



Minutes of a Meeting of the Local Governing Committee of Landulph School held at the School on Wednesday 27th September 2017 at 3.30 pm

Present: Mrs Esther Best
Mr Kevin George, Chair
Dr Kerry Leslie
Mr Stephen Pearson
Mrs Sandra Plumb

Absent: Mrs Judith John

In Attendance: Mrs Sally Worth, nominated Co-opted Governor
Miss Florence Neeves, Acting Deputy Headteacher
Mrs J Lumbard, Chief Financial Officer
Ms Kaylie Carey, Senior Finance Officer
Mrs D Stoneman, Clerk to Governors

1. **Welcome**

Mr George welcomed governors to the meeting especially Sally Worth as this was her first meeting, also Jo Lumbard and Kaylie Carey from the Finance Team.

2. **Declaration of Business or Pecuniary Interest - verbal**

Mrs Best and Mrs Plumb declared an interest as members of staff.

3. **Apologies for Absence**

Apologies were received and accepted from Mrs John.

4. **Nomination for Chair and Vice Chair**

The Clerk asked for nominations for Chair. Mr George advised that due to pressure of work, he will not be accepting a nomination for Chair this year. There were no other nominations and Mr George offered to take the Chair for this term. Governors thanked him for his offer and unanimously agreed. It was also agreed that there should be a detailed look at the role to identify how the duties of Chair can be shared.

ACTION: K GEORGE AND E BEST

5. **To confirm the minutes of the meeting held on 27th June and notes of 19th July 2017**

The minutes of the meeting held on 27th June were taken as read, accepted and signed by the Chairman as a true and accurate record of proceedings. It was agreed that the notes of the meeting held on 19th July could be minutes.

Mrs Stoneman advised that she was not available to clerk the December meeting and had arranged for Sue Garton to take the minutes. It was noted that the cost of clerking the second meeting in the term for small schools who had previously not had a second meeting, would be covered by the Central Business Unit.

Governors agreed that, at the suggestion of the Ofsted Inspector in order to provide evidence of challenge, these questions will be highlighted in the minutes.

6. **Matters Arising**
- M46 Matters Arising: M23 Conference Call with Jo Lumbard, Business Manager h)** - Mrs Lumbard Advised that the insurance claim will be dealt with by the MAT. It was noted that a fire door is needed for class one. This was discussed. **ACTION: J LUMBARD**
- M55 Community Links: S Plumb** - The Clerk had sent a letter to the Parish Council. Mrs Worth had applied to be a governor and her nomination accepted. Her appointment would be considered at the next Trust Board meeting on 16th October.
- M56 Safeguarding:** Phone call diversion – a voip (voice over internet provided) system could be installed. The cost would need to be covered by the school; it was thought that this would not be considerable.
- M59 Governor vacancies:** Nominations from parents had been requested. To date there had been one response. It was noted that a closing date had not been included in the previous newsletter; this would be rectified in the next one. **ACTION: E BEST**
- M61 Review of Policies: A governor asked about the response to the re-issue of the Home School Agreement.** Mrs Best advised that there has been a good uptake but not everyone has responded. They have not yet put pressure on those who have not signed. A written reminder will be sent before they are personally approached.
- Data Protection - Mr Pearson had briefed the PTA.

7. **Finance Update**

A copy of the final year accounts was circulated. From this:

- a) There is currently a £1,874 favourable variance for income mainly made up of Pupil Premium funding. There is a favourable variance of £814 for expenditure. The overspend in staffing is due to spending the Pupil Premium carried forward funding for this. The maintenance & premises spend is due to a problem with the hot water system. Other supplies and services has a favourable variance of £2,529 because the order system was closed. However, cumulatively there is an unfavourable variance of £8,215 which includes the spend of the carried forward Pupil Premium funding. With regard to the total, in the period there is a surplus of £2,684 and a cumulative surplus of £2,117. At the end of the financial year there is GAG fund of £22,526 to be carried forward. It was noted that some of this has been used to set the budget. The Pupil Premium balance is £2,102. Further details are in the report provided. There is £582 Sports Premium to be carried forward. The unrestricted carry forward of £2,038 is from trips etc and will be spent.
- b) Capital at the start of the year was £34,375. Income from DFC (Devolved Formula Capital) in the year was £4,776. £15,656 has been spent during the year principally on the new boiler and furniture. The final balance is £23,496.
- c) It was noted that Sports Premium funding for next year has doubled; allocation of the increase is still in hand.
- d) The national funding formula has been defined and for Landulph there will be an increase of 1.9% for 2018-19 - about £5600. This then goes on a tapering increase until 2021. Funding will still be issued by the LA based on their formula.
- e) Mrs Lumbard thanked everyone for their support; she is handing over the management of the finance accounts to Kaylie. Governors thanked Mrs Lumbard for her support.
- f) A governor asked for the Pupil Premium carry forward to be noted as this is £2,102 compared to over £10K the previous year. Governors were pleased to see that this a more realistic amount.

Mrs Lombard and Ms Carey left the meeting.

8. **CSA Report**

Mrs Best explained to governors that in future she does not need to provide a detailed Headteacher's report. The CEO has introduced a system which he hopes will reduce workload. She regretted this change as she felt the document gave governors and staff detailed information about the school. **A governor felt they did not need to know what is happening but how it is happening.** This was discussed at length; governors agreed that the Headteacher's narrative report was a useful communication mechanism. It was agreed that this would be dealt with at the governor day. The documents which had been circulated in advance of the meeting were considered in detail. From this:

- a) **A governor asked where more able pupils are referred to.** There is a section included in the spreadsheet. **Governors felt that this was not sufficient and additional narrative is required.** The CSA Local Governor (Dr Leslie) would feed this back to the CSA Director.
ACTION: K LESLIE
- b) **A governor commended the interventions for Maths which they could see had made a difference.** The headteacher was asked to summarise these for the benefit of all governors. She advised governors of the process of daily interventions for small groups to help those children that needed additional support in Maths.
- c) **A governor asked about the Reading in KS2.** Mrs Best advised that the school are disappointed with these results because Reading had previously been a strength of the school. **A governor asked for more information about the decline.** Mrs Best said they are looking at a new assessment scheme as the only papers provided were previous papers for children in Years 2 and 6 only. Children were making progress with reading but not comprehension. They had identified that guided reading was not happening regularly enough. A new system is being introduced for measuring this. Miss Neeves had introduced guided reading slots which she explained. **A governor asked how this would be organised.** There would be five groups in class 3 and 2 and three in class 1. These would be held twice a week. It was noted that the reading papers this year were significantly more difficult than those previously. Some papers had been returned for remarking but were not upgraded. The school will give priority for children to enjoy reading. **A governor asked if there is any way reading at home can be encouraged.** This is included in the Home School Agreement. It was suggested that this is referred to in a school newsletter.
- d) **A governor asked about the assessment being shared across the MAT and how it will operate.** Mrs Best advised that each primary head will use this for their school and then share with the others. This is being funded by the CBU and will be implemented for maths and reading initially.
- e) **A governor asked about the phonics and noted that this had been a success.** Mrs Best advised that because of this, the existing system is being retained. It was noted that the other schools in SMART are using a different system - Read Write Inc.
- f) In order to accommodate some of the strategies detailed above, Mrs Best advised that the Wednesday assembly has been dropped. This one is the 'news' assembly which it has been agreed can be covered by class teachers.
- g) Mrs Best apologised that so far this term she has not had capacity to provide a press release. This would be passed back to the CSA director.
ACTION: K LESLIE
- h) Mrs Best advised that she has now employed a supply teacher to cover Mrs John's absence. It is expected that Mrs John will return just before half term.

- i) **A governor asked if Ms Kenny is having sufficient support.** Mrs Best advised that she had offered to increase this teacher's hours but she declined this.
- j) Miss Neeves is Acting Deputy Head until half term. Mrs Best thanked everyone for their support as it has been a difficult start to the term.
- k) See appendix.
- l) Mrs Best advised that the school secretary has secured another job. Her notice period is four weeks and she will be much missed. It is hoped that her replacement will be able to cover Monday afternoons. Governors expressed their gratitude for all Mrs Beaven-Smith has done for the school.

9. **Pupil Premium Report**

Governors felt this was an excellent report. **A governor queried the dating of the report and suggested that the current situation is more useful.** It was highlighted that one of the dates needs to be changed. **A governor asked as there are small cohorts, is it possible for individual children to be identified.** Mrs Best advised that it is a requirement to report in this way; she does not have a concern. Without this data the context is lost.

It was noted that due to Mrs John's absence, a portion of THRIVE benefit has been lost. Mrs Plumb has picked up a lot of this. This would be borne in mind for the remainder of the year and adjustments made if practical.

Mrs Best explained the targets which are aspirational for low expectation children.

A governor asked about the funding for more able pupil premium children. Mrs Best advised that these children are doing particularly well and the funding is spent on them to enable them to attend local events provided for more able children to enrich the curriculum. **A governor asked if Mrs Best felt that these children could do better with more support.** Mrs Best advised that they are already doing exceptionally well and it is difficult to see what additional support they could be given to enhance this.

10. **Sports Premium**

Expenditure had been planned for the initial allocation but in view of the additional allocation, more work is required. Proposals being considered were outlined; a climbing wall or frame amongst others.

A governor asked about swimming and whether this can be increased. They were advised that this activity is not eligible for this funding. **A governor asked about Bikeability.** Mrs Best advised that this is being considered. **A governor suggested that transport is provided for those who don't live locally in order that they can attend after school clubs.** This will be investigated.

The allocation of this funding would be discussed with the school council. **A governor asked about the proposal for the boat area.** The school council are still considering this. It was thought that many of the outdoor areas should receive a face-lift.

11. **School Development Plan**

2016-17 – a copy of the Plan had been circulated in advance of the meeting and includes a pocket guide. From this:

- a) Governors welcomed the new format. **A governor asked if names could be included;** Mrs Best would include these.

ACTION: E BEST

- b) **A governor asked if there is a plan to strengthen community links which was discussed at the last meeting.** Mrs Best advised that the plan focuses on school improvement and to include anything else will impact on this. This was discussed; it was felt that communications between the parish council and school could increase. It was felt that with Sally Worth's appointment, the benefits would be forthcoming.
- c) It was noted that the SEF will be updated to take account of the recently received results and national data being released.
- d) Due to the exceptional circumstances prevailing at the school this term, there will not be a press release this half term. As there is a production after half term, this will provide the material for one.

12. **Afterschool Club - update**

Mrs Best advised governors that this provision is now up and working. A manager and play leader were appointed in July. It is fully funded for the Pupil Premium and Looked After children who are attending. A difference has already been noted for the school's most vulnerable children. Those attending do reading, homework and craft. There are some paid attenders and it is thought this will increase as parents see the service is reliable. The training courses done by staff were outlined and means that this can now be run without school staff being present. This includes first aid, food hygiene and safeguarding.

A governor asked if it has been advertised that child care vouchers can be used. Mrs Best advised that this had been included in the summer newsletter and will be repeated. **A governor commented that the admin team need to produce weekly invoice which is time-consuming.** It has been recommended that this is done monthly in future. **A governor asked if it would be possible to invite the leaders to meet governors at the next governor day.** This would be investigated. **ACTION: E BEST**

Mrs Best advised that the intention was to run a productive, simulating after school club. Examples of children's wish to attend were highlighted. There is also learning taking place.

Numbers at Breakfast Club are currently healthy and this is supporting the after school at the moment. The purchase of food was discussed. There is a budget line for this in the financial report so it can easily be monitored. The Manager is funded by Pupil Premium.

13. **SEND, Pupil Progress and Attainment and Information Report**

A report had been circulated in advance of the meeting. Mrs Worth offered to take on responsibility as SEND Governor.

A governor queried whether the references to quality first teaching and provision should commence with a capital letter. It was felt that this was not necessary. A governor asked what the difference was between precision teaching and first quality. Mrs Best explained that quality first teaching is a term to describe good teaching and Precision Teaching is a specific named programme to support lower achievers.

Miss Neeves has commenced the SENCo course at Plymouth University. She has found it useful and gave examples. The school's Information Report had been commended.

Data – **a governor asked about the Y1 attainment which appeared to be low.** Mrs Best advised that this cohort started Foundation well below average. She explained the background to this. A provision map had been prepared highlighting the interventions required for individual children. To date this has worked well.

Attendance was discussed; it was noted that the EWO has been supportive with this. Mrs Best gave examples of this support. **A governor asked about the amount of unauthorised absence linked to taking holidays in term time.** Mrs Best advised that she is still receiving requests for holidays in term time which continue to be unauthorised.

14. **Safeguarding**

Training courses for staff have been updated. Mrs Best advised that the number of vulnerable families who need support is increasing. It was noted that a new safeguarding governor will be required after Mr George retires. Mrs Worth expressed interest in this. Mr Pearson commended the online safeguarding training and would send the information to Mrs Worth. Level 3 training has been completed by Mrs Best and Jackie Johnson.

ACTION: S PEARSON

15. **LGC constitution, process for governor appointment and governor vacancies**

Governors agreed that their constitution should be 2 staff, 2 parent and 5 co-opted governors. Governor nominations should be based on skills, and these will be the criteria if there are more nominations than vacancies.

There had been one application received to date. As the only application, it was agreed that this applicant should be appointed. The advert would be put in the newsletter again and would include an end date. If there are more nominations than vacancies, subject to a skills audit, it was agreed that Associates should be nominated. It was suggested that the advert for governors is put on the saltash.net website.

It was suggested that new governors are given a mentor. Mr Pearson offered to be Mrs Worth's mentor and Dr Leslie the new parent governor.

16. **Policies**

The Send Information Report had been discussed earlier in the meeting and was unanimously approved. The Clerk was asked to forward this to Steve Green. It was noted that a policy review list is needed urgently.

ACTION: D STONEMAN

17. **Governor Training**

Governor training will be provided at the SMART day on Monday 19th February. Governors asked that it be noted that it is difficult for parents to attend as their children will not be in school on that day.

The Clerk was asked to send details of governor induction training to Mrs Worth.

ACTION: D STONEMAN

The Governor Conference is on 18th November at Brannel. Mr Pearson will attend.

18. **Reports from Governor Visits**

These had been circulated in advance of the meeting.

19. **Report from Chair**

- a) Mr George asked for governors' best wishes to be sent to Mrs John. He thanked the staff for their support, especially Mrs Best.
- b) Ms Dorian has resigned and was thanked for her work during her time as a governor.
- c) Thanks were expressed to Steve and Jo Pearson for their work to the school during the summer.

d) Mr George thanked the Clerk for her support during his time as Chair.

20. **Confirm Date and Time of Future Meetings**

Wednesday 6th December, Wednesday 31st January, Wednesday 14th March, Tuesday 8th May (NB change) and Wednesday 4th July all at 3.30 pm.

The meeting finished at 5.45 pm.

ACTION SUMMARY	
M4 Nomination for Chair and Vice Chair: It was also agreed that there should be a detailed look at the role to identify how the duties of Chair can be shared.	K GEORGE /E BEST
M6 Matters Arising: M46 Matters Arising: M23 Conference Call with Jo Lumbard, Business Manager h) - Mrs Lumbard advised that the insurance claim will be dealt with by the MAT. It was noted that a fire door is needed for class one. This was discussed. M59 Governor vacancies: It was noted that a closing date had not been included in the previous newsletter; this would be rectified in the next one.	J LUMBARD E BEST
M8 CSA Report: A governor asked where more able pupils are referred to. There is a section included in the spreadsheet. Governors felt that this was not sufficient and additional narrative is required. The CSA Local Governor (Dr Leslie) would feed this back to the CSA Director. Mrs Best apologised that so far this term she has not had capacity to provide a press release. This would be passed back to the CSA director.	K LESLIE K LESLIE
M11 School Development Plan: Governors welcomed the new format. A governor asked if names could be included; Mrs Best would include these.	E BEST
M12 Afterschool Club: A governor asked if it would be possible to invite the leaders to meet governors at the next governor day. This would be investigated.	E BEST
M14 Safeguarding: Mr Pearson commended the online safeguarding training and would send the information to Mrs Worth.	S PEARSON
M16 Policies: The Send Information Report had been discussed earlier in the meeting and was unanimously approved. The Clerk was asked to forward this to Steve Green. It was noted that a policy review list is needed urgently.	D STONEMAN