

Trewirgie Infants' School

Local Governing Body

Meeting Minutes



Truro and Penwith
Academy Trust



Date of Meeting – 24th May 2023

Time – 5 pm

Venue – School

Present	Mark Lees - Chair Liam Teague Vicky Sanderson Lisa-Marie Clarke Emma Guppy-Wilcox (Virtually) Cath Callow - Headteacher
In attendance	Sam Newman - Governance Professional Clair Bateman - Deputy Headteacher

Item	Details	Lead
Business Matters		
1	Welcome, apologies and Housekeeping The Chair welcomed everyone to the meeting. Apologies were received and accepted from LL and IE, apologies were received but not accepted from MH. The Chair will address the attendance concerns with MH via email. There were no new declarations of business and pecuniary interests.	ML
2	Minutes of previous meeting of 29 th March 2023 - Approval & Matters Arising The Chair was happy with the previous minutes from the last meeting, these will be signed off and filed. There were no outstanding matters which arose.	
3	Policies Policy schedule and tracker Any policies to be approved and accepted from the trust: <ul style="list-style-type: none">● Mobile Phones● Accessibility Policy and Plan● Intimate Care● Lockdown and emergency procedure● Positive handling and safe touch - awaiting training.● Separated parents - been sent out.	

	<ul style="list-style-type: none"> • Wrap around care <p>A governor asked why we felt it needed a separated parents policy.</p> <p>It was agreed to be a good idea to have one for our school due to the amount of separated parents there are within the parent community, it seemed a good idea to have a stand alone policy.</p> <p>Approval for the remaining policies was to be done by email, the headteacher was to send the policies to the governors and the governors were to confirm agreement via the governance professional.</p> <p><u>Governor accepted and approved the separated parents policy.</u></p>	CC
4	<p>Finance and budget</p> <p>Current spending and budget statement report from Alex Smith, TPAT was discussed.</p> <p>Since the last meeting there had been some changes within the trust regarding pay for teachers and support staff for next year. The forecast was updated based on those assumptions. 5% for teachers, which is to be unfunded has been agreed, also for support staff there will be a flat payment of £1925, approximately equating to £1 per hour, NJC recommendation, the trust can't afford the spend, however, need to remain competitive. Based on the current proposed structure, there would be a deficit of £165k.</p> <p>A governor asked about the current budget, it was online for a deficit for £210k, what was the carry over?</p> <p>Approximately £500k.</p> <p>The leadership of the trust expressed their thanks to the working budget party for looking at trying to reduce the deficit, there have been savings of £60k going into next year.</p> <p>The school is determined to reduce the deficit as much as they can and have exhausted all avenues to support this.</p> <p>There were 12 EHCP's coming through.</p> <p>Proposal of reducing TA support in KS1 in the afternoons. The money that a TA gets is not a significant amount and wouldn't make a huge impact on the budget.</p> <p>There were discussions regarding future SEN provision, looking to develop a provision within school, led by a teacher with 5 SEN TA's as opposed to the 12 the school currently employs.</p> <p>A teacher within school is keen to work within the potential 'hub' for SEN provision, however she would need replacing in her current role.</p>	

This potential new hub provision would see a substantial saving within the budget line, whilst still being able to ensure the school is meeting the specific needs of the children, the provision would be staffed with a fixed one year term to monitor the progress and confirm if it would be a viable option more permanently. The governance professional offered her support within her role as PA at Trevithick Learning Academy for the Deputy Headteacher to have a look at their schools current ARB unit and in addition their new SEN hub for next year.

A governor asked if the hub provision would be needed all day?

Yes, the staff would be needed within the hub all day.

12 TA's would cost approximately £128k for the year ahead, however, if you backfill the position with an M4 full time teacher and 7 SEN TA's, the school would see a saving of approximately £37k from the £165k deficit, if the hub could function with 5 TA's instead of 7 this would save approximately £70k in the budget.

A governor shared that financially it sounded good, and the provision is good, but questioned how inclusive it would be.

It would still be inclusive, they would move between the hub and classrooms.

A governor asked if ECT's had been thought about to support the hub.

The SLT had expressed that strong ECT's was something that they had difficulty finding currently, however would explore this again if needed.

With 12 EHCP's that would usually have a one to one support that would mean 12 members of support staff that could potentially not need to be filled if the school was to move forward with this plan of a nurture room. There are currently 9 support staff.

The school would be looking to reduce the hours across the TA line.

A governor asked if it was an ARB would it need to be registered anywhere?

Yes, it would need to be registered as an ARB, however what Trewirgie is proposing is not an ARB. It would be a nurture class, specialist provision, dual placed with their cohort classroom.

The governor's proposed a notion and instructed school leaders to move forward with the nurture class ready for September.

A governor questioned if the cost for breakfast club provision would be increasing next year.

Yes, £3 from £2.50.

A governor asked what the in year deficit would be after the changes.

Best case scenario is £95k.

A governor asked how much would the carry over be.

£192k.

5

School Performance and Standards

Headteacher update(verbal) and questions arising.
OFSTED report reflection and celebration on 26th May 2023 at 3.30 pm.

Staffing update

School Improvement plan and progress. Next steps towards excellence.

Grant funding and impact of these.

Risks identified and risk register update.

243 on roll, with nursery this is 303.

13% SEND, 4% EHCP, 22% FSM, 23% PP, 4% EAL.

A governor asked about the deprivation, PP seems low for the area.

There could be different factors as to why this would be, one of which is that the parents already get UIFSM for their children in our infant school, therefore do not know to also apply for FSM and PP, this is addressed as much as possible by the office team. The other reason could be that there are some extremely affluent areas within the community.

Attendance is 93%, decreased PA which is currently 18.5%.

A governor complimented the strategy for tackling the absence.

The letters sent out have seen a great response.

KS1 SAT's have been completed.

ML has shared his monitoring.

The school will be moderated this year.

Transitions have started. A switch from one key stage to another, one teaching style, one form of provision to another, working on a model of continuous provision. The year one model is changing.

To support this work, the team are visiting Trenance school on the 8th June to look at their Year 1 provision.

Reflecting on the 'outstanding' provision.

The staff want to get it right, but they don't quite know how to.

Transition discussions with Junior school have started, extra visits are planned.

School stayed open during strike days, one teacher chose to strike.

My Concern will now be replaced with CPOMS, whole school training coming 14th to 16th June.

One child in year 1 on a reduced timetable, EP was due to visit this week, PSP application has been submitted.

74 children with additional 2 pending for Reception next year.

The Assistant Head has enrolled the school on a maths lead project.

SEF to be worked on, following successful inspection next steps will focus on excellence.

	<p>Staffing - recruited a full time teacher in year 1, strengthening the team.</p> <p>A governor asked if she was a strong addition? Absolutely, there were 30 applicants with 12 shortlisted.</p> <p>There were also 2 applications for the outdoor learning coordinator, with one successful candidate.</p> <p>PP spend focused on the lowest 20%, 11 pupils received funding, exs plus progress was made.</p> <p>8 FSM pupils had attended interventions, with all achieving exs.</p> <p>Recognition celebration on Friday at 3:30pm, thanks to the Tesco staff members.</p> <p>Risk register, how were the children?</p> <p>Year 2 children were outstanding leading up to SATs with the types of questions coming up, historically they could get a little upset, the structure of the day was as normal as possible.</p> <p>Thanks from governors was expressed to the entire year 2 team for their support and hard work.</p> <p>A governor asked about the new employee that was due to start work soon, and whether there was any risk of them not being released from their current contract. Relocating to Cornwall.</p>	
Stakeholders		
6	<p>Safeguarding</p> <p>Safeguarding update including a bitesize training element for governors.</p> <p>Feedback on governor training</p> <p>Behaviour and attitudes</p> <p>Attendance and PA</p> <p>No safeguarding updates.</p> <p>CPOs will replace My Concern over the next half term.</p> <p>Training hasn't been particularly robust.</p> <p>There will now be annual external safeguarding training with Helen Trelease on 14th September.</p> <p>S157/175 has been sent off, nothing reported back yet, it used to be sent off and feedback would be given.</p> <p>Last year was good, writing our own and quality assured others, learning alongside.</p> <p>This year, just a couple of questions had been added and then it was requested that it be sent back, no other changes.</p> <p>A governor asked if there was safeguarding training? No.</p> <p>Feedback risk that the strategic overview is unclear to governors in regards to safeguarding.</p>	
Stakeholders		
7	<p>Stakeholders</p> <p>Resignation of our clerk and thanks.</p>	

	<p>Suggestion to the LGB for a current employee to become the new governance professional.</p> <p>A governor asked about her existing workload, even more work than before due to further staff shortages.</p> <p>The employee would not be expected to do this additional work within her normal working day, this would be in addition to her contract, with overtime requested.</p> <p>Feedback from governor visits or monitoring since the last meeting:</p> <ul style="list-style-type: none"> • Statutory assessment – 15th May 2023. • LGB monitoring day -autumn term 2023 – 2nd November 2023 <p>The Chair proposed an LGB monitoring day on Tuesday 7th November, similar agenda to last year. 9:30am-1pm.</p> <p>Governor training and needs.</p> <p>Governor self-evaluation feedback.</p> <p>The governance professional shared the findings from the self evaluation of the board; she had also put together an action plan which identified and supported the LGB training needs for next year.</p> <p>The document would be handed over to the new clerk.</p> <p>The governors discussed the findings, addressing that communication between the LGB's and the Trust board was highlighted by everyone as a concern. This would be fed back to the governance lead.</p> <p>The Chair suggested the LGB look at a redesigning of the monitoring schedule.</p>	
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Summary of meeting including impact

Points to note and feedback to the trust governance officer.

- Governors do not understand the strategic oversight of safeguarding within the trust and what training is available..
- Self evaluation identified communication between the trust board and the LGB, needs to be more robust.
- SEN provision, creating an innovative approach to improve the provision for the pupils within the school, enabling us to reduce the deficit.
- Reduction in PA has been a huge success.
- Successful assessment period has taken place.
- Year 2's that needed to retake the test all passed this time.
- Outcomes in year 2 are positive, an improvement on what was expected in September 2022.

Dates of future meetings and events

Summer term – LGB meetings

- 12th July at **4 pm** – LGB meeting at school - Apologies received from Vicky Sanderson for the last meeting.

Action table:

Agenda point	Action	Person
1	ML to discuss LGB attendance with MH.	ML
3	All policies (except separated parents) to be sent and confirmed via email.	CC / All gov's
7	Governance professional to hand over the self evaluation table.	SN

Meeting closed by Chair at 6:26pm

Signed as an accurate record.....

Print name.....

Date.....

Please note that these are draft minutes until signed off by the Chair at the next meeting.