

**FOWEY PRIMARY SCHOOL  
MINUTES OF THE LOCAL GOVERNING BOARD MEETING**

**19 NOVEMBER 2015 – 3.30PM**

**Present:** Maria Barnes, Jaine Colwill, Lucy Elliott. Joanne Guest, Sinead Hanks, Chris Price, Chris Wathern (Headteacher), Chris Williams (CHW) (Chair), Pat Richards (Clerk), David Parker (CEO, Peninsula Learning Trust)

<b>Agenda No 1</b>	<b>Apologies Declaration of Pecuniary Interests Conflict of Interest</b>	<b>Action:</b>
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**1.1** There were no apologies.

**1.2** There were no changes in the Declaration of Pecuniary Interests and Conflict of Interest.

<b>Agenda No 2</b>	<b>Minutes of the Last Meeting</b>	<b>Action:</b>
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**2.1** The minutes of the last meeting held on 18 September 2015 was proposed as a true copy and signed by the Chair.

<b>Agenda No 3</b>	<b>Matters Arising</b>	<b>Action: CHW/PR</b>
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**3.1 Agenda Item 4 –**

CHW fed back that there was a vacancy for a Parent Appointed Governor within the LGB. Following a Skills Audit amongst the LGB it was felt that a Governor with Maths and Data skills would be the way forward. The process of selecting a new Parent Governor would be put in hand.

<b>Agenda No 4</b>	<b>Standards</b>	<b>Action: PR</b>
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**4.1** CHW had attended a meeting with other Chairs of the PLT, looking at the roles of Governors. He demonstrated by way of a circle chart the values of going forward. The key elements of the three S's being at the heart of our new role, and suggested a structure for doing this:

**Data;**

**Evaluating the Data;**

**Plan for Improvement; and  
Action It.**

**4.2** CHW asked if there were any questions. CP asked if there was an Ofsted Inspection tomorrow would the three S's cover all aspects. CW fed back that the SEF was the backdrop of evaluation, with SIP as an interlink and plan with the SEF.

- 4.3 DP spoke about the LGB's role in the PLT – three S's distributed prior to meeting.
- 4.4 The question of data was discussed at some length. No national benchmark is in place yet. Progress being made by children would be looked at over the year. CP wanted to know how often evaluation would take place. It was felt that in the first instance this would take place every ½ term.
- 4.5 CW reported that from next September 2016, we would have a national benchmark to judge attainment and progress. CHW asked would there be any risks for children in their progress, if there was not enough data in place. CW fed back that the school had set targets and will measure against these using teacher assessment and a range of testing against end of year expectations. JG asked about teachers moderating. This is due to happen in Spring Term. CW and MB will be meeting teachers (as before) in pupil progress meetings each term.
- 4.6 DP discussed the subject of the focus on good teaching with children understanding English and Maths to a certain level. CHW asked when would there be quality data for LGB to review. This will be produced in March.
- 4.7 The end of year attainment targets document was discussed. JC asked about boys and girls Maths attainment. She asked why girls were not attaining as well as boys in Maths through their learning journey in KS2. This is a trend across the MAT and MB explained the provision that had been put in place to counter this trend. CPD for the MAT is focusing on girls in Maths.

#### **SH LEFT THE MEETING AT THIS POINT – 4.55PM**

4.8 **SEF Overview –**

A section will be reviewed each meeting alongside the data and SIP to keep the document 'live'.

CHW asked CW what would be his top three priorities:

Phonics;

Making better than expected progress in RWM; and

Underpinned by Teaching and Learning moving from 'Good' to 'Outstanding'

4.9 **SIP –**

This year's copy is on the website.

CP thought it covered the priorities from the SEF.

CHW asked if there were any further questions about the SIP – no questions at this stage but CW explained that this document is a 'live' plan which if new evidence comes to light can be adapted.

4.10 **Governors Roles and School Visits Plan –**

SIP was looked through, a useful calendar at the back of this document.

In line with the LGB's new role, and building on last years visits, CHW pointed out the visits were a priority in our role of gathering evidence to either support or challenge the senior leadership team, in line with the three Ss.

Training is available for LGB – on first visit CW would support as needed to ensure an effective and productive visit.

CHW fed back that in the first instance the lead within the school should be contacted, with arrangements copied to CW. All visit forms to go to CW to put on website.

**IT WAS AGREED THAT AGENDA ITEM 7  
WOULD BE DISCUSSED AT THIS POINT**

<b>Agenda No 7</b>	<b>PLT Update</b>	<b>Action: PR</b>
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**7.1 Chair's Meeting -**

**7.2** CHW fed back that he attended a meeting which he found very informative and assuring. Peter Marshall (Chair of Board) was asked how the Board would evaluate how LGBs were performing. It was felt that by DP attending LGB meetings once a term, as well as potential annual review and target setting with Chairs this would constitute good practice.

**7.3 Benefits Analysis –**

**7.4** CP discussed a benefits management approach. One of the main reasons for joining PLT was to share of best practice.

**7.5** It was agreed that an agenda item be added every other LGB meeting to list and discuss the benefits and any areas for development.

**JG LEFT THE MEETING AT THIS POINT – 5.25**

**7.6** DP update – DP shared how PLT are currently working on sharing good practice on some of the 'back office' structures, which would allow LGB's to focus on the three S's.

**7.7** CW update – reported that by working with DP and Justine Hocking his Performance Management Review was robust.

**CP LEFT THE MEETING AT THIS POINT – 5.30**

**7.8** CW was working with other PLT schools, with a moral obligation to share good practice.

**7.9** CW spoke about the positives and challenges being worked on to ensure that our focus always remains on ensuring the best possible outcomes for children across PLT.

<b>Agenda No 5</b>	<b>Safeguarding</b>	<b>Action:</b>
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**5.1 Safeguarding –**

The SIP for Safeguarding focuses on actions from our recent S175/157 audit. Helen Trelease gave very positive feedback about our safeguarding structures and culture. All PLT schools had a recent Single Central Record check and CW has sent JC a copy, so that when she next visits she can use this as an evaluation tool.

**5.2** CW reported that he had completed recent safer recruitment refresher training.

**5.3** JC is to meet with CW to plan her Governor visits, to include speaking with children each time.

**5.4 DISCUSSIONS AT THIS PART OF THE MEETING WERE  
CONFIDENTIAL - SEE APPENDIX**

<b>Agenda No 6</b>	<b>Stakeholders (Parents)</b>	<b>Action:</b>
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**6.1** CW to meet SH about incorporating social media on our website.

**6.2** CW explained that the Parents Voice Group is set up to encourage open discussion between school staff and parents. The rep represents the expressed views of the class.

**6.3** One member of the LGB attended these meetings to observe. CHW volunteered to attend these.

<b>Agenda No 8</b>	<b>Items Through Chair/Head</b>	<b>Action:</b>
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**8.1** No Items.

<b>Agenda No 9</b>	<b>Date of Next Meeting</b>	<b>Action:</b>
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**9.1** The dates for the next meetings have been set at:

**Friday 29 January 2016**  
**Thursday 17 March 2016**  
**Friday 13 May 2016**  
**Thursday 7 July 2016**

**There being no further business the meeting closed at 5.55pm**

## **ACTIONS**

1. Governors to contact the subject lead in their areas by 18 December to agree visit dates for the academic year in line with the monitoring timetable on the SIP.

<b>JC</b>	<b>Safeguarding</b>	-	<b>CW</b>
<b>JG</b>	<b>Phonics</b>	-	<b>JJ</b>
<b>JG</b>	<b>SPG</b>	-	<b>PT</b>
<b>JG</b>	<b>Reading</b>	-	<b>PT</b>
<b>Gov TBC</b>	<b>Maths</b>	-	<b>MB</b>
<b>SH</b>	<b>EYFS</b>	-	<b>JJ</b>
<b>LE</b>	<b>SEN</b>	-	<b>MB</b>

2. CHW and JC to review skills audit and pass to PR to draft letter for Parent Appointed Governor Letter to go out to parents by Friday 4 December and applications back to PR by Friday 18 December.