



MINUTES of the CARCLAZE LOCAL GOVERNING BODY MEETING

4 October 2017, 5.00

Item	Subject	Who
	<p>Present: Annabelle Coad (AC) Guy Herrington (GH) Kevin Johns (KJ) - Chair Helen Knight (HK) Karen Littler (KL) David Moseley (DM) Simon Pollard (SP) – Head Ann Teague (AT) Sue Wilcocks (SW)</p> <p><i>Also present:</i> Jeremy Alder (JA) – Clerk Julie Seyler (JS) – Trust Director / Vice Chair <i>item 4.4 onwards</i></p>	
	<p>Apologies / Welcome KJ welcomed SW to her first meeting as a governor.</p>	
1	<p>Conflicts of Interest: no additional interests declared, but DM left the meeting for item 12.</p>	
2	<p>Previous minutes of the 5 July 2017 were approved subject to the following amendment: 4.2 remove final line (incorrect).</p>	JA
3	<p>Matters arising</p>	
3.1	<p>5.1 HT's report. Following RSC's visit SP anticipates the Trust will introduce a new standard format for these.</p>	
3.2	<p>9.2 Budget update. SP explained this update had been deferred as he has not yet had a meeting with Finance. He added that part of the feedback from the RSC's visit is that governors should be more challenging about what value the school is getting from being part of the Trust?</p>	
3.3	<p>Boundary fence. SP is still chasing this. He will shortly be meeting with our local councillor (town and county council) to receive feedback from residents.</p>	
4	<p>Reports back</p>	
4.1	<p>RSC's Office visit. A member of their office visited following an invitation from the Board (same person who had previously visited Penrice and Mevagissey). Also went to Luxulyan and Lostwithiel. Trust will receive a report but the focus will be at the Trust level, we should only expect a paragraph about each of the schools.</p>	

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	<p>Received some informal feedback during her visit; when she spoke with governors, leadership team and subject leads. SP felt visit was useful, and we received confirmation that the school knew what needed doing. Governors asked if there were any surprises? No. Expect her feedback to focus on the need for the Trust needs to evidence greater challenge.</p>	
4.2	<p>Justine Hocking (SIP) visit. Full day visit, met with English and Maths leads, Y6 teachers, safeguarding, attendance officer, SENDCo. Different from challenge days, as she will send detailed commentary on current SEF. Returning every 3 weeks. Links to rapid improvement and other plans which have been put in place. SP contrasted this visit with an external visit – allows for more of a two-way conversation with staff.</p>	
4.3	<p>KJ's meeting with Michael Cooper (Chair of the Board). The Board isn't happy with the progress the school is making and will be monitoring progress and the performance of the LGB more closely (<i>including a director attending LGB meetings</i>). MC asked what the school is doing to improve and KJ had explained about SLT having more classroom time, rapid improvement plan with governor involvement, increased support from Justine Hocking. The Chair had also emphasised the need to appoint a Vice Chair. In addition he had also raised the issue of staffing levels and limited senior leadership capacity (Carclaze currently has the highest % budget spend on staffing (85%) in the Trust). SP confirmed the Rapid Improvement Plan is being written and the first formal review is after half term, then every 3 weeks JA reminded governors that their report to the Board (next due after half term) is an opportunity to report on actions and progress, but also to raise any concerns or questions. GH added that in the meeting with the RSC one of the questions had been about what the Trust is doing for the school. SP explained the variation in MAT models across the country, and how usually there is a direct correlation between what % of budget is taken as a top slice and the degree of 'centralisation'. He confirmed that the Trust has recognised that formal SLAs with schools are required from each section of the central team, and these are due by half term.</p>	KJ
4.4	<p>JS joined the meeting and introductions were made. JS briefly explained why she was attending and confirmed she had been one of the Board members who met with the RSC's team member.</p>	
5	Headteacher's Report	
5.1	<p>SP invited questions and governors asked about the following: <i>Q: What has the school been doing to counter the drop in PP numbers and income?</i> Staff have been more proactive with parents - especially with Foundation. SP confirmed the numbers have increased since report written. <i>Q: Future data reports?</i> SP confirmed that Jason Hurr will be producing a report for each year group, and SP will be focusing on this at every meeting. <i>Q: Middle Leadership?</i> SP confirmed this is being looked at by Justine. <i>Q: Targets?</i></p>	

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	<p>Already discussed with Justine who has emphasised the need to focus on progress from Foundation stage.</p> <p>SP explained that he has emphasised to staff that there is a need to take different approaches from the past to be able to make significant improvement.</p> <p>Deep fixes required in Foundation / Y1 as well as quick fixes in Y6. The school needs to understand barriers for PP students itself – and not wait for someone external to point this out to us.</p> <p><i>Q: Can end of KS1 data be shown alongside targets?</i></p> <p>Yes – SP can supply different data sheets at Standards group.</p> <p><i>Q: How will CPD be offered following budget reduction?</i></p> <p>SP pointed out that Justine’s visits count towards this, plus MAT-wide meetings of co-ordinators. Part of the RSC’s challenge was how we are working with other schools and MATs. SP highlighted the need to review the cost and subsequent value of traditional CPD (eg attending one day courses).</p>	
5.2	<p>Absence requests for holiday.</p> <p>SP confirmed that none have been approved. 50 students classed as persistent absence due to taking term-time holidays.</p> <p>RSC raised the issue of when and if the school fines parents? SP confirmed there is a trust wide ‘strong attendance’ group. RSC queried if the school could do more to highlight to both students and parents the data and the impact of poor attendance.</p> <p>Governors noted this is an area which needs a trust-wide uniform approach.</p> <p>SP summarised what the school has been doing including attendance clinics.</p> <p>Lateness was also discussed. There is an option to differentiate between what you say to parents and what you officially record (ie don’t close register until 9.30 – which is what many schools do elsewhere).</p>	
6	Analyse School Performance (<i>RAISEonline replacement</i>)	
6.1	<p>This had been mentioned by RSC. Specific downloadable data dashboard not available till later in the term.</p> <p>SP highlighted the importance of progress scores and the need for this to improve as quickly as attainment.</p>	
7	School Improvement Plan	
7.1	<p>Need for common format raised by RSC – but she did like our format. Some additions proposed eg named individual responsible. Also a comments column which can be used during governor meetings.</p> <p>She noted we link our priorities back to trust-level priorities.</p> <p>Rapid improvement plan needs to be a more detailed version of aspects of this plan, and record the impact made.</p>	
7.2	<p>Governors asked about the impact of monitoring visits by senior leadership?</p> <p>SP confirmed to date each class has been visited every week and that feedback is always given.</p> <p>One change being implemented following advice is staff will be asked to identify just a single good point and a single area for improvement.</p>	
7.3	<p>T&L lead shared with Mount Charles starts in January. Still planning best way to use her across both schools, and to be able to maximise her coaching skills.</p> <p>SP highlighted will need to use her in Y6.</p> <p>Governors asked if the school is getting value for money from the continuing partnership with EOS?</p> <p>SP explained how he expects to use them this year.</p>	
8	Standards group	
8.1	Notes from 27 September have been circulated.	

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8.2	Proposed dates for 2017.18 – all 5pm starts: 18/10, 22/11, 13/12. 31/1, 28/2, 28/3. 25/4, 13/6, 11/7. Agreed.	
9	Risk Register	
9.1	ELT discussed this earlier today, and further training on operational risk registers is planned for Heads. This will be followed by training for LGBs. Summarised the types of items which would need to be included.	
10	Head's Performance Management	
10.1	KJ confirmed this had been completed on 12 September. SP confirmed he has chosen to share his new targets with staff, and will share these with governors. Trust has identified the need to ensure progress is monitored during the year ahead.	SP KJ
11	Budget Task & Finish group	
11.1	Proposal has arisen from Chair's meeting with Chair of the Board and the need for the school to find ways of reducing proportion of budget spent on staffing. Volunteers were invited to join this group, and focus will be on setting the 2018.19 budget. AC, SW and KJ volunteered. SP to identify a date with MAT accountant.	SP
12	Admin staffing review	
12.1	<i>DM left for this item.</i> Following changes and greater centralisation SP had queried with the Trust whether one member of staff is on the correct grade. He summarised the advice received from Interrim Chief Operating Officer and the budget implications.	
13	Chair / Vice Chair appointments	
13.1	JA explained that due to illness he had not been able to organise the election of a Chair prior to this meeting. He outlined how the process could be carried out via email before the next meeting, and the approximate timetable. Agreed. JA reminded governors that the role of Vice Chair had been vacant since last autumn, and urged them to consider appointing two vice chairs to share the workload and provide greater capacity. Several governors indicated they would consider volunteering.	JA
14	Roles and Responsibilities	
14.1	SP reported he had discussed the current approach with JA, who had suggested the LGB consider working in small groups of 2 or 3 with wider responsibilities than the traditional list of governor roles. The advantages of this include: <ul style="list-style-type: none"> • Continuity when a governor finishes • Support and mentoring for new governors • Flexibility to adapt to new demands and priorities Agreed that SP will suggest groupings.	SP
15	Recruitment	
15.1	SP reported on another potential governor who is interested in joining the LGB. SP has met with her and she is very keen. Governors agreed they needed to update the Skills Audit to reflect all the new members.	JA

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16	Governance Handbook	
16.1	DM and GH explained that it had been recommended during the RSC visit that all governors re-read the early sections of the handbook. JA added a note of caution that some of the responsibilities rested with the Board – not the LGB. Governors accepted his offer to provide suggestions as to which sections were most applicable.	JA
17	Annual Governor Update form	
17.1	JA confirmed this would be issued shortly.	JA
18	AOB	
18.1	JS shared some of the feedback received by the Board from the RSC 's visit. She expects it will be a 'could do better' report for the Trust and the Board, and they will be given a series of challenges. On creation the Trust had consciously taken a 'bottom upwards' approach in most areas, but the visit had stressed the need for a greater 'top down' approach instead. She reported that the RSC gave very positive comments on the school / staff / pupils – so it is even more tricky for governors to identify how to achieve improvements to attainment and progress! She stressed the need for the Trust to be supporting the school effectively and ensure constant monitoring is taking place. There needs to be a collaborative approach to achieve the best outcome from this. SP added that the school has been told we need to do some things differently – but these can be very small changes which deliver significant improvements. JS thanked governors for being able to attend their meeting, and she confirmed they had demonstrated they do know what needs doing to make improvements. JS acknowledged that there is a need for more guidance and direction from the Board as well.	
	Meeting finished at 7.17	

Signed	Date
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