

Trannack Primary School
Local Governing Body meeting
Tuesday 20th September 2022 from 4.30pm
at Trannack Primary School

	<p>1. <u>ATTENDING</u> : Mr P Woods (Chair) Mrs S French (Executive Headteacher), Mr R Ashmore, Mrs D Hoskins, Mrs J Hart.</p> <p>In Attendance: Mrs S Bennetts (Clerk)</p>	
	<p>2. <u>APOLOGIES</u> : Apologies were received from Mr A Ross, Dr L Jenkin</p>	
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>PWo welcomed the governors to the meeting.</p> <p>Pecuniary Interests forms for the year 2022/23 were completed.</p> <p>PWo informed the meeting that his wife works at the school.</p> <p>JHa informed the meeting that she supplies the school uniform.</p>	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>It was confirmed that the return of one laptop is outstanding.</p> <p>ACTION: Ensure the missing laptop is returned to school.</p> <p>Adam Boyes has spent a considerable amount of time reviewing the sports premium spending.</p> <p>ACTION: PWo to carry out a sports premium monitoring visit .</p> <p>ACTION: RAs will check that he has a hard copy of the SEN Monitoring Report and also arrange for it to be uploaded to the Google Drive. JHa to also check whether she has a hard copy.</p> <p>ACTION: PWo to arrange a Health and Safety handover meeting to include Sithney School as well.</p> <p>ACTION: PWo to check he has uploaded the monitoring form for the Book Look to the Google Drive.</p> <p>SFr has attempted to contact CC regarding the gravel in the road.</p> <p>ACTION: SFr to ask LJe to chase the removal of gravel from the road.</p> <p>It is thought this would be an appropriate area for a skid resistant surface.</p> <p>JHa has met with Megan Bungay.</p> <p>ACTION: JHa to submit the report following her meeting with Megan Bungay</p> <p>JHa has also met with SFr.</p> <p>The gap in the fence has been addressed by the trust premises manager.</p> <p>ACTION: PWo to check that he has submitted the SATs monitoring report.</p>	<p>SFr</p> <p>PWo</p> <p>Ras</p> <p>JHa</p> <p>PWo</p> <p>PWo</p> <p>SFr</p> <p>JHa</p> <p>PWo</p>

	<p>ACTION: Upper Key Stage 2 maths to be discussed at the next meeting.</p> <p>The minutes of the meeting of 14/06/22 were agreed as a true record.</p>	SFr/Clerk
5.	<p><u>FEEDBACK FROM THE TRUST BOARD</u></p>	
	<p>SFr updated the governors on the transfer to Crofty MAT. Head's meetings with both trusts are taking place. SPCMAT schools have been told that they should not be spending any money from 24th October to ensure that each school transfers with the correct amount of money in its budget. Mark Blackman the CEO of SPCMAT visited the school last week. He expressed concern regarding the KS2 results but when shown the paper trail understood the reasoning behind it. KS1 data is good. A list of training opportunities have been received from Crofty MAT and a meeting with the Chair of Trustees has been planned. SFr is feeling positive about the move. There is an issue regarding availability of minibuses. All teachers are to receive training to enable them to drive a minibus. A TUPE meeting for all staff from SPCMAT transferring to the Crofty MAT will be held in the next couple of weeks.</p>	
6.	<p><u>FEEDBACK FROM THE FORUM</u></p>	
	<p>No forums have been held, but one will be arranged for this term. ACTION: SFr to arrange a forum.</p>	SFr
7.	<p><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></p>	
	<p>The new governors were officially welcomed to the meeting. Thanks were expressed to Susan Bennetts who has resigned as clerk to the governors.</p>	
8.	<p><u>Headteacher's Report</u></p>	
	<p>SFr presented her report which had been circulated to governors prior to the meeting. There has been a change of staff and class structure. Praa Sands class is now taught by Emma Powley on Monday and Tuesday and Claire Mitchell on Wednesday, Thursday and Friday. There are currently 63 children on roll. Saints South West are unable to fulfil the terms and conditions of the contract which has now been terminated. ACTION: SFr to check the details of the contract with the CC legal department to ensure there is no comeback on the school. SupaSports will be running two sports clubs and discussions have taken place regarding delivery of the curriculum. Predicted outcomes for the year 6 children show 83% meeting age related expectation for reading, writing and maths, compared with 59% last year. If any SPCMAT school receives a call from Ofsted, Mark Blackman will seek a deferral. Re-inspections are due to start in January. Trannack School's next inspection will be a 2 day deep dive. The school needs to ensure that everything is robust and that the new team is working together well. SFr and CMi have received Read, Write Inc training and all staff have access to on-line training. Another session is due next week. Weekly TA meetings include RWI training, observations and support in other areas where needed. After receiving training, Adam Boyes will deliver Wild Tribe sessions. All staff have been offered RE training. The school has registered for Culture of the Heart which Emma Powley will lead. SFr will be monitoring EYFS and Pre-school tomorrow. ACTION: PWO to arrange to monitor a PE lesson.</p>	<p>SFr</p> <p>PWo</p>

	<p>Behaviour is described as 'calm'. A new behaviour chart has been introduced and a house point system has been started which results in a prize at the end of the term.</p> <p><u>Q: Does the house point system have a visual chart?</u></p> <p>A: House points are celebrated each week at the achievement assembly.</p> <p>There are no patterns or areas of concern regarding attendance although there have been a few late arrivals.</p> <p>Well being is supported through Draw and Talk and Trauma Informed Schools.</p> <p>With regard to safeguarding, SFr uploads relevant documents and staff sign them off when they have been read.</p> <p><u>Q: Do you know who the Crofty MAT Safeguarding contacts are?</u></p> <p>A: We haven't been informed yet.</p> <p><u>Q: Will Tier 2 training be provided for those who have not received it?</u></p> <p>A: I will check if there any members of staff who are not up to date?</p> <p><u>Q: Who delivers this?</u></p> <p>A: It is usually James Sturgess from Garras School. We can also access training provided by the Cornwall and Isles of Scilly Safeguarding Board.</p> <p>The SDP has been shared with parents via the newsletter. It will be updated throughout the year.</p> <p><u>Q: Has there been an evaluation of outcomes against Pupil Premium spending?</u></p> <p>A: SFr is currently preparing a Pupil Premium report and evaluation which will include tracking and points progress. Culture of the Heart and Characters of Behaviour will be included. DHo will be involved in the preparation and will write a report.</p> <p>ACTION: DHo to prepare a report on Pupil Premium.</p> <p><u>Q: Will the school still use the 'Virtues'?</u></p> <p>A: No, the introduction of Culture of the Heart and Characters of Behaviour will replace the virtues. It will be obvious which intervention links with which priority.</p>	DHo
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>	
	<p>RAs informed the meeting that he has looked at the suggested structured questions. He is satisfied that the S157 has been shared with governors and a copy has been sent to Lucy Wandless.</p> <p><u>Q: When was the Single Central Record last checked?</u></p> <p>A: Susannah Sedgewick last checked the SCR in March 2022.</p> <p>A paired trust visit was made with Tony Flint in the summer term.</p> <p>Governors discussed the issue of a man watching the children from his car. This was raised and followed up by the local police. In this case the right action was taken but the incident was harmless.</p> <p>Governors discussed new signage and keeping the car park gate locked during the weekend.</p> <p><u>Q: How many new safeguarding concerns do you encounter each month?</u></p> <p>A: We have had no major concerns or contact with MARU this term. We have had a few low level concerns which have been logged and parents spoken to.</p> <p><u>Q: Does My Concern track who is involved in discussions?</u></p> <p>A: It is the responsibility of the reporter to ensure each report is tracked and appropriate action taken.</p> <p>Governors were informed that they should read and become familiar with the Keeping Children Safe in Education document which will be emailed to them.</p>	
10.	<u>HEALTH AND SAFETY UPDATE</u>	

	<p>There are issues regarding the Infant's outdoor area which has been raised as a health and safety concern on Parago. Water sits on the service which is not level and gets dirty, wet, slippery and smells.</p> <p>ACTION: Both SFr and PWO to contact Sean Pinhay regarding the issue.</p> <p>The gate should be being fixed by the company who installed it.</p>	SFr and PWO
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	There were no additional topics to be discussed.	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>PWO informed the governors that he has carried out a book look where he went through a selection of books across year groups. He was looking for consistency and differentiation and was pleased with the quality of work. He was also looked at progression throughout the school. Further monitoring visits to be planned.</p> <p>ACTION: Further book look monitoring visits to be planned.</p>	SFr
13.	<u>FOCUS ITEMS AND UPDATES</u> [Eg. policies; changes to the curriculum; etc]	
	<p><u>Report on UKS2 maths</u> ACTION: SFr to email the UKS2 maths report to governors. ACTION: Arrange for ABo to talk to governors about progress in maths and CMI to talk about RWI at the next governors' meeting. <u>Trannack School Feedback and Marking Policy September 2022</u> <u>Q: Is there a key for the codes?</u> A: There is a key at the end of the policy. The children know the codes as an everyday routine. The governors agreed to adopt the policy as presented. <u>Trannack School Positive Behaviour Policy September 2022</u> SFr informed the governors that the Year 6 children are good role models and have risen to the challenge. The governors agreed to adopt the policy as presented. <u>Q: Does the school have behaviour ambassadors?</u> A: No, but children are involved in showing prospective parents around the school.</p>	SFr SFr
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<p>PWO not longer attends the trust Finance Committee meetings which have been wound up.</p> <p>Monitoring visits have taken place.</p> <p>The biggest impact moving forward will be the governor monitoring.</p> <p>Responsibilities will be revised at the next meeting.</p> <p>Governors have met with the CEO of Crofty MAT.</p>	
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	There were no urgent matters for discussion.	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	There were no matters to be raised with the trust board.	
17.	<u>DATES OF FUTURE MEETINGS</u>	

	The next meeting will be held on Tuesday 21 st February at 4.30pm	
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SUMMARY OF ACTIONS		
Action	Responsible Person[s]	Date for Completion
ACEnsure the missing laptop is returned to school.	SFr	ASAP
PWo to carry out a sports premium monitoring visit .	PWo	ASAP
RAs will check that he has a hard copy of the SEN Monitoring Report and will arrange for it to be uploaded to the Google Drive.	RAs	ASAP
JHa to also check whether she has a hard copy.	JHa	ASAP
PWo to arrange a Health and Safety handover meeting to include Sithney School.	Pwo	ASAP
PWo to check he has uploaded the monitoring form for the Book Look to the Google Drive.	PWo	ASAP
SFr to ask LJe to chase the removal of gravel from the road..	SFr	ASAP
JHa to submit the report following her meeting with Megan Bungay.	JHa	ASAP
PWo to check that he has submitted the SATs monitoring report.		
Upper Key Stage 2 maths to be discussed at the next meeting.	PWo	ASAP
EFr to arrange a forum.	SFr	ASAP
EFr to check the details of the Saints South West contract with the CC legal department.	SFr	ASAP
Pwo to arrange a PE monitoring visit.	PWo	ASAP
DHo to prepare a report on Pupil Premium	DHo	Following monitoring
EFr and PWo to contact Sean Pinhay regarding the condition of the Infant play area.	SFr and PWo	ASAP
SFr to email the UKS2 maths report to governors.		
Arrange for ABo to talk to the governors about progress in maths and CMi to talk about RWI at the next governors' meeting.	SFr	ASAP

Chair's Signature _____ Date _____