



Minutes of a Meeting of the Local Governing Committee of Liskeard School and Community College held in the conference room of the School on 5<sup>th</sup> December 2017 at 6pm.

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**Present:**

Ian Williams (Chair), Alex Lingard (Headteacher),  
Jenny Brown, Mark Graham, Helen Arnold, Katie  
Conway, Ian Goldsworthy, Trudi Hocking and Mark  
Wigley

**Absent:**

Sue Brownlow, Annette Lee-Julian, Dereen  
Carnegie-Rance, Davina Finch and David Young,  
Keith Johnson

**In Attendance:** Dan Buckley (SMART CEO) and Paul Taylor (Business Manager)

1. **Welcome**

The Chair welcomed everyone to the meeting.

2. **Procedure for evacuating the building**

The Chair outlined the procedure for evacuating the building.

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

None

4. **Apologies for Absence**

Apologies were received and accepted from Sue Brownlow due to her having a prior engagement, from Dereen Carnegie-Rance and Annette Lee-Julian due to illness and from David Young and Davina Finch due to work commitments.

5. **To confirm the minutes of the meeting held on 7<sup>th</sup> November 2107**

The minutes of the meeting held on 7<sup>th</sup> November 2017, which had been previously circulated, were agreed and signed as a true and accurate record of the meeting. In terms of the action points from those minutes, it was noted that the Clerk had organised a social gathering for governors and SLT on 26<sup>th</sup> January 2018 at a venue to be confirmed. It was also noted that the link for the Tier 2 CP training had been circulated and governors were reminded that this training needs to be undertaken as soon as possible.

6. **Matters Arising**

The SMART CEO explained that the RSC is undertaking a series of visits to schools in the MAT. He said that, at a national level, the RSC has been given the task of reducing the number of MATs as the government wants a smaller number of well-defined MATs across the country. He said that at the local level, the RSC representative is looking at the results profile of the area with the aim of bringing schools to at least average as defined by the RSC. He said that the RSC is looking at building the capacity of the MAT and working through the giver/taker profiles to ascertain what category individual schools fall into. He explained that visits to Dobwalls and Saltash had already taken place and that a visit to Liskeard will take place next week. He said the RSC is being supportive in that they want MATs to be givers by building capacity and by offering whatever capacity the RSC has. **A governor asked if there will be any financial help from the RSC.** The SMART CEO said that bids can be made to the government fund for building the capacity of MATs but SMART did not fit the criteria for applying. However, he said that a bid has been submitted anyway as the money is for capacity building. He said the result of the visit from the RSC will be to set the school a series of challenges

for which solutions will have to be found. **A governor challenged the SMART CEO to explain what is meant by capacity building.** He said that if a significant number of schools have below average results, they are said to have negative capacity. Also, if a school is in trouble in this respect another school can give support to increase the capacity. **The Headteacher questioned whether the challenges set by the RSC will be for the individual school or the MAT as a whole.** The SMART CEO said there has to be a MAT solution to the problems identified in a particular school but he said that there is unlikely to be any external support towards finding solutions as there are no MATs in the area that are available to support as the model is too immature. He said that SMART has an innovative set of people who have been able to find solutions to the challenges posed to the primary schools by the RSC so he is optimistic that the same can apply for the challenges posed to secondary schools. The SMART CEO said that the SMART day on 19<sup>th</sup> February 2018 aims to bring all staff and governors together from across the MAT to build relationships and maximise connections between people. He said a set of workshops have been compiled with this aim and that each attendee can attend up to five sessions in the day. **A governor challenged the SMART CEO to explain why there was another issue with the pay of some support staff this month.** The SMART CEO said there is not another option at the present time to using Cornwall Council's payroll system. The SMART CEO said there is a vacancy on the Trust Board as a Premises and Health and Safety Director has resigned due to work commitments.

## 7. Headteacher's Report

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

### SIP

**A governor challenged the Headteacher to explain the meaning of GRAPs.** The Headteacher said that the acronym stands for Group Raising Achievement Plan. He explained that, after a progress check, staff chose up to five students who are under achieving and detail what they are doing as a teacher in the classroom to improve those students' progress. He said that this is being rolled out for every class and that the process is not dissimilar to the one already running for the RAG meetings. **A governor challenged the Headteacher to explain if Cornwall Council had updated the process for managed moves.** The Headteacher said he was unsure if this had been done. **A governor challenged the Headteacher to explain if the support staff can cope with all the paperwork regarding the IL plans as they are very weighty documents to prepare.** The Headteacher said that he had not received any feedback to say that they are struggling to cope. He said that the school does ensure that all students on the record of need do receive this level of provision. He said that the IL plans are living documents and are not necessarily all as weighty as the examples circulated. Governors commented that they recognise the hard work of all the staff involved in this process and asked the Headteacher to thank the staff accordingly.

### House System

The Headteacher explained that the house system will be launched to students next week. **A governor asked if the staff were happy with the new house system.** The Headteacher said that they are and commented that it will only work if the staff are fully on board. He said that logo and photograph competitions for staff had already taken place to boost enthusiasm. He said that students will have a wristband identifying which house they are in. He said that school ties with the house logo or colours may be introduced at a later date. **A governor asked if house points will be deducted for negative behaviour.** The Headteacher said that house points will be awarded for positive behaviour, i.e. for achieving no behaviour points.

### Forecast data for 2018 results

The Headteacher said that the October forecast data looks optimistic, but we will have a clearer picture once the mock exam data is released. **A governor challenged the Headteacher to explain the correlation between the forecast data and the results in 2017.** He said that on the basics measure, the forecasted grades were fairly accurate but they were markedly different for the Progress 8 data.

## 8. Finance Report

The Business Manager explained that there is a new software system for budget management. He gave governors an overview of the new system. He said that the management accounts report will include details including the year to date actual figures and the year to date budget figures, the total for the year and the forecast figures and the actual and budget figures for each half of a year and the variance against that figure. He emphasised that budgets are not fixed in year as income streams alter and expenditure varies. He gave an overview of the income data for period 1 (8.33% through the financial year) explaining that it included overall external government funding, PP and CiC funding, other government grants and other income. He said that in Period 1, there is an £8,634 deficit in income against the budgeted prediction. **A governor asked if there had been much response from the request for voluntary financial contributions from parents.** The Headteacher said there was not a huge response yet and there was no budget set for this initiative. The Business Manager explained that expenditure included staffing and other costs with all the elements of expenditure shown in the spreadsheet able to be split down to give fine detail. **A governor challenged the Headteacher to explain why the expenditure on cover teachers was so high this early in the financial year.** The Headteacher said there had been a high amount of staff absence. **A governor asked what the lag time for putting data on the system is.** The Business Manager explained that the lag time is three weeks. **A governor challenged the Business Manager to explain why it is so long.** He said that this was the lag time for period 1 as users were getting accustomed to the new system. He said that there is a lag while SMART undertake reconciliations but that it is anticipated that the lag time will be much shorter in future. It was noted that the Chair and another governor had scrutinised the new software in detail so are fully aware of what the new software system can do. The Chair said that the main point is that governors will now be able to “drill down” into the data to get fine detail much more easily than they could with the previous system.

## Premises

The Business Manager explained that works to the heating are now being finalised. He said there are a few issues with the heating system in that there are pockets of cold which he is investigating. He explained that he has obtained a quotation for the resurfacing of the tennis courts and marking them out for tennis and netball in the sum of £50,000. He said that he is looking at ways of obtaining funding for this. He said that he had attended a meeting in Liskeard Town Hall and that the section 106 money from the legal agreements attached to the planning permissions for the new housing in Liskeard is now ready to be released for use in the community. He said that the money is used according to demonstrable need. He explained that the current wave of money is anticipated to be used on new sports pitches and recreational areas at Addington. He said there is no direct funding from these legal agreements to the school. **The Headteacher asked how the need for this money is assessed.** A governor explained that this is undertaken by the LA and LPA and is incorporated into the legal agreement when the planning permission is granted. He said it includes facilities such as highways improvements, pavements, bus stops, play areas and sports pitches. The Business Manager said that although there is no direct funding for the school, he is looking at a joint approach with the community for the resurfacing and marking out of the tennis courts.

## Health and Safety

The Headteacher said there had been several minor accidents in school which have been investigated and actions taken to prevent recurrence. **A governor asked if carbon monoxide alarms are fitted in areas where temporary heating is being used.** The Headteacher confirmed that this is the case.

## 9. Policies for Review

The Headteacher explained that minor amendments had been made to the following policies: Behaviour for Learning, Pupil Attendance and Punctuality, Anti Bullying, Drugs and Use of Force and Positive handling. It was proposed by Ian Williams and seconded by Trudi Hocking that these policies, as amended, be ratified. All governors voted in favour of this

proposal.

10. **Governor Training**

To be discussed at the next meeting.

11. **Reports from Governor Visits**

None

12. **Report from the Chair**

The Chair said that the Chairs of SMART are working on a policy for governor visits which will, in due course, be discussed by the LGC.

The Chair asked governors if they had any specific training needs. The Chair said it would be beneficial to have training in the new software system that has replaced RAISE online.

The Chair informed governors that Geoff Auckland had passed away.

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13. **Safeguarding**

It was noted that the Chair had inspected the single central record on 16<sup>th</sup> November 2017.

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14. **Confirm Date and Time of Next Meetings**

The date of the next LGC will be on Tuesday 6<sup>th</sup> February 2018 in the conference room at LSCC commencing at 6pm.

The meeting finished at 7:30pm.

<b>ACTION SUMMARY</b>	
Thank all staff involved in the IL plan process	<b>AL</b>