

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

17 OCTOBER 2016 – 3.30PM

Present: Maria Barnes, Lucy Elliott, Sinead Hanks, Chris Price,
Kay Taylor, Chris Wathern (Headteacher),
Chris Williams (CHW) (Chair),
Pat Richards (Clerk)

Agenda No 1	Apologies Declaration of Interests Governor Form PLT Governor Skills Audit	Action: PR
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- 1.1** Apologies were received and accepted from JG and JC.
- 1.2** PR fed back that the Declaration of Interests Governor Forms had been e-mailed to Governors for completion and had been returned to her. PR had copied these forms to Jem Alder, Trust Secretary, (JA). JA had e-mailed PR regarding this document and the PLT Governor Skills Audit Form. A spreadsheet is to be set up for all this information to be fed into. Due to a backlog in IT this form has not as yet been produced.
- 1.3** PR handed out the PLT Governor Skills Audit Forms for completion. These forms were to be filed at the school.

Agenda No 2	Minutes of the Last Meeting	Action:
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- 2.1** The minutes of the last meeting held on 7 July 2016 was proposed as a true copy and signed by the Chair.

Agenda No 3	Matters Arising	Action:
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- 3.1** **Agenda Item 8.1** - CP fed back that the budget had been approved.
Agenda Item 9.1 – CW fed back that an Admin Assistant, Ros Hayward had been appointed.
Actions – CHW fed back that he had met with Michael Cooper, the new Chair of the PLT Board.

Agenda No 4	Complaints Policy	Action:
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- 4.1** A copy of the Complaints Policy had been sent to Heads, Chairs and Clerks, indicating the responsibilities for Chairs and Clerks.
- 4.2** The Board had approved the Complaints Policy. This policy deals with school specific complaints only.

Agenda No 5	Draft Governor Monitoring Policy	Action:
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- 5.1 CHW fed back that there were a couple of changes to this policy. It was felt that it was a useful document for the protocol and planning of Governor Visits.

Agenda No 6	National Governor Database	Action:
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- 6.1 A briefing note had been sent with this document outlining the implementation of a national database. JA had e-mailed PR that there was a backlog in IT for sending the appropriate form for completion.

Agenda No 7	Standards – SEF and SIP	Action: LGB & CW
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SEF

- 7.1 CW had e-mailed a copy of the SEF to all Governors. This document was discussed at some length, with CW giving an overview of each section.
- 7.2 He pointed out the developments made against the Ofsted Data Dashboard 2015. The 2016 version will be released shortly. CHW asked what we had learnt from last year.
- Paul Trudgeon (PT) had taken the lead in reading across the school;
 - Attainment had improved in Reading and Phonics (the priority areas from last year) with Maths being a priority this year;
 - To improve MAT wider moderation in writing this year.
- 7.3 CP asked a question on Leadership and Management. CP wanted to check how the evidence is triangulated. CW reported that a clear vision for the school is developed and shared with all staff – though in light of joining PLT, MB felt it would be good to revisit this. CW went on to say that all Governors have areas of responsibility and these are monitored through the SIP timetable. Parents are kept informed of Governors visits via the website. CHW asked about evaluation and what kind of questions needs to be asked when observing in the classroom. It was noted that Governors were not there to judge the quality of the teaching, but could use the types of questions from the policy to inform their views. LE asked if grading of lessons took place. CW explained how judgements over time using a range of evidence contributed to an overall judgment of teaching and learning.
- 7.4 It was agreed that Governors knew the schools strengths and areas for development. After some discussion it was also agreed that Governors and staff have a good level of knowledge and receive appropriate training on safeguarding.
- 7.5 Quality of teaching, learning and assessment was graded good. It was felt that the quality of teaching is good, with evidence of this through pupil progress, data and observations. CW went on to say to reach outstanding in effectiveness of leadership and management, the school needed to continually improve pupil attainment. CW fed back that teachers are not labelled outstanding.

- 7.6** Governors praised staff for obtaining outstanding in Personal Development, Behaviour and Welfare. CW reported that behaviour of pupils was outstanding in both lessons, around the school and away from the school, with everyone working together. CW reported that the school was looking at training for mental health well-being for children as well as looking at teacher's well-being. CW fed back that the school was investing in staff and CPD.
- 7.7** LE asked about pupil attainment. CW said that Outcomes for Pupils was rated as good. At the end of KS1 2016 the percentage of children reaching the expected standard in Reading, Writing and Maths in 2016 was above the National and Cornwall averages. CHW felt that attainment was very positive. MB went on to talk about the priority area of Maths. MB had recently undertaken a baseline audit of maths teaching across the school. She said children were enjoying maths and had applied their times tables to work on more reasoning and problem solving within Maths. She went on to say that monitoring took place every month.
- 7.8** CP felt that Governors had work to do on interaction and communication with the PLT Board. He went on to say that with his Board hat on thought that benchmarking across the schools should be looked at and also the sharing of good practice at Governor Level.

SIP

- 7.9** CW had e-mailed a copy of this document to Governors for their information. CHW had asked Governors to read through the report to prepare some questions for CW regarding Governors areas, as part of their role as a "critical friend" and their responsibility to find the evidence. CHW asked about priorities for this.
- 7.10** CW talked through this document pointing out that it ran alongside the SEF document.
- 7.11** CP asked about Leadership and Management – this had been discussed under **7.3** above. CP also asked what is holding back the school from becoming outstanding. After much discussion it was felt that the outcome of KS2. CHW spoke through what Governors will be looking at in December.
- 7.12** All Governors to read and note the Monitoring/Evaluation Calendar at the back of the SIP document. CHW asked that any visits undertaken by Governors should be by the next LGB meeting on **12 December 2016**, with reports fed back by this date.
- 7.13** CW talked on other ways of monitoring the quality of teaching, learning and assessment, such as video analysis of lessons and video analysis of pupil conferencing.
- 7.14** KT asked whether there was a need for a new scheme for Maths. MB reported that we currently use Abacus but are supplementing this with Singapore Maths and White Rose Maths to support Reasoning. She felt it was a matter of skilling staff up and using a different methodology, she felt that this might involve some staff training. KT asked MB's background. MB had been a Mathematics Consultant for the LA. SH asked about Maths results nationally. From the data supplied Maths is a weakness across Cornwall. A discussion took place about what work would have to be put in

place to take this forward.

- 7.15** CW was asked about IT provision. It was relayed that the PLT provision in this area had not been very good. The school had had only one visit this term for 1 hour 20 minutes. This was felt to be unacceptable. CP asked about including IT provision in the SIP as he felt we should be looking forward to develop our IT provision to support learners. All agreed and CW will action.

LE LEFT THE MEETING AT THIS POINT – 4.45PM

CHW is to look at how this could be moved forward. CP felt that to keep this subject visible it should be listed on the SIP.

SH LEFT THE MEETING AT THIS POINT – 4.50PM

- 7.16** CP felt that as SIP was a living document he felt that an overall heading on this document headed “Sharing Best Practice and Achieving Best Value within MAT should be added.
- 7.17** CHW asked about Healthy Eating and Well-being. Well-being had been included in the SEF and SIP. CP asked whether we should look at our marketing strategy. It was agreed that SH will support this going forward.

Agenda No 8	Safeguarding	Action: CW
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- 8.1** CW fed back that the updated policies from the PLT Safeguarding Lead were on the website. Governors approved these policies. MB and CW had recently updated their CP training (Multi-agency Tier 3-CSE). MB reported that she had attended a PLT policy meeting on the subject of Volunteers. CW is to forward the PLT draft policy to Governors and will be meeting Alice Rowse to discuss this policy in more detail.
- 8.2** The PLT had given an account/feedback that Letters of Assurances were pending.
- 8.3** CW reported that we had a recent SCR check by Caroline Currah and Alice Rowse. JC is to check these actions have been addressed on her next visit.
- 8.4** CW is to meet with JC in November to discuss any issues.

Agenda No 9	Stakeholders	Action:
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- 9.1** CHW reported that David Parker was absent until the beginning of December.
- 9.2** In his absence, Interim Primary and Secondary Leaders had been appointed. Questions had been raised about another secondary school joining the MAT.
- 9.3** CHW fed back that Michael Cooper (Chair of the PLT) was visiting each school, and had reported that he was looking at the long-term sustainability of the MAT and where this should go next.

- 9.4 CP had attended a meeting where it had been decided that a LGB member should not be on the Board. He said that some vacancies would occur. MB asked when this was to take effect. This would be the end of 2016.

Agenda No 10	Questions in Advance through the Chair/Head	Action:
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- 10.1 There were no questions.

Agenda No 11	Date of Next Meeting	Action:
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- 11.1 The date for the next meetings has been set at:

MONDAY 12 DECEMBER 2016 AT 3.30

There being no further business the meeting closed at 5.15pm

ACTIONS

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