

Lanivet School Local Governing Body

Minutes of a Local Governing Body meeting held on Monday 6th February 2023 at 4pm at Lanivet School

Present:	Claire Davies (Chair) Imogen Ward Jenny Storry Joanna Harvey (Headteacher)
Apologies:	Heather Jones
Absent:	Robin Francis
In attendance:	Julia Stoneman (Clerk to the Governors) Michelle Doherty (Assistant Headteacher and Class 3 Teacher)

Key: SDP – School Development Plan SEF – Self-Evaluation Form PP – Pupil Premium EYFS – Early Years Foundation Stage SCR – Single Central Record EHCP – Education Health and Care Plan FSM – Free School Meals BDA – British Dyslexia Association	EWO – Educational Welfare Officer KCSIE – Keeping Children Safe in Education TIS – Trauma Informed Schools CP – Child Protection CPOMS – Child Protection Online Management System MARU – Multi-agency Referral Unit SODA – Scheme of Delegated Authority CIC – Children in Care SLA – Service Level Agreement
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		Action Point
1. Apologies for absence	Apologies were received and accepted from Heather Jones.	
2. Opportunity to declare an additional pecuniary interest	The register of interests had been circulated and there were no changes.	
3. Presentation on data and attendance	<p>Michelle Doherty had been invited to the meeting to update governors on data and attendance. Governors received data on attendance, progress and attainment. From this:</p> <p><i>Attendance</i></p> <ol style="list-style-type: none"> The EWO service from Cornwall Council has changed and is more hands off. However, the EWO is keen to support, and he will run attendance clinics. In terms of persistent absence, a letter is sent if there is a concern. When it drops below 90% the parents it is closely monitored and if it continues to drop the parents are invited for a meeting and an attendance plan is put in place that will address the barriers. A governor asked whether the percentage is reset to zero at the beginning of term. MD confirmed that it is, so during the Autumn term the past 6 months can be looked at. Autumn term attendance is 91.75%. It has increased but needs to be at 95%. A governor asked how much is authorised absence. MD explained that most is authorised and is sickness. Some are medical appointments. A governor asked whether holidays are authorised. MD stated that they are not authorised, unless there is an exceptional circumstance. A governor asked the reason for the concerning persistent absence of 26%. MD explained that Year 1 were hit badly with chicken pox. A few families were unwell with cough and fever just before Christmas. Much of this absence is to do with illness. There was one family with a taxi related concern and their attendance was as low as 23%. They had been removed from the transport list. EWO supported with this. There were only 2 families on an attendance plan in the autumn term. The letters seem to have worked for most families. In the spring term there are 7 families. This is 8 children. Meetings have been held with them and support offered. There is one family where things are not improving as hoped. The EWO will support with this and run an attendance clinic. 	

	<p>MD told governors that there is no longer the option to buy the EWO SLA. It is now a free service but offers little support. Fortunately, the EWO has been very supportive.</p> <p>i. A governor asked whether the school would go down the fixed penalty route. MD confirmed that they would and that the EWO would support with this.</p> <p>j. It was noted that there are some children in the wrong cohort with no paperwork to support it. Funding is by age rather than academic year and the situation could risk them getting a place in a secondary school and jeopardize their GCSE year. The EWO will support with this.</p> <p>k. The school is below national. The persistent absence figure of 25% is very high. MD is working hard to reduce this, and it is paying dividends.</p> <p><i>Data</i></p> <p>l. MD explained that in terms of data they have erred on the side of caution.</p> <p>m. End of year phonics is not as high as hoped. A lot of resources have been put in, including Read, Write, Inc and 80% should pass.</p> <p>n. Six children will be retaking the phonics screening and 5 of these should pass.</p> <p>o. A governor asked why Year 6 is way below national for last year. MD explained that there is a narrative behind these children. SEN was high and there was a lot of unmet need. The children have missed a lot of school because of the pandemic. A governor asked JH whether she is concerned. She stated that knowing the children she is not concerned but can see why there is caution.</p> <p>p. Maths is looking good. There are a couple of children who are not where they should be, but pupil progress meetings will be held to find the barriers and support those children.</p> <p>q. A governor asked why 12% of Year 3 children are significantly below in in reading attainment. MD explained that some are still on Read, Write Inc and not meeting expectations. They had finished a key stage when they came into Year 3 and she can only mark them down as pre key stage. It is a similar picture with writing. It is a national picture post Covid.</p> <p>r. A governor asked what will be done to address this. MD explained that they have looked at the need to invigorate the writing and will reevaluate the writing curriculum. There is not a consistent approach currently.</p> <p>Governors thanked MD for attending and she left the meeting.</p>	
4. To approve the minutes of the last meeting	The minutes of the meeting held on 12 th December were taken as a true and accurate record of proceedings.	
5. Any matters arising	<p>a. A date needs to be set for a finance meeting.</p> <p>b. Compliance review is in the headteacher's report.</p> <p>c. Robin Francis has not yet met with JH to discuss health and safety.</p> <p>d. JH confirmed that she had changed the wording in the anti-bullying policy.</p>	1 CD JH
6. Headteacher's Report	<p>Governors confirmed that they had received the headteacher's report which had been previously circulated. Governors had been invited to ask questions prior to the meeting. From this:</p> <p>a. A governor asked whether the Year 3 pupil who left is the one who joined in the autumn term. JH confirmed that it is.</p> <p>b. A governor asked whether there will be support trips for SEN children. JH confirmed that there will now that there is a full complement of staff for SEND.</p> <p>c. Tywardreath pool should be reopened soon. A governor asked about transport costs. JH stated that this is paid for out of SEND funding at the moment.</p> <p>d. A governor asked about EYFS early learning goals and asked for clarification of the 11.8%. JH explained that 11.8% of pupils on target would be above expected, as they are meeting the targets currently.</p> <p>e. A governor noted that 75% of pupils achieved combined RWM in KS1 tests, 53.3% of Year 2 are on track and asked what measures are in place for the others. JH explained that there are interventions in place for these children.</p> <p>f. A governor asked about the impact of TA absences on staff in terms of morale and mental health. JH stated that it is difficult for teaching staff in particular. They have all had to cover 10 minutes of lunchtimes since September. They are also having to do their marking during lunchtime. They have been doing interventions in the afternoons and covering support staff absence. A governor asked whether it is persistent absence. JH explained that it is somebody different every time.</p>	

	<p>Supply cannot cover supply. Morale is better but it has still been very difficult. Another lunch time supervisor would help, but the school cannot afford this. A governor asked whether the school could pay a teacher for 2 days a week, rather than paying for supply. JH stated that this could be explored to see if that would be worthwhile.</p> <p>g. A governor asked for a narrative to go with the safeguarding data. JH will do this for next time.</p> <p>h. A governor asked what a Vist is. JH explained that it is a report received directly from the police following attendance at a property and domestic violence.</p> <p>i. A governor noted that under behaviour the narrative says that the data shows a reduction in incidents and pupil numbers involved. However, as it is cumulative it is not possible to see that. JH stated that she would do a narrative for next term.</p> <p>j. A governor noted that the TPAT Behaviour Lead was in once a fortnight, but this is reduced due to absence of key pupils. JH was asked whether this behaviour is by children with SEND in particular. JH explained that Tina Leack spends one day a week to support with behaviour. Two of the most challenging are not attending so she has been coming every other week and supports staff with documentation to support children. She has been observing and implementing behaviour interventions where required. She will review the policies from a behaviour point of view.</p> <p>k. A governor asked whether the change in the behaviour policy has had an impact. JH stated that celebrating behaviour alongside values and the token system has had a big impact. It is having an impact on the children's articulation of their effect on others.</p> <p>l. It was noted that Mike Heard's presentation on behaviour at the next governors' meeting would be a good piece of triangulation on the impact of the new behaviour policy.</p> <p>m. A governor asked about trips. JH explained that the Year 5 trip has not been organised yet, but the Year 6 one has. EYFS and KS1 will be having a summer term trip to the beach.</p>	<p>2 JH</p> <p>2 JH</p>
7. Update on the progress of the SDP	<p>Governors had received a copy of the SDP. From this:</p> <p>a. JH to send out a copy of updated subject leaders to help with governor monitoring.</p> <p>b. A governor asked what the subject folders with 7 key documents are. JH explained that these are based on recent TPAT training and is about planning for the subject both long term and medium term, monitoring the subject and looking at data and outcomes and CPD for the subject lead and staff.</p> <p>c. A governor asked what Arbor is. JH explained that this is the school information management system. It does all the assessments and attendance tracking.</p> <p>d. There have been some big changes following performance management. Responsibilities have been assigned to make sure that value is the same as the salary.</p> <p>e. Following the Ofsted inspection there are lot of plans on what to take forward.</p> <p>f. A lot of work has been done on personal development.</p> <p>g. Much of the leadership and management priorities have been completed. It is now about embedding those changes.</p> <p>h. A governor asked what the 'No Outsiders' programme is. JH explained that it is a scheme that talks about protected characteristics. It is about ensuring that gender and sexual identity is addressed but without making the child different. It is about looking deeply at inclusion and addressing those issues inclusively.</p> <p>i. It was suggested that at the next meeting there would be a focus on the quality of education, as this is still in red. It may be possible to have an update on the writing plan by then.</p>	3 JH
8. Governor monitoring	<p>Governors confirmed that they had received the SEND and maths reports, which had been previously circulated.</p> <p>Summer term monitoring to be put on the agenda for the next meeting.</p>	
9. Governance matters	Governors updated the clerk on training they had undertaken.	
10. AOB	JH had previously circulated a quote for sorting out the gate entry, as this been a big issue due to relying on wi-fi. It is also a safeguarding issue. Governors agreed for JH to go ahead with the work.	
	<i>The meeting was closed at 6pm</i>	

Future dates	27 th March at 4pm online via Teams – LGB meeting	
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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	Claire and Jo	Finance meeting	
2	Jo	Narrative on safeguarding data and behaviour data for next time	
3	Jo	Email out updated list of subject leads for governor monitoring	