



**Chacewater C.P. School**



Part of the  
**Truro and Penwith  
Academy Trust**

**Circulation List:**

Chacewater Primary School - copy for public access  
The Vault – TPAT  
Mr Nick Aldworth, Management Accountant, TPAT  
School copy – for parental access

**Governing Board**

Mr Chris Gould - Headteacher	Headteacher
Mr Murray Nelson	Co-opted
<b>VACANCY</b>	Co-opted
Mrs Julia Bruce	Co-opted
Mrs Nichola Burrows	Co-opted
Mrs Penny Laban	Co-opted
Mrs Victoria Sanderson	Co-opted
Mr Terry Lister	Co-opted – Chair
Mrs Rachael Curnow	Co-opted – Vice Chair
Mrs Nicola Soutar	Parent
Mrs Polly Langford	Parent
Mrs Kerry Rice	Staff
Mrs Jo Hunt	Staff

# CHACEWATER SCHOOL MINUTES

Monday 16th December, 2019

## Local Governing Board

Typed: 16<sup>th</sup> December, 2019  
Approved for circulation: 9<sup>th</sup> January, 2020

Linda Cackett – Independent Clerk

## LOCAL GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>Chacewater Community Primary School</b>
<b>Quorum:</b>	<b>5/12 – 40% - 1 vacancy at present</b>
<b>Vice Chair:</b>	<b>Mrs Rachael Curnow chaired the meeting in the absence of the Chair</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Monday 16<sup>th</sup> December, 2019 at 5.30 pm</b>
<b>Venue:</b>	<b>Chacewater CP School – Mighty Oaks Classroom</b>

### Attendance:

<b>Name:</b>	<b>Governor</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mr Chris Gould - Headteacher	✓		P
Mr Murray Nelson – Co-opted	✓		P
Mr Terry Lister – Co-opted – Chair	✓		Ap
Mrs Jo Hunt – Staff	✓		Ap
Mrs Julia Bruce – Co-opted	✓		P
Mrs Kerry Rice – Staff	✓		P
Mrs Nichola Burrows – Co-opted	✓		Ap
Mrs Nicola Soutar – Parent	✓		P
Mrs Penny Laban – Co-opted	✓		P
Mrs Polly Langford – Parent	✓		Ap
Mrs Rachael Curnow – Co-opted	✓		P
Mrs Victoria Sanderson – Co-opted	✓		Ap
VACANCY – Co-opted	✓		-
Mr Nick Aldworth – Management Accountant - TPAT		Management Accountant	<b>P – in part</b>
Mrs L Cackett		Clerk	P

<b>1</b>	<p><b>SDP – Presentation by Miss Thomas on work in Foundation</b></p> <p>Miss Thomas gave an informative presentation on work in the Foundation Stage. The Headteacher explained that EYFS is a separate area in the Ofsted inspection, the school is developing what Early Years looks like in the school. Miss Thomas has changed a few strategies and she explained in detail the three I's – Intent, Implementation and Impact. An insight into the daily routine of Acorns class was explained to the Board. Read, Write, Inc was explained and pupil's books were circulated to the Board for their information. The reason the way phonics is taught was explained, a clear focus of structural learning – what the teacher wants the children to get out of their learning opportunities and for them to articulate this.</p> <p>The Headteacher explained that reading is underpinning everything, the feedback at the moment is quite formal, however Miss Thomas is able to articulate and stand by her vision. Read, Write, Inc assessments have recently taken place and some pupils might be streamed. <b>The Vice Chair asked how pupils are streamed, Miss Thomas explained it was based on a baseline and assessments made.</b> Pupils are joining Year 1 ready to learn</p>	<b>ACTION:</b>
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*These minutes are agreed as an accurate reflection of the meeting.*

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	<p>and able to hold their pencils and appear happy. The Headteacher explained that the school had piloted the new baseline this year, it was difficult as based on English and Maths, it was very formalised. Unfortunately, it also took Miss Thomas out of the classroom as it has to be recorded formally within the school working day. No data is obtained from the assessment, <b>a governor asked whether the school was given the opportunity to feedback on the pilot, Miss Thomas confirmed that she had.</b> Hook books are linked to the topics, focus on Reading and Writing but is carried out in a 'fun' and 'interactive' way.</p> <p>Maths has changed, it is better for children to have an independent activity as well, 3 adult led activities and 1 independent group. There is a solid focus on number formation, the use of Mastery Maths to prompt questioning, discussions and confusing problem solving activities. The difference between written work, outside work, adult led activity and independent learning were explained to the Board. Tapestry and Target Tracker, two assessment tools, were explained and how progress made is documented.</p> <p>Miss Thomas wishes to update the outside area with areas distinguished to support writing, reading etc. New equipment is being ordered to do this. Potentially an area outside that the walls are painted from one of the hook books that have been looked at or as a forest to create a reading den with toad stalls for the children to use. <b>A governor asked whether there is too much pressure on the children, Miss Thomas did not think so, she felt that children enjoy it and it is linked with the children's interests into their own learning.</b> The Board felt it was positive for pupils to leave EYFS Year 1 ready.</p> <p>The school is hoping that the impact will be:</p> <ul style="list-style-type: none"> <li>• Year 1 readiness.</li> <li>• Higher percentage achieving exceeding in areas in Development Matters – particularly in Maths and Literacy.</li> <li>• For all pupils to make strong progress from accurate starting points.</li> <li>• Foster a love of reading.</li> <li>• Link back to intent of reasons why.</li> </ul> <p>The Headteacher added that staff had a clear vision, there is an obsession with reading and promotion of the love of reading.</p> <p><i>6.03 pm – Miss Thomas was thanked for her presentation and left the meeting.</i></p>	
<p><b>2</b></p>	<p><b>Apologies and consideration of consent for absence</b></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>• Mr Lister – unwell</li> <li>• Mrs Langford – in New Zealand</li> <li>• Mrs Sanderson – Nativity Performance</li> <li>• Mrs Hunt - unwell</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Mrs Burrows – unable to attend</li> </ul>	
<b>3.</b>	<p><b>An opportunity to declare any additional Business and/or Pecuniary Interest/s</b></p> <p>None.</p>	
<b>4.</b>	<p><b>Constitution and Annual Tasks</b></p> <p><b>4.1 Next terms of office to expire</b></p> <p>The next terms of office to expire are:</p> <ul style="list-style-type: none"> <li>• Mrs K Rice – Co-opted Governor – 8<sup>th</sup> September, 2020</li> <li>• Mrs R Curnow – Co-opted Governor – 6<sup>th</sup> October, 2020</li> </ul> <p><b>4.2 Vacancy</b></p> <p>The Clerk reported that there was one Co-opted vacancy.</p>	
<b>5.</b>	<p><b>Minutes of previous Local Governing Board Meeting – 3<sup>rd</sup> October, 2019 –</b></p> <p><b>5.1 Approval of Minutes</b></p> <p>The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting subject to the following amendments:</p> <ul style="list-style-type: none"> <li>• Item 3.2 to read 'Mrs Rice' not 'Mr Rice'.</li> </ul> <p><b>5.2 Matters arising not already on the agenda</b></p> <p><b>5.2.1 Item 2.0 – Annual Declaration of Business and/or Pecuniary Interest/s</b></p> <p>The register has been prepared and sent to the school.</p> <p><b>5.2.2 Item 3.1 - Vacancies</b></p> <p>The Skills Audit has not been completed yet as several governors still need to complete the paperwork.</p> <p><b>5.2.3 Item 3.4 – Committees</b></p> <p>The Health and Safety Committee has met but not the Standards Committee.</p> <p><b>5.2.4 Item 3.6 – TPAT Code of Conduct</b></p> <p>Governors not in attendance at the last meeting have signed the register at today's meeting.</p>	

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<p><b>5.2.5</b></p> <p><b>5.2.6</b></p> <p><b>5.2.7</b></p> <p><b>5.2.8</b></p> <p><b>5.2.9</b></p> <p><b>5.2.10</b></p>	<p><b>Item 3.8 – Skills Audit</b></p> <p>Agenda item for the next meeting when all completed paperwork has been returned to the Clerk.</p> <p><b>Item 3.9 - LGB Self-Assessment</b></p> <p>Agenda item for the next meeting when all completed paperwork has been returned to the Clerk.</p> <p><b>Item 4.2.2 – Last Financial Management Accounts and Report</b></p> <p>The mini bus should be delivered in January.</p> <p><b>Item 4.2.3 - LGB Governance Improvement Plan 2018/2019</b></p> <p>The Headteacher agreed to send the Plan to the Clerk after the meeting for circulation.</p> <p><b>Item 6.0 – Headteacher’s Report</b></p> <p>Governors attended the Trauma Informed Schools training on the 29<sup>th</sup> October. The Headteacher reported that the training had been excellent.</p> <p>The Clerk reported that she had spoken to the Safeguarding Department at the Local Authority and they had confirmed the advice she had previously given at the last meeting that as long as there was not a break in service (e.g. visit to the school for a meeting or visit etc.), then there was no need for another DBS to be carried out.</p> <p><b>Item 9.2 – Governor Training Register</b></p> <p>The Clerk confirmed that she had created a register and it was being updated.</p>	<p>Headteacher</p>
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.1.2</b></p>	<p><b>Governor Business</b></p> <p><b>Committee Minutes</b></p> <p><b>Health &amp; Safety – 13.11.2019</b></p> <p>The Clerk reported that the committee minutes were not circulated prior to the meeting as they had not been approved by the Committee Chair for circulation, agenda item for next meeting.</p> <p>The Headteacher confirmed that planning permission had been obtained, it looks like the church will be funding the building and the fundraising will cover the indoor decoration.</p>	<p>Clerk – Agenda next LGB</p>

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**6.2 Finance**

**Management Report and Accounts – September, 2019 to October, 2019**

The Management report and accounts were circulated prior to the meeting, it was further noted:

- Pupil Premium based on 23 pupils, won't really know until 16<sup>th</sup> January Census.
- UFSMs close to budget.
- SEN, understated could be £25,000 due to high needs protection calculation and additional children in school.
- Staffing, the pay award has gone through, the .75 difference will cost the school £3,500.
- Any performance rises have been made.
- Slightly over budget at present due to maternity leave.
- Learning Support is over budget as additional learning support teaching assistants have had to be put in place. Once November payroll goes through a more complete picture will be known.
- School meals – slightly over for FSMs of £2,000
- Expects the school to be in deficit year end due to SEN support teaching assistants equating to £12,000. **A governor asked how this has happened, the Headteacher explained that even if you have an EHC plan in place the school has to pay the first £6,000.** Mr Aldworth explained that the school is in a very strong position with their reserves. It is due to unforeseen circumstances when the budget is drawn up.
- The DFC line of £15,000 which was going for the building can now be utilised for the children.

**9.0 Item 9.0 – Staffing Update - tabled at this point of the meeting**

*See confidential minutes attached.*

*6.43 pm – Mr Aldworth left the meeting.*

**6.3 TPAT Board Minutes – 02.07.2019**

The minutes were circulated prior to the meeting.

**6.4 Pupil Premium**

The Headteacher reported that the report on Pupil Premium Expenditure has been uploaded to the school website. The school has a small number of pupil premium pupils but the data associated with this group of children is a focus for the school. One of the big challenges is linked to the traveller pupils.

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<p><b>6.5</b></p>	<p><b>Sports Premium/Grant</b></p> <p>The Headteacher reported that the reports needs to be published, the plan needs updating, the school has bought into an assessment tool, Real PE, this will support the staff to develop the pupils skills, the assessment wheel has been time consuming. Transport has remained to be an issue which the mini bus will address.</p>	
<p><b>6.6</b></p>	<p><b>Safeguarding</b></p> <p>Attendance is still an issue for the traveller community, it remains challenging for the school, however the school now has an Inclusion Officer. £500 has been spent to provide a curtain for them to change behind and they no longer need to participate in PE. The Inclusion Officer is working with the school and the families, which is a positive element.</p> <p>Holidays in term time remains an issue, the first family who went over a week were not fined due to an administrative error. The second family also were reported to have had an administrative error. The Headteacher informed the Board that it was a waste of his staffs' time and fines would be stopped and letters sent.</p> <p>The Headteacher reminded the Board of the Education Welfare Visit, he wished to address the persistent absentees, the school is unable to buy in additional time from the EWO due to their caseload. The Headteacher has become extremely perplexed, he informed the Board that for the next two EWO visits he will ask her to contact the two families concerned. Unfortunately, TPAT do not employ an EWO, the Board discussed the issues brought to their attention. <b>A governor suggested that a Parent Support Advisor might be employed rather than an EWO, the Board agreed that pastoral care is important.</b></p>	
<p><b>7.0</b></p>	<p><b>Headteacher's Report</b></p> <p>The Headteacher's reported to the Board, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Ms Fortey has carried out a monitoring visit. The key findings of her report were reiterated to the Board.</li> <li>• A deep dive was carried out for Science by Ms Fortey, she also focused on geography as well.</li> <li>• Every teacher leads a subject and has some release time, <b>a governor asked by there is such a gap in Geography, the Headteacher explained that it was the way the curriculum was designed previously.</b></li> <li>• The schools new SHIP partners are Roche and Liskeard Hillfort. There has been a Maths focus, it was really positive visit and supported some key changes for how we support Year 2.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• There has been a deep dive in Reading with Threemilestone School, the report has been written up and a Shallow Paddle for Writing (lesson observations).</li> <li>• There has been a visit from 7 Headteachers from Plymouth who were very impressed with the school. A Headteacher from an outstanding school in Plymouth wishes to make links with the school.</li> <li>• Year 2 current predictions are Reading 68%, Maths 72% Writing 62%, the predictions best case were given. Early Years is coming out at 72% and Year 6 at 80%.</li> </ul>	
<b>8.0</b>	<b>SHIP Report and PEL Visit</b>  The reports were circulated prior to the meeting.	
<b>9.0</b>	<b>Staffing Update</b>  Covered after Item 6.2.2 – see confidential minutes attached.	
<b>10.0</b>	<b>Strengthening Governance</b>	
<b>10.1</b>	<b>Link Governor Visit Reports</b> <ul style="list-style-type: none"> <li>• <b>NS – 15.10.19 – Seedlings</b></li> <li>• <b>PL – 07.11.19 – Reception</b></li> <li>• <b>JB – 07.11.19 – Bur Oaks Y4</b></li> <li>• <b>RC – 13.11.19 – Mighty Oaks</b></li> <li>• <b>MN – 06.11.19 – Red Oaks</b></li> <li>• <b>PL- 13.11.19 – Y3</b></li> </ul> <p>The reports were circulated prior to the meeting. The Headteacher thanked all the governors for their reports. Any key issues for the Board were discussed and addressed, governors felt the visits had been very informative. Governors were blown away by their visits and the monitoring clearly evidenced the learning across the school. Governors felt the work ethics were evident and the level of independence excellent, pupils clearly had pride in their work and enjoyed it, they had been inspired. Any questions raised in the reports were answered by the Headteacher. The Headteacher added that £3,000 is being funded by the Friends for additional banded books. A governor asked how pupils who miss the parental reading at home are targeted, it was explained that volunteers come into school and tick lists are completed to ensure that pupils have been targeted.</p> <p>All the monitoring reports clearly evidenced positive visits, pupils felt safe and secure.</p> <p>The Headteacher commented on the resources within the school, the school has less storage and more pupils therefore planning is important. The subject leads can audit the resources in the school and bulk buying</p>	

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	<p>could be accommodated so that teachers know where resources can be found in the school.</p> <p>One concern was raised was the location of the server in the classroom, this is already being addressed. The internet has been a massive issue and is also being addressed tomorrow.</p> <p><b>10.2 Governor Training Reports</b></p> <p>None received. The Clerk agreed to circulate the register after the meeting in order for governors to confirm their entries.</p> <p><b>10.3 Clerk's Update</b></p> <p>None, the Clerk will collate the outstanding paperwork and produce reports for the next meeting.</p> <p><b>10.4 Chair's Report</b></p> <p><b>10.4.1 Admissions Policy</b></p> <p>The Board reviewed the 2021/2022, the criteria for oversubscription was explained to the Board. The Board <b>APPROVED</b> the policy for adoption. A governor suggested open mornings rather than numerous individual visits, the Headteacher agreed that this might be an idea in the future regarding his workload.</p> <p><b>10.4.2 Complimentary letter received from community member</b></p> <p>The Headteacher read a very complementary from someone in the village regarding the positiveness of the school and the way in which pupils develop and are a credit for the school.</p> <p><b>10.4.3 Impact of Meeting</b></p> <ul style="list-style-type: none"> <li>• Foundation Stage presentation excellent.</li> <li>• Governors had clarity of staffing issues.</li> <li>• Strong governance.</li> <li>• Strong, positive monitoring by Ms Fortey.</li> </ul>	<p>Clerk – Agenda item next LGB</p> <p>Clerk – Agenda item next LGB</p>
<p><b>11.0</b></p>	<p><b>Diary Dates</b></p> <p><b>Local Governing Board Meetings</b></p> <ul style="list-style-type: none"> <li>• Wednesday 29<sup>th</sup> January, 2020</li> <li>• Thursday 26<sup>th</sup> March, 2020</li> <li>• Wednesday 20<sup>th</sup> May, 2020</li> <li>• Monday 13<sup>th</sup> July, 2020</li> </ul>	

*These minutes are agreed as an accurate reflection of the meeting.*

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	<p>The Clerk asked for confirmation of the start time of the meetings, as it has been 5.00 pm and 5.30 pm, after discussion it was agreed for it to be 5.00 pm.</p> <p><b>Health and Safety Committee Meetings</b></p> <ul style="list-style-type: none"> <li>• Wednesday 26<sup>th</sup> February, 2020</li> <li>• Wednesday 17<sup>th</sup> June, 2020</li> </ul> <p>The meeting closed at 7.46 pm.</p>	
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These Minutes were passed as true and accurate at the Local Governing Board Meeting on Wednesday 29<sup>th</sup> January, 2020.

Signed: ..... **Chair**  
**Mr Terry Lister**

Dated: **Wednesday 29<sup>th</sup> January, 2020**

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*These minutes are agreed as an accurate reflection of the meeting.*

Signed ..... Date 29<sup>th</sup> January, 2020  
 (Chair of Governors)