



## MINUTES of the CARCLAZE LOCAL GOVERNING BODY MEETING

15 March 2017, 5.00

Item	Subject	Action
	<p><b>Present:</b>  Guy Herrington (GH)  Kevin Johns (KJ) - Chair  Karen Littler (KL)  David Moseley (DM)  Simon Pollard (SP) – Head  Carlean Rowe (CR)  Ann Teague (AT)</p> <p><i>Also present:</i>  Jeremy Alder (JA) - Clerk  Janet Bond (JS) – SENDCo <i>item 1-5 only</i>  Vanessa Savage (VS) – H&amp;S Co-ordinator <i>item 1-4 only</i></p>	
	Apologies: Annabelle Coad (AC)	
<b>1</b>	<b>Conflicts of Interest:</b> no additional interests declared.	
<b>2</b>	<b>Previous minutes</b> of the 1 February 2017 were accepted as an accurate record.	
<b>3</b>	<b>Matters arising</b>	
3.1	8.3 Fencing. Waiting for an updated quote.	
<b>4</b>	<b>H&amp;S update</b>	
4.1	First Aid / accident reporting. VS reported some issues with the county system as it appears some accidents we report are not going onto their system correctly (this is a paid SLA with county). Looking at the options for delivering First Aid training for TA's.	
4.2	H&S induction. Still being delivered inhouse for the time being.	
4.3	Water. Now meeting the required temperature requirements, but still pursuing quotes to address the issue with the heating.	
4.4	Grounds Maintenance. Seeking a new contract, one quote received. Checking whether this is for a single year or includes some retrospective work. Looking at another option of purchasing a ride-on mower which the school has space to store.	
4.5	Chasing up all outstanding actions including waterlogging and flooding of the playground. Pursuing updated quote for the perimeter fencing. Query raised about the level of training required for governors.	

4.6	SP reported that the arrangements the school now has in place are working well, and have been noted at other PLT schools as an effective way of managing H&S inhouse.	
<b>5</b>	<b>SENDCo report</b>	
5.1	<p>JB shared a detailed report about her role and responsibilities. Started in September at 3 days per week, but this doesn't really cover the current workload.</p> <p>Bulk of her time is spent on formal parent meetings as this is a major requirement of the latest regulations.</p> <p>The school has above the national average for pupils who are on the register, but stressed that this figure can be misleading as meeting the needs of an individual child can vary significantly.</p> <p>Summarised different areas of work including training and basic provision across the whole school, tracking and assessment to target support.</p> <p>Thrive training funding being rolled out across the whole county, but unclear when we will get access to this.</p> <p>Explained that the funding for SEN has changed dramatically, and there is little information available from county as to where additional funding will come from.</p>	
5.2	<p>Governors asked about the next cohort?</p> <p>Will not know till after Easter. They noted that the school has a reputation as being an inclusive school and historically has attracted parents to bring their child to the school.</p> <p>JB explained that the minimum threshold for the county's Speech and Language service have been raised very high.</p>	
5.3	<p>Very positive attitude across the whole staff, an absolute pleasure to work here. SP confirmed the school has been very pleased with JB's input and impact on the school.</p> <p>JB thanked the admin team for the support they provide as well.</p>	
<b>6</b>	<b>Staffing update</b>	
6.1	<p>SP reported that the staffing budget for next year is looking very tight, and mentioned the approach the county has taken with petitioning government over the level of funding for schools.</p> <p>Current projection is a small overspend, but we do need to appoint maternity cover.</p> <p>Investigating whether a member of staff returning for a brief period can be paid for out of our reserves.</p> <p>There will be some planned changes to TAs from a combination of resignations and reductions in hours.</p>	
6.2	<p>SP reported the trust is looking to put more emphasis on school improvement. He is working with the Headteacher at Mount Charles on a proposal to jointly employ a SIP lead to work across the two schools.</p>	
<b>7</b>	<b>Catering contract</b>	
7.1	Governors noted the report from the trust on the process for tendering for a new supplier from September 2017, including the additional specifications.	
<b>8</b>	<b>Feedback from Pupil Premium training</b>	
8.1	<p>DM fed back. Learnt a lot from the session. He suggested that it is debateable whether both the criteria and formulas applied by the DfE are really addressing those most in need.</p> <p>Feels the impact data is missing, and SP agreed.</p>	

	The 'just about managing' group was also highlighted as a significant cohort who are not covered by the criteria.	
<b>9</b>	<b>Governor visit feedback</b>	
9.1	DM fed back from his science visit. Felt there was a definite improvement and progress from his previous visit.	
<b>10</b>	<b>CPOMS system</b>	
10.1	Electronic recording system for safeguarding being introduced next term, which Penrice have used for some time. SP expects this will help us improve our processes even further.	
<b>11</b>	<b>New reporting template</b>	
11.1	JA explained why this reporting to the board is being introduced, and the expectations that the LGB complete this collectively and don't leave it for the chair. Deadline is 2 May and will be sent to the 18 May Board meeting.	<b>KJ</b>
<b>12</b>	<b>Review implementation of governor visit policy</b>	
12.1	How much evidence is there? Governors noted that most visit reports have come from a single governor, and that the LGB has a whole has limited capacity.	
<b>13</b>	<b>Current membership / capacity</b>	
13.1	Governors discussed the options for increasing numbers and capacity and agreed the following: <ul style="list-style-type: none"> <li>• Not set a target size but seek to recruit several new governors</li> <li>• Use the governor recruitment services</li> <li>• Advertise again in the autumn when there will be new parents</li> </ul> .	<b>JA</b> <b>JA</b>
<b>14</b>	<b>Agree plan with timescales</b>	
14.1	Following was decided: <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Evidence gathering for first report to the Board</li> <li>• Identify priorities for summer term visit</li> </ul>	<b>KJ</b>
<b>15</b>	<b>AOB</b>	
15.1	AT reiterated how valuable the input from JB has been and expressed the hope the school can retain her next year. Governors asked if the school can afford <i>not to</i> retain her? No.	
15.2	Discussion about the Maths training programme.	
	Dates of next meetings: <b>20 April</b> - Standards group / discuss the report <b>17 May</b> - LGB <b>5 July</b> - LGB	
	Meeting finished at 6.55.	

<b>Signed</b>	<b>Date</b>
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