

Sithney School LGB meeting

Minutes of a meeting held on Wednesday 28th September 2022
5.30pm @ Sithney School

<p>1. <u>ATTENDING</u> :</p> <p>Jacqui Ames Tim Atkinson (Vice Chair) Bill Coleman Sarah French (Executive head teacher) Ruth Milligan Helen Neil Chris Scarborough (Chair)</p> <p>In Attendance: Pat Nicholas, Clerk</p>		
<p>2. <u>APOLOGIES</u> :</p> <p>None.</p>		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>Staff governors declared an interest as paid members of staff. New forms were completed by the governors present.</p> <p>BC and CS were welcomed to the meeting and introductions were made.</p>	
4.	<u>ELECTION OF CHAIR & VICE CHAIR</u>	
	<p>CS was nominated as Chair; the nomination was accepted, seconded and the vote was unanimous.</p> <p>TA was nominated as Vice Chair; the nomination was accepted, seconded and the vote was unanimous.</p>	
5.	<u>MINUTES FROM THE 15.6.22 MEETING & MATTERS ARISING (not on this agenda)</u>	
	The minutes from the meeting held on Wednesday 15th June 2022 were agreed as an accurate record and were signed by the Chair.	

	CS thanked the meeting for his 'promotion' but explained that he is a retired teacher not head teacher. The amendment was duly noted.	
6.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	<p>There were no matters raised at the last meeting.</p> <p>SF has attended heads' meetings with SPCMAT and Crofty MAT. The Crofty Chair of Trustees is visiting the school on the 8th November, which CS and BC will attend. Governors were invited to send SF any questions they may have.</p> <p>There is a meeting for SPCMAT heads and chairs on the 18th October at Pencoy's Primary School.</p> <p>Q: Is Sithney 'between trusts' at this point? A: Yes, until January 1st. Crofty MAT have offered school staff the opportunity to join their training sessions this term.</p> <p>SF reported that the school has been told not to spend any money from 24 Oct to the end of the term. Governors expressed their concern; why is this the case when other schools who have changed trusts didn't have similar restrictions on their spending?</p> <p>Q: Is the school in deficit? A: Yes, but SF has been assured that the school will move to Crofty MAT without a deficit.</p> <p>Q: Have the roof repairs been completed? A: No. The SPCMAT estates team promised that it would be done in the summer break, but will now be in October half term. SF has asked to use the opportunity to remove the roof and put classrooms in the roof space, as the elliotts are not in good order. This idea has been approved by the CEOs from both Trusts. SF hopes to address other building repair issues once part of Crofty MAT.</p>	
7.	<u>FEEDBACK FROM THE FORUM</u>	
	There had been no Forum since the last meeting.	
8.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<p>Bill Coleman and Chris Scarborough have joined the LGB as community governors.</p> <p>There have been no resignations since the last meeting.</p> <p>Q: Are there any implications on the land leases now that PBS has left the LGB? A: No. All property matters in this respect are legally protected.</p>	
9.	<u>HEADTEACHER'S REPORT</u>	
	<p>The Head teachers' report had been circulated with the agenda.</p> <p>The main points discussed were;</p> <ul style="list-style-type: none"> • The meeting heard that a member of staff had suffered a bereavement and was on long term sick leave. Governors offered their condolences. The school 	

has recruited an excellent supply TA who is committed to cover, and has attended training. SF reported that staffing was otherwise stable.

Q: What is the capacity for NOR?

A: The PAN is 13 per year, (91 in total), but 16 were accepted in EYFS this year as there are only 4 children in Y1.

Q: Is there a marketing strategy?

A: The Facebook page is very active, and the preschool now has their own facebook page, which is shared and supported well. There has been interest from families, and the school would consider open days.

Q: Where do families come from?

A: Mostly local, but the school has welcomed families from Godolphin, Breage, Stithians and Helston.

Q: Has Crofty MAT made any reference to NOR for the future?

A: This has not been part of the conversation so far.

Q: Is there a difference between outcomes for boys and girls?

A: There is no national data yet, but SF welcomed a suggestion that the data in the head's report shows comparisons between boys and girls, SEND, disadvantaged children and EYFS. Governors also requested information on the numbers of behaviour incidents and safeguarding concerns raised.

Q: What information is there on progress scores?

A: There is expected progress overall, however, this is just under national averages. The school can show evidence of progress for individual children.

Q: How will you implement the monitoring timetable?

A: SF will timetable one term at a time, with different areas for monitoring, e.g. planning or SEND each term. Senior leaders will also check the interventions that are taking place. This will allow SF and HN to ensure a consistent approach across all classes.

Q: Did the training take place on INSET days?

A: Yes. The online safety training with SWGfL was particularly useful. SF would like to hold a similar session for parents, but the training is expensive so we will look to keep costs low by including other Trust schools.

Q: Is online safety taught to the children?

A: Yes, it is part of the curriculum.

Q: What is NPQSL?

A: The 'National Professional Qualification for Senior Leadership'.

Q: What are the arrangements for swimming?

A: The meeting heard that the costs are now higher as the pool will only allow a minimum of 1 hour sessions and require schools to use their swim coaches. In the past, one of the class teachers, a qualified swim coach, has led the swim sessions. Added to that, the school minibus has been replaced with a bus with one less seat, so now the school cannot transport a whole class. Swimming is a curriculum requirement, and schools cannot use sports premium for the cost of the pool hire. Sithney does ask parents for a voluntary contribution. Going forward, it may be necessary only to take children who cannot already swim to the required level.

Q: Were there any issues arising from the pupil and parent surveys?

A: No, HN explained that an SEND survey had now been sent to the relevant families, and all responses were positive so far.

Q: Is there a reporting system for behaviour incidents?

A: Yes, we have an incident log on Google Drive, but behaviour is currently very positive, so there are no reports so far this year.

Q: Are there any attendance concerns?

A: Attendance is above average. Ofsted now looks at individual cases, and what schools are doing to improve attendance for those children, rather than a focus on the overall picture. SF has reintroduced the interclass competition to encourage good attendance.

Q: Does PA (persistent absenteeism) pose any particular problems?

A: No. School staff work with parents and have an open dialogue and generally find a solution.

- The SEN Offer and other documents are being updated by HN; just waiting for national data to be able to complete and then publish on the website.

Q: Has the school added more children to the SEN register post covid?

A: Yes, but at present, the number on the register is lower than it has been.

- The s157 audit document is in the governors' Google folder. The feedback received was generic; specific to Sithney was that the Low Level concerns policy had not been ratified, but this has been addressed.

Q: Does the safeguarding governor have any involvement with the s157?

A: Only when it is completed; JA read it through before it was submitted.

- CS agreed to look at the pupil premium strategy statement once completed, before it is published on the website.

Q: What is CHALK?

A: 'Counselling for Helston And Lizard Kids', offering support and counselling for children.

Q: Does Sithney have TIS (Trauma Informed Schools) trained staff?

A: Yes, KW and HN.

Q: Why is RE a priority on the SDP?

A: History, Geography and Science were priorities last year, and RE has not had much development over the last few years. Staff training on RE, and the 'Understanding Christianity' curriculum, is the next stage.

Q: Maths outcomes were well below national averages, shouldn't it also be a priority?

A: Last year's data wasn't expected to be in line with national data due to the needs within the cohort. Better outcomes are expected this year, there are no concerns, and this is not a trend staff are worried about.

Q: Will there be any school-led tutoring this year?

A: Yes. SF has met with Teaching Personnel to arrange the necessary tutors. Staff are working to identify those children who will benefit.

Q: Do SDP priorities align with the Ofsted actions?

A: Yes these are being addressed, particularly the curriculum.

(TA left the meeting at 6.55pm)

- CS suggested that when governors receive documents in advance of an LGB meeting, that they send in any questions in advance. This will help SF to

	<p>ensure she has all the information to hand to answer the questions fully. Governors agreed.</p> <p>CS thanked SF for her report.</p>	
10.	<u>SAFEGUARDING (GOVERNOR'S) REPORT</u>	
	<p>There had been no report since the last meeting.</p> <p>Covered under item 9: head teacher's report.</p> <p>Governors had received the updated information for September 2022 regarding the 'Keeping Children Safe in Education' document. 'The Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees' and governors had signed the declaration to state that they had read the information.</p>	
11.	<u>HEALTH & SAFETY UPDATE</u>	
	<p>Covered under item 9: head teacher's report.</p>	
12.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	<p>Covered under item 9: head teacher's report.</p>	
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<p>There had been no monitoring visits since the last meeting.</p>	
14.	<u>FOCUS ITEMS AND UPDATES</u>	
	<ul style="list-style-type: none"> ● Covid19 risk assessment - no updates to report. ● Property matters -Covered under item 9: head teacher's report. ● Trustee led preschool-Covered under item 9: head teacher's report. ● Policy approval - agreed ● SDP 22-23-Covered under item 9: head teacher's report. <p>Q: Did SF receive any advice from Crofty MAT on completing the SDP? A: SF used the Crofty MAT template and shared with TL, Crofty Director of Education, and MB, SPCMAT CEO, and both have approved it.</p>	
15.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<ul style="list-style-type: none"> ● Monitoring staff wellbeing by keeping in touch regularly with school staff. ● Improving skills and knowledge by attending relevant training. ● Developing the skills of the LGB through governor recruitment. 	
16.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	<ul style="list-style-type: none"> ● Governors were informed of an incident where a vehicle parked outside the school and two men in it were seen taking photos. A parent took the registration number and SF called the police. A crime reference number was given, and subsequently it emerged that this was an offender known to the police. SF will share this information with other schools. 	

	<ul style="list-style-type: none"> Governors were signposted to the LGB folder on Google Drive, which now contains a number of updated policies. 	
17.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	None.	
18.	<u>DATES OF FUTURE MEETINGS</u>	
	Wednesday 25th January 2023 5.30pm LGB - formal	

<u>SUMMARY OF ACTIONS</u>		
Action	Responsible Person[s]	Date for Completion

The meeting concluded at 7.25pm.

Signed

Dated