safeguarding data and the difference between ‘currently monitored’ and ‘incidents’. JH explained that ‘monitored’ is where tracking through relative incidents and the other is ongoing.
7. A governor asked what the behaviour data covers and whether it is minor and major disruption combined and whether it is persistent bad behaviour from a small number of children, or a trend across the school. JH explained that the categorisations have changed slightly. Behaviour incidents have been split up and also positive behaviour in order to track improvement. Bullying will also be sub categorised.
8. A governor asked for clarification on the timetables for TAs. JH explained that it is about shifting the mindset and value of the TA’s CPD and the hard work that they do.
9. A governor asked for clarification on WRAPS and ELSA. JH explained that ELSA training is ongoing and is a skill set for a TA that can be run across lots of children or groups of children. WRAPS is about accessing a sensory diet.
10. A governor asked for ‘impact’ and ‘implementation’ to be separated in the table in the SDP. Action for JH.
11. *See confidential appendix*
12. A governor asked how the school is managing best practice around increasing Covid cases and how it approaches known positive cases. JH explained that there have been very few positive cases and that they have not met the threshold for escalating to Public Health. Positive cases are asked to isolate, but there is no legal remit.
13. A governor asked about the intervention timetables and whether Year 1 has been completed yet and if not, what is the expected timescale. JH explained that the timetable for Year 1 was still outstanding and would be asked for again.
14. A governor asked for clarification on the SRE element needing further discussion with staff and possibly further consultation with parents prior to teaching. JH explained that there was uncertainty as to whether the consultation for SRE had been undertaken. This will need to be done in consultation with teachers. Once decided the parents can be informed ahead of time when these subjects are going to be taught and opt out if they wish.
 | 4 All5 JH6 Clerk7 JH8 JH |
| 1. Governance matters
 | **Terms of Reference**Governors confirmed that they had received the terms of reference which had been previously circulated. It was agreed to have a finance committee and cover everything else in the full governor meetings. It was agreed that IW and CB would sit on the finance committee. These will take place termly.**Roles and Responsibilities**It was agreed that HJ would be vice-chair.CD to continue with SEND and safeguarding.IW will be whistleblowing governor.JH thanked CD for being so diligent at checking on her wellbeing. **Governor Training**It was agreed that governors would keep the clerk up to date with any training they have attended so that a record can be kept and circulated at each meeting.It was noted that JH and CB have done safer recruitment training.**Future Meetings**The first meeting of each term will be in person and will cover the SDP. The second will cover compliance, health and safety and finance and will be held virtually. |  |
| 1. Governor monitoring
 | The following governor monitoring was agreed:Colin – mathsImogen – pupil voice Heather – art Claire - SENDIt was noted that the School Council is not currently active and that it is important to get this up and running to help with responding to pupils’ need. To be put into the SDP.It was agreed that in future meetings it would be useful for staff to be invited to do a presentation.  | 9 JH |
| 1. Future dates
 | **Tuesday 26th April at 4pm** online – SEND and finance training**Monday – 27th June at 4pm** at the school – LGB meeting (SDP and governor monitoring reports) |  |
| 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 | Joanna |  Look into breakfast club funding | Will meet with NA and will be addressed along with the charging policy |
| 2 | Joanna  | Website to be taken down to leave a holding page with statutory information |  |
| 3 | Joanna | Email updated SEND action plan |  |
| 4 | All | Working party for mission and vision |  |
| 5 | Joanna | Include question for mission and vision in the parents’ questionnaire |  |
| 6 | Clerk | Attendance policy on agenda for summer term meeting |  |
| 7 | Joanna | Comparative data on attendance to be shared next time and also year groups as well as class names.  |  |
| 8 | Joanna | Separate ‘intent’ and ‘implementation’ on the table |  |
| 8 | Joanna | School council to be put on SDP |  |
| 9 | Joanna | Chase up provision for FTE child |  |

|  |
| --- |
| **These minutes were passed as a true and accurate record of proceedings at the LGB meeting held on: ……………………………………****Signed ………………………………………………………………..Chair/Vice-chair** |

**Confidential appendix to Lanivet LGB meeting Monday 28th March 2022 at 4pm**

The following to be regarded as confidential under Section 125 in the Articles of Association

5. **Headteacher’s Report**

1. A governor asked about the dual registered children as mentioned in the report and whether the school received funding for these children and whether it matters that the three places are being blocked temporarily. JH explained that they are being educated at another establishment but are also on roll at Lanivet School. This is due to parental separation and waiting for a court decision to be reached.

JH asked whether governors would approve of these children being taken off roll, as they are taking up three spaces in three year groups and it may be that the school would have to refuse other children. This has been the situation for a year.

Cornwall Council are not willing to support the school with this.

A governor asked whether the school could go over PAN. JH confirmed that it could. Governors felt that they would like to continue to keep the children on roll and support the family in coming back if they need to and support them in keeping their options open. This could be revisited if there is an application for one of the year groups.

A governor asked where safeguarding sits with the situation. JH explained that although they are on roll the school cannot assure their safety as they are not in contact with them.

It was noted that it will affect data as the children are on roll.

1. Governors discussed a recent fixed term exclusion. The child has been removed from school by his mother. They had been assured that he would get provision but have been told there is no space now. The child is now out of education. It was felt that the school needs to back her up as this is not good enough. JH will chase this up.

Action 9: JH Chase up provision for FTE child