



MINUTES of the CARCLAZE LOCAL GOVERNING BODY MEETING

31 January 2018, 5.00

Item	Subject	Action
	<p>Present: Sophie Bertholon (SB) <i>item 4 onwards</i> Annabelle Coad (AC) Kevin Johns (KJ) - Chair Helen Knight (HK) Karen Littler (KL) David Moseley (DM) Sara Moulton (SM) Simon Pollard (SP) – Head Ann Teague (AT)</p> <p><i>Also present:</i> Jeremy Alder (JA) – Clerk Amanda Colwill (ACw) – Asst Head Justine Hocking (JH) – Consultant <i>items 1-5 only</i> Paul Towe (PT) – CEO</p>	
	Apologies: Guy Herrington (GH)	
1	Conflicts of Interest: no additional interests declared.	
2	Previous minutes of the 15 November 2017 were accepted as an accurate record.	
3	Matters arising	
3.1	4.1 RSC office visit. PT confirmed that he will ask them not to come following the Ofsted inspection because he feels it will just be a distraction for the school.	
4	Confidential item	
5	RAP (Rapid Action Plan)	
5.1	JH thanked DM, HK and GH for the time they have devoted to attending RAP meetings. Being able to talk authoritatively about what has happened and what is being done was critical the outcome of this inspection.	
5.2	JH explained a key aspect of how the RAP is working is the requirement to see evidence of what is being done. An improvement doesn't guarantee outcomes are good enough or meeting the benchmarks we are aiming for. She stressed how important it is that the school does not experience the (very common) post-Ofsted dip, or becomes fixated on the areas for improvement and other areas deteriorate. She reminded governors that the next inspection will look at everything again – not just the areas identified for improvement previously.	
5.3	PT gave the view that the outcome hinged on work which has been done since last September. Inspectors heard the same message from a range of sources. They were made aware that SP and the school stepped in to support the Trust	

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	and other schools for a period; and the conscious decision taken by the Trust last September to allow Carclaze to withdraw in some areas and focus internally. How quickly Ofsted return will depend to some extent on this year's results.	
5.4	<p>Governors asked if leadership work with individual teachers following the result? SP explained nothing can be discussed until the full report is published, and usually only senior roles are mentioned.</p> <p>Governors also asked if in support of senior leaders they can write to the staff and ask that they continue to work hard to make further improvements? PT commented that staff do need to understand that it is the work of the RAP that made a difference.</p> <p>Agreed to discuss this proposal at the next RAP meeting.</p>	SP
6	Head Teacher's report	
6.1	<p>SP explained that Carclaze is one of the school's trialling a new format for headteacher's reports.</p> <p>Governors noted that the current Y4 will need to achieve significant progress over the next 2 years.</p> <p>SP highlighted there is a lot of work to do to improve the current % working above expected. ACw added the school is focusing more on those children who were above expected at KS1 but are no longer. We need to show our teachers what a 'Greater Depth' child nationally looks like.</p>	
6.2	<p>SP reported that the Trust now has a PP group with all the leads meeting together.</p> <p>They are also arranging additional governor training in this area.</p> <p>Governors asked what % of PP children are also Special Needs? SP reported in some year groups it is close to 100%.</p>	
6.3	<p>Safeguarding.</p> <p>CPOMS system was really helpful with evidencing what we are doing. SP explained the difference between Safeguarding and Child Protection incidents – the latter is where Social Services are involved.</p> <p>MARU referrals have been added as Ofsted asked for this data. Inspectors also looked in detail at Team Teach incidents.</p>	
6.4	<p>Exclusions.</p> <p>SP explained the circumstances of the one child currently excluded and which other agencies the school is working with.</p>	
7	Risk management	
7.1	<p>SP proposed setting up a small group to complete our risk register.</p> <p>HK and AC volunteered.</p>	SP
8	Budget deficit reduction planning	
8.1	<p>Current Trust target for reserves is 10% of funding. The school has been drawing upon reserves for one-off projects and recruiting extra staff on fixed term contracts.</p> <p>SP summarised some current budget pressures including an increase in the cost of school meals, and recruiting an experienced teacher as maternity cover.</p> <p>Currently a £22K overspend is projected (if all budgets spent).</p>	
8.2	<p>Governors asked if they will see a more detailed breakdown of the central recharge?</p> <p>PT confirmed details of the SLAs are due to go the next LGB Chairs group.</p> <p>SP will invite Jill Gerrish (Trust's Operating Officer) to a future meeting.</p> <p>PT confirmed there are several other trust schools facing a deficit.</p>	SP

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9	Health and safety report	
9.1	School has had a pre-H&S inspection visit from Cornwall Council where Vanessa Savage was supported by the Trust's Estates Manager. Recommendations included a review of fire safety procedures and the need to clear items stored in the plant room (since actioned).	
9.2	The Trust have organised regular meetings of the site managers, and the St Mewan site manager has been seconded for one term to act as primary lead in support of the Estates Manager.	
9.3	<ul style="list-style-type: none"> Boundary fence finally installed. Will be tidied up by site team once weather improves. Roof needs repairing following wind damage at New Year. Hygiene care room finally installed and is proving welcome. Investigating further funding to address playground drainage issues. 	
10	Trust update	
10.1	<p>PT gave a brief summary:</p> <ul style="list-style-type: none"> RSC visit to Mount Charles went well Work on standardising documentation across the Trust is underway Governor training programme has started Trust is looking how it develops in the future GDPR comes into force in May. Trust is taking the lead on how this will be implemented 	
11	INSET days 2018/19	
11.1	<p>Several Trust schools have decided to group all their INSET days together in the week after autumn half term. Some parents have asked what we will be doing. SP noted that unlike some other trust primary schools half our children go to Poltair who have confirmed their days will be spread out. SP has concerns for Foundation pupils having a two week break so early in their first year. He would also prefer to spread our INSET days throughout the year. AC pointed out it can be harder to book trainers when everyone is using the same week. SP confirmed this has been discussed with staff. Governors confirmed they have no objections to INSET days being spread out.</p>	
11.2	<p>Governors asked if there is a whole Trust approach to fining parents for absence? SP explained what the Cornwall Council guidance is (5 days in a 10 week period which is unauthorised) and confirmed the school has a list of unauthorised holiday parents who potentially could be fined. SP stressed he wants to change the perception of parents that their child is missing important education.</p>	
12	Review of governance - key priorities	
12.1	<p>This has been raised at several Trust schools following either Ofsted or an RSC visit. PT explained the Trust wants to ensure we get value from the exercise, and is discussing how to proceed.</p>	
13	Governor visits	
13.1	Governors noted reports on Accelerated Reading and Maths.	
14	Governors Training - next session 5/2/18	
14.1	Focus is on new governors and the session will include an introduction to the structure of the Trust.	

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15	AOB	
15.1	Following two recent resignations governors discussed whether further recruitment was necessary? It was agreed to consider this as part of the governance review.	
15.2	Standards Group. It was agreed to retain planned date of 28 February.	
	Dates of next meetings: 21 March 9 May	
	Meeting finished at 7.25.	

Signed	Date
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