



MINUTES of the GODOLPHIN LGC MEETING

Wednesday 8th November 2023 4.30pm

Item	Subject	Action
	<p>Governors present: (V = virtual attendance)</p> <p>Becky Hosking (Vice Chair) (BH) Emma Ivey (Chair) (EI) Sarah Knight (SK)</p> <p><i>Also present:</i> Pat Nicholas, Governance Professional (PN) Colin Snook, Head of School (CS)</p>	<p>1. Apologies:</p> <p>Antony Foden (AF) Lizzie McIntosh (LMc) Steve Polglase (SP)</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 last meeting 19.9.23	
3.1	The minutes of the meeting held on Tuesday 19 th September 2023 were agreed as an accurate record and signed by the Chair.	
4	Matters arising	
4.1	<p>Item 8.1 - Most staff have completed the mandatory health and safety training. CS has also completed the 3-day health and safety course. There was a H&S visit to the school with Steve Eva and Mel Griffiths on the 9th of October.</p> <p>CS has completed the 3-day first aid training, with another staff member booked on the course later in the year. This is in response to a change in the educational visits policy, which requires a 3-day trained staff member to be on every school trip. Staff have also updated the 2-day paediatric first aid.</p>	
5	Headteacher's report	
5.1	<p>Interim arrangements for the EHT</p> <p>Linda May is on long term leave for personal reasons. Vicky Sanderson (head at Mylor Bridge School) has been seconded to serve as interim EHT for the rest of the term.</p>	
5.2	<p>Management report to governors – Autumn 23</p> <p>CS will work on the SEND report and pupil premium strategy statement with VS in the next week.</p> <p>Q: Attendance – why is unauthorised absence higher than the other small schools, and the authorised absence lower? A: CS explained that there had been lots of holiday requests so far this term. Other schools could, for example, have children on reduced timetables, which would bring up the figures. CS shared the PA figures (less than 90%); these are mainly due to</p>	

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	<p>holidays. Attendance for these children should increase as the year progresses. Gentle letters were sent to remind these parents of their child's low attendance. More robust action has also been taken for those families where PA remains an issue.</p> <p>Q: Can you explain the nature of the bullying incident and why Godolphin has the lowest number of concerns recorded? A: Staff have only just started recording behaviour incidents on MyConcern and are still learning how to accurately categorise these incidents. CS explained that they only record those incidents where conversations have been had with parents.</p> <p>Governors heard that Nicola Furnish will no longer be the Trust lead on safeguarding; this will now be Lucy Wandless. The MAT is planning to replace MyConcern with CPOMS (Child Protection Online Management System).</p> <p>Q: Why is support staff absence higher in comparison? A: Several staff are involved but all are genuine short term absence and CS has no concerns.</p>	
5.3	<p>Update on mental health lead teacher</p> <p>CS has taken on the role and has met with the practitioners. Governors were informed that the training involves a significant time commitment; CS has been advised to defer this training to a later date. The mental health practitioner is still coming in to work one to one where required. A staff meeting is planned (with TAs) to share what is on offer from the practitioners for groups of children and individuals.</p>	
5.7	EI thanked CS for his report.	
6	Pupil outcomes and the curriculum	
6.1	<p>The next data drop is in December.</p> <p>Staff are compiling charts to identify the lowest 20% of children and these are put together using Sonar and teacher assessments. 'Just at' for Crofty is slightly lower than 'expected' for the previous tracking system used with Southerly Point. CS explained how teachers are managing this difference.</p> <p>Crofty schools will not be using PiRA and PUMA assessments this year as they are expensive. For Maths, school will use White Rose end of term assessments, and for reading, the Accelerated Reader Star Test (the week before and the week after half term).</p> <p>Writing will use teacher assessment, with moderation planned every term. CS expects external KS2 moderation in the coming year.</p> <p>KS1 SATS are no longer statutory, however the school will carry out the reading KS1 test to enable comparisons with last year's data. Maths is optional, but again, this will be carried out for comparison.</p> <p>Speech & language interventions will be put in place for the YR children identified by Clair Roberts.</p> <p>Q: Was a curriculum hub leader ever appointed?</p>	

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	<p>A: No. instead each school will try to send a teacher to as many network meetings as possible.</p> <p>Q: Who are the Computing, Music and RE leads? A: Steph Ellis leads on computing. SE has come up with 2-year plan and which has already begun. Daryl Riches, the computing lead from Pennoweth and the IT support at Crofty have agreed 'Cornwall Digital Learning' which provides mixed aged planning. However, this doesn't cover e-safety in enough depth, so 'Gooseberry planet' will be used as well. There will be a teaching staff meeting with DR in January.</p> <p>Steph Ellis leads on RE and has completed her action plan.</p> <p>Sarah Knight leads on Music and has completed her action plan.</p> <p>CS is confident that the school is ready for the SILC visit in 2 weeks.</p>	
7	Safeguarding	
7.1	Monitoring visit has been completed by LMc as well as a SCR check; the report to follow.	
8	Governor monitoring	
8.1	H&S follow up by AF – EI will look at the latest report and follow this up in AF's absence.	
8.2	Attendance & Exclusions 23.10.23 (EI) Covered under item 5; head's report.	
8.3	<p>Staff Wellbeing</p> <p>EI met with CS and the 3 new staff. EI has written her report and is awaiting final confirmation from CS.</p> <p>An EYFS visit is booked in for next week, and BH will complete her SEND visit by the end of term. James Taylor, the Trust SEND lead, is scheduled to visit the school and BH will try to be in school on the same day.</p> <p>Governors discussed the next steps in the monitoring plan.</p>	
9	Governor training & recruitment	
9.1	<p>Terms of office</p> <p>EI, BH, SG, and SK all complete their current term of office on 31.5.24. Governors were advised to share the staff governor vacancy with all staff.</p>	
9.2	<p>Governor conference presentations</p> <p>The presentations are available on Teams – 'MAT – All Governance'.</p> <p>EI updated governors on the main points from the conference.</p> <p>The meeting heard that the 'Governor Hub' platform will be used for document storage, information and calendar dates going forward.</p>	

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10	Trust updates	
10.1	Chairs meeting 10 th October – EI attended the meeting.	
11	Governors impact on the pupils	
11.1	<ul style="list-style-type: none"> ● Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher and implementing the staff survey. ● Improving skills and knowledge by attending relevant training. ● Ensuring effectiveness by carrying out regular monitoring visits. ● Strengthening and securing the LGB by ongoing recruitment of new governors. 	
12	Feedback to the Trustees	
	A review is in progress and should be completed by the new year.	
	AOB	
	<ul style="list-style-type: none"> ● EI had received emails from parents concerned about safety at morning drop off. CS will address the concerns, and informed governors of plans to re-paint the zig zag markings, extend the pavements and install a 'gateway' to the village. ● There will be an 'Open morning' for the families of YR children due to start school in September 2024, on Monday 27th November 9.30 – 10.30am. ● There is investment planned for improvements at Godolphin to address the internet issues in the classes. 	
	Dates of next meetings: Thursday 25 th January 2024 4pm Thursday 7 th March 2024 4pm	
	Meeting finished at 6.10pm.	