

**Lanivet Primary Academy**  
Local Governing Body

**Minutes of a Local Governing Body meeting held on Monday 12<sup>th</sup> September 2022 at 4pm at Lanivet School**

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

**Apologies:** Joanna Harvey (Headteacher)  
Keira Facer

**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	

		Action Point
1. Apologies for absence	JH and KF sent apologies as Ofsted were due the next day for an inspection. Colin Bacon has stepped down due to personal reasons. It was confirmed that the meeting was quorate.	
2. Election of chair and vice-chair	To be deferred to the next meeting	
3. Opportunity to declare an additional pecuniary interest	The register of interests had been circulated and there were no changes. The clerk had circulated new forms to be filled in.	
4. Safeguarding training	The level 2 safeguarding training to be rearranged. Governors confirmed that they had received KCSIE 2022.	1 JH
5. To approve the minutes of the last meeting	The minutes of the meeting held on 27 <sup>th</sup> June were taken as a true and accurate record of proceedings.	
6. Any matters arising	a. JH to write a trimmed down version of the behaviour policy for parents to go on the website. b. IW will arrange to come into school to do pupil voice.	2 JH
7. Governance matters	a. Declaration of interest forms had been circulated by the clerk. b. Governors confirmed the TPAT code of conduct. c. The LGB terms of reference were reviewed and confirmed. d. Governors had received a document on the role of the LGB for information. e. The TPAT LGB planner was received for information. f. The training programme had been circulated for information. g. The recently updated SODA had been shared for information. h. In terms of governor recruitment an advert will be put in 'Indeed'. CD will speak to the headteacher at Bodmin College.	
8. School Development Plan	Governors received a copy of the SDP. To be discussed in detail at the next meeting when JH is present.	
9. Governor monitoring plan	HJ will update the governor monitoring plan and recirculate. HJ agreed to take on the role of health and safety governor on a temporary basis. HJ will check that the website is up to date. The clerk to send her a checklist.	3 HJ 4 HJ/Clerk
10. AOB	Governors were invited to come into school for SATs invigilation and to test whether SATs papers are locked away.	
11. Future dates	10 <sup>th</sup> October at 4pm at the school – LGB meeting (SDP) 5 <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	Joanna	Safeguarding training to be rearranged	
2	Joanna	Write a trimmed down version of the behaviour policy for the website	
3	Heather	Update monitoring plan and recirculate	
4	Heather/Clerk	Check that the website is up to date. Clerk to send a checklist	

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

Signed .....Chair/Vice-chair