



Local Governing Body Meeting Minutes

Date of Meeting – 12th July 2023

Time – 4 pm

Venue – School

Present	Mark Lees - Chair Lesley Lach Lisa-Marie Clarke Cath Callow Mike Hall - from agenda point 5 Emma Guppy-Wilcox - remotely
In attendance	Sam Newman - Governance Professional Clair Bateman - Deputy Headteacher - from agenda point 4 Rosie Mitchell - prospective governor

Item	Details	Lead
Business Matters		
1	<p>Welcome, apologies and House Keeping</p> <p>The Chair welcomed everyone to the meeting, discussions regarding Mike Hall continuing in the role.</p> <p>ML expressed a new declaration of business, he was now a governor at Constantine School.</p> <p>There were apologies from Liam Teague and Vicky Sanderson, no apologies were received from Ian Eslick or Mike Hall.</p> <p>The meeting was quorate in line with TPAT's Terms of Reference.</p>	
2	<p>Minutes of previous meeting of 24th May 2023 - Approval & Matters Arising</p> <p>The governors agreed that the previous minutes were a true and accurate representation of the meeting. The Chair will sign the previous minutes.</p>	
3	<p>Policies</p> <p>Policy schedule and tracker</p> <p>Any policies to be approved and accepted from the trust:</p> <ul style="list-style-type: none"> ● Mobile Phones. ● Accessibility Policy and Plan. ● Lockdown and emergency procedure. <p>A governor asked about the lockdown procedure regarding the incident that happened in the town and wanted to know if a practice had happened.</p>	

	<p>Yes, a drill had just been performed, it highlighted that the sports hall doesn't have a fob leaving it accessible, the fob mechanism will be fitted over the Summer holidays.</p> <ul style="list-style-type: none"> • Wrap around care. <p><u>Governors approved all policies.</u></p>	
4	<p>Finance and budget</p> <p>Current spending and budget statement report from Nick Aldworth. NA shared the management accounts - on behalf of the trust we would like to apologise for the human error and ensure it will not happen again in the future.</p> <p>Workload issue to release capacity for NA to be present at Trewirgie going forward.</p> <p>It was noted that there had been a significant swing in the budget, the position is not as positive as it was shown to be at the last meeting. The remodel is accurate and in the realms of realism.</p> <p>Staffing has been looked into, board reports are out and revised figures have been approved.</p> <p>34 schools in the trust - last year 29 schools had a deficit budget, 25 surplus, this year only 3 surplus budgets.</p> <p>Unsure on the position on support staff and teacher pay awards. Conversations have happened regarding how to model the school for 24/25. JB will make contact regarding the processes.</p> <p>School needs to be on sustainable footing, when money runs out hard decisions will need to be made.</p> <p>A governor shared that the vast majority are in the same position, national issue.</p> <p>The school's insurance was highlighted, currently the school ensures all members of staff, if there are claims and the staff member stays on roll, the premiums go up.</p> <p>NA shared a cost saving measure, insurance had been budgeted at £25k against that only £7k claims were accepted and paid.</p> <p>As a trust, most schools don't ensure support staff. The finance team has asked for a premium based on just teachers being insured.</p> <p>A governor shared that the only worry would be the admin support team role.</p> <p>This would be where SLT would need to support.</p> <p>If a TA is off sick no supply would be sourced.</p> <p>Comparison quotes: Absence protection LTD are significantly cheaper.</p> <p>A governor asked how their track record was.</p> <p>Not the strongest.</p> <p>Education broker are on par with SAS.</p> <p>It was agreed that the school would go with their pre-existing with only teacher protection.</p> <p>Saving of £11k for this approval.</p> <p>Additional hours had been built into the budget for next year to support the admin team now that the Finance Manager had retired.</p> <p>Centrally going through a new financial system set up, there could be some processing moved centrally eventually.</p>	

	<p>A governor shared that in other trusts it does streamline workload in the office.</p> <p><u>Claire Bateman joined the meeting.</u></p> <p>Challenging conversations which are still not sinking in.</p> <p>In summary we look at risks, we are happy to have NA back supporting the school.</p> <p>The school will potentially run out of money in the next 18 months if nothing changes.</p>	
Standards		
5	<p>School Performance and Standards</p> <p>Headteacher report and questions arising.</p> <p>Highlights include: End of year results were strong, reading down on last year at 64%, writing 60%, maths 72%, what is significant is PP children are on par with non PP in some subjects and succeeding in maths.</p> <p>Staffing update</p> <p>School Improvement plan and progress. Next steps towards excellence.</p> <p>Grant funding and impact of these.</p> <p>97% achieved phonics screening, 13 retakes, 10 passed.</p> <p><u>Mike Hall joined the meeting.</u></p> <p>A governor asked about analysing year 2 SATs, retrieving answers for text was to be taught discreetly, with off scheme readers.</p> <p>Good level of development in EYFS of 77%, 13 children PP.</p> <p>98% of pupils in EYFS were at EXS in reception.</p> <p>Adherence to the scheme for phonics is good.</p> <p>Speech and language is currently weak, these children are coming into reception in September.</p> <p>A governor expressed that the financial implications within the school have not been good for SaLT.</p> <p>Moderation for KS1 took place and was successful.</p> <p>SLT headlines will focus on fluency, transformation in KS1.</p> <p>11 iPads were discussed for Trewirgie as part of a MAT wide initiative - the advantage project.</p> <p>The cost would be £265 per iPad - one off purchase which would come from capital.</p> <p>Leasing option would be £241.</p> <p>The knowledge is out there now for IT for children in schools. TPAT is running the project to give iPads to every year 5 and 6 child.</p> <p>A governor asked how impactful 10 iPads would be?</p> <p>The iPads are for the teachers at first.</p> <p>NA added that the trust have brought Showbe centrally, asking the question of Martin Post, can Trewirgie have a couple of licences for this? SDP - Ofsted development on the journey towards excellence, improvements to be made to adaptations in the classrooms based on the child's knowledge.</p> <p>Moving forward with consistency.</p> <p>Focus on disadvantaged pupils, the sdp reflects the trust on this.</p> <p>15 children joined this year, 16 have left.</p> <p>A governor asked the reason behind the moves?</p> <p>Different reasons, moving into the area, moving out of the area.</p>	

	<p>Risk identified that the impacts of the finance on the support. New model for SEN hub. SEN head for TPAT discussed the strategic overview.</p>	
Safeguarding		
6	<p>Safeguarding Safeguarding update including a bitesize training element for governors. Feedback on governor training Behaviour and attitudes Attendance and PA</p> <p>CPOMS is on the backburner as we have another 1 year on the MyConcern contract. Huge increase in serious safeguarding incidents, robust as a team for referrals. DDSL continues to chase referrals. 5 social worker assessments going on. Jo Harvey is coming out of her role, now coordinated training approach, she will be out of school and supporting. Training with Helen Trelease on 14th September. Send to governors - 3:30-6pm at Trewirgie School. KCSIE update - first inset day. Invitation for 4th September for 1.5 hours for safeguarding update. Year 1 - 270 incidents, 76% boys. 157 by one child. Year 2, 153 85% 130 by one child. Reception - 12 incidents 92% boys 11. Nursery 32 by one child and 72% girls. Attendance - PA is 20%, good plan in place. 93% attendance, in line with national. Rita Rosen, new recruit at TPAT inclusion and attendance officer for TPAT, asked for heads to be involved in the attendance policy, supporting with PA absentees.</p>	
Stakeholders		
7	<p>Stakeholders Advertisement for the new clerk continues. Impact statement shared. Biographies and impact statement to be added to the website under governor's tab. MH, LL and LC to send their bio's to SN for the website. Monitoring plan - agreed for the monitoring morning in November. Stakeholder wellbeing, documentation. Area's for governors focus next year were shared: Standards and curriculum ML and LT. Stakeholders: MH and RM. SEN and Disadvantaged: EGP and IE. Finance: LT, ML, IE and LC. Safeguarding: VS September 4th INSET Day – Governors invited at 8:30 am until coffee (10:30) The junior school have now had their ofsted inspection.</p>	

	The Chair of governors and ML wanted to explore a better working relationship, this will continue when the new interim headteacher is in place.	
<p>Summary of meeting including impact</p> <p>Points to note and feedback to the trust governance officer.</p> <ul style="list-style-type: none"> ● Impact of financial position on the support of oracy. ● Thanks to NA for the revised budget report and support from school. Inaccuracies have now been corrected and the financial picture is bleak and the challenge remains that the entire team understands this and all work to reduce spend in 23/24 to continue to work towards excellence. ● Standards feedback of very successful phonics outcomes. ● Differential remains a challenge which will be focused on next year. ● Impact of the LGB this year, agreed monitoring plan going forward. ● Mark Lees has made a significant difference to the school. ● Jo Harvey coming out to work strategically for TPAT will be a huge benefit. ● Disadvantaged gap is narrowing quickly. 		
<p>Part 2- Confidential matters, members of staff should withdraw for Part 2</p>		
1 1.1	<p>Confidential matters including:</p> <ul style="list-style-type: none"> ● Staffing matters ● Pupils matters- suspensions. ● Any complaints. 	
<p>Dates of future meetings and events</p>		
<p>Summer term – LGB meetings</p> <ul style="list-style-type: none"> ● 4th October 2023 at 5pm (budget meeting at 3:30pm) ● 6th December 2023 at 2pm. ● 7th February 2024 at 5pm. ● 27th March 2024 at 2pm. ● 22nd May 2024 at 5pm. ● 10th July 2024 at 2pm. 		

Action table:

Agenda point	Action	Person
5	To ask Martin Post for 2 Showbe licences.	CC
6	September 14th 3:30-6pm Safeguarding training with Helen Trelease - email to all governors.	SN
6	Invitation for governors to attend safeguarding update on 4th	SN

	September.	
7	Bio's to be sent to SN for website.	All gov's
Part two	SN to send attendance, impact statement and biographies to the admin team.	SN

Meeting closed by Chair at 5:25pm

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.