



MINUTES of the GODOLPHIN LGC MEETING

Thursday 7th March 2024 4pm at the school

Item	Subject	Action
	<p>Governors present: (V = virtual attendance)</p> <p>Antony Foden (AF) Becky Hosking (Vice Chair) (BH) Emma Ivey (Chair) (EI) Sarah Knight (SK) Lizzie McIntosh (LMc)</p> <p><i>Also present:</i> Linda May, Executive head teacher (LM) Pat Nicholas, Governance Professional (PN) Colin Snook, Head of School (CS)</p>	<p>1. Apologies:</p> <p>ABSENT: Stephen 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 25.1.24	
3.1	The minutes of the meeting held on Wednesday 25 th January 2024 were agreed as an accurate record and signed by the Chair.	
4	Matters arising	
4.1	Item 5.2: The member of staff returned briefly but will not now return until the summer term on a phased return. The trust (HR) is aware and offering support. The long-term supply arrangements continue to work well.	
5	Headteacher's report	
5.1	<p>Management report to governors</p> <p>The report was circulated ahead of the meeting.</p> <ul style="list-style-type: none"> The numbers for September will be 8 YR, with 7 Y6 leaving, so numbers remain steady. Attendance is high overall but down on last year. The figure is now closer to 96% since the report was published on the 5th of Feb. Persistent absence (PA) is down, and lower than last year. Pupil premium attendance is very good, and higher than the national average. This is the same for SEND. <p>Q: Why is attendance for PA families improving?</p>	

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	<p>A: There are various reasons; working with the families of children who are sometimes reluctant to attend school has been successful.</p> <p>Q: The number of concerns recorded are up on last term. Are we recording everything we should?</p> <p>A: This will be discussed at the next staff meeting. Staff members should be recording any conversations they have had with parents.</p> <p>Q: Is the training compliance lower than other schools due to staff absence?</p> <p>A: This is unclear. CS will ensure that the staff are given the time they need to complete the statutory training. High teacher absence was attributed to illness during the autumn term.</p>	
5.2	<p>SDP</p> <ul style="list-style-type: none"> • All schools are embracing the new teaching and learning strategies. LM stressed the importance of taking time to ensure that the new strategies are able to embed, and that staff get time to deepen their understanding. There has been lots of training for all staff this year. • Pupil progress meetings have been completed. Reports will be sent out in the summer. • The SILC+ report was very positive; the meeting discussed some of the action points. • Reading fluency is a focus. Governors heard about the reading strategies used in the classroom. • For writing, the 'Literacy Tree' writing scheme is now in use alongside the 'Literacy Shed' resources. There has been a staff meeting on the writing spine with LM. <p>Q: Has the Literacy Tree programme been well received?</p> <p>A: Yes, by staff and pupils.</p> <p>Q: What is the writing spine?</p> <p>A: This is the rationale for choosing the books to ensure meaningful links to the curriculum.</p> <ul style="list-style-type: none"> • An EYFS audit was completed, next steps identified, and an action plan drawn up. This is a trust wide audit and each will be peer reviewed with another school(s). The same process for maths will take place in the summer term. The trust maths lead has visited the school and identified some actions. • LM has been working with the five schools to align the curriculum and planning and help reduce workload for the teachers who have more than one subject responsibility. This will not, however, take away from the schools' individuality. Ultimately, there will be one member of staff with subject oversight, i.e. become an expert in a specific curriculum area, who can then share that expertise across the schools. <p>Q: Will that alignment be a barrier where schools don't quite work in the same way?</p> <p>A: The objectives will be mapped out, but schools can choose how they make them unique to their school.</p>	

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	<ul style="list-style-type: none"> The s157 review date is agreed and will be peer reviewed once complete. The SCR has been reviewed by LM. Attendance letters have now been revised and are now phrased in language parents should find acceptable. The behaviour policy needs to be approved by the LGC. 	
5.13	EI thanked CS/LM for their report.	
6	Pupil outcomes and the curriculum	
6.1	<p>Covered under item 5: head teachers report.</p> <p>Q: What are the expectations for Y6 SATS this year? A: There followed a discussion about the expectation for SATS this year. CS reported some incredible progress that has already been made.</p> <p>The SILC + report will be placed on Governor Hub. Governors agreed to include the actions points in their monitoring,</p>	
7	Safeguarding	
7.1	Covered under item 5: head teacher's report.	
8	Governor monitoring	
8.1	<p>Spring 2-Attendance/PP&SEND/Staff survey</p> <ul style="list-style-type: none"> BH met with James Taylor as planned; the SEND report is still awaiting his approval. 	
8.2	<p>Parental engagement & website/parent survey</p> <p>EI held the 'meet and greet' event as planned, but only one person attended. One parent has expressed interest in becoming a governor.</p> <p>The parent survey will take place later this term. The format is the same as last year, with ten set questions and 4 school-based questions.</p>	
8.3	<p>Monitoring plan</p> <p>Governors were asked to book in their monitoring for this term.</p>	
9	Governor training & recruitment	
9.1	<p>Governance Improvement plan</p> <p>The plan has been drawn up and is waiting for Trustees approval.</p>	
9.2	<p>Terms of office</p> <p>There had been no interest from staff in the staff governor role.</p> <p>EI, BH, and SK agreed to renew their term of office. EI agreed to contact SP.</p>	
9.3	Induction training and network meetings	

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	<p>The next network meeting will take place on Wednesday 20th March (SEND with James Taylor), 5.30-7pm at Pencoys School.</p> <p>The options for level 2 safeguarding training for governors was discussed.</p>	
9.4	<p>Staff governor vacancy</p> <p>There had been no interest from staff in the staff governor role.</p>	
10	Trust updates	
10.1	None.	
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. ● 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	
	None.	
	AOB	
	None.	
	<p>Dates of next meetings:</p> <p>Thursday 9th May 2024 4pm</p>	
	Meeting finished at 5.35pm.	