



Minutes of a Meeting of the Local Governing Committee of Landulph School held at the School on Wednesday 6th December 2017 at 3.30 pm

Present: Mrs Esther Best, Headteacher
Mr Kevin George, Chair
Mrs Judith John
Mrs Natalie Knight
Dr Kerry Leslie
Miss Florence Neeves
Mrs Clarissa Newall
Mr Stephen Pearson
Mrs Sandra Plumb
Mrs Sally Worth

Absent: None

In Attendance: Mr Dan Buckley, CEO
Ms Kaylie Carey, Senior Finance Officer
Mrs Sue Garton, Clerk to Governors

21. **Welcome**

The Chair welcomed governors to the meeting, especially Natalie Knight and Clarissa Newall, as it was their first meeting. The Chair also welcomed Kaylie Carey from the Finance Team.

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

Mrs Best, Mrs John, Miss Neeves and Mrs Plumb declared an interest as members of staff.

23. **Apologies for Absence**

There were none as all governors were present.

24. **Nomination for Chair and Vice Chair (NB This item was taken as part of Item 18)**

The Chair advised that he will accept the nomination as Chair this year as there were no other nominations, but this would be his final year as Chair. Governors thanked him and unanimously agreed. It was discussed at length the need for a new chair. The governors were thankful for Mr George offering to remain as chair. However, Mrs Best felt that this would only be appropriate if there was a governor interested in taking on the role, otherwise the inevitable is delayed for the school.

25. **To confirm the minutes of the meeting held on 27th September 2017**

The minutes of the meeting held on 27th September 2017 were taken as read, accepted and signed by the Chair as a true and accurate record of proceedings.

26. **Matters Arising**

M6 Matters Arising: Insurance Claim - It was noted that quotes are being obtained for the fire door which is needed for class one.

M8a CSA Report – Dr Leslie advised that she had given feedback about the report to the CSA

Director. A pro-forma for Headteachers' Reports containing additional narrative has been produced.

M8g CSA Report – Dr Leslie will advise the CSA Director about the difficulties for a small school to provide frequent press releases. **ACTION: K LESLIE**

M10 Sports Premium – Year 6 has come up with a proposal for the boat area and this is now on the PTA's agenda.

M12 Afterschool Club – Governors have met the Leaders.

M16 Policies – The preparation of a Policy Review list is in hand and will be circulated when completed. **ACTION: D STONEMAN**

27. **Headteacher's Report**

A copy of the Headteacher's Report to the LGC had been previously circulated. From this a number of points were made/discussed:

a) Page 2 of the report shows exclusions data in the General Information table. A governor asked if the number of children who had a fixed term exclusion were the same as those with a permanent exclusion, otherwise the data does not look as positive. **In answer to a question the Headteacher confirmed that this related to just one child. It was agreed that this should be made clearer in the report.** **ACTION: D BUCKLEY**

b) Many actions had been completed this term emanating from the Safeguarding Audit. It was agreed that the report should clarify the actions which have been completed. **ACTION: E BEST**

c) The Headteachers' Report is now in the new format. Governors agreed this was an improvement.

28. **CSA (Curriculum, Standards and Assessment)**

This would be discussed later in the meeting; see item 33.

29. **SEF**

The SEF Summary 2017/18 had been previously circulated. It was confirmed it had been slightly updated since the report that was sent out previously. The Headteacher presented it on screen at the meeting. The following points were made:

a) The Ofsted Framework has been cross-referenced to the SEF in order to provide clarity on the work required.

b) There is vulnerability as the small numbers of pupils mean that they have a greater effect on the percentages in terms of attainment compared to NARE. Dan Buckley explained that the progress measure is the most important in smaller schools.

c) There has been a focus on Maths and it is now on Handwriting and Spelling. Governors discussed this with the Headteacher in order to ascertain how the school can provide a focus on all of these. The Headteacher explained that handwriting had been a daily focus for 15-30 minutes per day this term. In addition, guided reading systems are in place. The school ensures the systems are sustainable and embedded before moving on. A governor reported that she had seen an improvement in the presentation in children's books between September and now.

30. **School Development Plan update**

2016-17 – A copy of the 2017/18 SDP had been circulated in advance of the meeting. The following points were discussed:

a) Another parent questionnaire will be sent out early next term as well as to those on the parent forum. **ACTION: E BEST**

- b) The Headteacher reported that the plan is for parent forums for local families to take place at the school, together with one in Saltash to support our harder to reach families. Levels of communication are being opened up, especially for those who do not usually engage or who live a distance away. It was agreed to involve PTAs in ascertaining what people wanted to get out of these forums. The PTA was organising a coffee morning to get more from the forum in Saltash and this meeting took place in the Shado Centre to enable more parents attended.

Mr Pearson joined the meeting at 4.00pm.

31. **School Expansion**

The Headteacher reported that two Pupil Premium pupils had left the school which will have an effect on the allocated budget. The position will be monitored closely as it may lead to a budget deficit for the planned expenditure already in place, particularly additional staffing. The position was discussed by governors. The Numbers on Roll 2017-21 report had been previously circulated. The Headteacher presented the revised numbers on roll by year on screen.

Governors were informed that the Headteacher had walked around the school with Mr Buckley prior to the meeting with a view to changing the layout of the school. Governors were asked to look at the proposal for the Library and they left the room in order to do this. Governors were presented with a layout option, which included the provision of sound proofing at a cost of between £2,000 and £3,000. This would enable one to one work with children as well as providing a meeting place. Governors discussed the proposed layout with the Headteacher. Governors then returned to the room and re-commenced the LGC meeting.

It was agreed that governors were happy to go ahead with the capital spend in order to make the changes.

Governors discussed the PAN with the Headteacher and Mr Buckley. The current PAN is 12 for the first two year groups and it is a serious decision to increase it to 15 but this was discussed and agreed as it would provide extra income. An additional classroom may be required in due course. The Library will be re-designed and a plan put together.

ACTION: E BEST/ S PEARSON

Three quotes will be sought for the work. The expenditure limit is to be checked as the decision may need to be taken by the Trust Board.

ACTION: E BEST/D BUCKLEY

32. **Summary of Governor Day activities – verbal**

Governors discussed their experience at the governor day which had taken place earlier that day:

- a) Dr Leslie had looked at Handwriting and reported once more that she could see a real difference between September and now. Dr Leslie also reported that she had been impressed with the teaching on mental maths and noted that the children did well and enjoyed what they were doing. It was noted how behaviour overall had improved in Class 1. It was reported that Dr Leslie had been impressed with Years 4, 5 and 6 and that children appeared focused on their work.
- b) Another governor had noted that children had been polite and happy and wanted to show her their work. It was noted that children knew the plan and know what they are doing.
- c) **Governors mentioned all the hard work being undertaken by staff and asked whether it was sustainable and whether there was a good level of well-being at the school. The new governors added that they could see how hard the school is working. The Headteacher**

said that she recognised they need more time together and that fundamentally they are a team all working together to support each other. She reported that in the Spring Term there will be a particular focus on well-being every three weeks by releasing staff teams whilst the children participate in alternative sports provided by Go Active. The Headteacher reported that twilight training is being provided and the plan is there will be an investment of training time now and therefore none required in the Summer Term INSET days, which is what staff have said they want.

- d) *Tapestry* was discussed and it was agreed it was a good thing. It was agreed that the school provides a happy energetic learning environment and children share and work together. It was agreed that there is a strong ethos which works well and is visible.
- e) Governors had enjoyed their day and could see everyone was busy and doing a good job.
- f) A governor reported that there was an awareness of other communities and that they are part of a global community.
- g) Another governor reported that children had been kind to one another e.g. table monitors. The Headteacher said that lunchtimes are a current school council focus.

33. **Inspection Data Summary Report/Monitoring of Pupil Progress at Landulph School**

The 2017 ASP report had been previously circulated to governors and was presented by the Headteacher. Areas to investigate had been clearly shown in the report and were discussed by governors. Governors were asked to digest the data, as it was important for all to be aware of it not just the data governor.

ACTION: ALL GOVERNORS

Governors also discussed ASP data with the Headteacher as they agreed that is easier to understand. Raiseonline was also discussed but this is now old data. It was confirmed that the DfE website enables comparisons of data between schools. Data logins are to be checked.

ACTION: E BEST

The Provisional Autumn Term data 2017 had been previously circulated to governors and was presented by the Headteacher on screen. The layout and format were explained. Governors looked at the detail by year group as presented by the Headteacher and discussed it in detail. Small cohorts were discussed and the importance of pupil progress in a small school. Small cohorts also meant that data must be used with extreme caution. Getting children prepared for secondary school was discussed.

In answer to a question it was confirmed that the data is raw but can be used as a reference point and will be analysed further by groups at the next meeting. It was confirmed that pupils receive targeted feedback every three weeks for writing. The Intervention plan process was discussed, including the monitoring process and the involvement of pupils and parents. *Big Write* was discussed with the Headteacher.

34. **Safeguarding**

Mrs John provided feedback to governors and confirmed that she had focused on this with Mrs Knight earlier that day. It was confirmed that Jackie Johnson and the Headteacher had received Level 3 update training with a focus on neglect.

The Behaviour for Learning Policy had been previously circulated to governors (this amounted to two slight amendments only) and was approved at the meeting. This took into consideration the recommendations from the recent permanent exclusion panel.

35. **SMART update: Link Governors Verbal Update (Finance, Community, CSA, Safeguarding, HR and Premises, H&S)**

Finance - The Management Accounts Report was circulated to governors at the meeting and presented by Ms Kaylie Carey, Senior Finance Officer. Mr Pearson also provided relevant information. The following points were noted:

- a) The Total Income line shows a favourable position.
- b) Money from the PTA had been used for KS1 outdoor area.
- c) There had been a refund of £600 for EWO services overcharged by LA.
- d) Expenditure adjustments have been made to the salaries line - for sickness cover and accrued holiday pay for a member of staff who had left.
- e) Some small adjustments are still to be made and comparative actuals will be added to the next report.
- f) Reserves have been re-worked (now £15,393). Governors discussed this and it was confirmed that this had been an error on the original spreadsheet.
- g) Excluding capital there is a deficit of £3,892. It was confirmed that it is unusual for the school to have an overspend but it was down to an error and whilst the position cannot be changed it will be shown in the notes.
- h) The Headteacher reported that the heating had not been working in the school the previous week and the engineer had attended. Governors discussed this with the Headteacher as it was agreed that a lot had been spent on maintenance of the boiler.
- i) The PE/Sports Grant Financial Statement 2017/18 had been previously circulated to governors.

Community – Mrs Worth provided an update. She confirmed that she had met the community director and community governors from the other schools in SMART. This meeting had been very useful and will now be calendared as it also acts as a support group.

It was agreed that it is important that the school feels part of its community. There is a need to look at an outcome approach and this was discussed. KPIs were also discussed. The fact that the school is good at maintaining press coverage was discussed. It was agreed that the school website requires some updating. **ACTION: E BEST**

The Chair mentioned the successful trip to London.

The school transport protest walk was discussed and the fact that the school is not sending a representative. It had been organised without the school's influence or knowledge. The Headteacher provided an update and confirmed she had contacted Cormac recently as it is a dangerous route for children to walk. Governors discussed the levels of traffic and type of vehicles. It was agreed that it is important to wait for Cormac's response and there is a need to have a corresponding school approach and a press approach to the school transport issue.

ACTION: E BEST

36. **Governor Training – SMART Day (Monday 19 February)**

Mr Buckley presented this item. Governor training will be provided at the SMART day on Monday 19th February and the programme had been emailed out. A follow-up email regarding booking of

workshops will be sent out very soon. Governors were asked to look at the workshops and book then as a priority as the sessions will fill up.

ACTION: ALL GOVERNORS

The maximum is 30 per workshop with most sessions being run twice that day. Please be careful not to book sessions that clash. It was explained that there will be mixing of people in order for connections to be made. 500 people will be attending. The format of the day was discussed.

The Chair confirmed that he and Mr Pearson had attended the Cornwall Governor Conference which had been very useful. Leading on from this safeguarding training will be provided to governors at the school and a focus group will be set up using SMART-wide specialists.

ACTION: E BEST

It was also confirmed there had been a Heads/Chairs/CEO event which the Chair and Headteacher had attended.

NGA online training was discussed. The Chair had looked at some of the courses which seemed interesting.

Prevent training was discussed and the Chair confirmed he had emailed details of free online training which takes up to 45 minutes to do.

37. Reports from Governor Visits

None since the last meeting.

38. Report from Chair

a) The Chair confirmed he would be remaining as Chair for this academic year but a successor must be found. A shadow chair will be required as a contingency. *Inspiring Governance* will help find a chair but the person must be a governor for at least 12 months first. It was agreed that future governor recruitment at the school should focus on looking for a person who has the qualities to become a chair. Governors discussed the need to connect with local people, including the retired community, who may have a depth of experience. The Chair will provide all the support to an aspiring chair. It was agreed that this issue will be discussed further at the next LGC meeting and needs to be added to the agenda.

ACTION: D STONEMAN

b) The Chair said it was nice to see Judith John back.

39. Confirm Date and Time of Future Meetings

Wednesday 31st January 3.30pm, Wednesday 14th March Full Governor Day, Tuesday 8th May 3.30pm and Wednesday 4th July Full Governor Day.

40. Any Other Business

The Headteacher reported that the permanent exclusion had been upheld by the Independent Review Panel and the child has been taken off the school roll.

The meeting finished at 5.55 pm.

ACTIONS SUMMARY

ACTION	ACTION BY
M16 Policies – The preparation of a Policy Review list is in hand and will be circulated when completed.	D STONEMAN

M27 Headteacher's Report - It was agreed that the exclusions data should be made clearer in the report.	E BEST
M27 Headteacher's Report - It was agreed that the HT report should make it clearer those Safeguarding actions which have been completed.	E BEST
M30 School Development Plan update - Another parent questionnaire will be sent out early next term as well as to those on the parent forum.	E BEST
M31 School Expansion The Library will be re-designed and a plan put together.	E BEST/S PEARSON
M31 School Expansion - The expenditure limit is to be checked as the decision for the sound proofing expenditure may need to be taken by the Trust Board.	E BEST/ D BUCKLEY
M33 Inspection Data Summary Report/Monitoring of Pupil Progress at Landulph School - Governors were asked to digest the data, as it was important for all to be aware of it not just the data governor.	ALL GOVERNORS
M33 Inspection Data Summary Report/Monitoring of Pupil Progress at Landulph School - Data logins are to be checked.	E BEST
M35 SMART update: Link Governors Verbal Update (Finance, Community, CSA, Safeguarding, HR and Premises, H&S) - It was agreed that the school website requires some updating.	E BEST
M35 SMART update: Link Governors Verbal Update (Finance, Community, CSA, Safeguarding, HR and Premises, H&S) - It was agreed that it is important to wait for Cormac's response and there is a need to have a corresponding school approach and a press approach to the school transport issue.	E BEST
M36 Governor Training – SMART Day (Monday 19 February) - Governors were asked to look at the workshops and book then as a priority as the sessions will fill up.	ALL GOVERNORS
M36 Governor Training – SMART Day (Monday 19 February) - Safeguarding training will be provided to governors at the school and a focus group will be set up using SMART wide specialists.	E BEST
M38 Report from the Chair - The issue of appointing a new Chair will be discussed further at the next LGC meeting and needs to be added to the agenda.	D STONEMAN