



MINUTES of the CARCLAZE LOCAL GOVERNING BODY MEETING

5 July 2017, 5.30

Item	Subject	Action
	<p>Present: Annabelle Coad (AC) Guy Herrington (GH) Kevin Johns (KJ) - Chair Helen Knight (HK) Karen Littler (KL) <i>item 3.3 onwards</i> Simon Pollard (SP) – Head Ann Teague (AT)</p> <p><i>Also present:</i> Jeremy Alder (JA) – Clerk</p>	
	<p>Apologies / Welcome Carlean Rowe (CR); David Moseley (DM); Sara Moulton (SM)</p>	
1	Conflicts of Interest: no additional interests declared.	
2	Previous minutes of the 17 May 2017 were accepted as an accurate record.	
3	Matters arising	
3.1	3.1 Boiler – no progress.	
3.2	<p>7. Capital bids. SP reported that the bid for a new security system of £2K was unsuccessful but we have received £7.5K for the security fence instead.</p>	
3.3	<p>Disabled changing room. School is still chasing county about the outstanding work.</p>	
4	Data update – end of KS Assessments	
4.1	<p>SP handed out KS testing results. KS2 Reading results were disappointing and this has had an impact on our combined score. A detailed report on GLD shows 4/10 were PP, and 4 of the 6 have EHC plans. Large increase in Y1 phonics, and this is above last year's national average. KS1 improved across Reading, Writing and Maths.</p>	
4.2	<p>KS2 – reduction in Reading. SP summarised the reason for the result as too many children 'on the cusp'. Ten children were just 1 or 2 marks below the pass mark which was increased by 5 marks. Writing improved from last year and was moderated by county, which also suggests our teacher assessments for Reading were accurate. Maths also improved from last year.</p>	
4.3	<p>Accelerated reading evidence shows most children have made more than one year's progress since January. Staff governors commented that they felt nerves was a major factor for many of the children. All of the ten who were just below the pass had been making very good progress.</p>	

	<p>The school has a lot of families who do not read at home so we need to make the time for this at school. They added that many children are taking books outside at lunchtime.</p> <p>SP confirmed the school will work with other trust schools who achieved better results and do a detailed analysis of all the factors involved. He had no concerns about the quality of teaching.</p> <p>AT pointed out that many of the strategies have only just been started and will take some time to have an effect.</p> <p>SP added the school recognises it needs to work harder in the lower year groups as well. He explained that progress data will not be available until next term.</p>	
5	Headteacher's Report	
5.1	<p>SP reported he had discussed the style and content with JA and plans to introduce a different focus for each term.</p> <p>In addition he will 'drip feed' reports and other updates as they become available, and JA will then re-issue as appropriate at each meeting.</p>	<p>SP</p> <p>JA</p>
5.2	<p>SIMS report.</p> <p>SP highlighted that the introduction of UFSM appears to be the reason for a significant decrease in the proportion of children eligible for PP, so our income will reduce as well.</p> <p>He explained that the SEN figure for Reception is normally lower at this point as the full circumstances of each child are not yet known.</p>	
5.3	<p>Exclusions.</p> <p>SP shared the data and explained that for both Y4 and Y6 it is just for a single pupil. There has been one permanent exclusion in Y2.</p> <p>SP provided more detail of the circumstances for one of the children which includes the involvement of an Educational Psychologist and incidents recorded over a 5 year period. He also pointed out that CAMHS have cancelled multiple meetings.</p> <p>He confirmed that there is potential for permanent exclusion because of the impact on the rest of the school and staff. The next step is a reduced timetable but this needs the support of the Ed Psych.</p> <p>Governors noted the rest of the class are very understanding and discussed what is the best outcome for the child.</p>	
6	SEF	
6.1	<p>SP confirmed that this will be amended and Justine Hocking will review it as well following the latest results.</p> <p>It was agreed that data information needs to be shared more frequently and with all governors.</p> <p>Governors asked about playleaders?</p> <p>Yes we have some of these, but we need to work more on the staff. SP is going to visit an out of county school who have been very successful with this.</p> <p>Safeguarding section needs introduction of CPOMS system adding.</p> <p>SP reported this has already helped the school detect traits for a child which then became a significant safeguarding referral.</p> <p>Drop-ins vs observations.</p> <p>SP acknowledged that he had capacity issues with carrying out drop-ins so this will be one of the priorities for the new support post.</p>	<p>SP</p> <p>SP</p>
7	Safeguarding Update	
7.1	<p>SP reported on a recent incident involving a child who left school premises. He confirmed the new Absconding Policy and procedures were implemented and were effective.</p> <p>He reported on the parents' reaction and their decision to take the child out of school for the rest of term. SP confirmed the school has not refused the child attending.</p>	

8	Boundary fence	
8.1	Awaiting a programme of works from the contractor.	
9	Trust update	
9.1	SP reported that David Parker is retiring in September and the Interrim CEO finishes as planned in July. In addition the Chief Finance Officer Ellie Willcocks is leaving for a job with Cornwall Council. The interim arrangements are that Paul Towe (Executive Head for St Mewan and Luxulyan) will cover the CEO role for next term whilst recruitment takes place. Jill Gerrish will cover the CFO role.	
9.2	SP reported that one impact of needing temporary CEO cover and maternity cover for the CFO was an overspend at the centre and all schools have to contribute to this. This will be met by a combination of underspends and using reserves. He confirmed a budget update will be reported at the first meeting next term.	SP/JA
9.3	Other news: <ul style="list-style-type: none"> Central team is moving to accommodation at St Austell Printing from September Changes to how IT support will be delivered have been agreed New Head appointed for Fowey. Each Head will lead on an action in the Trust's Development Plan – SP has taken Pupil Premium. 	
9.4	Governors noted the Board minutes.	
10	Funeral	
10.1	SP reported on the arrangements for the funeral of an ex-member of staff and the family's request that the wake be held in the school so as many people as possible can attend. He confirmed both parents and staff are volunteering their time and Y4/5/6 children have also been involved and have asked for a memorial service in school.	
11	Head's Performance Management 12.9.17	
11.1	Date booked for autumn term and two governors are needed. HK volunteered and will be joined by either GH or KJ.	
12	Meeting dates 2017.18	
12.1	The following dates were agreed for next year – all 5pm starts. 27 Sept, 15 November 31 Jan, 21 March 9 May, 18 July	
13	AOB	
13.1	Governors requested the school make it clearer to parents that it can organise transport for any events before or after the school day. Agreed.	SP
13.2	Grounds maintenance. SP confirmed he is aware there is still a backlog to be cleared and is expecting the contractor to come in during the summer.	

Signed	Date
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