



**Local Governing Committee meeting minutes, held at St Issey C of E Primary School on Thursday 18th May 2023 at 2pm**

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| <b>Present</b>       | Heather Holder-Powell - Chair<br>Katie Kirby<br>Marjorie Smith<br>Matt Collis<br>Mark Durman<br>Kirsty Fairclough<br>Avril Heard<br>Chris Parham - Headteacher |
| <b>In attendance</b> | Sam Newman - Governance Professional   |

| Agenda point | Item   | Person |
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| <b>1</b>     | <p><b>Apologies, welcome and opening prayer</b><br/>The Chair welcomed everyone to the meeting, all governors were present, the meeting was quorate in line with Venture MATs Terms of Reference.<br/>Rev. Katie Kirby led the governors in the opening prayer.</p>  |        |
| <b>2</b>     | <p><b>Declaration of business and pecuniary interests</b><br/>There were no new declarations of business and pecuniary interests.</p>  |        |
| <b>3</b>     | <p><b>Minutes and matters arising from the last meeting (26/01/23)</b><br/>The governors agreed that the previous minutes were an accurate representation of the meeting.<br/>The Chair will sign off the previous minutes.</p> <p><b>Matters arising:</b></p> <ul style="list-style-type: none"> <li>● Headteacher to discuss with Chair governance of Staff Well-being. <i>Staff informed by the Head teacher of Governors willingness to assist if needed. Staff Well being questionnaire continues. No further action required.</i></li> <li>● Governance professional to look at the policy for attendance and update. <i>Completed, on website.</i></li> <li>● Governance professional to send across a copy of SIS policy schedule. <i>Completed.</i></li> <li>● CEO to respond to the queries of the governor regarding</li> </ul> |        |

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|   | <p>certain policies. <i>Received but further revision needed - see Agenda point 8.</i></p> <ul style="list-style-type: none"> <li>• Governance professionals to share agenda's with the teachers. <i>Completed.</i></li> <li>• Governance professional to share the meeting date with Rev. Ian. <i>No longer appropriate as Rev Ian Gulland has left/ is leaving</i></li> <li>• Headteacher to share the report from the Diocese with the governance professional for distribution to the governors. <i>Completed.</i></li> </ul> <p><b>Minutes and matters arising from Extraordinary Meeting (18/05/23)</b><br/> The governors were happy that the previous minutes were a true and accurate representation of the meeting.<br/> There were no matters arising from the meeting.<br/> The Chair will sign the previous minutes from the meeting.</p>   |    |
| 4 | <p><b>AOB</b><br/> Network Manager resignation.<br/> Dan Harvey is leaving on 25th May 2023. He has been a great support to the LGB and The governors would like to thank him for his support and wish him well in his new role.<br/> <b>Action:</b> Governance Professional will pass on the well wishes on behalf of the governing board.</p>  |    |
| 5 | <p><b>Vice Chair election</b><br/> After discussion between the governors it was agreed to postpone the election of Vice Chair until the new academic year.</p>  |    |
| 6 | <p><b>Heads report, including safeguarding, premises, SDP review</b><br/> Absence: PA was 29.5%, moved downwards.<br/> DSL safeguarding training has now been completed by Sarah Sole and Chris Parham.<br/> Prevent training for the whole school has taken place, the headteacher explained that Prevent training was the government's training module for anti terrorism and extremism.<br/> A governor <b>asked</b> if it includes covid denyers?<br/> <b>Answer:</b> Not yet, much focuses on the far right and islamism.<br/> Health and Safety: Legionella remedial works to take place due to pipe work needing replacing.<br/> The governors were made aware of a child starting nursery with severe anaphylaxis due to airborne transition of nuts.<br/> Whole school training has taken place so that all staff are able to administer adrenaline, policies and risk assessments have also been done.<br/> A governor <b>expressed</b> that currently there were no notices on the external doors reminding all visitors.<br/> A governor <b>asked</b> if the child is allergic to all nuts.<br/> <b>Answer:</b> Majority of nuts.<br/> The headteacher shared that the school could not claim to be a nut free school, however, could claim to be an allergy aware school.</p> | CP |

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|   | <p>Mental health: The children’s mental health worker has returned. Employed by the NHS, they work with different schools in the region, supporting children with mental health needs, and will also be doing class work with the children.</p> <p>Staff pulse checks for mental wellbeing continue.</p> <p>CP has completed a mental health lead course.</p> <p>Suggested pay rise for teachers and TA’s was discussed with the governor briefly, highlighting that the budgets were now being looked at and set for the next academic year, advising the governors that the school was not in as strong a position financially as it could be, with the majority of staffing arrangements being dependent on the agreement made regarding staff pay rises.</p> <p>A governor <b>asked</b> about retention of staff and if St Issey would be able to keep all staff they currently had on roll?</p> <p><b>Answer:</b> The headteacher shared that the possibility of redundancies was a real one, could potentially use the reserves, however it would not be sustainable.</p> <p>A governor <b>asked</b> about the MATs reserves and how they worked in regards to the schools.</p> <p><b>Answer:</b> The schools each have their own reserves, not the MAT.</p> <p>SDP priorities: The headteacher shared the SDP ahead of the meeting, most parts had been fully achieved.</p> <p>The areas of focus from Ofsted were what St Issey had already been working on, bringing confidence that the school was in a good place and knew the areas of development needed..</p> <p>A governor <b>questioned</b> why the reading in year 2 and writing in year 3 are at odds with each other?</p> <p><b>Answer:</b> Partly due to small numbers, partly due to year 2 being assessed throughout the year.</p> <p>A governor <b>expressed</b> that reading is below expectations and writing is above expectations, the assumption would be that they are usually highly correlated, however, they didn’t seem to be this time.</p> <p>This was the data from just before Easter, year 2’s assessed against year end standards throughout the year. So that data tends to lag.</p> <p>Areas of weakness remain within KS2.</p> <p>Good progress made from the Autumn Term.</p> <p>A governor <b>asked</b> what the reaction was to the year 6 SATs.</p> <p><b>Answer:</b> The reading paper was very difficult, even the top readers found it challenging.</p> <p>A governor <b>questioned</b> what the utilisation of SATs was?</p> <p><b>Answer:</b> Judging schools to look at the progress made from KS1 to KS2.</p> <p><u>General comments included:</u></p> <p>Concerns for the child, feeling lots of pressure, the paper looked difficult and challenges of what is done with the results.</p> <p>A governor <b>asked</b> about the baseline assessment, entry data?</p> <p><b>Answer:</b> Own internal data.</p> | CP |
| 7 | <p><b>Monitoring for Spring Term</b> - feedback from visits</p> <p>i) Children Vulnerable and Underachieving (MD)</p> <p>Key questions from the report; What support was in place for</p>   |    |

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|   | <p>underachieving pupils.<br/> <b>Answer:</b> Children identified as underachievers could be for a multitude of reasons, a judgement of the class teacher, when aware of the children a range of strategies will be put in place to support the child's individual needs.<br/> Courageous club( Nurture group) is having great success with vulnerable children needing a little extra support.<br/> Courageous camp out opportunity happening tonight.<br/> Second question was in regards to persistent absence and how the school plans to address the evident issue.<br/> <b>Answer:</b> New policy and procedure from September will support this to move forward.<br/> Switching the focus, the attendance policy is more robust, the process is stronger.<br/> It focuses on the amount of days rather than percentages which is easier for parents and school staff to understand and keep track of.<br/> The Attendance Officer at TLA will support the school in the first instance.<br/> Attendance percentage for PA is 22%.<br/> A governor <b>challenged</b> if there was any distinction between those that are frequently ill?<br/> <b>Answer:</b> In certain circumstances there may be a variety of reasons why a pupil can't attend, each absence will be looked at on an individual basis.<br/> ii) Safeguarding and Monitoring Focus (MS)<br/> Shared a safeguarding case project with the governor, highlighting what problems go on within the school.<br/> The leader of this safeguarding issue has been great with how they are dealing with the issue.<br/> The key message is for the school to be able to work across different agencies.<br/> The governor had no further questions relating to the monitoring visit.<br/> iii) Special Educational Needs (SEN) Monitoring (KS)<br/> Nothing further to add to the visit.<br/> Great to have Hayley Lowry in post this year.</p> |  |
| 8 | <p><b>Policies for approval</b></p> <ul style="list-style-type: none"> <li>● Medical Needs</li> <li>● PSHE/RSE</li> <li>● Mental Health and Wellbeing</li> <li>● Provision of special diets and communication of allergens</li> <li>● Anaphylaxis</li> </ul> <p><b>Policies for info</b></p> <ul style="list-style-type: none"> <li>● Appraisal (VMAT)</li> <li>● Capability (VMAT)</li> <li>● Complaints (VMAT)</li> </ul> <p>Comments have been received from the CEO following the last meeting however some issues are ongoing. It was agreed for expediency that these relatively minor outstanding issues could be dealt with outside</p>  |  |

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|    | <p>the meeting.</p> <p>A governor <b>questioned</b> how much autonomy the headteacher had over the policies.</p> <p><b>Answer:</b> In SIS there is not a lot of autonomy, exceptions to this are school specific policies such as the new Anaphylaxis policy.</p> <p>A governor <b>challenged</b> why this particular policy hadn't been added into the medical needs policy?</p> <p><b>Answer:</b> Due to the severity of the issue.</p> <p>No policies were approved at this meeting.</p> <p>Chair /The governance professional will discuss with the CEO for the next step.</p>  | HHP/CP/S<br>N |
| 10 | <p><b>SIAMS</b></p> <p>The Head Teacher, a member of staff and 2 Governors received training from SIAMS this week on the new Inspection framework which will be in use after September 2023. Information from SIAMS was distributed to the other members of the LGB. Essentially the inspection requires collection of qualitative data with evidence of monitoring Christian ethos and values and framed around 6 questions. If the inspection took place within one year of the Ofsted inspection this would be taken into account.</p> <p>A governor <b>questioned</b> when the school was likely to be inspected? It is thought SIS will be inspected within the year.</p> <p>Headteacher to enquiry with SIAMS if a date has been set.</p> <p>It was agreed, as a first step KK would meet with the Headteacher for further discussions.</p> | CP<br>KK/CP   |
| 11 | <p><b>Self evaluation for LGB</b> - appropriateness of form</p> <p>Not all Governors filled in the form. From those who did it was deemed somewhat inappropriate and unhelpful.</p> <p>The governance professional understood their comments, however, did advise that all other LGB's she had asked to fill in and return didn't raise the same concerns.</p> <p>It was agreed that the LGB would further consider a different form or methods of self - evaluation for this very small group with the help of the governance professional and the Diocese support.</p>  |               |
| 12 | <p><b>Dates of future meetings</b></p> <p>Thursday 13th July - 2pm</p>  |               |
| 13 | <p><b>AOB</b></p> <p>The governors wondered if the MAT would look at the possibility of pooling both school's money to buy some Educational Psychologist time as a MAT rather than an individual school.</p> <p>In addition to this was the SaLT provision for the MAT.</p>   |               |
| 13 | <p><b>Closing prayer</b></p> <p>Rev. Katie Kirby led the governors in the closing prayer.</p>   |               |

| <b>Agenda point</b> | <b>Action</b>  | <b>Person</b>    |
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| <b>4</b>            | SN to write to the Network Manager, expressing thanks.                                   | <b>SN</b>        |
| <b>6</b>            | CP to add notices to external doors to remind all visitors of the nut allergy awareness. | <b>CP</b>        |
| <b>6</b>            | CP to provide SATs data for the next meeting.  | <b>CP</b>        |
| <b>8</b>            | HHP/CP/SN to address the policy concerns.  | <b>HHP/CP/SN</b> |
| <b>10</b>           | KK & CP/LR to look at the SIMAS inspection framework (summer term)                       | <b>CP/KK/LR</b>  |
| <b>10</b>           | Headteacher to enquiry with SIAMS if a date has been set.                                | <b>CP</b>        |

Meeting closed by Vice Chair at 3:33pm

Signed as an accurate record.....

Print name.....

Date.....

Please note that these are draft minutes until signed off by the Chair at the next meeting.