



Trewirgie Infants' School LGC meeting minutes, held at Trewirgie Infants' School on Tuesday 3rd May at 5pm.

Present	Kerry Raymond - Chair Nadine Francis Lisa - Marie Clarke Holly Hipkins Ian Eslick Cath Callow
In attendance	Claire Bateman Amanda Baker Sam Newman - Governance Professional

	Item	Person
1	Apologies, welcome and quorum Apologies were received from Mike Hall and Emma Guppy-Wilcox. The Chair welcomed everyone to the meeting, the meeting was quorate in line with TPAT's Terms of Reference.	
2	Declaration of business & pecuniary interests The Clerk had a new declaration of business and pecuniary interest, her Mother in law recently started working for the school. The Clerk will fill out a form and send it to the school office.	
3	Minutes and matters arising from the last meeting 25/01/22 The minutes were agreed to be a true and accurate representation of the meeting. Chair to sign off the minutes. Matters arising from the minutes. Ongoing for the connect access for Chair and Clerk. Pen portrait to be passed on - completed. Monitoring schedule to be discussed and agreed - ongoing. Curriculum monitoring next Friday from Lisa-Marie Clarke. SCR review next Monday, report to follow. A governor questioned if the team were up to date with the monitoring schedule? Answer: We will discuss in agenda point 8.	KR

4	<p>Headteachers written report, to include safeguarding.</p> <p>Headteacher discussed the report.</p> <p>Update for governors that reflect the events within the school since the last meeting.</p> <p>What has been happening in the Spring Term and the impact.</p> <p>NOR: 297, increase on the last governors meeting, received additional rising 3's coming into school.</p> <p>In year leavers is 10, the reason for that is moving out of the area, 1 was a parent that went to Pennoweth due to living close to the school.</p> <p>SEND: Figures are similar to the last term report, EHCP increased from 8 to 10.</p> <p>FSM and PP are the same, EAL has increased to 8.</p> <p>Ever6 is still low compared to others.</p> <p>A full Primary School would see the benefits, unfortunately at Trewirgie Infants the school only has the pupils until Year 2, so by the time the parents have applied, it is usually when moving up into Year 3, this would mainly be due to the fact that the parents already receive UIFSM and a lot are unaware of the added benefits to the school and their children's curriculum from the additional funding.</p> <p>A governor expressed the need to highlight the key message for what it brings to the school, not just school meals.</p> <p>A governor questioned what else it offers the families in addition to the FSM?</p> <p>Answer: Half price school trips, all FSM have an IPM, a priority for intervention, support.</p> <p>A governor challenged how parents would know this information?</p> <p>Answer: It would be shared through the child's IPM.</p> <p>A task is undertaken annually to bulk check all the NI numbers to verify if anyone additional could be added.</p> <p>Update for September, during the Easter holidays the County Admissions team sent out first choices to all schools, Trewirgie have had 78 first choice allocations for the September intake, plus an additional 3 from the Nursery.</p> <p>The school could potentially also pick up a few more 'second place' offers.</p> <p>Pupil attendance is 92.3%, with the national figure of 96% pre covid.</p> <p>There was a discussion with the EWO, who described that Cornwall should be looking at an average of 93% attendance, which seemed more realistic.</p> <p>Persistent Absence is 19%, including Reception class, non statutory school age, this data was taken from Spring Term.</p> <p>Decrease from Spring which was 25.2%, challenging, some TPAT schools have late 20% to early 30%, putting Trewirgie in a strong position.</p> <p>5 families have been referred to the EWO.</p>	
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	<p>Unauthorised Absence figures are extremely low, no holidays are authorised.</p> <p>IDACI banding hasn't changed since the last one, with twice as many pupils in the 0-10 deprivation compared to other primary schools.</p> <p>Numbers in the 30% deprivation, we are aware of who those children are.</p> <p>There is one pupil that is CIC (Child in Care), there are 6 pupils that are classed as CIN (Child in Need) , 2 pupils with Child Protection Plans and 1 pupil on a reduced timetable.</p> <p>Last SCR check was undertaken in February, the 157/175 was done in March.</p> <p>There have been 3 MARU referrals.</p> <p>Safeguarding concerns - 234, 23 are via encompass.</p> <p>1 safeguarding concern could be under more than 1 category.</p> <p>Therefore 1 incident with a child could potentially make it seem a lot higher.</p> <p>A governor asked why it was so high, was that normal?</p> <p>Answer: It isn't 234 children, it may be 20 children with 10 category incidents.</p> <p>A governor asked if there is a way to filter it, to be able to see the breakdown of students with incidents?</p> <p>Answer: No, it isn't as simple as it once was.</p> <p>A governor questioned if Ofsted would expect anymore.</p> <p>Answer: Ofsted would more than likely want evidence as to how the school has dealt with the incidents.</p> <p>The school's most common issue for reporting is neglect.</p> <p>A governor asked where the data is shared?</p> <p>Answer: Myconcern reporting system is where the data is stored.</p> <p>Governors need to know that the school is reporting accurately.</p> <p>A governor suggested that it would be useful for them to see the timeline.</p> <p>Answer: Clair Bateman was happy to look into this, and can anonymise the information so that governors would be able to check that the school is working appropriately.</p> <p>Claire discussed the safeguarding report.</p> <p>Ofsted are focused on sexual harrassment, the school had not experience these issues, just silly behaviour, however there is an increase in it within our school, inappropriate touching, sexualised behaviour.</p> <p>Staff need more training.</p> <p>Children - PSHE lesson is focused on what is classed as appropriate/inappropriate touching.</p> <p>Letter sent to parents detailing that the school has had a lot of these incidents, what they are doing about it and what the parents could do to support them.</p> <p>SRE curriculum- no withdrawals from the session currently, a letter had been sent out to explain the content of the session that the children would be taught, how the school teaches SRE, why</p>	
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	<p>they teach it, the vocabulary used, they have also been informed that it will be happening after May half term.</p> <p>Health and Safety - 2 reportable accidents, 3 near misses. Smartlog is for training, policies and accident reporting. A governor asked if TPAT could access it?</p> <p>Answer: Yes.</p> <p>Health and Safety audit took place in March, the school received an 'outstanding' result.</p> <p>Fire drill audit will take place in April.</p> <p>No GDPR updates.</p> <p>Number of days lost were shown and discussed.</p> <p>A governor highlighted that the loss was huge, and questioned how the school was managing?</p> <p>Answer: The bulk of absences happened after Christmas, TA's stepped up, moved children around, far from ideal, challenging in terms of one to one support, struggling to get the right people to support the SEN pupils.</p> <p>Long Term Sick figure discussed.</p> <p>Lots of other schools have had lots of closures, we have been consistent, no gaps are widening.</p> <p>Health and safety discussion was agreed by all governors to move to the finance meeting</p> <p>Kickstart apprentices employment was due to come to an end, elected to extend.</p> <p>Cost of Covid is impacting the supply budget.</p> <p>The caretaker resigned, however a new one started today.</p> <p>Cultural capital visits, local authors in, all children attended the workshop for anti bullying.</p> <p>Every subject being interactive, links being made with the local church.</p> <p>Performance management has been completed, training standards.</p> <p>Jo is training to become the Autism Champion.</p> <p>Monitoring this term is on Pupil Voice, Maths, supported visits from Claire, Helena, Vic and Chris' support has been ongoing.</p> <p>Paul Hodson's visit was postponed due to staff shortages.</p> <p>Keep in touch meetings are continuing fortnightly, the staff wellbeing group has met.</p> <p>Trewirige will be participating in the Murdoch Day parade.</p> <p>Spring data discussed.</p> <p>Key group summary: On entry looking at Reception there are 79 pupils on roll, phonics, there are 4 levels of grading, red working below, amber working towards, green - expected, blue above. Combined working at and plus have been put together, with 71 in reception working at exs in phonics, this is a fantastic result.</p> <p>Every term the children are working hard.</p> <p>On track versus not on track, this is the new framework, discussing the 3 prime areas to focus on to get right in Nursery and Reception. Looking at the figures they have all increased.</p>	
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	<p>Communication and language is at 82% for expected, it is down to the provision that the team have put in place.</p> <p>Physical development is also moving in the right direction. When the children started they had little resilience and self reliance, due to covid and lockdown. The team has introduced lifeskills weekly. Specific areas highlighted are literacy.</p> <p>Reception group has a high boy cohort of 50, 33 girls, 50% of those boys are also summer born.</p> <p>Gender comparison, taking literacy out, the boys are doing very well, literacy they are 10% behind.</p> <p>SEND figures, EHCP in Reception. figures are there because they don't have the same attainment levels. PP-10 children.</p> <p>Focus on writing, interventions for read,write,inc sessions.</p> <p>Year 1 data discussed.</p> <p>Missed the majority of a term with lockdown.</p> <p>Year 1 started with a consolidation of reception work before moving on.</p> <p>Phonics show improvement, now there are after school clubs, to support them with catch up.</p> <p>Phonics screening is happening soon, interventions are happening daily to support this, these are being run by Teachers and TA's.</p> <p>Looking at the summary breakdown, there doesn't seem to be a huge gap between them, boys are outperforming the girls, 26% of our PP are also SEND.</p> <p>Phonics' end of 2017,18,19 historic trend has improved massively. Reading - 66%, writing at 44%, Maths 64%.</p> <p>Each class has additional writing interventions, knowing their gaps, the tweaks are made and the writing changes, communicating with parents,what the school came up against was home learning, children do not like writing at home for learning.</p> <p>They haven't had modelling exposure, so they write as they speak, writing is very complicated, lots of absences have made a huge impact.</p> <p>That is a national problem.</p> <p>SEN 60% currently at amber for their writing.</p> <p>Breakdown between boys and girls, big discrepancy between maths. 70% of boys versus 56% of girls working at exs. A lot of boys are working at GDS.</p> <p>A governor asked if boys were historically better at maths?</p> <p>Answer: Yes.</p> <p>There has been additional support for year 2's for maths and writing, in the afternoon there will be additional maths lessons and reading, targeting specific needs.</p> <p>Parents have been very receptive to it.</p> <p>A governor asked how the children are finding it?</p> <p>Answer: It isn't structured the same as a normal maths lesson, it is more fun and practical, same with the reading.</p> <p>With interventions there have been parents that have vocalised</p>	
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	<p>that their child likes it.</p> <p>A governor questioned how big the intervention groups were.</p> <p>Answer: Between 8-12.</p> <p>A governor asked if that was able to be monitored?</p> <p>Answer: Intervention sheets are filled out, after a couple of sessions, the teacher gives the children a task and sees the progress made.</p> <p>If they do well in SATs that goes well for moderation.</p> <p>Date to be informed will be Friday 13th.</p> <p>Predictions have been put into TPAT, 47% for writing, 66% reading and 75% at maths. Maths is what the target was for the SDP.</p> <p>A governor asked if the comparison could be sent to the governors after the results were in.</p> <p>Answer: I don't believe so, we are a very different school to most.</p> <p>SAT's commences for the Year 2's the week commencing 16th May.</p> <p>Moderation looks at the SAT's results, looking at the day to day learning, they will validate our judgments.</p> <p>SAT's will be done over 2 weeks, small groups of children.</p>	
5	<p>SDP update</p> <p>Discussed above.</p>	
6	<p>Latest management accounts and financial reports (Verbal)</p> <p>Nick sent through the February reports, deficit of £69k, it will go up and down.</p> <p>It was agreed that the finance updates would be moved to the Finance meetings. Agreed by all governors.</p>	
7	<p>Policies</p> <ul style="list-style-type: none"> ● Level Level Concerns ● Prevent ● Uniform <p>Uniform Policy is a TPAT Policy, the Trewirgie policy part has been added to the end of the policy.</p> <p>Welcome letter for the year group with a gentle version of what Trewirgie School expects for uniform standards.</p> <p>A governor challenged that it was a rigid document that seemed more fitting for secondary schools.</p> <p>Answer: The actual policy was a TPAT Policy with Trewirgie School's uniform standards attached to the end of the policy.</p> <p>It will be uploaded onto the website.</p> <p>AB to take KR off smartlog.</p> <p>KR wanted it noted that the policies did not look correct being left aligned.</p> <p>All governors were happy to adopt the policies.</p>	AB
8	<p>Any other business</p>	

	<ul style="list-style-type: none"> ● Resignation of 2 governors for discussion <p>Discussed that Nadine will be resigning at the end of July. Discussed that Kerry will be leaving at the end of July also. This will be discussed with the Governance Professional for the LGB and the Governance Professional for the MAT. Look at succession planning moving forward. SEN governor, Safeguarding, Chair for finance roles</p> <ul style="list-style-type: none"> ● Appointment of new associate governor - Vicky Sanderson <p>Everyone had seen Vicky Sanderson's pen portrait, all governors were in agreement to appoint her as a governor. Her official start date would now be today's date. AB to update GIAS. Mike Hall and Louise Pratley to have a school tour, as well as induction training.</p>	<p>SN/CC/BC</p> <p>AB CC</p>
9	<p>Dates of future meetings</p> <p>Finance Committee – Fri 10th June 2022 at 9:15am LGB Meeting - Monday 11th July 2022 at 5pm SN to set up the recording for the meeting for the finance meeting. Look at the Terms of Reference for the Health and Safety Committee.</p>	<p>SN</p> <p>SN/AB/ BC</p>

Agenda point	Action	Person
2	SN to fill in a declaration form for her new pecuniary interest.	SN
3	Chair to sign off the previous meeting minutes.	KR
3	Connect access for Chair and Clerk.	SN/KR/BC
3	Monitoring schedule to be discussed and agreed.	SN/KR/CC
7	AB to remove KR from the TPAT smartlog.	AB
8	AB to update GIAS for appointment of Vicky Sanderson as a governor.	AB
8	CC to arrange a school tour for MH and LP.	CC
8	Look at succession planning moving forward.	CC/SN/BC
8	Discuss a plan for a SEN governor, Safeguarding governor and a Chair for the Finance Committee.	SN/CC/BC

9	SN/AB/BC to look at a Terms of Reference for the newly forming Health and Safety Committee.	SN/AB/BC
9	SN to ensure a Teams link is set up to record the Finance meeting for minute taking purposes.	SN

Meeting closed by Chair at 18:35pm

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.