



MINUTES of the TRANNACK LGC MEETING

Tuesday 25th April 2023 4.30pm @ the school

Item	Subject	Action	
1	<p>Governors present: (V = virtual attendance)</p> <p><i>Ray Ashmore (RA)</i> <i>Sarah French (Executive Headteacher) (SF)</i> <i>Joanna Hart (JH)</i> <i>Debra Hoskins (DH)</i> <i>Loveday Jenkin (LJ) Vice Chair</i></p> <p><i>Also present:</i> Pat Nicholas – Governance Professional</p>	<p>Apologies:</p> <p><i>Andy Ross (AR)</i></p> <p>Phillip Woods has resigned as a governor.</p>	
2	Conflicts of Interest		
2.1	Staff governors declared an interest as paid members of staff. No new interests were declared.		
3	Approval of minutes from the last meeting 21.2.23		
3.1	The minutes of the meeting held on Tuesday 21st February 2023 were agreed as an accurate record and signed by the Vice Chair.		
4	Matters arising		
4.1	<p>The expected numbers for September have increased to 7.</p> <p>The total raised from the Coose Trannack event was £2798. Thanks were offered once again to LJ for the donations.</p> <p>SH has spoken with Jeremy Alder, the Trust governance lead about the Chair of governors vacancy, and the matter is being considered..</p> <p>LJ advised DH to place the issues with the lane on the Cornwall Council reporting website.</p> <p>JHa’s report following her meeting with MB is complete. SF will help to share the report with governors.</p> <p>The Forum went ahead, however no parents attended. SF will offer another Forum by the end of the summer term, if this is feasible.</p> <p>The parent survey is now complete and the results have been collated. There were 57 responses in total and the results were circulated at the meeting.</p> <p>Q: Is it the same parent who ‘strongly disagrees’? A: No. SF will always try to have a conversation where issues are reported and address the matter directly. Most parents surveyed answered ‘strongly agree’.</p>		

	<p>Q: Where parents of SEND children indicate dissatisfaction, are they saying the school is doing what is needed but the external services are not?</p> <p>A: SF explained that the school will inform parents that school staff are doing all they can and that delays are usually a result of long waits following referrals.</p>	
5	Head teacher's report	
5.1	<p>SF circulated a brief report at the meeting,</p> <p>The Y1 cohort has not been affected by the disruption caused by Covid19 school closures, and has also had the benefit of having Read, Write, Inc. and Number Sense schemes right from the beginning of YR. SF is confident that if they continue their learning in the same way, they will set a high standard. YR is also strong and all are on track for achieving their ELG (Early Learning Goals).</p>	
5.2	<p>Year 2 (KS1) data indicates some of the struggles during Covid as well as staff disruption, but the outcomes are good.</p>	
5.3	<p>Year 6 (KS2) – SATS preparation is very positive, the children are showing no signs of stress or worry, and AB's weekly SATS club after school is offering a lot of support. Writing was the hardest subject to teach during Covid so the children missed a significant chunk of input. AB has worked hard, and the children have made huge progress. Attitudes to learning in the Y5/6 classroom are very good; children are purposeful and calm in class.</p> <p>Q: What do you look for in writing e.g. handwriting?</p> <p>A: Handwriting is a small part, there is sentence construction and maturity of content of writing tasks, punctuation and spelling. SF informed governors that she expects KS2 to be moderated (externally) this year, and should know by half term.</p>	
5.4	<p>Safeguarding – as SF has taken up the temporary post as head teacher at Godolphin, AB is now the DSL at Trannack to ease pressure on SF, who is Deputy DSL. AB has completed his initial safeguarding training with Helen Trelease.</p> <p>The school has been asked by Nic Furnish, Crofty MAT's DSL, for a copy of the SCR (Single Central Record). This is normal practice for all Crofty MAT schools.</p> <p>Q: Does AB also need to attend safer recruitment training?</p> <p>A: Yes.</p> <p>Q: Do all governors have Tier 2 training?</p> <p>A: RA is booked on the training. LJ explained that her recent training went through the changes in the 2022 KCSIE document. SF will share a document with governors containing the main 2022 KCSIE changes.</p>	
5.5	<p>Trannack has poor attendance currently, not helped by children with significant health issues and reduced timetables. That said, SF knows the story behind all these issues. On a positive note, attendances are slowly improving, and small school numbers do have an impact on overall figures.</p> <p>Q: Are the attendance clinics well attended?</p> <p>A: One family attended and were very receptive to the discussion. Others have not taken up the invitation.</p> <p>Q: Is attendance linked to safeguarding?</p> <p>A: In some cases, yes, but not always.</p>	

	<p>The school has set up an interclass competition on attendance, with the winning class at the end of the term earning a class treat. Attendance is regularly reported in the newsletter.</p> <p>There is a newly updated attendance policy which is currently with the Trustees for approval.</p>	
5.6	The school is more settled now after significant staff changes since September. There was an informal visit from two of the Trustees, who were very complimentary about the learning environment.	
5.7	<p>There is a problem with the school hall roof that still needs to be resolved. Governors heard that the Crofty estates team is very proactive.</p> <p>LJ thanked SF for her report.</p>	
6	Pupil outcomes and the curriculum	
6.1	Covered under item 5: head teacher's report.	
7	Safeguarding	
7.1	Covered under item 5: head teacher's report.	
7.2	<p>Q: Is there an up to date s157 monitoring report? A: The latest one is in the LGB folder on Google Drive. The s157 last year was internal and so wasn't submitted. For this year, school will use the same form as last year and add any changes in a different colour before submission by the 30th June deadline. RA was invited to make an appointment with AB to go through the s157 as the new safeguarding governor. RA will also look at the SCR feedback to DH when it comes.</p> <p>Q: Do governors check the SCR? A: No, they are not required to check it themselves, but instead talk with DH and AB and ask the appropriate questions.</p>	
8	Governor monitoring	
8.1	<p>Agenda planner</p> <p>After discussion, governors agreed to formulate a plan at the next meeting for the 2023-24 academic year.</p> <p>RA, JH and AR will provide support with monitoring during KS2 SATS week. Governors should ensure that the tests are being administered correctly (similar to exam invigilation).</p> <p>Governors were encouraged to take part in any future monitoring training provided by the Trust.</p>	
8.2	<p>Parent/pupil surveys</p> <p>Covered under item 5: head teacher's report.</p>	
8.3	<p>H&S</p> <p>While health & safety is not a direct responsibility for local governors, there is an expectation that this is monitored. SF will investigate what training may be available.</p>	

9	Governor training	
9.1	<p>None of the Trannack governors attended the governor induction training on the 27th February.</p> <p>RA will complete safeguarding training.</p> <p>Action: PN to check with the Trust if there are plans for any more governor training.</p>	PN
10	Trust updates	
10.1	Parent/Staff/Pupil surveys	
	Covered under item 5: head teacher's report.	
10.2	Board minutes 31.1.23	
	<p>Q: The underfunding is a concern -did the Southerly Point schools bring any funding into Crofty MAT on the 1st Jan?</p> <p>A: Yes. SF explained that the funding for each school was calculated per child. There is no information as yet on next year's budget, however SF has submitted her staffing request (i.e.to maintain current levels of staffing). Governors heard that 'Accelerated Reader' and 'Maths Whizz' will be purchased for schools by the Trust.</p> <p>SF informed the governors that there could be a need for more TA hours in September, depending on the number of children with additional needs.</p> <p>Q: Will current staffing be maintained in September?</p> <p>A: SF would expect the same staffing levels to be maintained to ensure the same quality of education.</p>	
10.3	Attendance & Exclusions summary	
	<p>Governors noted the information in the summary; the summary is useful as a benchmarking tool for all the Crofty schools.</p> <p>Q: Is there a Trust attendance policy?</p> <p>A: The policy has been amended recently and is with the Trust Board for approval.</p> <p>Governors agreed that the attendance policy should approved and circulated as soon as possible.</p>	
11	Governors impact on the pupils	
11.1	<ul style="list-style-type: none"> ● Monitoring staff wellbeing by keeping in touch regularly with the staff and Head of School. ● Supporting the school through involvement with the annual Coose Trannack cross country event. ● Improving skills and knowledge by attending relevant training. 	
12	Feedback to the Trustees	
12.1	<ul style="list-style-type: none"> ● Governors asked that the attendance policy is approved and circulated as soon as possible. ● Could additional governor induction training be provided for those missed the February dates. 	

	<p>AOB</p> <p>Governors discussed the sad case of the head teacher who took her own life following an 'inadequate' Ofsted judgement, and the importance of safeguarding procedures in Ofsted inspections.</p> <p>Q: Should governors complete safer recruitment training? A: It is essential for at least one person on an interview panel to be safer recruitment trained.</p>	
	<p>Dates of next meetings: Tuesday 11th July 2023 4.30pm</p>	
	<p>Meeting finished at 6.20pm</p>	