



**Minutes of a meeting of the full Governing Board of Trekener Community Primary School
held at the School on Tuesday, July 4th 2023 at 6.30pm**

PRESENT: Sue Baldwin (Chair), Mary Bridger, Tifenn Dinesh, Anna O'Connor, Mrs Laura Mead (Headteacher), Elizabeth Nowak-Bourgoin, Natalie Raggio.

APOLOGIES: Naomi Craddock

IN ATTENDANCE: Mrs Shelley Jefferey, Miss Caroline Stone (Clerk)

1. **Apologies for absence and welcome new Governors:** The Chair passed on apologies for absence from Naomi Craddock and Kirsty Stapleton. New governors, Mary Bridger and Anna O'Connor, were welcomed to the meeting.
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 May 2nd 2023:** Governors agreed that the minutes were a true and accurate representation of the meeting on May 2nd 2023, and the Chair signed the minutes on behalf of the Board.
5. **Matters arising from the minutes not elsewhere on the agenda:**
 - a. No matters arising.
6. **Head's report:**
 - a. The Head said that the school is in a good place despite the falling roll. Some children have left which is frustrating. The Head had conversations with the families but the reasons are around location and transport. The Head was at a meeting today at South Petherwin and the school is not alone in low numbers. The LA is supportive of the school despite the numbers. There are 51 on roll at the moment. There are eleven leaving from Y6 and 6 coming to reception. The Head said her philosophy was to "build it and they will come". The school has received an invitation from Launceston Show to enter in the competitions. The school is working with Lezant Show as well. The Head would like to encourage children's entries too. The school leaflets can be used at the show and the Head intends getting pull up banners to use and we can take some good photos for the website. The Chair is investigating whether a banner can be put up at the Springer Spaniel to help give further publicity.
 - b. Item in confidential appendix.
 - c. Previously a three-class structure for mornings had been discussing allowing the Head to monitor English and Maths better. Then in the afternoon each teacher would teach a couple of subject areas across the school. However Steven Horsley from Stainsby Mill Education has been in to mentor on subject leadership. He has had a session with each teacher and has looked at the curriculum. More sessions have been booked. He has suggested that the planned structure is not the best idea with the number of children and mixed age classes. Finding a good structure has been difficult. Thought was given to putting Reception in Pre-school as an EYFS so the children can learn through play. There will be only one Y1 so there would be only 9 or 10 children in the KS1 class which the Head would take. Nine is not enough for collaboration. Y1,2 and 3 are the ones most affected by covid who have gaps in their development. Y4/5/6 would be a smaller group. This fits with the Ofsted target to develop the curriculum from the bottom up. The Head has been thinking about class names and has

decided that the children will be having Adventures in Learning so in the afternoon the groups will be called 'Adventurers', 'Explorers' and 'Pioneers'. Sports Premium will be used so Mrs Jeffery can do an extra afternoon of Forest School. The school will continue to use ARENA and Plymouth Argyle for sport. The Head will take Squirrels for cross curricula literacy on Friday mornings. The pre-school is open three days. Six children continue with Alesha on the other days. The pre-school can expand to five days if there is the demand. **A Governor challenged that there has been a lot of fire fighting this year so Squirrels have had a lot of supply. How will you avert this next year?** Jenny will be in every morning so the Head has mornings to focus on leadership work.

- d. Next term everyone will be heads down not being distracted. Mrs Walker will be on stand-by if supply is needed; she is well known by the children.
- e. The Head displayed the Cornerstone's Maestro system to Governors. It gives the curriculum plan for the year. All necessary resources are listed to make ordering easier. It shows children's progression and whether their needs are being met and gaps being filled. Art and DT and Forest School will be on a rolling programme on Friday afternoons, running alongside each other. Governors wanted to know if the curriculum plan would be sent home? The topic plans will go home as will the knowledge grid. There is a home learning section to give ideas. **A Governor challenged how adaptation would be monitored?** The subject leaders will look at this. The plan shows individual progression. The Head wants to embed curriculum drivers and make them their own. A logo has been developed to show what we want for Trekenner children and the school has come up with a tree with care leaves. A golden thread will run throughout of making connections, respect, achieve, be explorers. "Connections all around us, roots that bind us" will underpin the curriculum as values. The Head is meeting parents on Thursday. A Governor commented that it would be good for Y3 parents to see the curriculum plan so they understand that this won't be a backward step.
- f. Forty percent of Y4 are below expected in Reading but this equates to two children. The bottom 20% of children for reading across the school are being looked at. Tifenn who has been in to do reading monitoring said that a difference could be seen. 71% of Y1 children passed the phonics test. Two children didn't, one of these has SEN and is disappled.
- g. Behaviour is good. The reward system is being changed. There will be three houses. We are not ditching the existing houses. We will involve the children in having a fresh start.
- h. The school has tried to restart the Student Parliament but there is a problem of motivation with small numbers. A core group with three priorities to work on will be tried.
- i. There has been progress on persistent absence with support being put in place for one family. Both children went to Bristol and it made a big difference for the children. The Lion King had children deeply engaged and the SS Great Britain was good. Everyone got a real boost. the feedback has been good. Squirrels are going to the Aquarium at Plymouth on Monday and some pre-school children are going too.
- j. Amy Roots who runs a big Forest School nursery in Dorset does outreach work. She has come in and done sessions on planning and the learning environment with Alesha. She is coming back again. Squirrels class will be looked at before the end of term to get the balance right on the environment for a mixed age class.

(Mrs Jefferies left the meeting at 7.55pm)

7. Staff and class structure for 2023-24: discussed under the Head's report.

8. School Improvement and Development Plan: not covered.

9. Finance:

- a. The bursar has realised that the school is losing a lot of SEN top-up so there is a hole of £12,000 in the budget. The contract for one SEN TA ended in March but she was kept on to the end of the summer term to deliver interventions. Her salary can be covered by PP and the contract will not be renewed. Another SEN TA is leaving.

10. Safeguarding to include CIC and PP:

- a. There have been no safeguarding issues.
- b. The s175 was submitted on time. This will be used as the basis for the SEN action plan next year.
- c. The Inset day on September 4th will be used to deliver safeguarding training.
- d. A Governor challenged who is Team Teach trained if the TA is leaving? Her training has expired. Laura, Sam, and Poppy are all Team Teach trained. Poppy and Sam are both trained in physical restraint and face-to-face engagement while Laura has training in the policy and theory.
- e. Governor training for next year has not been announced yet but will be mostly on-line. The Chair has asked that safeguarding training is done in person.
- f. SEND records of need have all been updated. EHCP reviews are booked.
- g. The Head has booked a course on SEN policy updating and will do this before the end of term. The SEN report will be circulated to Governors for approval.

11. Staffing issues:

- a. The Head will go through the Staff Attendance policy and handbook with staff on the first Inset Day in September. Performance management will be tightened up and issues will be tackled.

12. Governing Body issues:

- a. Governors monitoring reports and visit planning:
 - i) There are two outstanding reports.
 - ii) The SCR has been monitored. The school secretary is picking up issues as they occur. The finance backlog is being cleared and there is extra support in afternoons.
- b. Governor communication with parents: Tifenn has put together a document to communicate with parents. It will be added to the school website. Several governors need to add a few sentences of profile.
- c. Governor training:
 - i) Several governors have done training and sent their certificates through to the clerk.
 - ii) The LA has yet to announce dates for governor training for 2023-24.
 - iii) The Head will check on the log-ins for the National College so governors can use it for training.
- d. Natalie has decided to stand down as a Governor since her daughter is leaving the school. She was thanked for her time and effort as a Governor.

13. Premises and Health and Safety:

- a. A bat survey has been done so backlog maintenance work on the roof can go ahead.
- b. No-one is paying for the electricity. The secretary has tried numerous times to pay and the money is set aside ready for payment.
- c. The Chair has looked at the last H&S audit. Most items that were highlighted were either minor or have been addressed.
- d. A quote to weather-proof the shelter has come in at £3,500 which is too expensive for the school budget. The PTFA has been approached to see if they can help with the cost.

14. GDPR:

- a. Nothing to report.
- b. Obsolete IT equipment can be disposed of. All data on them has been wiped. The inventory will be redone. The office PC needs replacing.

15. Future meeting dates: The clerk will draw up dates for meetings next year.

(There being no other business the meeting closed at 8.15pm.)

Chair.....

Date.....

ACTIONS

Action

Responsible Person