

Minutes of a Meeting of the Local Governing Committee of Liskeard School and Community College held in the conference room of the School on 7th November 2017 at 6pm.

Present:

Davina Finch (Chair), Ian Williams (Vice Chair), Alex Lingard (Headteacher), David Young, Jenny Brown, Mark Graham, Helen Arnold, Katie Conway, Ian Goldsworthy and Mark Wigley

Absent:

Sue Brownlow, Annette Lee-Julian, Dereen Carnegie-Rance and Trudi Hocking

In Attendance: Dan Buckley (SMART CEO), Keith Johnson (SMART Director), Dawn Penberthy (Assistant Headteacher), Roger Quaintance (Assistant Headteacher) and James O'Connell (Deputy Headteacher)

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 and Trudi Hocking due to them having prior engagements and from Dereen Carnegie-Rance due to family illness. Apologies were received from Annette Lee-Julian due her feeling unwell but were received too late to be reported to the meeting.

5. **To confirm the minutes of the meeting held on 19th September 2107**

The minutes of the meeting held on 19th September 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, the Headteacher gave a verbal report to the meeting on exam progress data (see matters arising), the Chair reported that she had congratulated the Maths department on its achievements, the Headteacher said he would update community groups and partner primaries on the GCSE and A level results in due course and the Chair said attempts were being made to re-energise the Friends of Liskeard School. It was noted that the other action points: remind Head's PA to circulate Headteacher's letter to governors, ask Head's PA to amend link governors list and update the list detailing terms of office for governors had all been actioned.

6. **Matters Arising**

The Headteacher reported on the exam progress data. He said the average attainment 8 score was 4.3 compared to 4.0 last year. He said that 57% of students obtained a grade of 4+ in English and Maths. He said the Progress 8 score was -0.19 which is in the average band for secondary schools at the national level. He said that when contextualised the school's Progress 8 score rises to +0.05 and those achieving 4+ in English and Maths was 1% higher than similar students nationally. **A governor asked how other schools performed in terms of GCSE results in SE Cornwall.** The Headteacher said that some schools, such as Looe and Roseland, did very well whilst others were not so good, such as

Saltash. However, he emphasised that the data had not been contextualised. He said that Liskeard School has a high number of students in the low attainment group and there is a need to ensure the needs of these students are being met. He said that when the data is contextualised, it shows that pupil premium students did better than non-pupil premium students both in school and at the national level. He said that irrespective of whether the data is contextualised, the school falls into the average band for all students. The SMART CEO said that a priority for the RSC is disadvantaged students. He said that the RSC described average schools as achieving a progress 8 score of 0. He congratulated the Liskeard School on their GCSE results especially those of pupil premium students.

The SMART CEO explained that, according to the RSC, schools are now categorised into capacity givers and capacity takers. He said that the overall view from his visit to the RSC visit was very positive but at this stage, SMART cannot take any more schools defined as capacity takers into the MAT. He said the move to MAT policies is continuing and that individual school policies will be the adopted documents until SMART policies are in place to replace them. He said that the move to MAT policies is a slower process than was originally anticipated. He said the SMART CBU has now been set up at Liskeard School and his new PA will be starting on 20th November 2017. **A governor challenged the SMART CEO to explain the progress towards an integrated financial system for SMART.** The SMART CEO said that the interim audit was positive and an official list of issues that need to be addressed regarding the integrated financial system will be published on 16th November 2017. He said that work has begun on the budget process and explained that there are still some issues with long term absence and gaps across the systems in all six of the schools. He said that it is anticipated that it will take 18 months for a fully integrated SMART network.

7. **Curriculum, Standards and Achievement - Curriculum Report, PP and Catch-up Funding Report, Teaching & Learning Report (including Continued Professional Development of Staff), SEND Report, Attendance and Behaviour Report, Safeguarding/Child Protection Report, Parental Engagement**

Reports had been circulated in advance of the meeting which were summarised. From this:

a) **Teaching and Learning**

The Assistant Headteacher said that a lot of information has been obtained about teaching and learning through the exam results, a round of learning walks, a book trawl and the third round of teaching observations. She said that she was confident that the quality of teaching is good with some of it being outstanding. She said that where there are concerns in subjects, support for the relevant members of staff has been put in place. She explained that the school has continued with the CPD culture with a lot of CPD relating to the new style GCSE exams. She said that it is intended to run more middle leadership courses. She said that the school has moved away from grading observation forms and learning walk forms. She said there has been a new appraisal observation form introduced and that the key change is that following observations, the conversation has moved from a feedback one to a coaching one. She said there is a spreadsheet detailing observations, outcomes and actions for individual faculties. **A governor asked the Assistant Headteacher if it is worth exploring a Masters level for CPD.** The Assistant Headteacher said that it is very costly but it is something that the SMART CEO is looking into. **A governor challenged the Headteacher to explain the progress made with the house system.** The Headteacher said that it is anticipated that it will commence on 1st January 2018 and that staff will lead houses as part of their development or for UPS grading. Governors agreed that they would like to know the detail of the structure of the house system. **A governor challenged the Assistant Headteacher to justify the use of Accelerated Reader as he said that, according to the information in her report, the programme does not seem to improve reading and that if the investment in the programme is to be increased, governors need to know that it is effective.** The Assistant Headteacher said that a number of students did make significant progress using the scheme and a number of students did not get tested at the end of the summer term. She said the average was +5 months in terms of reading age for those on the programme. **A governor asked if the school knows if the students are reading for the minimum 30 minutes designated in school or**

whether they are reading at home too. The Assistant Headteacher said that she agreed that students need to read more but it was difficult to track. The Headteacher said that if structured reading is being held in school, it takes those students out of other lessons and there is also a cost implication. **A governor asked if it would be possible to ensure the feeder schools ensure their students have a better standard of reading when they come into Year 7.** The Assistant Headteacher said that a “buddy” system of reading for Year 9 and Year 7 students has now been introduced. **A governor challenged the Assistant Headteacher regarding the use of IRIS.** The Assistant Headteacher said there was a need to develop its use more but staff are not as forthcoming to use it as she would like. She said that IRIS will now be placed in each faculty for a period of time and its use will be reviewed in February 2018.

b) **SEND**

The Assistant Headteacher reported that the SE Cornwall Area Resource Centre is full and that it is hoped that more resources will be provided in SE Cornwall. He said that the result of the ARC monitoring visit was positive. He said there are now two primary specialists in school to help raise the attainment of lower attainers. He said that EHC plans are not in place for a number of Year 7 students who clearly need them. **A governor challenged the Assistant Headteacher to explain why this is the case.** He said there is a need to ensure the SEND process is followed at primary level and that there is a need to ensure a long term approach is followed. He said that he is working with the primary Headteachers and SENCOs who have appreciated the feedback. It was agreed that it would be useful to have the SMART CEO’s input into this matter. **A governor asked if the situation is the ARC is challenging.** The Headteacher said that there is a child in the ARC who has been out of education for a long time as his needs could not be met so the transition for him is taking a very long time. He said the ARC is functioning on more of a withdrawal basis than an integration one so it is difficult to staff the facility. In addition, he explained that students in the ARC have very diverse needs. He said the funding for the ARC is massively stretched. He said that there is a possibility that there will be increased funding in East Cornwall for additional specialist provision. The Headteacher said that the local authority have confirmed that the remits of all ARBs will be similar supporting students with social and communication needs and/or those with moderate learning difficulties. **A governor asked if there is evidence that students who are not managing in mainstream school have a detrimental effect on other students’ learning.** The Headteacher said that this was not the case because if a student cannot manage in mainstream school, they return to the ARC. He said that for SEND students, they are supported fully in school and there are strong systems in place for monitoring behaviour. **A governor asked the Assistant Headteacher to explain what school based support comprises.** The Headteacher said that this relates to students for whom regular additional needs meetings are held on a fortnightly basis and for those who are not achieving, they are put onto school based support plans. **A governor asked if the figure of 45 for social, emotional and mental health issues is high.** The Assistant Headteacher said that the figure is higher than other mainstream schools in other counties. He said that the local SEND offer is on the school’s website. Governors agreed that it would be beneficial to look at some anonymised case studies.

c) **Behaviour and Safeguarding**

The Assistant Headteacher said that the report from the School Effectiveness Team was very pleasing. He said they had been through every case study. He explained that the improved Tier 2 CP training has been very well received. He said that Operation Encompass has been introduced which supports students who come to school having witnessed domestic abuse. **A governor asked if it was appropriate for governors to do the online Tier 2 CP training.** The Assistant Headteacher says that it was and he will circulate it via email for governors to complete before 13th March 2018. **A governor challenged the Assistant Headteacher regarding the significant increase in school based support students who are being excluded on a fixed term basis.** He said these students are doing much better in this academic year. It

was noted that there are 8 students who are receiving alternative provision in the Learning Centre. It was also noted that staff who are dealing with CP and Safeguarding issues on a daily basis in school are having de briefing sessions with the Chair of Governors. **A governor challenged the Assistant Headteacher to explain why 17 students are having elective home education.** He said that this figure amounts to 1,000 across Cornwall and it is a real problem and an option which the school tries to discourage. He said that elective home education is often a result of parents being threatened with prosecution for their child's non- attendance at school or because their child has recurring behaviour problems in school. He said that, legally, the school cannot do anything about this choice that parents make. He said the policing of elective home educated students is very poor and MARU has said they cannot take any further action. **A governor challenged the Deputy Headteacher regarding the fact that there are only two SLT on Team Teach.** The Deputy Headteacher said the course is very much aimed at dealing with primary school children. The Assistant Headteacher said that the school has enough Team Teach staff trained and that when needed, de-escalation techniques are used.

d) **Attendance**

The Assistant Headteacher said that attendance is currently at 95%. He said that, last year, attendance dropped by 0.6% and that there are robust procedures in place for attendance. **A governor asked when the attendance strategy was modified to address the drop in attendance for Y8 & Y10 students.** The Assistant Headteacher said this was undertaken during the Spring term. **A governor challenged the Assistant Headteacher to explain why the percentage of pupils in Years 8, 9 and 11 who attend school less than 90% of the time is so high.** The Assistant Headteacher said this is due to many external factors that the school cannot address for a small group of individuals. **A governor challenged the Assistant Headteacher regarding the high figure of 8.9% authorised and unauthorised absence for Year 10 girls.** The Assistant Headteacher said this figure relates to a small core of girls and it could be related to the curriculum offer. **A governor challenged the Headteacher to explain when the booking process for the educational visits will be operational.** The Headteacher said that it is in progress. He said that cash payments can still be taken but it is very difficult. Governors sought reassurance that the small number of parents who find paying online difficult are being supported. Governors thanked the Assistant Headteacher for the very positive RAAS report.

e) **Pupil Premium**

A governor challenged the Headteacher regarding the percentage of students on FSM being too low compared to the level of deprivation in the area. He said that take up of FSM is encouraged throughout Year 6 before students come to the school and in Year 7 during their transition. A governor suggested ensuring the leaflet regarding FSM is handed out as part of the prospectus. The Headteacher assured governors that the school is doing all it can to encourage the uptake of FSM. It was acknowledged that the complicated nature of the FSM application form may deter some parents. **A governor asked if the number of pupil premium students attending after school clubs is known.** The Headteacher said he did not have this data, but a new system of recording this was being introduced this term.

f) **Parental Engagement**

The Headteacher said that a parental survey will be undertaken regarding parents evenings. He circulated documents that the school has produced for parents to help them support students' learning at home.

g) **Curriculum for next academic year**

The Deputy Headteacher explained that the school will maintain its three year KS3 and two year KS4 offer with a four option programme at KS4. He also said there is no need to change KS5 at the present time. He said that the significant priority is to look at creating a sense of

fun into the curriculum and to engage students in life affirming skills in order to develop resilience and to engage students. He said that one option is to timetable one hour a week for staff to run enrichment activities to give students life skills that they would not develop in a classroom setting. He said this may result in students then developing these skills as extra curricula activities. He said that the aim of this is to promote attendance of students, their self-esteem and a sense of happiness and engagement and to give opportunities to those who do not necessarily have those opportunities outside school. The Deputy Headteacher said the alternative was to develop the KS3 curriculum to link it more closely to the real world and the local area. He said that a course could be developed and built that connects with local industry and the rural economy and the community. The Deputy Headteacher said that the intention is to implement one of the models in this academic year and that governor views were sought on these initial proposals.

A governor challenged the Deputy Headteacher to detail the cost of this initiative. He said that it would be 2 hours or 3 hours/fortnight. He said that it may be possible to integrate it into PHSE lessons and that the timetabled slot could be used for interventions if needed. **A governor challenged the Deputy Headteacher to explain if the school could afford to do this in terms of exam results.** He said that, for KS3, it would be one hour out of the timetable each week. He said that the question to ask is whether some students lack enrichment activities in their lives to justify doing this and if so, this has to be weighed against examination outcomes. A governor commented that this is about changing a possible sense of failure students may feel in the light of GCSE's becoming harder and commented that enrichment for everyone would be a good start. It was noted that a governor had volunteered to explore the KS3 funding option for this enrichment element to the curriculum and that employment opportunities will be explored with Cornwall Chamber of Commerce and RIO. The Headteacher commented that a programme of enrichment activities for all is relatively simple to implement and that it is about connecting learning with the realities of the real world. **A governor asked if the school had considered T-levels.** The Headteacher said the school is investigating this.

A governor challenged the Headteacher to explain what impact the increased teaching load for SLT had had and whether it is sustainable. The Headteacher said it was good to be in the classroom and to be seen to be leading by example, in terms of planning lessons and marking books, but it was not sustainable in the long term.

A governor challenged the Headteacher to explain what it means in the report when it stated that 4 students graduated successfully from the Bridge Academy. He said that it meant they these students had maintained their links with RIO with one going on to study an apprenticeship and three going to FE colleges.

Governors agreed that they were keen for further work to be undertaken regarding incorporating enrichment activities into the curriculum and looked forward to receiving a detailed report with the rationale and time costings detailed.

8. **Finance Report**

The Headteacher explained that the budget is £25,000 short from that which was originally set. He explained that the projected revenue carried forward was £120,000 but it was actually £36,000 less than this figure. However, he said that £50,000 from capital reserves was added to the revenue and the school had had a £86,000 cumulative bill which resulted in the budget position being £60,000 less than that was anticipated in September 2017. He said that £50,000 additional funding has been received. He said that staffing cost errors in the spreadsheet and the fact that support staff increments up until September had not been budgeted for had resulted in a budget shortfall of £25,000. He said that in terms of the errors with staffing costs, Jo Lumbard is working with Business Managers to ensure this does not happen again and that the school is looking at increasing income

and making financial savings. **A governor challenged the Heateacher to explain when a budget reconciliation will be produced for governors.** The Headteacher said this will be presented at the LGC meeting on 5th December 2017.

9. **Policies for Review**

None

10. **Governor Training**

To be discussed at the next meeting.

11. **Reports from Governor Visits**

To be discussed at the next meeting.

12. **Report from the Chair**

a) The Chair asked for a volunteer to organise a social event for governors. The Clerk said she would do this.

b) The Chair said that a link governor for careers was needed. It was agreed that SB would be the link governor.

13. **Safeguarding**

There were no matters to report.

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

The date of the next LGC will be on Tuesday 5th December in the conference room at LSCC commencing at 6pm.

The meeting finished at 9:05pm.

| ACTION SUMMARY | |
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| Organise social event for governors | Clerk |
| Circulate improved Tier 2 CP training for governors to complete | All |
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