

Minutes of a Meeting of the Local Governing Committee of Liskeard School and Community College held in the conference room of the School on 19th September 2017 at 6pm.

Present:

Davina Finch (Chair), Ian Williams (Vice Chair), Alex Lingard (Headteacher), Sue Brownlow, David Young, Annette Lee-Julian, Jenny Brown, Dereen Carnegie-Rance, Mark Graham, Trudi Hocking, Jenny Brown, Helen Arnold and Mark Wigley.

Absent:

Katie Conway and Ian Goldsworthy

In Attendance: Dan Buckley (SMART CEO) and Keith Johnson (SMART Director)

1. **Welcome**

The Chair welcomed everyone to the meeting, including the new parent governor, Mark Graham, and the new SMART Director, Keith Johnson.

2. **Procedure for evacuating the building**

None

3. **Declaration of Business or Pecuniary Interest – verbal**

Mark Graham declared a business interest in that his company, PowerQuip, are suppliers of goods to the school. Ian Williams declared a pecuniary interest in that his wife has a part time job in the school.

4. **Apologies for Absence**

Apologies were received and accepted from Katie Conway and Ian Goldsworthy due to work commitments.

5. **To confirm the minutes of the meeting held on 4th July 2107**

The minutes of the meeting held on 4th July 2017, which had been previously circulated, were agreed and signed as a true and accurate record of the meeting.

6. **Matters Arising**

A governor asked if the pension deficit remained an area of concern. The SMART CEO confirmed that it was not now an area of concern. The Headteacher said that it was proposed to have a school visit to France for one week during Challenge Week for 40 students undertaking the same activities as last year. He said the cost of this visit would be £425/student. Governors agreed to this visit. He also said that it was proposed to have a school visit to Spain for 4 days and 3 nights during Challenge Week for 30 students undertaking a range of excursions. He said the cost of this visit would be £515/student. Governors agreed to this visit. **A governor asked what the position was in terms of parents paying for school trips by cash.** The Headteacher said that as a general rule, cash payments are not accepted by the school but where it is only possible or practicable for a parent to pay by cash, this method of payment is acceptable. The Headteacher said that he is still considering setting up a school fund where parents are asked to make a voluntary contribution of £15/year.

7. **Headteacher's Report**

This had been circulated in advance of the meeting which the Headteacher summarised. From this:

- a) It was noted that only the attainment data was available as the software used to analyse the progress data was not functioning correctly. The Headteacher said that the progress data would be available on or before 26th September 2017 and he agreed to circulate it to governors via email. In terms of GCSE results, the Headteacher explained that the year group was below the national average on entry, was boy heavy, had a high percentage of pupil premium students and a high percentage on Education, Health, Care Plans. There were also 11 students (7% of the cohort) who arrived mid-year 10 or later. He said that he was generally pleased with the uplift in attainment compared to last year. He said that attainment in Maths had been very much in the right direction this year and was on a par with English. He explained that the attainment in English dipped a little as the new GCSE was all examination based and there was double the workload for students. He explained that there has been a change in the points system awarded for attainment so fewer points are awarded for the lower grades and more points are awarded for the higher grades which means that schools with lower entry attainment (such as Liskeard) will find it more difficult to get higher Attainment 8 scores. He said that if the school has achieved a positive Progress 8 score, it will have done well.
- b) In terms of the overall GCSE results, he explained that, generally, across subjects, the level of attainment was maintained or increased. However, he said that on the league tables the school will appear as below Local Authority levels due to the low entry of the students entering the school. He said there are five subjects of concern: Business, Catering, Computer Science, Drama and French. He explained that faculty reviews and their improvement plans will start this week. It was noted that link governors need to attend the faculty review meetings and in their absence, the Chair or Vice Chair will attend. **A governor challenged the Headteacher to explain how big the gap is between attainment for pupil premium and non pupil premium students.** The Headteacher said that it is not that large if the starting point for these students is taken into account. He said the precise data will be available at the next LGC. A governor noted that Maths had been very successful in turning the results around and there has been good progress in Maths too. The Headteacher said that, last year, KS4 in Maths was the main focus. He said that there was a peer review in Maths looking at KS3 and this was not a particularly positive picture. He said that, as a result of this peer review, the Maths department has introduced a procedure whereby much quicker feedback is received as to whether students actually understand what they are being taught. **A governor challenged the Headteacher to explain if there were areas that should have been addressed in KS3 Maths that had not been addressed.** The Headteacher said that during the peer review, some of the work that had been done in Maths was not shown and that SLT monitoring needs to be more robust. It was agreed that the Chair would congratulate the Maths department on its achievements. **A governor asked why the class sizes seem to have been reduced in Maths in Year 11.** The Headteacher said this is due to a slight overstaffing in Maths.
- c) In terms of A Level results, the Headteacher said that the QI score has increased on ALPS one whole point in Year 12. He said the percentage getting red scores on ALPS each year has increased and the percentage getting blue scores on ALPS each year has decreased so overall, the results are very pleasing. He said the results for the extended project are a great achievement. He said that results in Biology, Chemistry and Geography were particularly good and that he is very pleased with the results for EPQ. He said that Business Studies, History, Physics and English Literature did not improve in terms of their results as much as they had hoped. He said that in terms of Business Studies, the teacher is relatively inexperienced so support will be put in place and that in History, A level results are an issue county wide. In Physics, he said that staff need to be more robust in their implementation. He said that action plans will be put in place for Physics, English Literature and History.
- d) **A governor asked if all the GCSE's and A Levels are the new style exams.** The Headteacher

said that the majority are in the new format but that Year 12 students will continue to do AS levels as they are a good stepping stone to judge attainment mid- way through the A level course as well as giving the students points towards university entrance. **A governor challenged the Headteacher to explain what percentage of forced drop outs from Year 12 took place.** The Headteacher said that there were approximately seven students this year who did not progress to Year 13, either repeating the year or leaving the sixth form as the school did not want to set them up to fail. A governor said that this can leave the student floundering without support during the time between getting their results and other options being available. The Headteacher said there are many staff around to support the students when the results are announced and that the Head of Sixth Form was in school to help students almost every day before term started.

- e) **A governor challenged the Headteacher to explain the destinations for A level students.** He said that more than 90% got their first place university choice and 34% went to Russell Group universities. A governor said it would be a good idea to add this information to the data presented to governors.
- f) **A governor challenged the Headteacher to explain the impact of Callywith College on entry into the 6th form.** The Headteacher said that retention from Year 11 had increased to over 50% and that some students had gone to Callywith or Truro College as the courses were not being offered in school. He said that one student from Looe School, one from DHSB and three from Callington School had joined Year 12. He said the taster day for the sixth form was very helpful in the recruitment process and that he wants to expand this day to include Looe School. **The SMART Director challenged the Headteacher to explain if there are taster days held for entry onto vocational courses and whether the number of vocational courses would be expanded.** The Headteacher said that there are taster days for the courses offered and that it is possible the number of courses will be expanded.
- g) Some discussion took place about the press coverage of the GCSE and A Level results. The Headteacher said that the A level results were recorded fairly in the Cornish Times but the Cornish Guardian only reported on Truro and Penwith College's A level results and the open day at Callywith College. It was noted that Callywith College and Truro and Penwith College had bought this as advertising space. **A governor said this would be passed to the SMART Trust Board as an area of concern.** The Headteacher said that both newspapers reported fairly on GCSE results. **A governor commented that other community groups, such as the Town Council and partner primaries need to be updated on the results.** The Headteacher said he would do this.
- h) The Headteacher said that all schools give recognition to the absolute top end students when the exam results are announced but he said that two parents had complained on Facebook saying that the school should recognise all students for their achievements. The Headteacher said that he has addressed this with one of the parents who posted on Facebook and she has now apologised. **A governor challenged the Headteacher to explain how comments posted on social media are dealt with by the school.** The Headteacher said that the Publicity Officer (PO) responds with a bland response directing them to the Headteacher or if there are particularly sensitive issues, the PO alerts the Headteacher who takes the initiative in responding.
- i) The Headteacher explained that the SDP is now in a new format with a numerical measure introduced within the document. He said that the three SMART pillars – Learning, Leaders and Community – have been incorporated into the SDP and ten objectives have been set to achieve these pillars. These objectives have been divided into three strands: culture, classroom and community. He said the SDP is still a work in progress. He explained that there is a governor monitoring section in the SDP which will require commitment from governors to

implement.

- j) **A governor challenged the Headteacher to explain how teachers will know what is good or outstanding teaching if their lesson observations are not graded.** The Headteacher said that it is about the quality of teaching and learning throughout all the monitoring processes. **A governor challenged the Headteacher to explain if the aims in the SDP are achievable.** He said that they are aspirational, but achievable.
- k) **A governor challenged the Headteacher to explain how parents' involvement in their childrens' education can be improved.** He said there is a member of SLT with that remit and there is a need to have a breakdown of attendance data for parents' evenings and exclusion readmissions. He said that last year, ten "hard to reach" parents were identified in each year group and 50% of them did attend parents' evenings.
- l) **A governor challenged the Headteacher to explain if Friends of Liskeard School are still functioning.** He said that this needs to be promoted again. It was agreed that the Chair and another governor would pursue this matter further with Kirsty and ensure this group is re energised. A governor commented that the Headteacher's letter is not being circulated to governors. The Clerk said she would remind the Headteacher's PA to do this.
- m) The Headteacher said he was enthused to be launching Liskeard FM throughout the school year. He explained that this radio station usually operates in December and the equipment lays dormant for the rest of the year. He said that the intention is to broadcast from school using staff and students as DJs as appropriate. He said there is a mutual benefit to both parties as the radio station can operate in a rent free premises and they will offer in year training for staff and students.

8. **Finance Report**

None

9. **Policies for Review**

None

10. **Governor Training**

It was agreed that the governor links to primary schools and the governors' role in the primary school liaison would be discussed at the next governor training session. It was noted that safeguarding training is ongoing throughout the year. The Headteacher commented that the format of RAISE online has changed so governor training is required.

11. **Reports from Governor Visits**

None

12. **Report from the Chair**

- a) The Chair said that she had circulated a number of documents prior to the meeting regarding the constitution of the LGC and link governors for LSCC and SMART. It was agreed that the link governor for the library would be removed from the link governors' list and clarification was given as to which governors are the links for premises and health and safety. In addition, the year group that the link governors are responsible for needs alteration as do the SLT links and Head of Languages details. The Chair said she would ask The Head's PA to do this. **A governor asked for clarification on the role of the link governor to the SMART Board.** The SMART CEO explained that in order to make the role manageable, governors have a specific area of responsibility. He said that if a challenge is made during a LGC and the link governor for the area is concerned about the way it is answered, they should alert the SMART Director to this issue.
- b) The SMART CEO explained that, at some point during the academic year, each SMART

Director has a responsibility to contact the LGC governors in the same role. He said that SMART Directors expect challenging questions but the role is still about collective cooperate responsibility. He said that it must be as easy as possible for governors to challenge so they must feel comfortable in meetings and be given training in asking challenging questions.

- c) It was noted that there is no separate Audit Committee as this function has been absorbed by the LGC. **A governor asked for clarity on the scope of the audit function.** The SMART CEO explained that the SMART CFO will check that the processes are in place in school and that this will then be submitted to the external auditor. It was noted that any governor can attend pupil disciplinary hearings and that staff appeals are now dealt with by the Trust Board.
- d) It was noted that the list detailing the terms of office for governors needs updating. The Chair asked the Clerk to do this.
- e) All governors that were present signed to say they had read and understood the SMART's code of conduct.

Safeguarding

It was noted that all governors present had signed to say they had read and understood the document entitled "Keeping Children Safe in Education and Working Together to Safeguarding Children". It was noted that a SMART peer review of best practise will be taking place in due course.

14. Confirm Date and Time of Next Meetings

The date of the next LGC will be on Tuesday 7th November in the conference room at LSCC commencing at 6pm.

The meeting finished at 8pm.

ACTION SUMMARY	
Circulate exam progress data to governors	AL
Congratulate Maths department on its achievements	DF
Update community groups and partner primaries on GCSE and A level results	AL
Re-energise Friends of Liskeard School	DF/HA
Remind Head's PA to circulate Headteacher's letter to governors	Clerk
Ask Head's PA to amend link governors list	DF
Update list detailing terms of office for governors	Clerk