



## Minutes of a meeting of the full Governing Board of Trekener Community Primary School held at the School on Wednesday, December 7<sup>th</sup> 2022 at 6.00pm

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PRESENT: Sue Baldwin (Chair), Naomi Craddock, Tifenn Dinesh (via Zoom), Mrs Laura Mead (Headteacher), Kirsty Stapleton (via Zoom), Natalie Raggio.

APOLOGIES: Elizabeth Nowak-Bourgoin.

IN ATTENDANCE: Miss Caroline Stone (Clerk)

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1. **Apologies for absence:** There were apologies for absence from Elizabeth Nowak-Bourgoin; her apologies were accepted.
2. **Opportunity to declare pecuniary interests:** No new pecuniary interests were declared.
3. **Minutes of the FGB meeting of November 9<sup>th</sup> 2022:** Governors agreed that the minutes were a true and accurate representation of the meeting on November 9<sup>th</sup> 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 will be carried forward.

The agenda was taken out of order to accommodate Governors arriving late.

7. **Staffing issues:**
  - a. Pay Committee meeting November 9<sup>th</sup> 2022: the Pay Committee met following the full Board meeting on November 9<sup>th</sup> 2022 and took a decision on the matter put before them.
  - b. Other staffing issues: teacher pay increases will now not be paid until January. They will be backdated.
8. **Premises and Health and Safety:**
  - a. Sally Dingle checks the premises every day.
  - b. A fire practice has been held and it went smoothly. The pre-school also took part. Another fire practice will be held towards the end of next term. An emergency evacuation practice is also planned for next term.
  - c. The protruding gate hinge has been removed from the gate post at the front of school. Some minor issues like the PE shed door have yet to be addressed.
  - d. The Head reported that it may be possible to recruit a caretaker. South Petherwin have taken someone on and they may be willing to do some hours for Trekener. This will need to be considered when the new budget is put together. The cleaner is helping out by reporting any issues he spots.
9. **Safeguarding, SEND, CIC:**
  - a. There are no children on child protection plans. Early help support is being given to four children. There had been five being supported but one has now come off support. Six children are on watch (four for attendance or welfare reasons). My Concern is being used to record any concerns.
  - b. There are two children who were previously looked-after. There are no concerns about them; they are doing well.

- c. Currently there is no teacher assigned responsibility for Looked-after children. The Deputy DSL is not a teacher and although she is very good this is not recommended practice.
- d. The Head has just renewed her Level 3 safeguarding training and done her DSL training. The DSL and the Deputy DSL have both done the on-line Operation Encompass training, and a dedicated email for Operation Encompass has been set up.
- e. Safeguarding is a standard item on staff meeting agenda.

**10. SFVS:**

- a. The school is working on the SFVS and it will be brought to the next FGB meeting for Governor input.

**11. GDPR:**

- a. All teaching staff have done GDPR on-[line training and a section has been inserted into the staff handbook on GDPR. The Chair has also completed the on-line training; she thought it was helpful. The Vice Chair will try to do it.
- b. There is no DPO. The Head is meeting with the new contact at NCi tomorrow to put in place a plan for outstanding issues and this will be discussed. The clerk suggested asking Stratton Primary School who they were using for DPO and GDPR support.

**12. Polices:**

Child Protection and Safeguarding: approved  
 SEND: approved  
 Positive Behaviour: approved  
 Performance Management : approved

**5. Head's Report:**

(NC and NR arrived 6.30pm)

- a. The SEND record of need is up to date. The SEND statement is nearly finished. The school has a very high level of SEND children in comparison to the national average. The Head feels that a strategic review of SEND is needed. In the past the school has been reactive, rather than considering the impact on school and the pupils and the school's ability to provide for children with special needs. There are eleven children with a record of need. This does not include those on alert. If children on alert are included the proportion in school would be 40% which is very high. There are two children in the process of moving to provision that would better address their needs but one of those may not move for a while. The Head wants to look at the scaffolds for high quality teaching and the provision for children with low level additional needs to get them off alert.
- b. The Head said that the attainment data was 'not great'. However when you look at where children started you can see the progress they have made. Progress is being made but more work is needed to close the gap. There will be pupil progress meetings next week and appropriate interventions will be designed with staff. **A Governor challenged how much parents knew about their children's data? On Friday interim reports will go out showing progress and attainment and time has been set aside for any parents who want to come in and discuss their child's progress.**
- c. The EWO system has changed. Although the school is signed up to the SLA, it is difficult to contact the EWO and they do not offer the support they used to. Some external backup is needed; the Head doesn't want the relationship school has with families to break down. A Governor suggested contacting MARU; the threshold for MARU involvement is high. The Head will be contacting the transport team. They say they can't find a taxi provider but there is one coming from Launceston anyway. Children are missing out on their education when they can't get to school.
- d. The Head has had an approach from ANDARAS and met with Jo-Anne Callow. Governors discussed whether they wanted to look at MATs and decided that at the moment they wanted to continue the journey of improvement and development and continue to build relationships with other local schools rather than consider Academisation.

**6. Governor monitoring:**

- a. Governors had attended training at the school on Monday provided by Jackie Eason. This had covered the strategic role of Governors and how to support the school through monitoring.
  - b. The Head felt that the key areas of the School Improvement Plan currently are EYFS, Reading, Maths and Welfare. Governors will focus their monitoring next half term on these areas.
    - Reading – TD will come in on January 3<sup>rd</sup>
    - Maths – EN-B will arrange a date to come in for a monitoring visit
    - Welfare – NR will arrange a date in February and will consider how to focus the visit on behaviour or attendance.
    - EYFS – NC will come in on January 18<sup>th</sup> when Demelza Bolton from the LA is visiting with Steph Williams the LA EYFS lead.
- Governors have been sent a monitoring report format and were reminded that bullet points were sufficient and it was better to get the report written quickly after the visit.

**13. Governor training:**

- a. Natalie Raggio is booked onto GOV1 training in February. Dates keep getting postponed.
- b. Governors were interested in doing the Ofsted Readiness training. The Clerk will ask Graeme Plunkett whether this could be done for the Board specifically. (Action: Clerk)
- c. Governors were asked to forward to the Clerk any certificates to show what training Governors have completed so a record can be kept.

**14. Governor recruitment:**

- a. Deadlines had been missed to advertise governor vacancies in the Lezant News, Launceston Life. TD will arrange a post on social media.
- b. The Chair has approached a possible candidate with a financial background; they are interested but haven't agreed yet.
- c. The Launceston Rural Learning Trust will be asked if they are able to provide a Foundation Governor.

**15. Future meeting dates:**

Monday, February 13<sup>th</sup> 2023 at 6pm  
 Monday, March 20<sup>th</sup> 2023 at 6pm

(There being no other business the meeting closed at 7.20pm.)

Chair.....

Date.....

**ACTIONS**

Action

Responsible Person

**Carried forward**

Look at new support staff pay scales

Tifenn Dinesh, Natalie Raggio

**New actions**

Monitoring visits

All governors

Enquire about Ofsted governor training

Clerk