



Trewirgie Infants' School

LGB Meeting

29th March 2023 at 2pm

Notes/minutes of the meeting.

| Agenda Number | Notes |
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| 1 | <p>The chair of the LGB welcomed governors and leaders to the meeting. Governors noted the recent OFSTED outcome and although this remains confidential until early in the summer term, wanted to congratulate Mrs Callow and her team on the wonderful outcome. This will be discussed in more detail later in the meeting.</p> <p>No apologies were received for this meeting (Mike did not arrive). The meeting was quorate and there were no additional declarations of interest for any of the agenda points.</p> |
| 2. | <p>Minutes of the previous meeting</p> <p>Governors agreed that these minutes were an accurate record of the previous LGB Meeting and there were no matters arising.</p> <p>Governors requested the minutes earlier than were received for this meeting and would like to see an 'action grid' at the end of each set of minutes.</p> |
| 3. | <p>Policies</p> <p>Governors were pleased with the development of a policy tracker as this made it clear what needed to be reviewed and updated for the next 2 years and when these needed to be presented to the LGB. They hoped that TPAT might produce something similar for trust policies as well. Governors only had a short period of time to review this term's policies and work that leaders have put into them. The following policies were approved:</p> <ul style="list-style-type: none">● Anti-bullying● Attendance.● CCTV● Children in care as part of the safeguarding policy.● EYFS● PSHE/RSE.● Curriculum.● Online safety - as part of the safeguarding policy.● Medical needs and mental health. |

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| | <p>Next term leaders have agreed to review the following policies and present them to the LGB:</p> <ul style="list-style-type: none"> ● Mobile phone usage. ● Accessibility Plan. ● Lockdown and emergency procedures. ● Safe touch and positive handling. ● Separated parents. ● Wrap around care. |
| 4 | <p>Finance update</p> <p>The LGB welcomed Alex to the meeting who is our Accounts Officer for TPAT. Alex ran through the expected income for 2023/24 which will be £49,533 more than the current school year but is likely to have some significant additional expenditure and costs attached to the year's budget. The teacher pay settlement has not yet been agreed and will have an impact on the budget. Inflation is running at well over 10% as well, hence the financial picture is not looking positive for the school.</p> <p>He then presented the management accounts for the period September 2022 to February 2023. The budget continues to be in a deficit position by the amount of £164,493 and this is projected to be £205,998 by the end of the school year. The school reserves opened with £494,203 and will not last long with this level of spend. Cover and supply costs for absent staff have been considerable during the last year. Currently, these costs are at £45,000.</p> <p>Governors have established a budget working party to look at cost savings and budget reduction. They met after the LGB meeting and are looking to generate additional income and savings in the following areas:</p> <ul style="list-style-type: none"> ● Investigate providing a 2 year old nursery provision. ● Increase charges for breakfast and after school clubs as these are much lower than other schools. ● Look to see if we can let the school building and grounds. ● Make some minor reductions in the teaching staff, possible savings of 2 days per week. ● Consider savings in the support staffing of the school. Clearly protecting 1:1 SEND provision. ● Consider reducing the supply insurance to teachers only from the 3 days. Possible appointment of a designated HLTA for the first three days of cover. ● Reduce curriculum spend. <p>The working party will meet again on May 11th at 4pm.</p> |
| 5 | <p>Standards</p> <p>Mrs Callow presented her headteacher report to the LGB and she covered the following:</p> <ul style="list-style-type: none"> ● The positive feedback from the recent OFSTED inspection and the one area for improvement. Governors thanked leaders and staff for their |

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| | <p>professionalism and hard work over the last four years and getting the school back to a securely positive place. The exceptional work and leadership of Mrs Callow was noted and governors thanks her for this.</p> <ul style="list-style-type: none"> ● A discussion around the parent and staff surveys during the inspection which were positive. ● Levels of attendance and the work the school is doing to support parents with this. This includes acknowledging the excellent work the pastoral manager is doing in this area and the introduction of attendance letters. ● Standards of behaviour and attitudes to learning. Mrs Callow shared some wonderful stories of the positive things the pupils said about this to inspectors. ● Progress on the various action plans the school has. <p>Governors thanked Mrs Callow for her comprehensive report and noted one additional risk to be added to the school's risk register for this:</p> <ul style="list-style-type: none"> ● Maintaining the standard noted by inspectors with a difficult deficit budget. Doing more for less! |
| 6 | <p>Safeguarding.</p> <p>A brief update was provided and the positive feedback noted from inspectors. Current data on the number of pupils with CP plans and CIN support were shared with the LGB.</p> |
| 7 | <p>Stakeholders</p> <p>Governors received the reports from visiting governors including safeguarding and personal development (this meeting was cut short as the OFSTED phone call was made at the time of the visit).</p> <p>Next term, governors are scaling back monitoring visits to reduce workload on staff and will resume these with an LGB monitoring day in October 2023.</p> <p>Next term the LGB monitoring will focus on:</p> <ul style="list-style-type: none"> ● Vicki – safeguarding and national test materials security and procedures. ● Mark – Observation of national testing arrangement etc. <p>As the clerk was unable to attend this meeting, we were unable to discuss the governors' self-evaluation feedback and possible training needs. Governors agreed to defer this until the next meeting.</p> <p>ML informed governors that he managed to schedule a meeting with Phil Jones the chair of Trewirgie Junior School who shared his vision for better relationships and communication between the two schools. ML explained that they had discussed two ways of bringing the governing bodies together and these could be:</p> |

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| | <ol style="list-style-type: none"> 1. Summer term 2023, meeting of the two governing bodies and a tour of both schools. A chance to learn about teaching and learning in both schools. 2. Joint training event during the autumn term 2023, possible focus on effective monitoring. <p>ML stated that he could see some sense in a governor from each school sitting on the other's governing body. One governor explained that it had been like this in the past. ML agreed to explore this as an option going forward.</p> <p>Governors are keen to meet staff for an afternoon tea party once the OFSTED report has been published. Tea, coffee and cream tea at 3.30 pm on an afternoon to be agreed.</p> <p>Governors were concerned at the limited time they had to consider the meeting's documentation this time. ML agreed to discuss this with the clerk and set deadlines for agenda preparation, documentation to the clerk and publication to the LGB.</p> |
| | <p>Summary of the meeting to be fed back to the TPAT governance leader.</p> <p>Each governor contributed to this feedback:</p> <ul style="list-style-type: none"> ● The LGB are proud of the recognition of the improvement work at TIS by OFSTED. This is due to the professionalism and hard work of the leaders and staff. ● Governors noted the praise for the development of the curriculum at TIS in the recent OFSTED report but look forward to ensuring that it matches the needs of all pupils and considers what makes an infant school curriculum truly outstanding. ● The LGB recognises the challenges of our deficit budget and all agreed that getting spending inline is our next challenge. ● Governors are pleased to note the discussions around the connection of the two governing bodies at TIS and TJS. ● Governors appreciate the work to keep pupils safe at TIS and recognise that they need to receive level 2 training as a matter of urgency. ● Leaders praised the improvements in governance, the experience, expertise and challenge that is now in place. Staff governors feel valued and know that their contributions are given serious consideration. |

Next meetings

Summer term – LGB meetings

- 18th April at 3.30 pm – Safeguarding training for all governors.
- 11th May at 4pm – Budget working party.
- 24th May at 5 pm – LGB Meeting at school.
- 12th July at 2 pm – LGB meeting at school.

Action Table

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| Mid to late April 2023 – ML and CC to organise the publicity to support the publication of the OFSTED report. | CC/ML |
| CC and team to organise a cream tea for staff and governors to celebrate and thank everyone for the OFSTED report and outcome. | CC/ML |
| Governors were concerned at the limited time they had to consider the meeting's documentation this time. ML agreed to discuss this with the clerk and set deadlines for agenda preparation, documentation to the clerk and publication to the LGB. | Clerk, CC and ML |
| Safeguarding training for governors all to attend unless governors have school based training from elsewhere. 18 th April 2023 | All governors. CB to lead the training. |
| Summer term meeting with governors from TJS. | ML to contact TJS chair to explore. |
| Summer term monitoring visits booked into the school's diary. | ML and VS |

Meeting closed by Chair at 2:54pm

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.