



Minutes of a meeting of the full Governing Board of Trekenner Community Primary School held at the School on Wednesday, November 9th 2022 at 6.00pm

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. **Welcome new Governors:** Naomi Craddock and Elizabeth Nowak-Bourgoin were welcomed to the meeting as new parent governors.
2. **Apologies for absence:** There were apologies for absence from Kirsty Stapleton; her apologies were accepted.
3. **Opportunity to declare pecuniary interests:** the new governors completed pecuniary interest forms. No other pecuniary interests were declared.
4. **Minutes of the FGB meeting of September 28th 2022:** Governors agreed that the minutes were a true and accurate representation of the meeting on September 28th 2022, and the Chair signed the minutes on behalf of the Board.
5. **Matters arising from the minutes not elsewhere on the agenda:**
 - a. Tamara Walker is now working one day a week as additional cover for the Head.
6. **School and Teaching and Learning update::**
 - a. The Head shared the School Improvement and Development Plan (SIDP) with Governors. She explained that it was not yet complete but the framework is in place to set the priorities for the school. She will do some more work on it with the School Improvement Partner (SIP). It is a working document and will continue to develop.
 - b. Reading and phonics are still key to the school as they were at the previous Ofsted inspection. Attendance is important and the school needs to be seen driving improvement in attendance.
 - c. There are some underlying issues around safeguarding. Currently the Deputy Designated Safeguarding lead (DSL) is a TA. (NR arrived at 6.25pm) Pupils are not aware of safeguarding and how to keep themselves safe. As an example, there is an app where people can record incidents and there is one on there that relates to the school. We are now aware of this, but why was it not reported in school? Did the child not know how to report it or were they not comfortable with reporting it? There was an incident at the school disco. It was not serious and related to privacy in the toilets. It has been logged and dealt with. We can't think that issues won't arise here. The Head intends to do a pupil survey before Christmas to see how much pupils know so that improvements can be demonstrated.
 - d. The curriculum needs embedding and needs ownership. Teaching and learning lacks pace, and pupils are not as independent in their learning as they should be. A new marking policy has been brought to help rectify this. Staf have been responsive to the changes.
 - e. There is a high percentage of SEN children. The leadership around SEND has not been strategic enough. The SENCO changes in January 2021 and the records are not as up-to-date

as they should be. SEN children are not being sufficiently supported in class to access learning.

- f. The remote curriculum needs looking at.
- g. Behaviour is generally good, but there is low level disruption in class. This is perhaps something that has become a habit and there are some strong characters. Children have a rather relaxed attitude to learning. They need more urgency; we want them to be curious.
- h. Persistent absence is not dropping fast enough, and the Head has had trouble contacting the Educational Welfare Officer (EWO).
- i. British values need more work; children do speak positively about inclusion and diversity.
- j. The school ethos is fine but lacks ownership. This may have been affected by covid however.
- k. EYFS teachers are knowledgeable and well-trained. Staff workload is impacted by the need to take on leadership roles – a problem faced by small schools. The head intends to use staff meetings to discuss subjects. English, Maths and Science need to have leads but other subjects can be shared in a small school. The Head acknowledged that the previous Head had put the bones in place.
- l. Assessment needs to be used productively. New assessment papers have been ordered. As part of the package there is a gap analysis programme.
- m. The Head said that she felt that staff seemed happier. There have been some tricky discussions during performance management meetings. The staff are relatively inexperienced, and the Head wants to give them opportunities to visit other schools and see good practice. She is working closely with South Petherwin. The SIP also works with Whitstone CP School and the Head there is doing her National College Executive Head training. She has turned the school around, and as part of her training there may be scope to work together.
- n. Staff are all saying that they feel they are a team now. They thought they were before but feel it is true now.

7. Governor Monitoring:

- a. Some monitoring has taken place and reports need to be completed. The Chair said that the form needs to be rewritten.
- b. In the New Year Governor responsibilities will be revisited so that new Governors can be given roles.

8. Finance issues:

- a. Budget monitoring: Governors were shown the budget report as of October 17th.
 - i) Support staff pay increases are going to push costs up but the bursar assures the Head that they have sufficient reserves to cover this. Teacher's are also having a pay increase that is higher than expected.
 - ii) There are no credit card statements since they were being sent to the previous Head's home address so it is not possible to reconcile some expenditure.
 - iii) There is an overspend on educational visits; some parents may not have paid their contribution and this needs checking.
 - iv) There is a huge overspend on Educational Health Care Plan (EHCP) provision due to the cost of alternative provision. This is expected to be reimbursed by County.
 - v) Parents can be asked to contribute towards swimming but because it is a National Curriculum requirement they cannot be forced to pay.
 - vi) The training line is fully spent. The previous Head did a mental health and wellbeing course that cost £1,000 just before leaving. Someone in school needs to have this training so the Head will check whether there is any available funding remaining for the school to access to cover this training. There will need to be money moved into this pot.
 - vii) There are two-year olds in the pre-school which bodes well for future numbers. The manager has asked if the pre-school can go full-time since she feels there is the demand. The Head wants to see spaces fill first mindful that the pre-school must not be a burden on the main school budget. Governors agreed with this.
 - viii) The current estimated carry forward is £97,243.

9. Staffing issues:

- a. Set date for Pay Committee: it was agreed that the pay committee would meet immediately after the full Board meeting closed.
- b. Other staffing issues: the increments on the support staff pay scales need to be looked at. Tifenn and Natalie agreed to do this. (Action: TD, NR)

10. Premises and Health and Safety:

- a. The gate hinges that protrude from the gate pillars at a dangerous height have not been cut off. This will be urgently followed up.
- b. The shed door needs attention but it is not urgent.
- c. The Head wants to re-establish the School Parliament and get the sensory garden built.

11. Safeguarding, SEND, CIC:

- a. There are no looked-after children. Training on looked-after children needs to be done.
- b. There are no outstanding safeguarding issues.

12. GDPR:

- a. GDPR training has been done and an action plan is being put together.
- b. A Data Protection Officer (DPO) is needed. It is not appropriate for a Governor to take the role on, and it needs to be someone out with the school. The Head has asked the LA for support with this.

13. Policies:

- a. Child Protection and Safeguarding, SEND, Positive Behaviour, Performance Management and RSHE policies had been put on the shared drive but there had not been enough time for all Governors to read them. Governors will email the clerk within one week to say whether they are happy for them to be adopted or not. Tifenn Dinesh had read the policies and corrected some typos. (Action: all Governors)

14. Governor training:

- a. Natalie Raggio is booked onto GOV1 training in February. The new Governors will try to book the same training.
- b. It was agreed to ask Jackie Eason to do training for the whole Board on December 5th. (Action: Clerk)

15. Governor recruitment:

- a. It was agreed to advertise governor vacancies in the Lezant News, Launceston Life and on social media. The Launceston Rural Learning Trust will be asked if they are able to provide a Foundation Governor.

16. Future meeting dates:

Wednesday, December 7th 2022 at 6pm

(There being no other business the meeting closed at 8.05pm.)

Chair.....

Date.....

ACTIONS

Action

Look at new support staff pay scales
Read policies and email clerk (by Nov. 17th)
Arrange governor training

Responsible Person

Tifenn Dinesh, Natalie Raggio
All governors
Clerk