Governor present	Initials	Category		
Kathy Hocking	KH	Principal		
Kate Milton	KM	Co-opted		
Charles Pitman	СР	Parent		
Christiaan Stirling	CS	Parent		
Avril Walker	AW	Staff		
Apologies accepted	Initials	Reason for absence and category of governor		
Jon Tilbury	JT	Family; Co-opted		
lain Grafton	IG	Called away at short notice; Chair of Directors		
Governors with responsibilities	Responsibility	Last monitored		
Jon Tilbury	Safeguarding			
Avril Walker	Pupil Premium			
Chris Stirling	SEND			
Also in attendance				
Rob Haring	RH	CEO		
Jessamie Thomas	Clerk	Clerk to LGB		
Key: Gov = governor; CCC = Callington Community College; query or challenge; * document circulated; SB =				
Sandra Billinghay, Clerk to Trust Boa	nrd			

Action

		Action
<u>1</u>	Welcome from Chair. Confirm attendance/absence Apologies were received and accepted from JT,	
	IG and Sarah Berry (National Leader of Governance who has been asked to support the LGB).	
2	Declaration of any conflicts of interest/confidentiality reminder. No new declarations.	
<u>3</u>	Minutes – Where are we now?	
	a. To consider minutes of LGB meeting 20 th January 2017*: the minutes were agreed as a true and	
	accurate record and signed. Clerk: procedure for flow of minutes Directors/LGB? RH: liaise with SB.	Clerk
	b. Matters arising from that meeting: KM Chair/CS Vice Chair to co-chair as much as possible. RH	
	advised that Chair sits on Trust Board, Vice can attend in their absence. Clerk: Scheme of Delegation	
	does not indicate a reserved place for CCC Chair? RH: Scheme of Delegation is being reviewed.	
	LGB meetings to be open or closed? - following detailed discussion, Govs AGREED that meetings will	
	be closed. However Govs will be accessible/proactive about communications with parents/students,	
	attending events already in school calendar, holding a 'meet the governors' session for pupils etc.	KM
	Review LGB Terms of Reference*; IAT Scheme of Delegation* - discuss further with IG. RH advised	KM
	against getting caught up in detail, but equally Govs wish to understand their role 'in layman's	
	terms'. Clerk: could we see IAT Committees' terms of ref and could they set their schedule? RH:	
	liaise with SB.	Clerk
	CP AGREED to be member of Trust Audit Committee. Clerk inform SB.	Clerk
	c. Actions arising from that meeting:	
	2. Clerk/KH: advertise LGB vacancies on CCC website and communications with parents –	
	completed. More to be done to recruit Govs?	KM
	3. Clerk: send Declarations of Business/Pecuniary Interests to Peter Gregory - completed	
	3. Clerk: upload signed Code of Practice to CCC website – completed.	
	3. Clerk: confirm Edubase details with CCC - completed	
	3. Clerk: liaise with CCC ICT team re gov info for website and gov log-ins – completed.	
	3. KM: send photo to Clerk - completed	
	3. Clerk: confirm DBS checks complete with CCC - completed5. All Govs: Review LGB Terms of Reference to clarify role – see above.	
	5. All Govs: consider membership of Audit Committee (info on remit to come) – see above	
	5. KH: consider ways of promoting CCC to prospective pupils – KH detailed ongoing actions. Is focus	
<u> </u>	3. Km. consider ways or promoting ecc to prospective pupils – km detailed origining actions. Is focus	

	transition or increasing numbers? Both, also promoting sixth form to current pupils. Govs noted the many positives of CCC and the ongoing discussions re how to instil pupils' pride in CCC, and make it appealing to primary pupils, eg sports events, visits – see item 4. 5. KH: bring policies to next LGB: see item 8 5. Clerk: draft wording for governance update for CCC website – completed 6. All Govs: review Scheme of Delegation and prepare questions – see above. 7. AW: can LGB can be DofE verifier? – completed; consensus is that DofE is an extremely worthwhile scheme, but it's not appropriate for LGB as collective body to be verifier.	
4	Principal's Teaching and Learning Report - How are we getting on? Principal's Report*: Govs thanked KH for format/detail. RH noted the function of the report as an historical/statutory record. Govs discussed how to hold to account: KM/CS/KH to allocate sections of report to different Govs to scrutinise and monitor/report back to LGB if required. Govs may need training/support? eg Progress 8 – RH confirmed that IAT will offer training on accountability measures. Principal's Report to be tabled first LGB meeting each term, subsequent termly meetings to link into action plan. Govs noted improving picture of behaviour, aided eg by lunchtime clubs and interventions. Any issues? Attendance remains key area of focus. Govs reiterated importance of generating positivity, so pupils feel part of a good school – KH is going into assemblies next week to focus on this, also drafting proposal on new uniform; Govs noted it is essential to be clear about the timeline/decision-making process for this and informing parents.	KM
5	School Improvement— what is needed to make progress? College Action Plan*; SEF*; (confidential) letter from RSC on Brian Hooper's visit 01-12-17*; Govs discussed focus of Brian Hooper's next visit 17-03-17, KM or CS to meet him? Govs noted the many positives evident in CCC's direction and how to communicate these to parents and wider community. KH is drafting letter to parents, and press release. Ofsted is due in 7 terms, or sooner on request. RH reiterated that CCC is on track and last year's results were in top third of Cornwall. Safeguarding: no concerns raised by Brian Hooper. How do we know safeguarding is effective on the ground? IAT has commissioned Olympus Academy Trust to carry out safeguarding audit, Clerk flag up with JT, Safeguarding Gov. Budget: restructuring and cost efficiencies are ongoing; Jon Tilbury is CCC Gov on Trust Finance Committee. RH reported GAG (general annual grant) has been determined. Business Continuity Plan/Risk Register: CP is joining Trust Audit Committee and will refer to them any matters raised by LGB. RH explained there is a Trust-wide risk register, monitored by Trust Audit Committee. RH noted that a prospective Sherford Gov may be able to support CCC if required.	KM Clerk
<u>6</u>	Governor Development - what needs to be done? Governor training – available via Babcock, please liaise with Clerk. Governor monitoring reports – see IAT template* Gov monitoring schedule – to do; Clerk to draw up table of Gov responsibilities. NGA membership: expires 01-04-17; make decision on renewal nearer the time.	KM Clerk KM
7	IAT website: http://www.ivybridgeacademytrust.co.uk/ CCC welcome is needed on home page, Clerk send reminder to RH. Directors will decide new name for Trust 23-03-17, to reflect growth beyond Ivybridge. RH updated Govs on increasing membership, and positive impact eg on shared resources, networking, plus financial efficiencies to come out of economies of scale across the MAT.	Clerk
8	Policies & Vision – what do we want next for our school? IAT policy review cycle* - Govs to ask IG how IAT policies are communicated/what CCC input is	KM

	required, eg Child Protection/Safeguarding to reflect different arrangements Cornwall/Devon. Policies to review: KH to bring Behaviour, Curriculum, Governor Visits (add IAT monitoring template to final page) to next meeting. Policies approved by IAT Board: Complaints Policy Dec 2016*. Policies will be put on IAT website.	КН
9	Correspondence – Callington Neighbourhood Plan* - CCC Govs were pleased at opportunity to be involved in long term planning for Callington/CCC. Meeting to be arranged. RH left meeting at 6.10pm	KM
	An item of anonymous correspondence was noted, KH to refer on to D Smith (HR).	КН
<u>10</u>	Matters brought forward by the Chair - KH: Govs discussed at length aligning local schools' term dates/INSET days 2017-18. Govs AGREED to recommend to IAT the version tabled. KH to email to Clerk to send to SB; KH to communicate this locally.	КН
<u>11</u>	What have we done to make a difference to our children? Govs believe that the steps being taken now will benefit current pupils and establish strong foundations for the next generation.	
<u>12</u>	Part 2 proceedings – none.	
<u>13</u>	Dates of next meetings LGB meetings, 4.30pm, CCC: Thurs, 30 th March 2017; Thurs 18 th May 2017; Thurs 29 th June 2017. Head, Chair, Co-Chair, Clerk to hold prep meeting approx 3 weeks ahead of LGB meetings. Clerk to suggest dates and circulate the IAT agenda template. First prep meeting: Thurs 2 nd March 2017 at 5.45pm, CCC, Clerk to invite IG and Sarah Berry.	Clerk
	Summary of LGB action points: 3a. Clerk: liaise with SB about flow of minutes Directors/LGB - done, awaiting instructions 3b. KM: consider LGB interaction/raising profile with school community 3b. KM: discuss with IG the LGB remit/how to carry this out in practice 3b. Clerk: seek info from SB on IAT Committees' terms of ref and schedule – done, awaiting info 3b. Clerk: inform SB which Govs on which IAT committees: CP Audit, JT Finance, KM HR - done 3.2. KM: how to recruit more Govs? 4. KM: allocate sections of report to different Govs to scrutinise. 4. KM: uniform – be clear about the decision-making and communication process 5. KM: meet Brian Hooper on 17-03-17? 5. Clerk: inform JT about safeguarding audit 5. KH: contact RH about Sherford Gov who could help with Risk Register, if required. 6. KM: establish Gov monitoring schedule once responsibilities allocated. 6. Clerk: draw up table of Gov responsibilities 6. KM: decision on NGA membership renewal ahead of 01-04-17. 7. Clerk: remind RH to mention CCC on IAT website homepage. 8. KM: ask IG how IAT policies are communicated/what CCC input is required 8. KH: bring policies: Behaviour, Curriculum, Governor Visits (to incorporate IAT monitoring template)	

Summary of LGB decisions made: 3. LGB meetings to be closed. 3. CP to be member of Trust Audit Committee 10. Draft version of 2017-18 term dates approved; to be referred to Trust Board.	
Deferments to next meeting: none	
Related documents Correspondence APPROVED mins LGB IAT Gov Monitoring Neighbourhood Plan (200117.pdf Report Template.doc	
These minutes are agreed by those present as being a true record: Signed (Chair): Date:	

The meeting closed at 6.40pm.