



MINUTES of the TRANNACK LGC MEETING

Tuesday 23rd January 2024 5pm @ the school

Item	Subject	Action	
1	<p>Governors present: (V = virtual attendance)</p> <p><i>Joanna Hart (JH)</i> <i>Debra Hoskins (DH)</i> <i>Loveday Jenkin (LJ) Chair</i> <i>Andy Ross (AR) Vice Chair</i></p> <p><i>Also present:</i> Adam Boyes, Head of School (AB) Linda May, Executive head teacher (LM) to 6.15pm Pat Nicholas – Governance Professional (PN)</p>	<p>Apologies:</p> <p><i>Ray Ashmore (RA)</i></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 26.9.23		
3.1	The minutes of the meeting held on Tuesday 26 th September 2023 were agreed as an accurate record and signed by the Chair.		
4	Matters arising		
4.1	<p>There were no matters arising.</p> <p>Item 9.1: PN will share the completed monitoring/agenda planner once again.</p>		
5	Head teacher's report-verbal		
5.1	AB took governors through his report.		
5.2	Staffing – there have been high levels of staff absence for various medical reasons in the second half of the autumn term. SDP plans have been put back as a result; AB is confident that these plans will be back on schedule this term.		
5.3	<p>Staffing changes discussed, including the resignation of a teacher. Temporary cover is in place until the end of the summer term.</p> <p>Q: Will a replacement be recruited? A: This is undecided at present.</p> <p>Q: Is there a need to appoint a governor to cover staff wellbeing and mental health? A: Yes, this needs to be addressed. AR agreed to accept the role and will arrange a visit at the earliest opportunity.</p>		
5.4	The number on roll has fluctuated and stands at 55 (59 with the preschool) and is the lowest in the trust.		

	<p>Q: Why have children left the school? A: The reasons vary, but most recent leavers have relocated out of the county. There is no dissatisfaction with the school.</p> <p>Q: Have there been any enquiries for places? A: There have been a handful of visits for places in YR in September 2024.</p> <p>Q: What are the numbers for September? A: Currently 3 as the first choice, although school is expecting 3 more (there are some missing from the list). The PAN is 12. Governors discussed how best to promote the school but acknowledged that there is a birth rate decline for all schools for September 2024.</p>	
5.5	<p>At 47% pupil premium numbers are very high. The associated funding mostly pays for staffing to support children as well as TIS resources and TIS staff/training.</p> <p>DH completed a pupil premium monitoring visit – the report was circulated at the meeting.</p>	
5.6	<p>The school is committed to providing after school clubs, using school staff where possible to reduce costs.</p>	
5.7	<p>AB is taking a headteacher development course along with the other hub heads of school. All staff are attending INSET on Monday 19th February.</p>	
5.8	<p>Attendance remains a concern. School has worked hard to improve attendance through targeted support meetings with the county attendance officer, and letters to parents at the end of the autumn term. Governors heard that the part-time pupils do have a huge impact on the figures, and there is no adjustment made for pupils with medical issues or authorised absences for other reasons. Nationally schools are at 93% attendance, so this is not just a local issue. AB explained that building good relationships with parents is key to improving attendance.</p> <p>Q: Is there is any way to adjust numbers to account for medical absences? A: No. It was suggested that head teachers could add a comment when submitting the information for the management report to add context.</p>	
5.9	<p>SEN numbers are down from 37% but still high. EHCP numbers remain high at 9%.</p>	
5.10	<p>All Crofty schools are in the process of moving to CPOMS (Child Protection Online Management System) from MyConcern for recording safeguarding concerns.</p>	
5.11	<p>A number of near misses/incidents recorded in the autumn term are being investigated. Governors heard of safety issues with the gate, as the locking magnet is at head height for some taller individuals. This has been reported to the estates and compliance team.</p> <p>Q: Has any action been taken about the rabbit holes in the field? A: The risk assessments require that visual checks are carried out by staff before use.</p>	
5.12	<p>Oracy goals are a focus and are part of the SDP. Governors heard of the importance of children the having the vocabulary they need to discuss and debate in a constructive way. Trust wide reading principles have been included, and the development of writing is a big focus across the school.</p>	

	LJ thanked AB for his report.	
6	Pupil outcomes and the curriculum	
6.1	<p>Assessment data – AB presented the autumn term assessment data for the school, which showed results in reading, writing and maths.</p> <p>72 % in reading is very positive, although there is still room for improvement. Maths is also at 72%; again, very positive. Some year groups will be focussed on more than others. There has been discussion among the teachers about the reasons for the differences between each terms data; including how children leaving and how assessments are made by different teachers impact on the results. Teachers have also looked at the differences between teacher assessments and test results.</p> <p>Q: Which Maths programme is used by the school? A: White Rose in KS2, with Number Sense for the younger children.</p> <p>Q: What should be the key monitoring focus for governors? A: Writing. AB will liaise with the writing lead and arrange a meeting with the governors.</p> <p>Q: Are there any other curriculum concerns? A: Cross curricular links are 'a bit woolly' and need strengthening. The new computing trust wide strategy needs to be implemented to improve internet safety further.</p>	
7	Safeguarding	
7.1	Covered under item 5: head teacher's report.	
8	Governor monitoring	
8.1	<p>December data</p> <p>Covered under item 5: head teacher's report.</p>	
8.2	<p>Agenda/monitoring planner23/24</p> <p>SEND visit – JH to arrange.</p>	
8.3	Safeguarding visit - LJ will arrange a time with AB.	
9	Governor training	
9.1	<p>Induction training 15/01/2024 and governor network meetings 20/02/2024 and 20/03/2024</p> <p>The Governors received and noted the information on governor training. Some venues have not yet been confirmed.</p>	
9.2	<p>Improving meetings</p> <p>Governors discussed the '12 suggestions for improving your governing body meetings' document. The meeting was happy to use the discussion as a starting point from which to move forward.</p>	
9.3	<p>Suggestion for earlier start time</p> <p>This will be deferred to the next meeting.</p>	

10	Trust updates	
10.1	<ul style="list-style-type: none"> • An inclusions document has been developed by the Trust SEND lead, James Taylor. • There is a new 3D learning platform called 'Lifter' planned for the schools. This will provide an immersive learning experience for the children. 	
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. • Ensuring effectiveness by offering a commitment to succession planning and the recruitment of new governors. • Ensuring effectiveness through regular monitoring visits. • Supporting the work of the LGC by ensuring that the offices of Chair and Vice Chair are filled. 	
12	Feedback to the Trustees	
12.1	<p>Governors asked for support with access to Teams. There are some conflicts for governors who have their own work and or home Outlook/Teams accounts.</p> <p>Governors requested more notice for training opportunities; some are shared too late for governors to arrange the time to attend.</p> <p>Governors received the autumn term data information after the agenda had been circulated. Could this information be sent direct to the governors?</p> <p>Governors ask the Trust to ensure that any major decisions relating to the school are communicated to governors, such as the recent decision to close the 'Little Learners' preschool.</p>	
	AOB	
	Governors agreed to set up a 'Whatsapp' group to help with communication.	
	Dates of next meetings: Tuesday 12 Mar 2024 4.30pm Tuesday 30 Apr 2024 4.30pm Tuesday 18 Jun 2024 4.30pm	
	Meeting finished at 6.30pm.	