Minutes of the Lead Governors Meeting

Tuesday 6th November 2018 @ 6pm

Please note: This meeting is open to the public. Meeting dates are published in the school newsletter and on the website. If you would like to attend please notify the Clerk to the Governors.

CHAIRED BY: Liam Cottrell	LCO	CLERKED BY: Kirsten Wake	KW

PRESENT: Darren Newland (DN), Kirsten Wake (KW), Laura Handel (LH), Liam Cottrell (LCO), Louise Clements (LCL), Lynnette Selbie (LS), Pat Dickinson (PD), Sue Gawman (SG), Teresa Roberts (TR)

APOLOGIES: Caroline Down (CD), Harriett Roberts (HR), Jolene Taylor (JT)

NIL HEARD FROM: NONE

Item Ref.	Minutes	Action
LG17/18_19	Apologies for Absence Apologies were accepted from Caroline Down (CD) - sickness, Harriett Roberts (HR) – work commitments, Jolene Taylor (JT) – work commitments.	DECISION
LG17/18_20	Attendance & Governors Business/Pecuniary Interest Register Governors present signed the Attendance Sheet. Interests declared – No interests declared.	
LG17/18_21	Vision – Where are we now? Matters arising from the meeting LG17/18_10 - Best practise folder c/f. LG17/18_17 – LS confirmed there was a downward trend in red cards issued during the summer term. LS agreed to look at the number of red cards issued for the autumn term. JT completed her monitoring visit in the summer term. JT to submit her written report. School email accounts not activated by JT and HR. All other actions completed.	c/f CD ACTION LS ACTION JT ACTION JT/HR
	Minutes of the last meeting Approved and signed by the Chair.	DECISION

Drafted: 06/11/18 Page 1 of 5

E-schools: 14/11/18

Item Ref.	Minutes	Action
LG17/18_22	Governance – What still needs to be done?	
	Recovery Plan Postponed to next meeting.	c/f FGB mtg
	Governor Training	
	LCLattended Finance and SEND training. She has completed training feedback reports which are available on eschools. Governors to follow up the questions raised in the reports.	ACTION ALL
LG17/18_23	Lead Governors	
	Reports	
	Leadership and Management – Caroline Down (CD)	
	c/f to next lead governors meeting.	c/f LG mtg
	School Improvement Overview – Darren Newland (DN)	
	 DN, CD and LS have met to discuss SSIP. DN confirmed that the planning and evidence in place was very clear. DN noted the following: New parents will receive a language workshop. LH confirmed that a date has been set. Attendance of families watching family assemblies and staying to visit class afterwards is improving. The format is working well. Feedback from teachers on what is working across the school is evident throughout the plan. 	
	DN reported that there will be more data available to analyse at the next meeting. He will focus on specific areas.	
	Finance – Louise Clements (LCL)	
	Governors discussed the budget deficit which is predicted to increase over the next 2 years. They discussed the morality of using this years budget to support future years budget.	
	SG reported on the marking strategies being used to increase pupil roll, including new school building publicity and a school open day. She noted that the key change required is the OFSTED grading, explaining that there is a funding pool available for schools with a falling roll, but we have to have a good OFSTED in order to be eligible.	
	Governors discussed extending the nursery provision to children younger than two. They agreed that this was not a viable proposition for the school nursery due to the cost implications.	
	Governors agreed that the best solution available at present was to pursue a good OFSTED rating and manage the budget to the best of our ability, as we are already doing.	
	Personnel – Louise Clements (LCL)	
	Governors discussed the strategy to be used for reviewing personnel matters. Governors agreed that TR would undertake teacher interviews as part of her role as lead governor for staff voice.	ACTION TR

Drafted: 06/11/18 E-schools: 14/11/18

Item Ref.	Minutes	Action
	SG reported that one teacher has achieved UPS progression and received a pay award. One staff appraisal is outstanding due to staff sickness.	c/f SG
	HSA – Teresa Roberts (TR)	
	TR and CD attended an HSA meeting. TR reported that only 2 HSA members attended. They reported that the HSA is struggling for members. TR reported that Tavistock College are using Miss Ivy Events to run their fundraising events. They are reportedly successful.	
	Governors agreed that LH will attend the next HSA meeting to discuss with them employing Miss Ivy Events to support their fundraising.	ACTION LH
	Safeguarding/Children in Care/Able, Gifted &Talented – Caroline Down (CD)	
	Reporting postponed until the next meeting. LS reported that all actions and data are up to date.	c/f LG mtg
	Headteacher Performance – Caroline Down (CD) and Darren Newland (DN)	
	DN reported the task had been completed and targets have been agreed.	
	Staff Voice and Pupil Voice – Teresa Roberts (TR)	
	TR reported that she has met with Steve Armitage. She reported that the focus for the school council is for school councillors to organise the meetings.	
	TR reported that there was a link missing between the pupil questionnaire and what the school council are doing. LS agreed to review the next pupil questionnaire.	ACTION LS
	Q1. Are disadvantaged pupils involved in the school council? (LCO) A. LS reported that she would check whether any of the school councillors are pupil premium. She noted that pupil premium pupils were not positively discriminated because the process involves a democratic vote for councillors by the pupils.	CHALLENGE ACTION LS
	SEND – Caroline Down (CD) and Harriet Roberts (HR)	
	Report postponed in CD's absence. KW to amend the Lead Governor Roles list, removing DN as lead governor, to correct a typing error.	ACTION KW
	Governor Training/CPD – Darren Newland (DN)	
	No update required.	
	Quality of Teaching and Learning – Harriet Roberts (HR)	
	HR has completed a monitoring report, which is available on eschoools.	
	PE Funding – Jo Taylor (JT)	
	No update available.	
	Health & Safety/Premises – Liam Cottrell (LCO)	
	LCO reported that he is planning to meet with SG to discuss the new build and associated risk assessments.	
	SG asked for thanks to be minuted to LCO for his advice regarding a legionella	

Drafted: 06/11/18 E-schools: 14/11/18

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	report. His advice had resulted in saving the school money. Pupil Premium - Liam Cottrell (LCO) LCO thanked LS and her staff for the excellent pupil premium strategy statement. He confirmed that it is easy to read and understand. LCO to arrange a meeting to review validated data. LS confirmed that the funding spend is generated from the strategy, so is driven by need. Parentview – Louise Clements (LCL) LCL attended parents evening. LS reported that there have been 70 Parentview questionnaires completed. Q2. Have we made any conclusions from the data? (LCL) A. SG reported that our results are in parallel with other local schools. Some negative responses were received on the bullying question. It is believed that this is mostly because parents don't understand what bullying is. However, the results are still in line with other local schools. Attendance – Louise Clements (LCL) LCL confirmed that the monitoring visit has been postponed, due to Fiona Arundel leaving. It has now been agreed that Alice will be responsible for attendance. The Educational Welfare Officer (EWO) will be in school next Wednesday. LCL to meet with Alice following that visit. Curriculum and Behaviour – Pat Dickinson (PD) PD gave a summary of her report. In particular, PD highlighted that she had seen an impressive improvement in handwriting. The monitoring report is available on eschools.	CHALLENGE
LG17/18_24	Training Session - Marketing Tom Godwin, Chair of Governors at Callington College Tom provided governors with an overview of the benefits of marketing the new nursery building and marketing ideas which might be used. Governors discussed generating project ideas for pupils, based around the new build, and using those projects to write press releases for the local media. Ideas included role play for nursery and reception pupils; pupil premium children as journalists reporting on the progress; involving the building company to work with children on projects; inviting the Tavistock Times to run a workshop for children on journalism. Q3. Can the SAT results be promoted? (TR) A. SG reported that they will be promoted, but the school is waiting for the league tables to be published. LCO commented that he had noticed, during his learning walks, the school had a strong sense of family orientated community. Compared to other schools he works with there is a real sense of teamwork and the staff know the parents well. The school has a good family vibe.	CHALLENGE

Drafted: 06/11/18 E-schools: 14/11/18

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	Q4. Are we doing the basics right? (SG) A. TG answered yes, Facebook and Twitter pages are good. He asked governors to note that the website did not hold the same marketing value as the other ideas discussed. Most people who look at the website are staff and governors.	CHALLENGE
	TG offered to assist SG by providing ideas for streamlining issuing stories to social media.	ACTION SG
	TG offered to attend a future staff meeting to help promote the use of photos in marketing the schools successes. He suggested setting up the camera to automatically send photos to dropbox.	ACTION LS c/f Staff Mtg
	Governors asked for a regular section, providing an update on the nursery building, to be included in the school newsletter.	ACTION SG
	Governors thanked Tom for the valuable training session.	
	Meeting closed 19.50	

DATE OF NEXT MEETING: Lead Governors Meeting, on Tuesday 15th January 2019, at 6pm

These minutes are agreed

*Without amendment / with the following amendments (*please delete as appropriate):

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Signed:	Dated:

Drafted: 06/11/18 Page 5 of 5