



Minutes of a meeting of the full Governing Board of Trekener Community Primary School held at the School on Tuesday, January 31st 2023 at 6.30pm

PRESENT: Sue Baldwin (Chair), Naomi Craddock, Tifenn Dinesh, Mrs Laura Mead (Headteacher), Elizabeth Nowak-Bourgoin), Natalie Raggio.

APOLOGIES: Kirsty Stapleton.

IN ATTENDANCE: Miss Caroline Stone (Clerk)

1. **Apologies for absence:** There were apologies for absence from Kirsty Stapleton who had emailed to say she could not get an internet connection; her apologies were accepted.
2. **Opportunity to declare pecuniary interests:** No new pecuniary interests were declared.
3. **Minutes of the FGB meeting of December 7th 2022:** Governors agreed that the minutes were a true and accurate representation of the meeting on December 7th 2022, and the Chair signed the minutes on behalf of the Board.
4. **Matters arising from the minutes not elsewhere on the agenda:**
 - a. The action around pay scale increments is to be put on hold.
5. **Update on SIDP and SIP visit:**
 - a. The School Improvement Partner (SIP) has visited the school for the Headteacher's performance management meeting and to follow up on his previous visit. The Head said that it had been a constructive morning and work has started on the action plan following the recent Ofsted inspection. The Head's objectives and the action plan priorities match.
 - Key Priority 1 [overarching]: To establish a collegiate culture, based on skills development and the consistent delivery of high expectations for pupils' learning.
 - Key Priority 2. To broaden the skills of all staff in the effective delivery of a cohesive curriculum that accurately assesses and enhances pupils' knowledge skills and understanding.
 - Key Priority 3: To establish an effective and sequenced reading curriculum, throughout the school.
 - Key Priority 4: To establish an effective and sequenced EYFS curriculum; pre-school through to the end of Reception.
 - b. It will be important to ensure that all staff, TAs and teachers, are on board to deliver a collegiate culture. Work practice needs tightening up. TAs have been doing a lot of admin early in the morning when they could have been in class with the children. This has improved but needs to be worked on. A lot of work has been done on the curriculum but it is quite static and not reactive to the needs of the pupils. It needs to be turned around and become a skills led curriculum. Work needs to be done on how to build progression and knowledge. This is an on-going discussion. The Reading curriculum is a high priority and work has already started in the Squirrels class. This needs to be communicated to parents. A more structured program has been put in place and staff will have higher expectations. Read Write Inc will be assessed more frequently so children can be progressed as they develop. Governors were keen that parents should be empowered to help their children with reading. The Head will put a prompt on Class Dojo for guided reading. She also suggested that World Book Day on March 2nd be made a day when parents could come in for workshops. Governors wholeheartedly endorsed this idea. The Head said that reading books do go home but they

need to become more of an interaction between home and school. Teachers need to be adding their comments. But a lot has been done. Squirrels have Accelerated Reader now, and the reading area is lovely. Children are enjoying reading and doing high quality reading. The Head said that a lot of children are moving through phonics well but they need to bridge the gap into reading. Governors asked if laminated sound maps are going into book bags because then the children are able to read on their own at home. The Head said that the children do have sound maps.

- c. Demelza Bolton of School Effectiveness Team has included the school in the latest round of peer-to-peer reviews and the Head of Nanstallon, a small rural primary near Bodmin, is the mentor for Trekenner's group. The School has been paired with St German's and Torpoint Infant and Primary. St German's is a four class similar school and Torpoint is much larger with a wider range. The Heads have already met and established three lines of enquiry for Trekenner. The process is not judgemental but more reflective. It should establish the school's strengths and weaknesses and hopefully find some quick strategic wins. The lines of enquiry are around the effectiveness of how pupils are challenged, the implementation of the curriculum and how spaces are designed and organised to promote learning and personal development. Staff and Governors are part of the process. Trekenner will go first so it can help inform the action plans. The peer review will take place on February 27th and 28th. It will help staff broaden their vision and get sight of other practice.

6. Ofsted Inspection:

- a. The School had an ungraded inspection on December 13th. The outcome was that the next inspection will be a graded inspection that will take place within one to two years. The Head will produce a rolling four term action plan with the expectation that the next inspection may be closer to one year away than two years.

7. Governors monitoring reports and visit planning:

- a. Tifenn Dinesh has done monitoring of reading and Governors have received her report. The Chair said that she thought it was a good report that had helped her understand the area. The Head said that the right questions had been asked and fitted in with the Ofsted point of the need for systematic progression. This is something that should be followed up on when next monitored. A Governor challenged whether the School was doing Dyslexia screening? The School has the tools to assess for the risk and it breaks down the areas of reading that are problematic. The Head wants the School to be dyslexia friendly but doesn't photocopy on coloured paper since that will not be happening when the children are out in the real world. The children could use coloured filters. Tifenn said that she thought strong plans are now in place for reading and that it is exciting. The new Literacy Hub has been contacted for support especially with KS2 and guided reading.
- b. Tifenn said that the new report form is easy to use and flows and only needs bullet points.

8. Governors' skills audit:

- a. All but one Governor has completed a skills audit. The Clerk has compiled the individual responses to produce an overall picture for the Board. The result was more informative than it usually is. The three areas that were highlighted for development are: understanding of the budget management reports, communications with stakeholders and understanding the strategic priorities of the School. Some finance training will be arranged, perhaps delivered by the Clerk. Communications with stakeholders may be added to the FGB agenda and is an area for development. As a start the SIDP will be put on the website and communicated to parents. Governors were surprised that understanding the strategic priorities had been flagged and felt that they had articulated them well at the Ofsted visit.

9. Finance issues:

- a. Budget monitoring: the School has not had a visit from the LFS technician in January and there has been no new budget report. The School Secretary is asking that the next visit be made in person.

- b. SFVS: this has not been started yet but will be brought to the next meeting.
- c. Other financial issues: The School has not been charged for electricity for a year. The problem has been identified and the money is retained in the budget line to cover the charges.

10. Staffing issues:

- a. The class structure will need consideration when the new budget is set. One member of teaching staff is on a temporary contract to the end of August so there will not be any redundancies. The restructuring is already contained in the three-year forecast. However the numbers are looking promising and should be at least stable. There are currently ten first choices for Reception in September. One family is moving and one with two children has moved due to problems with transport. One child with an EHCP who was being schooled elsewhere is now off the roll, so the current numbers are 55. The Head wants to try and maintain a three-class structure for the mornings with two in the afternoons.

11. Premises and Health and Safety:

- a. There have been some small issues like a leak in the bathroom. The School does need investment in its environment.
- b. **A Governor challenged how children are kept away from area that are potentially risky?** The areas are cordoned off. For example, when the playground was icy that was cordoned off.

12. Safeguarding, SEND, CIC:

- a. There have been no incidents and no reports to MARU. There are no children on escalated plans. Three are getting early help support and one family with three children has been taken off early help support.
- b. Staff are working well with MyConcern.
- c. The Head has done on-line Team Teach training which does not include positive handling. Sam has been on training which included positive handling. Denise is already Team Teach trained. The Head will look at accessing training through a local MAT but said that the School does not have aggressive children and there isn't the need for more staff to be trained in Team Teach. It will be addressed in a staff meeting and it may be worth while Sam doing the next level so she could then train others. It is important to de-escalate situations rather than resort to handling and that is what Team Teach teaches. The Positive Handling Policy will be checked through and reiterated with staff.

13. GDPR:

- a. The Filtering is in place and staff laptops are sorted. There is still a need for a data protection officer.

14. Governor Training:

- a. A lot of LA Governor training is getting cancelled. Alternative sources will be explored and the possibility of the School getting NGA membership so Governors can use those resources will be explored.

15. Governor Recruitment:

- a. An advert for Governors has gone out on social media and in local newsletters. So far there have been no responses. It was noted that a lot of local schools are seeking Governors. Personal approaches have also not worked. Notices will be placed on noticeboards around the village and in local businesses (Action: NR)
- b. There is an urgent need for someone with a H&S/premises background. This could be addressed by appointing an Associate member with relevant experience to support the Board specifically in that area.

16. Future meeting dates:

Monday, March 20th 2023 at 6.30pm
Tuesday, May 2nd 2023 at 6.30pm

(There being no other business the meeting closed at 8.22pm.)

Chair.....

Date.....

ACTIONS

Action

Responsible Person

New actions

Recruitment posters

Natalie Raggio