



**MINUTES of the TRANNACK LGC MEETING**  
**Tuesday 12<sup>th</sup> March 2024 4.30pm @ the school**

Item	Subject	Action	
1	<p><b>Governors present:</b> (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 to 5.30pm</i></p> <p><i>Also present:</i>  Adam Boyes, Head of School (AB)  Linda May, Executive head teacher (LM)  Pat Nicholas – Governance Professional (PN)</p>	<p>Apologies:</p> <p>Governors were saddened to receive Ray Ashmore’s resignation and offered thanks to Ray for his service to the school.</p>	
2	<b>Conflicts of Interest</b>		
2.1	Staff governors declared an interest as paid members of staff. No new interests were declared.		
3	<b>Approval of minutes from the last meeting 23.1.24</b>		
3.1	The minutes of the meeting held on Tuesday 23 <sup>rd</sup> January 2024 were agreed as an accurate record and signed by the Chair.		
4	<b>Matters arising</b>		
4.1	There were no matters arising.		
5	<b>Head teacher’s report-verbal</b>		
5.1	<p><b>Management report to governors</b></p> <ul style="list-style-type: none"> <li>• Pupil premium numbers are higher than the other hub schools and the trust. SEND is also very high in comparison, and higher still as more children have been added since the report. Governors were made aware that parents are still keen to attend Trannack, whose reputation is good in the community.</li> <li>• Attendance levels were discussed, in particular, the way that part time timetables/alternative provision affect the data.</li> <li>• Persistent absence (PA) is high but is lower than the national average and is reducing.</li> <li>• Pupil premium childrens’ attendance is up on last year but low in comparison. PA is down on last year.</li> </ul> <p>Q: What is the target for attendance?  A: The target is 96% and above.</p> <p>Q: Could governors have the figures without the SEND or pupil premium numbers?  A: Yes.</p> <ul style="list-style-type: none"> <li>• The number of recorded concerns is high, and governors were reassured that regular reporting is the right thing to do and helps to build a picture.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Governors heard about specific issues which are referred to the MARU.</li> <li>• Statutory training gaps need to be addressed. It is possible that the training has been completed, but the certificate has not yet been added to the system.</li> <li>• Premises compliance levels could be an issue with the contractors, and not necessarily the school e.g. awaiting reports or certification to be added to the system.</li> <li>• Support staff to pupil ratios are high due to the numbers providing one to one support.</li> </ul> <p>Q: What is GRP? A: This refers to the group average for the five schools.</p>	
	LJ thanked LM/AB for their report.	
<b>6</b>	<b>Pupil outcomes and the curriculum</b>	
6.1	<ul style="list-style-type: none"> <li>• The SDP spring term review was circulated. Governors heard that the hub schools have been working on teaching and learning, with lots of training carried out.</li> <li>• A recent Trust inset day focused on sustainability for the teachers. TAs and administrators had their own INSET too.</li> <li>• The way the school reports to parents has changed, reports will now go out just after the easter break, and will include progress so far, plus teachers' predictions on where the children will be by the end of the year. This will be followed up by a summary report at the end of the academic year.</li> <li>• Reading fluency training is taking place for all staff. LM explained the need for a strategy for reading beyond RWI that works well. AB was happy to report that children are really enjoying their reading, even up to Y6.</li> <li>• A writing plan has been drawn up by AB and sent to TL. The feedback is awaited.</li> <li>• An EYFS audit is in progress, the next steps have been identified, and a similar maths audit is planned for the summer term. The EYFS audits are being peer reviewed by other hub schools. The computing and online safety curriculum is now in place through Digital Learning Cornwall. This is a trust wide initiative, including a 10 min discussion about safety online (age appropriate) at the start of every lesson.</li> <li>• Curriculum plans are being prepared for the next 2 years; senior leaders are setting time aside to ensure they get it right. Governors learned of the importance of having the curriculum clearly mapped out.</li> <li>• Some schools have already moved to CPOMS; all should be moved from MyConcern by the start of the summer term.</li> <li>• Equality information and objectives were circulated; governors were invited to take away and read and pass any comments to AB if needed.</li> <li>• Attendance letters have been revised and are now more 'friendly'. These will go out to parents after the easter break.</li> </ul>	

	<ul style="list-style-type: none"> <li>The behaviour policy needs formal approval. The policy is on the school's website; governors were asked to email their approval to PN.</li> </ul>	
<b>7</b>	<b>Safeguarding</b>	
7.1	Covered under item 5: head teacher's report.	
7.2	Governors need to complete the level 2 safeguarding training.	
7.3	The s157 is being reviewed ready for peer review. LM has audited the SCR and given feedback.	
<b>8</b>	<b>Governor monitoring</b>	
8.1	<b>SDP</b> - covered under item 6, pupil outcomes and the curriculum.	
8.2	<b>SEND visit</b> -JH completed the visit along with a homework scheme meeting. The reports will follow.	
8.3	<p><b>Safeguarding visit</b>- LJ checked that the actions from Natasha Pollard's SCR audit had been completed.</p> <p>LJ will also monitor the s157 once the peer review is complete.</p>	
8.4	<p><b>Spring 2-Attendance/PP &amp; SEND/Staff survey</b></p> <p>Governors agreed to add the monitoring planner to the summer agendas.</p>	
8.5	<p><b>Parent survey</b></p> <p>This is a governor-led survey on behalf of the Trustees and needs to be completed as soon as is practicable.</p>	
<b>9</b>	<b>Governor training and recruitment</b>	
9.1	<p>The Whatsapp group is now set up.</p> <p>The recruitment of new governors was discussed. The school will advertise on its newsletter with a view to finding additional parent governors, and existing governors will endeavour to find new governors from the local community.</p>	
9.2	<p><b>Governor SEND network meeting 20/03/2024</b></p> <p>The SEND network on Wednesday 20<sup>th</sup> March will take place at Pencoys School from 5.30-7pm.</p>	
9.3	<p><b>Suggestion for earlier start time</b></p> <p>After a brief discussion, governors agreed to keep the 4.30pm start time.</p>	
<b>10</b>	<b>Trust updates</b>	
10.1	None.	
<b>11</b>	<b>Governors impact on the pupils</b>	
11.1	<ul style="list-style-type: none"> <li>Monitoring staff wellbeing by keeping in touch regularly with the staff and Head of School.</li> <li>Ensuring effectiveness by offering a commitment to succession planning and the recruitment of new governors.</li> </ul>	

	<ul style="list-style-type: none"> <li>Ensuring effectiveness through regular monitoring visits.</li> </ul>	
<b>12</b>	<b>Feedback to the Trustees</b>	
12.1	Governors asked if information on the safeguarding and whistleblowing contacts for the Trust ought to be added to the main pages of the Crofty website.	
	<b>AOB</b>  None.	
	<b>Dates of next meetings:</b> Tuesday 30 Apr 2024 4.30pm Tuesday 18 Jun 2024 4.30pm	
	Meeting ended at 6pm.	

SIGNED:

DATED: