



MINUTES of the SITHNEY LGC MEETING

Wednesday 15th November 2023 5.30pm @ the school

Item	Subject	Action
1	<p>Governors present: (V = virtual attendance)</p> <p>Tim Atkinson (Vice Chair) (TA) Bill Coleman (BC) Ruth Milligan (RM) Chris Scarborough (Chair) (CS)</p> <p><i>Also present:</i> Helen Neil (HN), Head of School Pat Nicholas – Governance Professional</p>	<p>Apologies:</p> <p>None.</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 Wednesday 26 th September 2023 were agreed as an accurate record and signed by the Chair.	
4	Matters arising	
4.1	There were no actions from the last meeting.	
5	Head teacher's report	
5.1	<p>Ofsted inspection 31 Oct/1 Nov</p> <p>HN shared some of the feedback with the meeting.</p> <ul style="list-style-type: none"> • Inspectors felt the school was very inclusive and SEND was identified as a strength of the school. • Pupils can talk about their learning. • There are high expectations of behaviour and conduct. • Pastoral support and care are highly valued by the families at the school. <p>Q: How long until the report is published? A: In total, between 6–8 weeks.</p> <p>Q: How long to the next inspection? A: 4 years.</p> <p>CS offered congratulations to all staff.</p>	

5.2	<p>Interim arrangements for the EHT</p> <p>Linda May is on long term leave until the new year for personal reasons. Vicky Sanderson (head at Mylor School) has been seconded to cover Halwin, Sithney and Godolphin schools for the rest of the term.</p>	
5.3	<p>Management report to governors – Autumn 23</p> <p>The report is designed to replace a formal head teachers report, providing comparative data about all the small schools within the Trust.</p> <p>Governors held a discussion about the capacity of the school; HN explained that numbers are looking healthy for the future.</p> <p>Q: Are there any instances of parents from outside the local area opting to send their children to the school? A: Yes, the school has families from Porthleven and Helston.</p>	
	CS thanked HN for her report.	
6	Pupil outcomes and the curriculum	
6.1	The next data drop will be on the 8 th of December.	
7	Safeguarding	
7.1	<p>CS Safeguarding visit 16.10.23</p> <p>Governors received and noted the report as presented.</p> <ul style="list-style-type: none"> • No safeguarding issues since the last meeting. One low level concern was discussed. • During the Ofsted inspection, inspectors asked for a Trustee letter of assurance to be included on the SCR. <p>HN explained about the inclusion of a child in care.</p> <p>Q: Is there any staff training needed? A: HN still needs to engage with the virtual school regarding training. Staff in school have completed all that is required.</p>	
8	Governor monitoring	
8.1	<p>CS Safeguarding visit 16.10.23.</p> <p>Covered under item 7: Safeguarding.</p>	
8.2	<p>CS SEND visit 16.10.23.</p> <p>Governors received and noted the report as presented.</p>	
9	Governor training	
9.1	<p>Terms of office</p> <p>There were no terms of office due to expire this academic year. In terms of recruitment, Ross Williams has been elected as the staff governor and a prospective governor is currently completing the necessary paperwork.</p>	

	<p>TA will step down as a governor at the end of term. Governors expressed their thanks to Tim for his contribution to the school.</p> <p>Induction training was attended by RM. Tamsin Lamb is planning to produce videos for new governors on how to carry out monitoring visits.</p>	
9.2	<p>Governor conference presentations</p> <p>The presentations are available on Teams and Governor Hub for governors who were unable to attend.</p>	
10	Trust updates	
10.1	Chairs meeting 10/10/23 – see item 12 ‘Feedback to the Trustees’	
11	Governors impact on the pupils	
11.1	<ul style="list-style-type: none"> ● Monitoring standards by carrying out regular governor visits. ● Monitoring staff wellbeing by keeping in touch regularly with the staff and head of school. ● Ensuring effectiveness by actively seeking and recruiting new governors. ● Improving skills and knowledge by attending relevant training. ● Supporting the head of school during the recent Ofsted visit. (CS and 2 trustees met with the inspectors). ● Supporting the staff and pupil by taking part in educational visits. 	
12	Feedback to the Trustees	
12.1	There is currently a review of this process, which should be ready to implement in the new year.	
	<p>AOB</p> <p>Attendance policy – schools are required to monitor attendance every half term. Governors expressed concern that the first half of the autumn term may be too soon to predict potential issues, and the strong wording perhaps not appropriate for so early in the year. There was a discussion around how attendance is managed in small schools.</p>	
	<p>Dates of next meetings:</p> <p>Wednesday 24th January 2024 5.30pm</p>	
	Meeting finished at 6.50pm	

SIGNED

DATED