



Chacewater C.P. School



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

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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

Wednesday 29th January, 2029

## Local Governing Board

Typed: 30<sup>th</sup> January, 2020

Approved for circulation: 26<sup>th</sup> February, 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>Chair:</b>           | <b>Mr Terry Lister</b>                                    |
| <b>Clerk:</b>           | <b>Mrs Linda Cackett</b>                                  |
| <b>Date of meeting:</b> | <b>Wednesday 29<sup>th</sup> January, 2020 at 5.00 pm</b> |
| <b>Venue:</b>           | <b>Chacewater CP School – Mighty Oaks Classroom</b>       |

### Attendance:

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

|          |   |                |
|----------|---|----------------|
| <b>1</b> | <p><b>Curriculum Development – Presentation by Mrs Morgan</b></p> <p>Mrs Morgan was introduced to the Board by the Headteacher, who was thrilled that everything is making great progress across the school. Mrs Morgan updated the Board on the progress the school is making with their journey in developing the whole school approach to curriculum. The school knew that pupil voice was important, and everything has now been addressed and Mrs Rawett has been employed to teach French across the KS2 curriculum.</p> <p>Mrs Morgan gave a very informative presentation to the Board, explaining in detail the schemes of work utilised throughout the school, everything is available for each year group on the google drive. The Headteacher explained that all curriculums need to be mapped out currently by September 2020. A planned training day for 14<sup>th</sup> February will help the school to meet this deadline.</p> | <b>ACTION:</b> |
|----------|---|----------------|

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

Signed ..... Date 26<sup>th</sup> March, 2020

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|            |   |  |
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|            | <p>The Headteacher explained that there is a topic-based approach however subject specific titles need to be referred to by teachers, so children do not just think they are learning topic. <b>The Chair asked what happens if the ½ term is less than 6 weeks, it was confirmed that everything had to be adapted, it is important that there are no gaps! The Chair suggested the removal of dates to encompass week 1 etc, this was agreed to be considered.</b></p> <p>The Headteacher added that progression was exciting, examples were given by the Headteacher to the Board. Triangulation was the key point within the school, the Board were happy with the way in which parents are informed. The Headteacher reiterated that Mrs Morgan will re-edit and articulate the curriculum <u>intent</u> shortly. The school will re-visit everything, however the Headteacher can see the 'intent' within the wider curriculum. Subject Leaders are now back in, the areas of strength and development are given to Ofsted, they will then 'deep dive' the following day, they can carry out up to six elements to ensure that everything joins up. The Headteacher agreed that Subject Leads are important and from next September it will be great to include subject lead governors once again.</p> <p>The school now uses the 'Google Drive' and governors will be given to share these files as appropriate. The Board agreed that progression can now be evidenced for each year group.</p> <p><i>5.48 pm – Mrs Morgan was thanked for her presentation and left the meeting.</i></p> <p>The Chair wished to record the thanks of the Board to all staff for their hard work.</p> |  |
| <b>2</b>   | <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>• Mrs Laban – work commitments</li> <li>• Mrs Curnow – on holiday in the Gambia</li> <li>• Mr Aldworth – unwell</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>   |  |
| <b>4.1</b> | <p><b>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>  |  |

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

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| <b>4.2</b>   | <b>Vacancy</b><br><br>The Clerk reported that there was currently one Co-opted vacancy.   |  |
| <b>5.</b>    | <b>Minutes of previous Local Governing Board Meeting – 16<sup>th</sup> December, 2019</b>   |  |
| <b>5.1</b>   | <b>Approval of Minutes</b><br><br>The minutes were circulated prior to the meeting and approved.<br><br>The confidential minutes were circulated at the meeting and were <b>APPROVED</b> as a true and accurate record of the confidential part of the meeting.   |  |
| <b>5.2</b>   | <b>Matters arising not already on the agenda</b>  |  |
| <b>5.2.1</b> | <b>Item 5.2.8 – LGB Governance Improvement Plan 2018/2019</b><br><br>The reviewed plan was circulated prior to the meeting.   |  |
| <b>5.2.2</b> | <b>Item 6.1.2 – Health and Safety – 13.11.2019</b><br><br>The committee minutes were circulated for this meeting. Unfortunately, Interserve do not seem to be responding. It was agreed that the Clerk should remind Mrs Jenkin-White of outstanding actions when sending out the next H&S agenda and for the Headteacher to chase.             | Clerk<br>Headteacher                   |
| <b>5.2.3</b> | <b>Item 10.2 – Governor Training Reports</b><br><br>The Clerk has created and circulated a register after the meeting, there are a few governors who need to respond still, it was agreed to be an agenda item at the next LGB meeting.   | Clerk –<br>Agenda item<br>next meeting |
| <b>5.2.4</b> | <b>Item 10.3 – Clerk's Update</b><br><br>Outstanding paperwork and reports will be covered under Clerk's update at this meeting.  |  |
| <b>6.</b>    | <b>Governor Business</b>  |  |
| <b>6.1</b>   | <b>Committee Minutes</b>  |  |
| <b>6.1.2</b> | <b>Health &amp; Safety – 13.11.2019</b><br><br>The minutes were circulated prior to the meeting, it was further noted that: <ul style="list-style-type: none"> <li>See item 5.2.2. It was agreed by the Board that the Headteacher chase the actions outstanding for the H&amp;S minutes which the Clerk has chased but to no avail.</li> </ul> | Headteacher                            |

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

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| <p><b>6.2</b></p> | <p><b>Finance</b></p> <p><b>Management Report and Accounts – September, 2019 to November, 2019</b></p> <p>The Management report and accounts were circulated prior to the meeting, it was further noted:</p> <ul style="list-style-type: none"> <li>• The Headteacher reported that the minibus had arrived but with no markings. Charlotte Bearham a member of the school community has undertaken a lot of work free of charge and has agreed to supply the logo designs for the school. There is a signing-in and out book for the minibus. Everyone with a D1 licence can drive the vehicle and the school is looking forward to using it.</li> <li>• The groundworks for the unit will be undertaken shortly and the unit will be in place over Easter.</li> <li>• Staffing allocation will be of concern for the next academic year. As soon as an indicative figure is given in February this will be addressed. A governor asked what the carry forward will be, the Headteacher agreed that it will be positive the school will ensure any funding will be applied for.</li> </ul> |                                  |
| <p><b>6.3</b></p> | <p><b>TPAT Board Minutes – 09.10.2019</b></p> <p>The minutes were circulated prior to the meeting, no questions were raised.</p>  |                                  |
| <p><b>6.4</b></p> | <p><b>Pupil Premium</b></p> <p>The Headteacher reported that the pupil premium spend needs to be tracked more accurately. The amount of PP is not a huge amount of money to the school but the spending of it and its impact is very important. The Headteacher circulated an updated report to the Board for their information. He went through the report in detail, there are currently 19 PP pupils on roll. The Reading, Writing and Maths abilities were shared with the Board. The Headteacher reiterated that all pupils were being supported above and beyond, it is about keeping an eye on the provision being given to these pupils. The Chair commented that there will be new user-friendly indicators put in place shortly by Jo Harvey.</p> <p>A governor asked whether service children and children in care figures are used within the data given, the Headteacher agreed to share the information tomorrow. ParentPay is utilised throughout the school; pupil premium can be reported upon.</p>  | <p>Headteacher</p>               |
| <p><b>6.5</b></p> | <p><b>Sports Premium/Grant</b></p> <p>The Headteacher reported that he needs to meet with Mr Nelson asap to look at the plan, this will ensure the funding is incorporated within the plan. Swimming will be trialled with the use of the minibus.</p>  | <p>Headteacher<br/>Mr Nelson</p> |

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

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| <p><b>6.6</b></p> | <p><b>Safeguarding</b></p> <p>Covered under the Headteacher's report, the date for the S175 has been moved to March. There is still frustration regarding referrals to social care which is ongoing. There has been an incident regarding social media which was shared with the Board. The Headteacher reported that within the TPAT policy there are clear indications regarding Facebook protocols.</p> <p>The Clerk advised that the TPAT Parent and Visitor Code of Conduct policy is clear and several schools are issuing and reminding parents of the policy. Following discussion, it was agreed not to share the policy with parents at present.</p> <p>The Chair added that there is a new format of the S175 however TPAT will be circulating a supplementary document to accompany it.</p> <p>Mrs Burrows reported that she has inspected the Single Central Record and addressed and monitored car parking. A governor reported that there was a council appointed person to monitor parking and could be contacted regarding the car-parking of the school.</p> <p>It was agreed that all governors should use their Chacewater email addressed, this was agreed. The E-Safety group is not running at present it was agreed to be an agenda item at the next Health and Safety Meeting.</p> <p>The Chair thanked everyone for their input on Health and Safety matters.</p> | <p>All Governors<br/>Clerk – Next<br/>H&amp;S<br/>Committee<br/>meeting.</p> |
| <p><b>7.0</b></p> | <p><b>Headteacher's Report, including data review</b></p> <p>The Headteacher's reported to the Board, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Mobility of pupils was discussed.</li> <li>• Attendance is slightly lower at 95.27%.</li> <li>• The unauthorised absence is 1.02% was due to traveller pupils.</li> <li>• The Headteacher wished to thank all members of staff, a governor wished to thank the Headteacher and Mrs Hunt for their amazing work, there is still an excellent feel to the school, all staff have become very supportive and should be congratulated.</li> <li>• After SATs the Headteacher will become a non-teaching Headteacher once again, a new plan will be put in place.</li> <li>• Year 6 – aiming at 80%, 55% in the practice tests. Year 2 will probably be the lowest results, 60% predicted, staffing for this year group to be addressed next year as the key factor has been the mobility of the children joining the school. We have had a movement of at least 55%.</li> <li>• Phonics target is 86%.</li> <li>• Behaviour and attitudes – an immense amount of supportive work has been undertaken.</li> </ul>  |  |

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|              | <ul style="list-style-type: none"> <li>The Headteacher's Report was positive and well received by the Board.</li> <li>Kernow King has undertaken a workshop and will be re-booked for another visit.</li> <li>The Board agreed that everything is really looking positive throughout the school, despite concerns for Year 2.</li> </ul> |               |
| <b>8.0</b>   | <b>Staffing Update</b><br><br>Covered under Headteacher's report.  |               |
| <b>9.0</b>   | <b>Strengthening Governance</b>  |               |
| <b>9.1</b>   | <b>Link Governor Visit Reports</b><br><br>None received. The Headteacher invited all governors to undertake their second visits after half term.   | All governors |
| <b>9.2</b>   | <b>Governor Training Reports</b> <ul style="list-style-type: none"> <li><b>JH – How governors consider their effectiveness and the impact of their actions – 03.12.2019</b></li> </ul> <p>The report was circulated prior to the meeting.</p>  |               |
| <b>9.3</b>   | <b>Clerk's Update</b>  |               |
| <b>9.3.1</b> | <b>Skills Audit</b><br><br>The Board reviewed the summary of the audit and agreed that where skills were marked lower there was no cause for concern as these areas are addressed by TPAT's Central Team. Not all governors require all skills.  |               |
| <b>9.3.2</b> | <b>LGB Self Evaluation</b><br><br>The LGB Self Evaluation summary was reviewed, the Board agreed that the overall marks were high and reflected the governance of the school.  |               |
| <b>9.4</b>   | <b>Chair's Report</b><br><br>Nothing to report. The Chair reminded the Board that all staff should feedback to the Board any concerns.   |               |
| <b>9.5</b>   | <b>Impact of Meeting</b> <ul style="list-style-type: none"> <li>The presentation was excellent.</li> <li>Pupil premium expenditure is evidenced and excellent.</li> <li>The minibus has been received by the school.</li> </ul>  |               |

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

Signed ..... Date 26<sup>th</sup> March, 2020

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|---|--|--|
| <b>9.6</b>  | <b>Policies</b><br><br>The Headteacher reported that everything that should be on the school website. The Accessibility Plan and Admissions Policy are on the website now.   |  |
| <b>10.0</b>   | <b>Diary Dates</b><br><br><b>Local Governing Board Meetings</b> <ul style="list-style-type: none"> <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> <b>Health and Safety Committee Meetings</b> <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> The meeting closed at 7.00 pm. |  |
| <p>These Minutes were passed as true and accurate at the Local Governing Board Meeting on Thursday 26<sup>th</sup> March, 2020.</p> <p>Signed: ..... <b>Chair</b><br/> <b>Mr Terry Lister</b></p> <p>Dated: <b>Thursday 26<sup>th</sup> March, 2020</b></p> |  |  |

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

Signed ..... Date 26<sup>th</sup> March, 2020

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