

Meavy & Lady Modiford's Primary Schools



Local Governing Body (LGB) Minutes

Meeting:	3 – Local Governing Body	Date / Time:	26 th November 2018 6.00pm	Location:	Lady Modiford's Primary School
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Attendees:	Initials	Role & Portfolio:
Robert Atwill	RA	Chair Communication & Teaching & Learning
Gavin Hamilton	GH	Executive HT (EHT)
Tracy McAulay	TM	Safeguarding and Pupils
Dave Moore	DM	Property
Jo Dibben	JD	Finance

Attendees:	Initials:	Portfolio:
Anita Bickell	AB	Teaching and Learning
Gary Shirley	GS	Ethos
Kelly Green	KG	

Apologies:	Initials	Reason:
Nick Shutt	NS	Work Commitments

Absent without Apology:	Initials:

In Attendance:	Initials	
Siw Wosome	SW	Clerk

Minutes To:
All Governors
Website
Local Governing Bodies

Key: **Part 2** **Challenge** **Actions** **Decisions**

Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
3/1	Opening Prayer <ul style="list-style-type: none"> Given by Gary Shirley 	GS		
3/2.1	Welcome & Apologies <ul style="list-style-type: none"> RA welcomed KG to the meeting 			

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	<ul style="list-style-type: none"> RA informed LGB that Kirsty Sidgreaves (KS) would be a foundation governor subject to MAT acceptance at next meeting on 10th December? Apologies received from NS AB questioned the Governors accepting long-term open-ended apologies GS replied that NS diary was dictated by Diocese, with no provision for Parish Work RA to contact NS to discuss ongoing situation 			
3/3.1	Minutes <ul style="list-style-type: none"> Minutes of the meeting, parts 1 and 2 from 24th September 2018 were accepted unanimously as a true and accurate record 			
3/3.2	Matters Arising No Matters Arising			
3/4.1	Headteachers Report The 300 th anniversary celebrations for LM are being organised by SR – 5 meetings held with the community and great interest shown. New toilets completed at Meavy over the summer and outdoor equipment at LM made safe – some vandalism at LM over the holiday. SR/SB attended 'We eat Elephants' new Diocesan initiative for mental health for the whole community not only our children – church leaders also involved. New values unveiled ABC now extended to LM. Need more governor involvement from Ethos Committee School Improvement Plan - <ul style="list-style-type: none"> Completed at beginning of September in response to the position at the end of the last academic year, a lot of amber, 2 greens, no reds.. Iain Randall has seen and audited the SIP. 	GH		
2/5.1	Development Committee Minutes <ul style="list-style-type: none"> It was discussed and agreed that the Chair and Vice Chair of the LGB would automatically be the Chair/Vice Chair of the DC Quoracy amended to Chair or Vice Chair, plus Headteacher and 2 governors 			

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	<ul style="list-style-type: none"> Relevant people to be invited to attend meetings where specific input is required SIP - a very robust development plan produced by GH. Action plan in place to address points raised Triangulation day 21st December where Autumn term data will be scrutinised. AB will attend the day and report to the next LGB meeting in January. Terms of Reference for the Development Committee were considered and accepted unanimously 			
3/6 3/6.1	<p>Portfolio Reports</p> <p>Personnel</p> <ul style="list-style-type: none"> GW has now agreed to teach Sheepstor class for the rest of this academic year, This is very welcome for both continuity and the children's progress. RW has started her NQT year in Meavy teaching Beech Class (Y1&2). The school leaders have planned in appropriate CPD for her. DP and EF have been appointed as joint managers for the OSC after the resignation of JEM at the beginning of term. Ms Ami Brown is currently on maternity leave. SJ is currently covering Meavy cleaning and caretaking. The reports from leaders and staff are very positive indeed.. SJ Very meticulous, helped with boiler breakdown until designated tradesman could get there. Review after Autumn term. Norse quote for cleaning and caretaking at Meavy £14k DG is covering MTA at Meavy shortly be interviewed formally for the position. Staff mobility and absence are reported in the HT report. However, absence rates are high which costs the schools a lot of money. Staff appraisals are underway – later than usual due to unforeseen circumstances. HT appraisal completed by RA and MAT officers Every teacher has 10% ppa time. <p>Finance: Meeting with Kath Dyer on 16/11/18</p> <ul style="list-style-type: none"> Lady Modiford's – boiler has been repaired – trustees to reimburse the costs but has highlighted the heating controls are not working and have to be turned on manually Lady Modiford's – dishwasher is leaking and will need repairing or a new one purchased - GH has quotes on this 	RA		
3/6.2				

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Min. No.	Actions & Decisions:	Owner:	Date Due:	Date Actioned:
3/6.3	<ul style="list-style-type: none"> GH dealing with Lady Modiford's hall refurbishment quotes Possible water heater replacement at Meavy The photocopier contract at Meavy needs to be addressed Lighting in the staffroom at Meavy – the wiring needs rectifying Agency staff means a slightly higher expenditure to date has been used due to staff absences Admin staff at Lady Modiford's and Meavy were agreed post budget setting so has had an impact on the expenditure. Discussion over cost of Norse Contract in comparison to caretaking and cleaning at Meavy. Discussion over budgetary impact of roll at Lady Modiford's since 2017-18. (-7 at LMs and -3 at Meavy compared to Sep 17). Roll at Meavy is steady (between 95-100 from previous years). Awaiting confirmation of carry forward balances from the MAT. Internal Audit by St Christopher's MAT on 25/1/19 (Lady Modiford's AM, Meavy PM) Budget setting meeting with MAT to be held on 29/11/18 at Lady Modiford's Budgets are currently balanced Pupil rolls at each school discussed and how to address the problems. Broadcast the excellence of each site via Local Press, Social Media, local community pages (Co-op) use PTA to help, strong at M, not so at LM. More interaction with local feed nurseries and broaden our remit to entice from North Plymouth. 300 anniversary of LM should help 	RA		
3/6.4	<p>DM and JD to liaise on above</p> <p>Teaching and Learning:</p> <ul style="list-style-type: none"> RA met with GH on a number of occasions to discuss the data from last year's SATs. These results are included in GHs headteacher report and in the attached visit note from Iain Randall (IR). Reading results were disappointing and a surprise but a thorough investigation concluded that this was most likely down to the extra emphasis put on SPAG and Maths last year. On the surface, results at LM were particularly disappointing but closer analysis revealed that there were unavoidable reasons for this. Disapplied children were included in the statistics and the small cohort number meant that this had a more dramatic effect on the data. Also discussed have been the School Development Plan (SDP) which is responding to the messages gained from the analysis of the data. Governors have seen this document and are happy that it is robust and will address the issues raised by the data. GH has shared his monitoring timetable, and this is already showing signs of impact, although this will be more formally confirmed at the triangulation day. 			

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3/6.5	<ul style="list-style-type: none"> Met with GH and IR on 15/10 to discuss data. AB and RA will now commence the process of monitoring the impact of the SDP, along with support from the Development Committee. The first opportunity to monitor formally will be the triangulation day at the end of term. <p>Pupil Groups and Safeguarding: TM met with Kath Dyer to review the SCR on Monday 19th November:</p> <ul style="list-style-type: none"> RA to be completed for long-term staff members where references are not available; Letters of Assurance from companies that are used on a regular basis by schools to be reviewed annually (early Autumn term); To ensure consistency across MAT, checks to be made re: which companies/individuals require Letters of Assurance. SCR to be reviewed next on 4th March 2019. Draft Mobile Phone policy written. To be circulated to staff first. TM to attend Level 3 Safeguarding course Monday 3rd December 2018. Safeguarding action plan completed by GH <p>Kath Dyer to contact MAT to clarify re Letters of Assurance which are to be reviewed annually. RA for long-term members of staff.</p>	RA AB		
3/6.6	<p>Kath Dyer to contact MAT to clarify re Letters of Assurance which are to be reviewed annually. RA for long-term members of staff.</p> <p>Ethos</p> <ul style="list-style-type: none"> Meeting with Sarah Watt Looking at Understanding Christianity. Arranging Observation of Collective worship Observation on 18th October Using the Picture Frieze What do you see, what story does it remind you off etc very good innovative prayer time. Learning Walk October 11th Meavy. Every class has a prayer/reflection station/area. School Values board set up to be added to through the year. Reflection area and book available to all. SEE THINK and WONDER. TSP prayers Courageous advocacy – new RE syllabus and assessment in June. Local and world problems discussed in a balanced way. Commemoration march around school field in solidarity with children in USA following fatal shootings, led by young female pupil showing the level of concern for others. Parking at Meavy has brought about correspondence with Police, DNP, MP, Parents and School. 	GS		
3/6.7	<p>Property:</p> <ul style="list-style-type: none"> Meeting with Sarah Watt Looking at Understanding Christianity. Arranging Observation of Collective worship Observation on 18th October Using the Picture Frieze What do you see, what story does it remind you off etc very good innovative prayer time. Learning Walk October 11th Meavy. Every class has a prayer/reflection station/area. School Values board set up to be added to through the year. Reflection area and book available to all. SEE THINK and WONDER. TSP prayers Courageous advocacy – new RE syllabus and assessment in June. Local and world problems discussed in a balanced way. Commemoration march around school field in solidarity with children in USA following fatal shootings, led by young female pupil showing the level of concern for others. Parking at Meavy has brought about correspondence with Police, DNP, MP, Parents and School. 	DM		

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	<ul style="list-style-type: none"> Continued problems with the dishwasher at Lady Modiford's. It is felt that the life of the current dishwasher is limited and as time goes on the risk of it failing completely increases. We have received a quote for a reconditioned replacement and installation totalling £1845.00 + VAT. Recent callout cost £158.40 before any parts. It was agreed to look into purchasing a reconditioned dishwasher as the ongoing repair costs are too high. Failure of a heating pump at Lady Modiford's. With winter approaching heating is imperative, and there is concern that the heater running on one pump would cause too much strain and so the pump was replaced at the cost of £800. This was not able to be funded by the MAT. Cleaning of the area of the kitchen wall at Lady Modiford's where the cupboard had been previously required Decisions: replace heat pump Discussions as to whether the PTA would help, felt they would not, as it did not directly benefit the children likes books etc would. Broken taps in Meavy boys toilets being looked at and replaced. 			
3/7	Policies and Procedures			
3/7.1	Terms of Reference - Development Committee	RA		
3/7.2	File Sharing <ul style="list-style-type: none"> As Dropbox is not compliant with GDPR an alternative must be sourced. Office 365 suggested, GH to discuss with Soft Egg and report back to RA and SW 			
3/7.3	Parental use of social media <ul style="list-style-type: none"> Small minority of parents using social media groups to denigrate the schools, people and policies, mostly unfounded, and not going through the standard complaints channel. Ensure that social media use is appropriate, if not report to moderator, who can delete inappropriate posts, 			
3/7.4	MAT Policies <ul style="list-style-type: none"> MAT policies adopted en bloc. Look at and confirm the meaning of staff absences for a family member, as this appears to have changed. 			
3/7.5	LGB Handbook <ul style="list-style-type: none"> Now on Dropbox, look and comment upon 			
3/8.	Skills Audit			

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	<ul style="list-style-type: none"> SW handed out NGA Skills Audit forms to each member, forms enable the LGB to track what training is needed and what skills are missing. Responses are shared with other governing bodies Submission date of the end of term was agreed. TM level 3 safeguarding training booked for 3rd December 			
3/9.1	<p>Holiday requests</p> <ul style="list-style-type: none"> Ongoing situation following complaint of family fined for unauthorised absence during term time. Request did not meet exceptional circumstances. School does not have any input upon who is fined. New request for child whose parents are undergoing staff difficulties and bearing the brunt of the work. Booked a holiday for 5 days from 28th January 2019. Majority decision that it is not a personal problem but a business problem, therefore not exceptional circumstances. RA GH request more information from the family in writing by the 7th November giving reasons for a change of decision. 			
3/9.2	<p>Tavistock Cooperative final vote.</p> <ul style="list-style-type: none"> A unanimous final vote was made to leave the Tavistock Cooperative. 			
3/10	<p>Any Other Business</p> <ul style="list-style-type: none"> No other business 			
	Meeting Closed: 20.00			
	<p>Next Meeting</p> <p>Monday 21st January 2019</p> <p>Location:</p> <p>Meavy</p>			

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