



TLA Local Governing Body meeting minutes held at Trevithick Learning Academy on Monday 30th January 2023 at 5pm.

Present	Tiffany Pope - Chair Will Johnson - Headteacher Louise Hart - Vice Chair Joe Parma Krystal Warren Sharon Hocking - from agenda point 4
In attendance	Sam Newman - Governance Professional Kirsty Hitchens - Deputy headteacher Mel Wells - Assistant headteacher

	Item	Person
1	<p>Apologies, welcome and quorum The Chair welcomed everyone to the meeting, all governors were present, the meeting was quorate, in line with Venture MATs Terms of Reference.</p>	
2	<p>Declaration of business & pecuniary interest There were no new declarations of interest relating to any agenda item.</p>	
3	<p>Minutes and matters arising from the last meeting (08/12/22) All governors agreed that the previous minutes were a true and accurate representation of the meeting. The Chair will sign the previous minutes from the meeting.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> ● SN to arrange safer recruitment training - completed ● SEN safeguarding strategy to be brought to next meeting - completed ● Invite staff members to the meetings - ongoing 	
4	<p>Headteachers report including safeguarding, health and safety, premises Strike discussion: The CEO shared that the NEU strike begins this week, the other teaching unions didn't reach the government set mandate (50%) so will not be striking. Nursery and the ARB unit remain unaffected by the strike. The first strike date will see the main school shut. As the employer (VMAT) understands staff's right to strike and will not undermine the teacher by covering the classes. Risk assessments will continue for children that may benefit from being in for exceptional reasons.</p>	

	<p><u>Sharon Hocking joined the meeting.</u></p> <p>All support staff will be in school as normal. Fundamental issues remain around recruitment. A lot of teachers are leaving the profession and not enough new teachers are joining. A governor expressed that as a school all you can do is support the teachers striking and not give them your opinion.</p> <p>Heads report:</p> <p>NOR:</p> <p>514, the school has run a bulk check for collecting information for FSM entitlement. The information will be rerun at intervals throughout the year. Percentage of SEN remains high at 33.5%, 54 on roll now. A governor asked if there was a picture for next year in regards to SEN who may be joining in September in Reception?</p> <p>Answer: There is a list that the EYFS SENCO continues to monitor. There have been 122 requests for Reception places in September, with a PAN of 60.</p> <p>Attendance:</p> <p>Attendance is 93.8% YTD, still above the national average. The persistent absence figure is starting to come down, and is currently 14.7%. These children are persistently absent, the Assistant Head and the Attendance Officer meet regularly and discuss concerns, the parent's are given a letter if the absence is under 90%, a stage 2 letter will then be issued if that problem persists, in line with the attendance policy guidance. Three or four families have severely impacted this figure, we support them by collecting children if needed, informing the EWO if appropriate, as well as arranging support meetings also. There is one family that now needs to provide the school with medical evidence if the children have time off. A governor asked if the leaders believed the parents would respond to a fine?</p> <p>Answer: No, however we need to be consistent and the child needs to legally be in school. Unauthorized absence is currently 1.1%.</p> <p>The SEN and PP groups remain in good attendance overall, the most vulnerable groups are attending school better than the national average, with all groups being in the top 50% of the nation. Pre-covid TLA were around the 5-10% persistent absence, however although the schools figure is higher than previously, it is still below most schools. A governor expressed that the mixed messages from schools confuses parents, example being the secondary schools before Christmas asking parents to pick up siblings if another child within their setting had strep A, parents were hearing conflicting advice and didn't know what to do. There have been 2 exclusions, a child currently on a reduced timetable, the SENCO, Family Liaison officer are working well with parents.</p> <p>Staffing:</p> <p>Three teachers about to start maternity leave, with another two already on maternity leave (due to return in September) For the three positions, there were only 2 applicants, one pulled out before the interview, the school has appointed the successful candidate after a strong interview. The other 2 maternity leave positions remain, the school is liaising with recruitment agencies to try and address the recruitment problem and seek support in finding potential candidates for interview. The same issue remains with TA positions. Standards of the applications are lower than they were previously. A governor challenged what the financial impact was for the positions needing covering with recruitment agency staff.</p> <p>Answer: Very costly, especially for children that are in care or who have an EHCP. A governor asked if it was having any impact on current staff's motivation or mental wellbeing?</p>	
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	<p>Answer: Yes, there is one member of staff that will not be continuing with their role. When working with the most complex children you would use your most able staff to work with them, however they have the least amount of free time.</p> <p>A governor expressed that during her SEN monitoring visit she was very impressed with the rigour between the team and expectations for each child was really strong. It does have a huge impact.</p> <p>Recruitment and retention, there doesn't seem to be an issue in retaining the staff, it is more around getting the candidates in the first instance.</p> <p>Safeguarding:</p> <p>All staff have completed updates for safeguarding, GDPR, Code of Conduct.</p> <p>A high number of concerns still.</p> <p>24 children in care.</p> <p>Staff CPD has focused on preparing for Ofsted, staff requesting to be well prepared for Ofsted.</p> <p>SEN Strategy in depth (a whole school approach).</p> <p>All teachers and TA's are working together on how to best support the SEN children.</p> <p>Higher level needs, there has been NVR training (Non Violence Resistance) within the school.</p> <p>Health and Safety:</p> <p>No recordable injuries, all teachers have had updated training in risk assessment for trips and visits.</p> <p>ARB now have their own facebook page, a coffee morning happens regularly for the ARB parents too.</p> <p>Premises Manager has produced a report for the Trustees, this will be brought to the next meeting for governors.</p> <p>Challenge Partners:</p> <p>TLA is part of the 'growing the top' programme, the school has been grouped with 3 other schools throughout the country, visits take place through the academic year.</p> <p>Due for inspection at TLA between 6th and 8th February.</p> <p>Premises:</p> <p>Glass replacement in the ARB bifold doors.</p> <p>Nursery kitchen had a refit over the last summer holidays.</p> <p>Year 1 HUB breakout room has been created.</p> <p>Go kart track has been relocated.</p> <p>Progres with the EYFS canopy continues, drawings have been done.</p> <p>The drawings will be brought to the next meeting.</p> <p>The Network Manager has shared the online safety check in with the governors, there has been a lot of work happening over the last term.</p> <p>Filtering remains tight.</p> <p>Assessment:</p> <p>The Headteacher shared the Arbor assessment data.</p> <p>Headline measures across the year groups were discussed, the data is looking good, progress continues in the right direction.</p> <p>Year 2 and Year 6 continue to be a focus area, the best way of comparing this will be to use the end of year SATs papers.</p> <p>Year 6 maths work continues.</p> <p>We need to be able to demonstrate progress.</p> <p>A quick SDP update was shared with the governors. The governance professional will share this with the governors via email. Teaching priorities were shared with the governors.</p> <p>ARB:</p> <p>Improved tracking system for behaviour, even if an incident has been dealt with by the ARB team, the SLT can still check it and keep an eye on it.</p> <p>Communication was highlighted as an area for improvement within the ARB unit, with 50% of ARB students coming by taxi, a different form of communication needed to happen. There was a questionnaire for parents/carers to complete and it was agreed that the ARB would have their own facebook page, as well as this, regular coffee mornings and</p>	<p>WJ</p> <p>WJ</p> <p>SN</p>
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	<p>parent workshops with professionals are starting to happen.</p> <p>Finance update: Capital funding of £20k from the 2 billion funding from the government is to be spent this academic year and must be used towards sustainability. A governor <i>asked</i> if that funding will help to fix all issues. Answer: No, it will be focused on one area. Deficit going forward in terms of the unfunded pay awards, the budget was for 3%, the support staff ended up with a 9-10% pay rise and teachers with a 5% pay rise. If the pay award is the same again next year there will be no money in the pot to fund it. The MAT team is working hard to ensure the budget is as accurate as possible, forecasting for a 3 year plan is proving impossible.</p>	
6	<p>Policies:</p> <ul style="list-style-type: none"> ● Behaviour and relationships ● Attendance ● Visitors ● Volunteers and Students <p>A governor <i>asked</i> if we believed there would be any parent issues relating to the rewritten Behaviour and Relationship Policy? Answer: We don't know in all honesty, there may be some questions, however none have come to the school at this time. Attendance Policy has been rewritten. The Assistant head explained what the changes have been and how they were different from previous. It has been written into the policy that the school can perform their own welfare checks. If a leave of absence is asked for, the school can request evidence to support the dates. A governor <i>asked</i> if we had many volunteers or students in the school? Answer: Currently there is 1 Scitt student. Add <u>All governors were happy to adopt all policies.</u> SN to add to the website.</p>	SN
7	<p>Monitoring schedule for Spring Term</p> <p>All monitoring visits have either happened or have been booked in with the link staff member.</p> <p>All governance monitoring forms to be sent to the governance professional before the next meeting. (By 10th March)</p> <p>Discussion at the last meeting to include the school focus on the top of the monitoring report form, this still needs to be addressed. The governance professional and the headteacher will look at this.</p> <p>Election process for the teacher position, to include an email from the headteacher for expression of interest.</p>	SN/WJ WJ
	<p>Governance updates</p> <ul style="list-style-type: none"> ● Terms of office up for renewal. <p>The governance professional shared the letter from the previous staff governor, thanking all the staff and governors for their time and commitment to the school.</p> <ul style="list-style-type: none"> ● Self evaluation questions. ● The governance professional handed out the 16 questions for the governing board to do some self reflection, these are to be handed back to the governance professional before the next meeting in March. 	
8	Correspondence	
9	<p>Summary of actions/ information required from trustees</p> <p>The governance professional has been asked to look into the issues with 'the key' logins.</p>	SN

10	Confidential matters Nothing was to remain confidential.	
11	Dates of future meetings Monday 20th March - 5pm Monday 15th May - 5pm Monday 10th July - 5pm	

Agenda point	Action	Person
5	Premises report for trustees to be shared at the next LGB meeting.	WJ
5	Drawings of the canopy in the EY area to be brought to the next meeting.	WJ
5	SDP to be shared via email to governors.	SN
6	Policies to be added to the website.	SN
7	School focuses to be added to the blank monitoring form.	SN/WJ
7	Headteacher to send email to staff for an expression of interest to become a staff governor.	WJ
9	Governance professional to look into the issue with login to the key for governors.	SN

Meeting closed by Chair at 6:55pm

Signed as an accurate record.....Tpope.....

Print name.....Tiffany Pope.....

Date.....2/1/23.....

Please note that these are draft minutes until signed off by the Chair at the next meeting.