



**Minutes of a meeting of the full Governing Board of Trekener Community Primary School
held at the School on Tuesday, May 2nd 2023 at 6.30pm**

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

APOLOGIES:

IN ATTENDANCE: Miss Caroline Stone (Clerk)

1. **Apologies for absence:** There had been no apologies for absence sent to the Clerk.
2. **Opportunity to declare pecuniary interests:** No new pecuniary interests were declared.
3. **Reminder of confidentiality:** Governors were reminded of their duty of confidentiality.
4. **Minutes of the FGB meeting of March 20th 2023:** Governors agreed that the minutes were a true and accurate representation of the meeting on March 20th 2023, and the Chair signed the minutes on behalf of the Board.
5. **Matters arising from the minutes not elsewhere on the agenda:**
 - a. Governors had not all replied about the safeguarding policies they were to review. The Chair said that some new changes to guidance mean that several now need to be updated.
 - b. The Head said that the PP strategy report meets requirements ; it was drawn up by the previous Head and runs for three years.
6. **Governor recruitment and associate member appointment:**
 - a. The Chair detailed two candidates for Governor positions who have been in touch. One, Anna, has two young children, one hoping to be in Reception in September and one who will be attending pre-school. She has experience with working in a school and in admin for a pre-school as well as other business experience. The other, Mary, has lived in Lezant for four years and in Devon for thirty-five years before that. She worked at Kelly College for eleven years and has worked for the BBC. She became aware of the governor vacancies by reading one of the posters that Natalie Raggio had put up for the Board.
 - b. Governors approved both. Anna will go into a co-opted vacancy and Mary into a foundation governor vacancy.
 - c. It was agreed to leave the idea of an associate member on hold. The Head would like to explore the possibility of employing a caretaker which would reduce the need for an associate member to keep an eye on premises matters. The Head will incorporate this into the budget. The Chair note that the Health & Safety audit which had been done last June had not been passed on and there are outstanding actions from this.
7. **Finance:**
 - a. Budget monitoring: the bursar has been on holiday so the last budget report shared with Governors is still the last one that has been done. The Head will be speaking to the bursar tomorrow. There are three scenarios to discuss for the 2023/24 budget.
 - b. Other finance issues:
 - i) The school secretary has been off since Easter for personal reasons and is signed off until Friday. Julie Lambert, who used to be employed in the school office, has

been in part-time to pick up on some of the work. Payment of invoices is up to date and pupil file transfers have been done.

- ii) Item in confidential appendix..
- iii) item in confidential appendix.
- iv) **A Governor challenged whether anything had been done about the suggestion that extra help was brought in to the office perhaps as an apprentice?** The Chair has been in touch with Marjon, NHS Cornwall and the Duchy College and has spoken to Graham Plunkett at Cornwall Council about the apprenticeship fund. Governors agreed that more support was needed in the office, perhaps short-term extra hours to get caught up on the work.

8. Update on Ofsted Action Plan:

- a. Tifenn did a visit to look at reading at the end of last term. 75% of pupils had progress that was good or better and should reach age related expectations (ARE). Intervention strategies are in place for the 25% whose progress is not good. Early Years and Squirrels are using Read Write Inc and there were concerns about the delivery. Most of Y1 and 2 have completed Read Write Inc and are now using Accelerated Reader. The strongest practitioners are being used to deliver Read Write Inc. The Accelerated Protocols are well established. More dialogue is being seen and children are being re-assessed to see who needs to be heard read daily. Guided reading is continuing for Y1. Reading for pleasure is paying off. In Y2 there is more focus on comprehension and SATs at the moment. The Reading areas are working. Children are excited about books and are choosing them themselves. Comprehension is improving.
- b. Jo Parsons, the County Early Years specialist, has visited but her reports has not been received yet. The pre-school is open in afternoons now and is well-attended. Work is needed on Early Years. There will be training done with Nanstallon.
- c. Children are engaged but the curriculum as a whole needs to be looked at. Curriculum Maestro has been chosen.. There has been an on-line intro for all staff. Once it is implemented there will be a two year rolling curriculum plan across the school with golden threads throughout. There is material on the system for leaders to access and there is assessment on the same system. It costs £950 p.a. but some other programmes can be got rid of now this is in place. There are a couple more training sessions this half term. Some trials will be done in the second half of the Summer Term and it will be implemented from September.

9. Update on data and pupil progress: The Head had been unable to prepare this. The data is all on Insight and has been used to put together interventions.

10. Safeguarding to include CIC and PP:

- a. Safeguarding policies: Already mentioned under matters arising from the previous minutes. There were comments returned on the anti-bullying policy. Governors were asked to reply to the Clerk about the policies as soon as possible.
- b. PP strategy report for review: Covered under matters arising from the previous minutes.
- c. Any other safeguarding/CiC/PP issues:
 - i) Children who had moved and been reported as missing from education are now safely in another school and off the roll.
 - ii) The SEND strategic overview is nearly ready. TAs are being trained on working memory. Some children are presenting with issues but it could be that they haven't got working memory in place. This could be a result of the impact of the lockdowns on children. The response will be to adapt the curriculum and focus on quality first teaching.
 - iii) Dyslexia testing has been done.
 - iv) The School has paid for four hours of ed. physc. time and it has been decided that it would be more effective to use those hours to train TAs than to use them for individual children.

11. Staffing issues:

- a. Item in confidential appendix.
- b. Staff are all pulling together to cover absences.
- c. Governors queried records since the school secretary is off. Attendance records are up to date. TA and secretary absences are covered by insurance.

12. Governing Body issues:

- a. Governors monitoring reports and visit planning:
 - i) There are no new monitoring reports. Elizabeth has been in to do a visit and Naomi will come in on the 10th to look at Early Years.
 - ii) The Chair wants to do a safeguarding visit and look at the SCR but as the school secretary isn't in there is no point at the moment. She also wants to see the safeguarding policies in place.
- b. Governor training: Sue Baldwin has done Health and Safety training and Tifenn Dinesh has done Ofsted Readiness Training.
- c. Governing Body Diversity data: the questionnaire will be circulated to Governors so they can consider it.
- d. SATs week: Governors were asked if they would be available to come in during SATs week from 9am to midday? There need to be two adults in every space being used. Governors help in monitoring and moderating would be very helpful. Natalie said she could be in for Tuesday, Naomi can do Wednesday and Sue can do Friday. There will be a breakfast club for Y6 for SATs week.

13. Premises and Health and Safety:

- a. Electric testing was done over Easter.
- b. A letter has been received from someone across the valley who is bothered by the bright lights on the pre-school building. The letter was very polite and pleasant. Unfortunately, although some lighting has been dealt with, the very bright light is wired in in such a way that the connection cannot be found to isolate it.
- c. It appears that Launceston College have not been paying the School's electricity bill.

14. GDPR:

- a. Nothing to report.

15. Future meeting dates:

Tuesday, May 16th 2023 at 6.30pm on Zoom to approve the budget.
Tuesday, July 4th 2023 at 6.30pm

(There being no other business the meeting closed at 8.00pm.)

Chair.....

Date.....

ACTIONS

Action

Review safeguarding policies

Responsible Person

All governors