



**MINUTES of the HALWIN LGC MEETING**

**Tuesday 7th November 2023 5.30pm**

Item	Subject	Action
	<p><b>Governors present:</b> (V = virtual attendance)</p> <p>Ross Durkin, Chair (RD) Loveday Jenkin (L) Vicky Tamblin, Staff governor (VT)</p> <p><i>Also present:</i> Pat Nicholas, Governance Professional Alex Carr, Head of School</p>	<p><b>1. Apologies:</b></p> <p>Cath Ashenden (CA)</p> <p>Absent: Kip Jeffrey (KJ)</p>
<b>2</b>	<b>Conflicts of Interest</b>	
2.1	Staff governors declared an interest as paid members of staff. No new interests were declared.	
<b>3</b>	<b>Election of Vice Chair</b>	
3.1	This item will be deferred to a later date, pending the recruitment of new governors. AC will put out an advert for two parent governors in the school newsletter.	
<b>4</b>	<b>Approval of minutes from the last meeting 12.9.23</b>	
4.1	The minutes of the meeting held on Tuesday 12th September 2023 were agreed as an accurate record and signed by the Chair.	
<b>5</b>	<b>Matters arising</b>	
5.1	<b>Item 5.2</b> – Governors do not have access to the milestone meetings information. AC was happy to arrange regular meetings with RD, probably once a month.	
<b>6</b>	<b>Head’s report</b>	
6.1	<p>Interim arrangements for the EHT</p> <p>Linda May is on long term leave for personal reasons. Vicky Sanderson (head of Mylor Bridge School) has been seconded as interim EHT until the new year. Vicky was previously the head teacher at the school, and as such can offer valuable support.</p> <p>Q: Is the Trust support continuing? A: Yes, the support from the Trust is very good.</p>	
6.2	<p>Ofsted report</p> <p>The report contained positive comments about children’s behaviour and personal development was also highlighted. AC explained that it was important that the school did not lose sight of those things the school does well.</p> <p>Q: With leadership and management being judged as ‘requires improvement’ in the report, ought this to be mentioned in the RAP?</p>	

Item	Subject	Action
	<p>A: AC has all the leadership support she needs, and TL is carrying out all the weekly RAP meetings.</p> <p><b>Action: AC will ask TL if she could provide guidance to the LGC on this.</b></p>	AC
6.3	<p>Management report to governors Autumn 23</p> <p>The main points discussed were as follows.</p> <ul style="list-style-type: none"> <li>• Staffing – a TA has been recruited and the school has shortlisted for a maternity leave cover teacher. James Taylor, the Trust SEN lead, has also provided training for teachers, with more to come this term.</li> </ul> <p>Q: Is any TA training planned? A: AC had asked for TA training as a group, similar to the admin teams and the heads meetings, and the Trust are arranging this, possibly for February.</p> <ul style="list-style-type: none"> <li>• NOR – 2 new children have joined the school, there are now 62 children on roll.</li> </ul> <p>Q: Should governors focus their monitoring on SEND? A: Yes. RD will take on the SEND role to help with the process.</p> <ul style="list-style-type: none"> <li>• The pupil premium strategy statement is complete and waiting to be published on the school’s website.</li> <li>• Attendance letters have been sent out to PA families, to start the process and hopefully improve attendance. The meeting heard that the attendance figures are better than this time last year.</li> <li>• MyConcern is used to record all safeguarding concerns, including behaviour, so there could be an increase in the numbers. Governors heard that the school is moving to a system called CPOMS (Child Protection Online Management System). Halwin will be one of first to move from MyConcern as AC has experience using it from a previous school.</li> </ul> <p>Q: Why is the H&amp;S training compliance rate low? A: The move to Crofty came with a requirement for all staff to complete mandatory H&amp;S training. Support staff were finding completing the courses a struggle but are now getting closer to completion.</p> <p>Q: Was there any damage following Storm Ciaran? A: Yes, one slate came off the roof, and one tree came down in the bottom of the field. Tree surgeons were called in to assess the trees’ safety. Climbing frame and fence panels were also damaged by the tree falling.</p> <p><b>Action: AC will check the staffing information as there had not been any resignations among the support staff (as shown on the report for Halwin).</b></p> <p>RD thanked AC for her report.</p>	AC
<b>7</b>	<b>Pupil outcomes &amp; the curriculum</b>	
7.1	<p>RAP update</p> <p>There had been an ‘agreed approach to teaching reading’ discussed at an earlier heads meeting, which all schools will adopt. AC has also made changes to the reading spine</p>	

Item	Subject	Action
	<p>and will link it to the writing curriculum. The school will invest in additional books to add to those already purchased.</p> <p>There is still work to do on phonics and in the class libraries.</p> <p>Lowri Vivian will take over as EYFS lead, and continue the link between preschool and the EYFS class.</p> <p>Q: Are the preschool children still coming into school? A: Yes, and it continues to work well.</p> <p>Subject leads have completed subject monitoring this week, and there will be a change to the computing scheme the children use.</p>	
<b>8</b>	<b>Safeguarding</b>	
8.1	<p>Covered under item 6 – head teacher’s report.</p> <p>The video entry system has still not been resolved. It is in progress but may be a low priority across the schools.</p>	
<b>9</b>	<b>Governor monitoring</b>	
9.1	<p>LJ has booked in safeguarding monitoring.</p> <p>RD will complete SEND monitoring.</p>	
<b>10</b>	<b>Governor training &amp; recruitment</b>	
10.1	<p>Terms of office</p> <p>There were no terms due to end in the next 12 months.</p>	
10.2	<p>Governor conference presentations</p> <p>This is available on the ‘MAT – All Governance’ Team.</p>	
<b>11</b>	<b>Trust update</b>	
11.1	<p>Chair’s meeting 10<sup>th</sup> October. Governors heard that the Feedback to the Trustees procedure is under review.</p>	
<b>12</b>	<b>Governors impact on the pupils</b>	
12.1	<ul style="list-style-type: none"> <li>● Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher.</li> <li>● Improving skills and knowledge by attending relevant training.</li> <li>● Strengthening and securing the LGB by ongoing recruitment of new governors.</li> <li>● Ensuring effectiveness through regular monitoring and taking part in school events.</li> </ul>	
<b>13</b>	<b>Feedback to the Trustees</b>	
13.1	<p>Governors are pleased with support from the Trust provided for Mrs Carr during the Ofsted inspection and since her appointment.</p>	

Item	Subject	Action
	<p><b>Dates of next meetings:</b></p> <p>Tuesday 16<sup>th</sup> January 2024 at 5.30pm Tuesday 5<sup>th</sup> March 2024 at 5.30pm Tuesday 7<sup>th</sup> May 2024 at 5.30pm Tuesday 25<sup>th</sup> June 2024 at 5.30pm</p>	
	<p>Meeting finished at 6.45pm.</p>	