

## Landewednack LGB meeting

Minutes of a meeting held on Thursday 27th April 2023

at 4.30pm at Landewednack School

<p><b>1. <u>ATTENDING</u> :</b></p> <p>Elaine Broscomb Rachel Holder (Chair) Louise Jones (Head teacher) Alison Newman (Vice Chair)</p> <p><b>In Attendance:</b> Pat Nicholas, Clerk Becca Carey, AHT John Eddy, TPAT (left at 4.50pm)</p>		
<p><b><u>APOLOGIES</u> :</b></p> <p>Received and accepted from Lynne Chandler.</p>		
		<b><u>ACTION</u></b>
<b>2.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<p>Staff governors declared an interest as paid members of staff. No new interests were declared.</p> <p>Prospective governors were invited but not able to attend.</p>	
<b>3.</b>	<b><u>HEALTH &amp; SAFETY with John Eddy, TPAT Head of H&amp;S and Estates</u></b>	
	<p>The compliance survey had been completed and copies were circulated for the governors' attention.</p> <p>A number of capital works are to be carried out, including gate automation.</p> <p>The school is looking into the possibility of a toilet in the school field; a surveyor will look into the details.</p> <p>Q: Is there drainage and a water supply? Yes. Governors heard that the toilet will be housed in a portakabin type structure.</p>	

	<p>There is still compliance work to complete, and this will form part of the 5 year plan. In the original survey the school was 27% compliant, this figure is now over 80%.</p> <p>Roofing material containing asbestos fell onto school grounds from a neighbouring property. LJ will speak personally to the owner, and ask him to address the problem.</p> <p>The hall refurbishment is also part of the 5 year plan, to include tables which fold against the walls. The main priorities are security fencing and CCTV, and replacing the external lighting with LED.</p> <p>The outdoor play equipment is well worn but not a concern yet. JE does not yet know how this will be funded.</p> <p>There are still capital monies to come from Southerly Point.</p> <p>School receives 3-4 weekly visits from 2 caretakers, reporting is straightforward; schools just send an email to raise a job ticket.</p> <p>Q: Are there any school concerns that impact day to day? A: Yes but LJ is confident that the Trust has it in hand, e.g. the damp problem.</p> <p>Q: Has all remedial work been completed following the falling ceilings? A: Yes</p> <p>The fire risk assessments are very good, and the school is in a good place overall in relation to fire safety.</p> <p>The school now has a formal procedure for site safety/perimeter checks. These were carried out informally in the past.</p> <p>Staff and governor H&amp;S training is well in hand.</p> <p>JE left the meeting at 4.50pm</p>	
<p><b>4.</b></p>	<p><b><u>MINUTES FROM THE LAST MEETING AND MATTERS ARISING (not on this agenda)</u></b></p>	
	<p>The minutes from the meeting held on 19.1.23 were agreed as an accurate record, and signed by the Chair.</p> <p>Matters arising - none</p> <p>There were no actions from the last meeting.</p>	
<p><b>5.</b></p>	<p><b><u>HEADTEACHER'S REPORT</u></b></p>	
	<p>The report was shared via Google in advance of the meeting. The main points discussed were;</p> <p>Q: How is the school managing the new children with EAL? A: Funding has been applied for, but it can take up to ten weeks (up to £8,000 per child for EAL), and the school is providing free school meals. Governors heard that the children have settled well, and Google translate is helping with communication.</p> <p>Q: How are the subject leads managed? A: Currently LJ leads on maths and BC on english; the next step in September is to give all teachers a subject to lead.</p> <p>Q: How will the school communicate with parents about class structure? A: LJ will hold a discussion with advisors at TPAT about how the school moves forward.</p> <p>Q: How do pupil numbers compare to 2 years ago? A: There are about 20 fewer children in total.</p> <p>Q: Staffing?</p>	

	<p>A: The nursery maternity cover is in hand. There is no longer a danger of the nursery funding being stopped.</p> <p>John Mitchell, the TPAT accountant, will be meeting with LJ to set next year's budget.</p> <p>Q: Attendance? A: There are still issues with PA (Persistent Absence) but this is improving, as is lateness.</p> <p>Q: Should governors be concerned about LJ's workload as she has taken on the role as SENDCo? A: LJ feels that it is the logical step, and is waiting to find out more about the 2 year SENDCo training. There is support from TPAT.</p> <p>RH thanked LJ for her report.</p>	
<b>6.</b>	<b><u>SAFEGUARDING</u></b>	
	<p>AN provided a brief report to the governors via email before the meeting.</p> <p>AN has arranged another visit with SK, and talked about changes to the role of safeguarding governor, e.g. no requirement to check the SCR (Single Central Record).</p> <p>Governors were updated on the ongoing safeguarding issue.</p> <p>The governors heard that there have been issues with the County EP service (Educational Psychologist), such as reduced service and late submission of reports.</p>	
<b>7.</b>	<b><u>GOVERNOR MONITORING VISITS</u></b>	
	<ul style="list-style-type: none"> <li>● Open Afternoon visit 7.2.23 (LC)</li> <li>● School risk register update - governors heard that this is not a responsibility for governors at school level.</li> <li>● C&amp;S meeting 10.3.23</li> </ul> <p>LC has completed a SEND visit.</p> <p>Governors received and noted the visit reports as presented.</p>	
<b>8.</b>	<b><u>GOVERNOR TRAINING</u></b>	
	<ul style="list-style-type: none"> <li>● Bex Couch, Governance Officer at TPAT, will lead monitoring training for governors at the school on Monday 15th May at 4pm. New Landewednack governors and Mullion Primary School governors will be invited.</li> <li>● Three prospective governors have completed their applications and provided references and are awaiting DBS checks.</li> <li>● SafeSmart (online) training has been completed by some governors. All governors were encouraged to complete the training if they haven't already.</li> </ul>	
<b>9.</b>	<b><u>TRUST UPDATES</u></b>	
	<ul style="list-style-type: none"> <li>● Policy updates - the latest information, including updates to the governor code of conduct, is available on the Trust intranet.</li> <li>● The latest management accounts have been sent to governors.</li> </ul> <p>Q: Do governors need to be involved in budget setting? A: LJ agreed to invite JM to the next LGB meeting.</p>	

10.	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>● Ensuring implementation of the post Ofsted action plans through the Chairs' regular contact with the School Improvement Partner.</li> <li>● Monitoring staff wellbeing by keeping in touch regularly with the staff and head teacher.</li> <li>● Monitoring standards by carrying our regular curriculum and standards meetings.</li> <li>● Monitoring safeguarding through regular visits by the safeguarding governor (AN).</li> <li>● Ensuring effectiveness by attending TPAT training.</li> <li>● Addressing succession planning by active recruitment of new governors.</li> </ul>	
11.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	Curriculum & Standards - TBC LGB -Thursday 8th June 2023 - 4pm	

<b><u>SUMMARY OF ACTIONS</u></b>		
<b>Action</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>

**The meeting concluded at 6pm**

**SIGNED:**

**DATED:**