



**MINUTES of the SITHNEY LGC MEETING**

**Wednesday 6<sup>th</sup> March 2024 5.30pm @ the school**

Item	Subject	Action
1	<p><b>Governors present:</b> (V = virtual attendance)</p> <p>Charlotte Norris (CN) Chris Scarborough (Chair) (CS) Alex Smith (AS) Ross Williams (RW)</p> <p><i>Also present:</i> Helen Neil (HN), Head of School Pat Nicholas (PN) – Governance Professional Linda May (LM), Executive Head teacher to 6.20pm</p>	<p>Apologies:</p> <p>None.</p> <p>ABSENT: Bill Coleman (BC)</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 24.1.24</b>	
3.1	The minutes of the meeting held on Wednesday 24 <sup>th</sup> January 2024 were agreed as an accurate record and signed by the Chair.	
4	<b>Matters arising</b>	
4.1	There were no actions from the last meeting.	
5	<b>Head teacher's report</b>	
5.1	<p><b>Management report to governors</b></p> <ul style="list-style-type: none"> <li>The school is currently at 90% capacity.</li> </ul> <p>Q: Are there any indications about potential NOR for September? A: Yes, the reception year will be full for September 2024 and there are 6 joining the preschool.</p> <ul style="list-style-type: none"> <li>The numbers of pupil premium children are low in comparison to the other schools, but Sithney has a high number of service families.</li> <li>The number of concerns recorded is higher than last year. Governors were reassured that this is due to more rigorous recording of issues, and it is good practice to record issues such as behaviour, chats with parents, as well as safeguarding concerns.</li> </ul> <p>Q: Overall attendance is currently above the national average. Is the school confident of maintaining or improving this figure?</p>	

	<p>A: Yes, the school is confident of improvement. There were conversations about attendance with all parents at the recent parent consultations. Most significant absences are due to illness.</p> <p>Q: What are the next steps to improve SEND and pupil premium attendance figures, especially persistent absences? A: Where specific concerns are identified, HN is working closely with the families concerned. This remains a focus for the school. Persistent absence i.e. below 90% attendance (PA) is improving but remains relatively high. Governors heard that fining in itself doesn't always work, the successes come in building good relationships with families.</p> <p>Q: Is the Education Welfare officer involved in handling unauthorised absences? A: No, not for the current situation. The service is unreliable at present due to issues with absent staff. Elective home education was explained for the governors.</p> <p>Q: Have there been any more professional meetings for the child in care? A: Yes, and there is a meeting scheduled to discuss the funding secured for Dreadnought and possible funding for BF Adventure sessions next term.</p> <p>Q: One bullying incident has been recorded; has this been resolved and all involved parties happy with the outcome? A: The details were explained, and governors heard that this has been resolved.</p> <p>Q: Are there any concerns about the premises compliance? A: No. The 85% figure could be that the school is waiting for certification or other endorsements.</p> <p>Q: The figure for support staff absences is quite high. Why is this and has the situation now improved? A: This is due to long term compassionate leave; governors were informed of the details. Yes, the situation has now improved.</p>	
5.2	<p><b>SDP</b></p> <p>Q: Could you explain some of the coaching terms like Cold Calling and ABC etc? A: LM explained that all staff have embraced the changes, especially the teaching and learning strategies. 'Cold calling' and 'ABC' (agree, build, challenge) were explained for governors.</p> <ul style="list-style-type: none"> <li>• There is a SILC+ (School Improvement Leadership Cycle) visit planned for the summer term. SILC visits are usually carried out by Tamsin Lamb and the school's SIP. A SILC+ visit includes a working Ofsted inspector who also works as a consultant for the Trust.</li> </ul> <p>Q: Will the Trust look at the Ofsted report actions during the SILC+ visit? A: Yes. The school is already making progress towards these actions.</p> <p>Q: What is 'prosedy'? A: This refers to expressive reading; the 'musicality' and performance of reading.</p> <p>Q: Will this approach to reading fluency also impact on writing? A: Yes, it is expected that this will impact on the writing. Writing moderation was attended by the relevant staff at Trannack School on Monday 4<sup>th</sup> March.</p>	

	<ul style="list-style-type: none"> <li>• An EYFS audit is ongoing across the Trust schools, with a Maths audit planned for the summer term.</li> <li>• There is a focus on internet safety, to address an increase in issues reported outside of school. RW explained that there is a 10-minute e-safety discussion at the start of every computing lesson.</li> <li>• There will be an INSET day in June to enable teachers to have their top-level curriculum planning in place for September.</li> <li>• All Trust schools are moving to CPOMS from MyConcern for recording safeguarding issues.</li> <li>• The s157 is in progress and the peer review has been booked in.</li> <li>• The attendance letters to parents have been revised. Parents had expressed concern about the 'tone' of the letters sent out at the end of the autumn term.</li> <li>• Governors were asked to approve the behaviour policy; PN will arrange approval via email for governors.</li> </ul> <p>Q: Is there any level 2 training available for governors? A: Governors were invited to attend the staff training in September. Flick online training can also be made available to governors.</p> <p>Q: Have predictions for the year 4 multiplication test improved? A: Yes. Year 4 are already doing their preparations, and examples were given. The Trust have asked that Year 3 take the test to identify any gaps, and that Year 4 take a 'mock' test to find the average for the cohort and the numbers of pupils already achieving full marks.</p> <p>Q: How are staff coping with the CPD they are undergoing? A: Staff members present agreed that is not always easy to find time away from the classroom. Staff do work hard, and it can be a struggle to attend all the training that is required.</p>	
	CS thanked HN/LM for their report.	
<b>6</b>	<b>Pupil outcomes and the curriculum</b>	
6.1	Covered under item 5: head teacher's report.	
<b>7</b>	<b>Safeguarding</b>	
7.1	Covered under item 5: head teacher's report.	
<b>8</b>	<b>Governor monitoring</b>	
8.1	<b>Spring 2-Attendance/PP &amp; SEND/Staff survey</b>  Governors discussed the template agenda/monitoring planner, and the possibility of having a plan in place for the 24/25 academic year.	
8.2	<b>Parent survey</b>  Governors heard that the survey would follow the same guidelines as last year, with ten set questions for parents, plus four additional questions of the school's choosing.	

8.3	<b>Safeguarding (CS)</b> Governors received and noted the report as presented.	
8.4	<b>SEND (CS)</b> Governors received and noted the report as presented.	
8.5	<b>Presentation (CS)</b> Governors received and noted the report as presented. CS informed the meeting that presentation in the children's books has improved overall, and a consistency of approach has helped.	
<b>9</b>	<b>Governor training and recruitment</b>	
9.1	<b>Network meetings.</b> The next governor network meeting will take place on Wednesday 20 <sup>th</sup> March at Pencoys School, 5.30-7pm (SEND), led by James Taylor, Trust SEND lead.	
9.2	<b>Governance improvement plan</b> The plan is awaiting Trustee approval.	
<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 standards by carrying out regular governor visits.</li> <li>● Monitoring staff wellbeing by keeping in touch regularly with the staff and head of school.</li> <li>● Ensuring effectiveness by actively seeking and recruiting new governors.</li> <li>● Improving skills and knowledge by attending relevant training.</li> <li>● Supporting the staff and pupil by taking part in educational visits.</li> </ul>	
<b>12</b>	<b>Feedback to the Trustees</b>	
12.1	None.	
	<b>AOB</b> None.	
	<b>Dates of next meetings:</b> Wednesday 1 <sup>st</sup> May 2024 5.30pm	
	Meeting ended at 6.55pm	

SIGNED

DATED