



MINUTES of the PORTHLEVEN LGC MEETING

Monday 11th March 2024 6pm @ the school

Item	Subject	Action
1	<p>Governors present: (V = virtual attendance)</p> <p>Amy Claridge (AC) Neil Gunnell, Chair (NG) Rob McKellar (RMc)</p> <p><i>Also present:</i> Cathryn Andrews, Executive head teacher (CA) Dan Clayden, Head of School (DC) Pat Nicholas, Governance Professional (PN)</p>	<p>Apologies:</p> <p>None.</p> <p>ABSENT: Marc Talbot (MT)</p>
2	Conflicts of Interest	
2.1	Staff governors declared an interest as paid members of staff. No new interests were declared.	
3	Approval of minutes from the meeting 29.1.24 and notes from the meeting 20.11.12	
3.1	The minutes from the 29.1.24 meeting were agreed as an accurate record and signed by the Chair.	
4	Matters arising	
4.1	<p>Item 4.2: CA will now remain as the head teacher at Porthleven for the foreseeable future. CA will be leaving Pennoweth at the end of the summer term and recruitment for her replacement is well underway. Governors heard that a change in leadership would not be in best interest of the school with the amount and pace of change that is being implemented. Also, the current arrangement is working well.</p> <p>Item 9.4: There had been no progress on the staff and community governor recruitment; efforts were ongoing.</p>	
5	Head teacher's report	
5.1	<p>Progress on the RAP</p> <ul style="list-style-type: none"> • Governors were happy to accept the latest SILC+ visit report as the most up to date progress on the RAP. Staff were applauded, and should be proud of the immense progress they have made so far. • EYFS was highlighted as a work in progress, however, effective use of the new audit tool was evident. The meeting heard of a 'reshuffle' within the SLT to enable leaders to focus on teaching and learning in the EYFS. Additional support has been provided, senior leaders are already seeing the impact, but it is still early days. <p>Q: Is the EYFS audit tool new?</p>	

	<p>A: Yes. As a trust, most have EYFS as a development area, (but not all). A cohesive approach for EYFS leaders and Trust leaders was needed. The trust held an introductory training session with all EYFS leads, and a series of online sessions with Early Excellence. This led to Crofty creating their own robust framework for EYFS. Governors heard that this was more about agreeing the principles of the provision provided, not a script for how it should be implemented, a form of self-assessment. Governors were reassured on the many positives.</p>	
5.2	<p>Management report for governors</p> <ul style="list-style-type: none"> The school has been reassessing the SEND provision to reduce the numbers of children on the record of need (RON). This has included meetings with the families concerned. The figure on the management report (20%) has been reduced to 12%. <p>Q: Are the conversations with parents going well? A: Some conversations have been tricky, but overall have gone well.</p> <p>Q: Does this affect the information shared for transition? A: All children's information is shared during transition, regardless of their SEND status.</p> <p>Q: Are there any concerns about the LADO referrals? A: No. These have now been resolved; the LADO agreed that the matter could be dealt with at school level.</p> <p>Q: Support staff absence? A: This is mainly due to illness; there are no recurring concerns or underlying trends.</p> <ul style="list-style-type: none"> There was a discussion about the GDPR incidents; procedures have been reviewed, and these were not major issues. Attendance is good, and PA (persistent absence) is much improved; describes as a 'significant shift'. PP and SEND attendance are improving but there is still a gap against the non-PP/SEND. 	
	NG thanked DC/CA for their report.	
6	Pupil outcomes and the curriculum	
6.1	There was no information for this meeting. There is another data drop planned for the 22 nd of March.	
7	Safeguarding	
7.1	<p>Governor training</p> <p>Governors need to complete the level 2 training. Ideally, this could take place at the annual staff training every September. Flick training was also an option for governor training.</p> <ul style="list-style-type: none"> The move to CPOMS (Child Protection Online Management System) is in progress. There will be staff training in the next few weeks. 	
7.2	s157	

	The DSL network has the s157 audits in hand. The schools will be in triads for the peer review, the process is well underway for the deadline in June. This will be shared with governors next half term.	
8	Governor monitoring	
8.1	Spring 2 – Attendance/PP & SEND/Staff survey. Governors discussed the Trust template for the agenda & monitoring planner. CA would like to get a staff survey out at the earliest opportunity. Staff conferencing was suggested for governor monitoring.	
8.2	Parent survey The parent survey needs to be sent out as soon as possible. Governors will consider the additional four questions for the survey.	
9	Governor training & recruitment	
9.1	Wednesday 20 th March – SEND network meeting at Pencoys School. AC cannot attend but will try to attend the next safeguarding network with LW. RMc agreed to attend the SEND network.	
10	Trust updates	
10.1	None.	
12	Governors impact on the pupils	
12.1	<ul style="list-style-type: none"> ● Monitoring staff wellbeing by keeping in touch regularly with the staff and senior leaders; governors have attended SLT meetings where appropriate. ● Ensuring effectiveness by actively seeking new governors. ● Improving skills and knowledge by attending relevant training. ● Supporting the school by taking an active role in the supporting the current headship arrangements. 	
13	Feedback to the Trustees	
13.1	Governors wished to share their concern about the short notice given for governor training and the last-minute changes to some of the meeting times and venues.	
	AOB AC offered her apologies for not meeting with the curriculum leads as discussed at the last meeting. NG will wait for CA/DC to identify the best opportunity to meet with staff.	
	Dates of next meetings: Monday 13 May 2024 6pm Monday 24 June 2024 6pm	
	Meeting ended at 7pm	

SIGNED:

DATED: