

Minutes of a Meeting of the Local Governing Committee of Liskeard School and Community College held in the conference room of the School on Tuesday 13th March 2018 at 11:55am.

Present:

Davina Finch (Chair), Ian Williams, Alex Lingard (Headteacher), Jenny Brown, Mark Graham, Helen Arnold, Sue Brownlow, David Young and Mark Wigley

Absent:

Katie Conway, Trudi Hocking, Dereen Carnegie-Rance and Ian Goldsworthy

In Attendance: Sue Blaxley (Clerk to the Governors). The following were in attendance for parts of the meeting: 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 Katie Conway and Dereen Carnegie-Rance due to work commitments and from Trudi Hocking due to her recovering from an operation. It was noted that Ian Goldsworthy was absent.

5. **Headteacher's Report**

It was noted that the Headteacher's report had been circulated prior to the meeting and was in a new format, as stipulated by the Trust Board. It was acknowledged that the level of detail in the report was far less than had previously been given to governors and for this reason, governors needed to have the detailed reports that explain the data. Questions were invited on the content of the Headteacher's report. **A governor challenged the Headteacher to explain what the phrase Ever 6 children meant.** The Headteacher explained that if a student had FSM up to six years ago, they can still qualify for pupil premium. **A governor challenged the Headteacher to explain why the attendance data reports that there was 30% attendance at school by traveller children but the Headteacher's report says that attendance by these children was 100%.** The Headteacher explained that the data in his report relates to the January data and the traveller child concerned joined after January 2018. **A governor challenged the Headteacher to explain why staff and student absence is so high.** The Headteacher said that there have been a number of viruses this winter which has significantly affected attendance but there could also be an element of disengagement and demotivation due to the change to the exam format and the harder GCSEs. He assured governors that students are encouraged to be resilient and that through this resilience, they are assured they will succeed. He said that there are a small number of students who have very poor attendance which affects the overall figures. In addition, he said that there has also been a

change to the way attendance data is coded. For example, excluded students are categorised as absent and students on a part time timetable are categorised as absent for the hours when they are not in school. He said that according to the headteacher, attendance at Looe School has also been very poor this year whilst that at Saltash has improved. He acknowledged that staff absence has been very high. **A governor challenged the Headteacher to explain why five students in Year 7 left the school.** The Headteacher said some of these students were home educated before arriving and had decided to continue to do so after trying secondary school. The Headteacher drew governors' attention to the Spring data analysis and explained that the Progress 8 figure should be -0.14 as it now includes the Hair and Beauty data. He said that the forecast data for Year 11 students indicates that progress and attainment is not where the school would like it to be but he said that he is not confident that the predicted grades are accurate. He explained that he considers that staff have forecast lower attainment grades as they are unsure as to where the grade boundaries will lie. He said that the focus in the classroom is better than ever and that Year 11 students are working well but this has not been reflected in the predicted grades. He assured governors that the Spring data is being used to direct student interventions. It was noted that there is a large gap between pupil premium and non-pupil premium students in terms of their attainment but not in terms of their progress. **A governor challenged the Headteacher to explain why the data indicates that only 10% of the Biology students are on track.** The Headteacher explained that there is concern about ~~one of~~ the triple science group and their struggle to cover the course content in just two-thirds of the time required. The Headteacher concluded by saying that he cannot say with certainty how accurate the Spring data is and because the way that measuring progress has changed, the data cannot be compared with last year's data. **A governor challenged the Headteacher to predict, on the basis of his professional judgment, what the GCSE results in the summer will show.** He said that on the basic measures, he is confident that attainment will go up again compared to last year. The Headteacher brought governors' attention to the progress data in which there are a high number of students without full buckets. For these students, it is inappropriate for them to do 8 GCSEs or they may have transferred from other schools. He explained that, if these students are omitted from the data, the progress data is much more positive.

6. **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 teaching and learning monitoring has taken place including book trawls and learning walks. She explained that the inset days have been very useful and the SMART day was very positive. She said the culture, in terms of sharing practice, was also positive. **A governor challenged the Assistant Headteacher to explain if subject specific marking is taking place.** She said that it is a recommendation at the present time. She said that there is some marking that can be personalised to departments, such as Maths, and that the next stage is that Heads of Faculty look at marking specific to their subject. **A governor challenged the Assistant Headteacher to explain why all the recommendations in her report are focused on teachers and do not seem to include those with a learning based role.** The Headteacher said that the school does need to provide further training to TAs about how best to differentiate and support students academically as well as providing pastoral and health and well-being support. **A governor asked the Assistant Headteacher if the Aspiring Leadership Programme was completed last year.** She said that it was not due to capacity.

b) Behaviour and Safeguarding

The Assistant Headteacher said that FTE had reduced compared to this time last year as have the number of internal exclusions. However, he said there was concern about Year 10. He said that the number of merits has increased and the next step is to fully implement TootToot. **A governor challenged the Assistant Headteacher to explain why the number of FTE has reduced.** He said that the school is taking a more inclusive approach and is meeting the needs of students in a better way. He said there is a general calm culture in school. **A governor challenged the Assistant Headteacher**

to explain the year groups in which bullying is most prevalent. He said this is in Years 8 and 9 and that bullying takes place with their peer groups. **A governor challenged the Headteacher to explain what has been done to address the bullying.** The Assistant Headteacher said that the pastoral support is excellent. He reminded governors that the data only relates to half a term. He said there are concerns about how to deal with cyber bullying outside school. He said that if it impacts on a student's ability to come back into school, it needs to be investigated. He said that the school is currently drafting a message to parents saying that the school will do all it can in terms of cyber bullying but that it has to be a joint approach. **A governor challenged the Assistant Headteacher to explain why there were ten young carers last year but there are only four this year.** He said that, due to staff absence, this data may not be accurate. **A governor asked how soon Tootoot will be implemented.** The Assistant Headteacher said that Tootoot has been launched, but needed another promotion, however due to staff absence, he was unsure of the time frame.

c) SEND

The Assistant Headteacher explained that there has been an effort to reduce the level of need in Year 7 for which he thanked his colleagues. He said that he had been successful in obtaining an Educational Health Plan for a Year 10 student and that he had addressed the issue of the transition of SEND students with the primaries to ensure that Headteachers at the primary schools have more input into their students' needs in Years 5 and 6 to ensure the appropriate measures are in place before they come to LSCC. **A governor challenged the Assistant Headteacher to explain if the increasing needs of Year 7 students is an anomaly for this year.** He said that he did not think that it is and that it needs to be followed through in Years 5 and 6. **A governor asked if there is anything else that can be done with the primary schools to make the transition of SEND students an easier process.** He said that the transition is generally very good. **A governor challenged the Assistant Headteacher to explain if students on school based support are reassessed regularly.** The Assistant Headteacher said that these students are assessed on a very regular basis.

d) Attendance

It was noted that the attendance data had been discussed under the Headteacher's report.

This part of the meeting finished at 1pm.

At 1:50pm, the meeting reconvened with two governors and the Assistant Headteacher at which the following was discussed:

e) Pupil Premium

It was noted that much of the pupil premium provision remains unchanged. The Deputy Headteacher said that colleagues from Saltash School had visited LSCC and observed the strategies on offer as well as the skills of support staff in this respect. He said that they also met with pupil premium students from Years 7, 8 and 9 and those students had been very positive about the support on offer. He said that there is a need to constantly revisit the Behaviour For Learning Policy. **A governor challenged the Deputy Headteacher to explain if there had been any negative comments from this student group.** He said that they had commented on the inconsistencies in the reasons for receiving a strike. He explained that PASS surveys will be undertaken with students which will give an overall picture of students' attitudes to school. He said that under achievers often feel disengaged and lack confidence in their ability and self-esteem. He explained that regular meetings are held with Corinne to discuss Children in Care students. It was noted that the number of FSM students has slightly increased. It was noted that the D of E has started again and that in Years 9 and 10, 45 students are enrolled to undertake the Bronze award. He said the school is mindful of services children and he has lunch with these students on a monthly basis. It was noted that RAG meetings are still taking place and that it is hoped to expand the primary specialist teaching of English and Maths to those Year 7 students who need this support. **A governor asked if there is a log of what school equipment the pupil premium students have been allocated.** The Assistant Headteacher confirmed there is a log. **A governor challenged the Assistant Headteacher to explain how many pupil premium students attend school clubs or see the school counsellor or have numeracy intervention.** The Assistant Headteacher said there is a register of those attending

so the data could be obtained.

At this point in the meeting, all other governors apart from Jenny Brown, returned to the meeting.

7. **Governor Training**

The Headteacher detailed the new ASP and IDSR software packages. The Assistant Headteacher detailed the CP database entitled "My Concern". The Chair thanked all governors who had undertaken the Hays Online Safeguarding training.

8. **Governor Business**

The Chair said that the SMART Governors Visits Policy had been circulated prior to the meeting. She said that, following a governor visit to school, the proforma, as detailed in the policy, had to be completed by the visiting governor and emailed to her and the Headteacher. She said that, as part of the policy, governors who attend school during the day must sign in at reception and also record their visit in the new "Governors Signing In Book". She said the Clerk will be collating the data from the signing in book. She said she will circulate the SMART Governors Visits Policy and proforma to all governors again after the meeting. The Chair explained that the constitution of the governing body comprises two parent governors, three staff governors and the remainder are appointed by the LGC. She said that, in order to improve the dissemination of information to the SMART Trust Board, the link governor and the Chair will highlight issues which arise during meetings which need to be addressed by the Trust Board. She said these issues will be summarised at the end of the minutes for ease of reference for the SMART Trust Board. She also said that the Directors of SMART will have regular meeting with their link governor. Items for the attention of the TRUST board will now be an agenda item. The Clerk will forward the minutes onto the TRUST's secretary post approval of the minutes, who will forward them onto the appropriate director.

9. **Policies**

All governors confirmed that they had read the proposed policy changes prior to the meeting. It was proposed by Mark Wigley and seconded by Sue Brownlow that the following policies, as amended, be approved: Health and Safety, Fire Procedures, Data Protection, CCTV, Traffic Management, Community Use of School Premises, Exams, More Able Students, Teaching and Learning, CPD, Assessment Recording and Reporting, Careers Education Advice and Guidance, Sex Relationship Education, Business Continuity Plan.

10. **Curriculum Planning**

The Deputy Headteacher explained that there are no radical plans to change the curriculum although there is a need to restrict curriculum funding where possible. In this respect, he said that, as there are insufficient numbers wanting to study A level Languages, they will not run in 2018. However, he said that A level Music will be reintroduced. He explained that the same GCSE options will run although there will be a slight reduction in the number of classes due to a smaller cohort and the need to restrict spending. He explained that there is a concern across the school regarding attendance and that there is a correlation between pupil premium and attendance and between the length of time a student has attended the school and their attendance. He explained that one factor is that students cannot learn effectively if the curriculum is presenting too big a challenge and consequently, they become disengaged. He said that the curriculum as it exists does not support everyone. He explained that two options have been considered: a rural studies element to the curriculum and an enrichment slot in the curriculum. He explained that the plan is to create the latter in 2019/20 and will involve a timetabled slot which will be aimed at challenging students physical and/or mental capacity, develop team work and give them a positive reason to come to school. He said that the plan is to consult staff and students and to put together an implementation plan during 2018/19. He said that each student will have one activity per term which would last for an hour a week. He said that a major decision is where, in the timetable, the hour will come from. He said that the aim of the enrichment slot is to get students to believe in themselves more, to want to be in school and for them to feel supported and cared for. **A governor challenged the Deputy Headteacher to explain why this change is taking such a long time to move forward.** He said that there is a big capacity issue in SLT and the middle leadership team and the change needs a whole training day to launch. **A governor asked if changing one hour of the timetable a week will impact on how students engage in school.** The Deputy Headteacher said that, in another school, it has

created a different ethos and has developed and built relationships. **A governor challenged the Deputy Headteacher to explain if there are patterns of absenteeism during a week.** The Deputy Headteacher said there are in that many low attainers do not attend school on a Monday and some students do not attend on a regular day each week. **A governor challenged the Deputy Headteacher to explain the staffing implications for the curriculum for 2018/19.** The Deputy Headteacher said that SLT teaching hours will revert to the status quo.

10. **Feedback**

David Young reported that he had visited the English Department and would have benefited from more time in the Faculty. He said that he was interested in ascertaining the books that different year groups were reading. He said that there was currently no receptionist in the library so books were borrowed through library helpers.

Mark Wigley reported that he had visited two Year 8 Language classes, one of which was a top set which was much more focused and on task than the lower ability group. He said that he had also attended the Year 8 assembly where he found students to be well behaved and attentive. He noted the excitement when the merits were announced. He said that there had not been sufficient time for a full discussion during the LGC meetings.

Helen Arnold reported that she had met a member of staff who has curriculum time with vulnerable students and another member of staff who has just completed her ELSA training. She said that she had also met Maggie, the therapy dog.

Mark Graham said that he had observed a Textiles class and the students were well engaged. He said that he had also met 6th formers and talked about their projects. He said that he also undertook a book trawl. He reported that there seem to be some concerns about support staff shortages in the technology department. The Headteacher said that he was aware of this but it is a matter of finance. Mark Graham said that the LGC meetings needed more time in order to discuss important issues more fully.

Sue Brownlow said that she had met the Head of 6th form and two tutor groups. She said that the Head of 6th form was not concerned about losing part of the library to the ARB. She said that she observed Year 13 students talking to Year 12 students about applying to University and was surprised about the number of unconditional offers from universities that Year 13 students have.

Ian Williams reported that he had observed a Year 10 Maths lesson and had noted the difference in noise levels between classrooms during Maths lessons. He said that there appears to be inconsistencies with staff in their use of the behaviour system.

The Chair thanked everyone for attending.

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

The date of the next LGC will be on Tuesday 6th May 2018 in the conference room at LSCC commencing at 6pm.

The meeting finished at 4:30pm.

ACTION SUMMARY	
Email Governor Visits Policy and proforma to all governors	DF