

St Wenn School

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Governing Board

Mrs Sally Berry – Head Teacher
Dr T Cubitt – Chair – Partnership Governor
Mrs N Mathers – Vice Chair-Co-opted Governor
Mr M Rabone - Co-opted Governor
Mrs K Messenger - Parent Governor
Mr K Beer – Staff Governor
Mrs S Hawkey – Parent Governor
Mrs E Lawrenson– Co-opted Governor
Dr G Smith-Laing - Local Authority Governor
Mr R Savage – Co-opted Governor
Mr R Fenwick – Co-opted Governor

Minutes

Full Governing Board Meeting of St Wenn Governing Board –

Monday 1st March 2021 at 5.30pm held via video conference using Microsoft Teams in light of COVID-19 restrictions.

Joanne Trudgian, Clerk to the Governing Board

Typed: 02.03.21

Approved for circulation: 09.03.21

ST WENN SCHOOL GOVERNING BOARD MINUTES OF MEETING

School:	St Wenn School
Quorum:	6
Chair:	Dr Tessa Cubitt
Clerk	Miss Joanne Trudgian
Date of Meeting:	Monday 1st March 2021 at 5.30pm
Venue:	Virtual meeting using Microsoft Teams

Attendance:

NAME	GOVERNOR	ASSOCIATE MEMBER	OTHER (Please state)	Present/ Apologies/ Absent
Mrs S Berry – Head Teacher (SB)	YES			P
Dr T Cubitt – (Chair) – Partnership Governor (TC)	YES			P
Mrs E Lawrenson – Co-opted Governor (EC)	YES			P
Mr M Rabone – Co-opted Governor (MR)	YES			P
Mrs S Hawkey – Parent Governor (SH)	YES			P
Mr K Beer – Staff Governor (KB)	YES			P
Mrs N Mathers – (Vice Chair) Co-opted Governor (NM)	YES			P
Dr G Smith-Laing - Local Authority Governor (GSL)	YES			P
Mrs K Messenger – Parent Governor (KM)	YES			P
Mr R Savage – Co-opted Governor (RS)	YES			P
Mr R Fenwick – Co-opted Governor (RF)	YES			P
Miss J Trudgian	NO		Clerk	P

1.	<p>Welcome, apologies and consideration for absence TC opened the meeting at 5.37pm and recording commenced. Whilst RS and SH were not present at the start, the clerk confirmed that they had both accepted the invitation and were probably running late.</p>	
2.	<p>Declaration of Business and Pecuniary Interest</p>	
2.1	<p>None declared</p>	GSL to return his completed form to Clerk
3.	<p>Constitution</p>	
3.1	<p>Next Term of office to end -RS (Co-opted) and TC (Partnership) 31.3.21 The clerk confirmed that RS was happy to stay as Co-opted Governor for another term. TC confirmed that she would be happy to stay as Partnership Governor until the start of the new academic year when a new Partnership Governor would be appointed. RF asked what the Partnership role was and stated that according to County, it is difficult to recruit Governors generally? TC explained that as a Foundation School without a foundation, the role was given when the school left the Lanhydrock School Partnership (LSP) and the role looked at the best interests of the foundation school and the wider community.</p>	Clerk to send GAD form to RS and TC for completion.
3.2	<p>Succession Planning – Chair Role/Partnership Governor TC shared details of Nik Coultas (NC) as a potential Partnership Governor in September. The Clerk explained that the Board could have an associate member(without voting rights) who could attend to observe meetings and build up knowledge of the School and Board prior to officially taking on the Governor role. She thought that changes would be required to the Instrument of Government. RF asked for more information and skills, suggesting a 'bio-pic' from Nik to introduce himself. Both the Clerk, SB and TC appraised the Board of suitability, with the clerk pointing out that with only 2 meetings left of the academic year, it was not a lot of time for someone new to shadow an outgoing Governor and Chair. TC felt that NC could be a potential Chair in a few years' time and that meanwhile, existing</p>	Clerk to contact NC for a bio-pic and offer associate membership until 3.9.21

	<p>members of the Board could possibly co-chair in the interim. RF asked if anyone else had been approached for Partnerships Governor/Chair role? TC had asked the School Improvement Partner (SIP), County and School Forum but no recommendations were made. TC asked if any existing members would be interested in co-chairing for an interim period? Following much discussion including skills, audits, qualities of the Chair and support to a new head teacher, RF asked that he be considered for Chair as an ex-educationalist and non-parent. However, he wanted more time to understand the responsibilities and liabilities before agreeing formally and that he would not wish to chair sub committees as well. RF asked if anyone would be willing to Chair the Standards and Curriculum Committee from September? EL stated that she would be willing to Chair this committee. NM noted that although she had wished to be vice-chair temporarily, she would be happy to support RF and the new head teacher as vice-chair for one more year from September. It was AGREED that NC be approached as an Associate Member for a term, before joining the Board as replacement for TC in September. NC to forward a 'bio-pic' to the Board. Following the meeting, the Clerk confirmed that Boards do NOT have to change their Instrument of Government for Associate Members. They can be appointed for up to a 4 year period but have no voting rights and must leave meetings/discussions on named staff and pupils. Information taken from the Governance Handbook.</p> <p><i>RS joined the meeting at 6.01pm, apologised being late due to poor internet connection. SH messaged saying that she would be late due to car problems.</i></p>	<p>Clerk to look into training/support for new Chair. Done. Training bkd 12.05.21</p> <p>RF to consider the Chair role and notify TC of decision. Done 2.3.21</p> <p>Clerk to approach NC for bio-pic and associate member. Done 2.3.21 TC to 'hand-over' Chair of S&C Committee to EL. Co-Chair?</p>
<p>4. 4.1 4.2 4.3</p>	<p>Minutes of previous meeting</p> <p>To receive and approve the minutes of FGB 07.12.20 Minutes had been circulated prior to the meeting. Proposed to accept by EL and seconded by SB. Board fully AGREED the minutes. TC went through the action points most of which had been completed. SB to confirm if the school had bought into the SLA for Governor Training. MR to discuss strengths and roles on the board with mentor. EL asked about COVID safety measures...Whilst this was not relevant in the end for the interviews, surely measures need to be in place when Head Teacher visits? SB confirmed advice that visits can go ahead in a COVID safe way when children are not in the building. Visit with SB expected to take place before Easter now and transition arrangements start.</p> <p>To receive and approve the Confidential Minutes of FGB 07.12.20 Owing to confidential material, it was agreed to defer this item until the end, once staff members had left the meeting.</p> <p>To receive and approve the minutes of Extra-ordinary Meeting on 17.02.21 Minutes had been circulated prior to the meeting. Proposed to accept by GSL and seconded by NM. Board fully AGREED to accept the minutes. TC went through the action points. All stakeholders had been notified following the appointment of new head teacher although staff were concerned with the time delay. Cllr Paul Wills asked to visit the school post elections period.</p> <p><i>Sarah Hawkey joined the meeting at 6.15pm explaining car problems</i></p> <p>TC had not contacted the Cornish Guardian yet but will do so. RF suggested that a press release be written to stand more chance of publishing the story, especially in cite of recruiting during a pandemic. RF asked if it would be good if Governors could write some one liners and send to TC as a way of assisting. Action agreed. KB confirmed his class were studying press releases and he would arrange for some input from them.</p>	<p>TC to sign all minutes.</p> <p>SB to establish Governor training covered in SLA</p> <p>MR to liaise with mentor (NM)</p> <p>Clerk to send copies to County and put on website. Done 02.03.21</p> <p>TC to invite Cllr Paul Wills to school</p> <p>Govs to send one liners to TC for press release.</p>
<p>5. 5.1</p>	<p>Matters Arising not included within the Agenda</p> <p>Governor Roles and Responsibilities KM interested in joining the Standards and Curriculum Committee instead of Resources. Happy to continue with Safeguarding role. SH happy to sit on Resources Committee. With his strengths in continuous improvement and personal development, MR decided to sit on the Resources Committee also. NM suggested that the Terms of Reference could be</p>	<p>NM to consider change to Terms of Ref for Resources Com.</p>

<p>5.2 H&S Walkthrough Report compiled by premises manager and copied to NM. All matters in hand.</p> <p>5.3 Laptop update This was temporarily on hold presently. An application will be put to the wind turbine/WREN fund. The option of leasing was still a possibility. MR had received details about Kit for Kids, a county wide crowd-funding initiative in excess of £100k. MR happy to establish how schools tap into this funding.</p>	<p>tweaked to reflect any new approach regarding improvement. RF stressed that the Board should be careful that Governor work does not to encroach what is an executive responsibility. EL stressed that Wellbeing is a priority for staff and Governors and to champion the wellbeing support upon a return to school life. It was crucial that regarding personal development, everyone was in the right place and where they want to go! NM suggested that as this develops, perhaps a sub committee of Resources is good to concentrate on matters of welfare, wellbeing and personal development. RF challenged the Board to be mindful of accountability and that NM should lead this as Chair of Resources, working alongside EL, MR, KB and KM. Agreed.</p>	<p>NM to add 'Wellbeing' as an agenda item on all Resource Committee agendas and liaise with EL, KB, MR and KM</p> <p>MR to research application process to Kit for Kids and report back.</p>
<p>6.</p> <p>6.1 Planned return to school w/c 08.03.21 Governors were pleased with the report and had no questions.</p> <p>6.2 SEN/Vulnerable Groups All children who are 'On Alert' received directed support through sessions. Have received 2 laptops for disadvantaged children which are used in school. School place offered to all children of key workers and those unable to access reliable technology/ internet at home. Post looked after child offered a staggered return to school. EHC plan complete for post looked after child.</p> <p>6.3 Pupil Premium Impact statement completed including COVID</p> <p>6.4 Sports Premium £16,755 Catch -up funding available (now referred as recovery funding) £6,000 for an average size school but no confirmed amounts as yet. RF asked when we would hear about funding for the churchyard project? Not heard yet – churchwardens are dealing with this.</p>	<p>Headteacher report Circulated prior to the meeting along with a report on the planned return to school on 08.03.21. SB explained the staffing teaching and support presently in school and the numbers of key worker/vulnerable children accessing school presently. NM queried the initials of some staff -not recognising them! SB explained that SW and SOR were temporary support in early years as numbers of pupils had increased. SB had challenged County, querying value for money for the SIP and overall effectiveness. The SIP himself had also been in touch with County. Discussion followed as the usual termly SIP meetings had not been happening. RF had asked a county representative if there was a need for a SIP given the appointment of a new inexperienced Head Teacher who would probably be assigned a mentor. He was aware of new SIPs coming through County who may be more appropriate to St Wenn's need and suggested that we start the process to change. SB, TC and NM had discussed changing the SIP before and the Board AGREED that this should happen from September.</p>	<p>SB/TC to change SIP for September</p>
<p>7.</p>	<p>Safeguarding SB explained that lateral flow tests would be available from test centres for families of primary school children and, along with staff, would be encouraged to participate in these tests following the return to school. RF asked SB how she would respond to a member of staff who declines the test? SB would explain very, very clearly the importance of identifying the positives so that isolation can start and the benefits this brings to the whole</p>	

<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p>	<p>school and not necessarily the individual refusing the test. RF asked if this tact had changed their refusal? The individual concerned had been invited by SB to sit with her whilst undertaking the test to alleviate any fear performing the test themselves.</p> <p>Governor annual Safeguarding Report 20/21 Circulated prior to the meeting. TC raised the issue that NM and EL were not included as receiving the Safer Recruitment training. TC raised the issue of the Single Central Record noting that supply staff were not included. Why was that? SB will confirm with EL and NM the dates of Safer Recruitment Training and would add to the report. Supply staff not included as they have their own policy of insuring safety and security on their cover note.</p> <p>Online Safety letter to parents SB announced that this had been circulated. Clerk had added to the website.</p> <p>Live Streaming Risk Assessment TC thanked SB for thoroughly keeping the Board informed on all the risk assessments and reviews. No issues.</p> <p>Covid 19 Risk Health and Safety Risk Assessment No issues or concerns raised.</p> <p>Safeguarding responsibilities of the Governing Board training. Clerk confirmed that she had booked virtual training for SH and KM for 08.03.21</p>	<p>SB to f/u safer recruitment dates with NM & EL to add to report. Done 2.3.21</p>
<p>8.</p>	<p>School Development Plan SB reported that this document had only been updated with new COVID-19 guidance. No issues raised.</p>	
<p>9.</p>	<p>Self-Evaluation Form (SEF) update SB reported that this document had been updated with COVID-19 adjustments. An assessment fortnight (less intrusive) is planned w/c 15th and 22nd March with pupil progress meetings afterwards. Direct impact would follow on with catch up work specifically targeted after Easter. SB explained that it was a long time without any data but it was not an effective strategy to do assessments whilst children were at home and the teaching staff had made this decision.</p>	
<p>10.</p> <p>10.1</p> <p>10.2</p> <p>10.3</p>	<p>Committee updates</p> <p>Standards and Curriculum Committee With no meetings taking place recently, TC suggested that the committee meet in May once assessments had taken place; realistic data available and more known about the catch-up funding. She also suggested a meeting to look at the Curriculum Policy which has been slimmed down to reflect the 3-year plan and mastery-flow.</p> <p>Resources Committee NM confirmed that a meeting of the committee would take place now once school had reopened possibly towards the end of term.</p> <p>Finance Committee With the next FGB being the budget meeting, SB suggested a meeting before the budget and after the monthly bursar meeting, with RS, TC, NM and GSL to look at the implications of finance and the reduction in pupil numbers for the following year. RS had been receiving the monthly budget reports and has been monitoring remotely. There is £40,000 to be carried over in the reserve fund. RS AGREED to arrange a meeting soon and will carry out a benchmarking exercise.</p>	<p>RS to arrange a finance meeting post monthly bursar meeting</p>
<p>11.</p>	<p>Governor Monitoring Planner/Monitoring Had been adapted for Covid-19 has made monitoring very difficult, it was agreed that NM would review</p>	
<p>12.</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p>Policies</p> <p>Safeguarding and Child Protection Policy The addendum had been circulated prior to the meeting. RATIFIED by the Board.</p> <p>Remote Learning Plan (Jan 21) Circulated prior to the meeting. No questions raised RATIFIED by the Board.</p> <p>Complaints Policy Circulated prior to the meeting. No questions raised. RATIFIED by the Board.</p>	<p>Clerk to add policies to the website</p>
<p>13.</p>	<p>Governor Training</p>	

13.1	Confirm training booked for Safeguarding/GOV1/GOV2 The Clerk confirmed that she had booked SH and MR GOV 1 training on 5 th May and GOV 2 on 24 th May. SH and KM are booked for Safeguarding on 8 th March. RF and KM are booked the GOV2 training on the 9 th March.	Govs to attend training and complete a report after
14.	Business brought forward by the Chair None	
15. 15.1	Correspondence Cornwall School Forum Following the vacancy details on the Forum being circulated prior to the meeting, the Board decided that no one was interested in being nominated.	Clerk to notify Emma Coad. Done 2.3.21
16.	Future dates The next meeting of the Board is budget setting on 26 th April and the final meeting of the year is 28 th June 2021. <i>KM, SB and KB left the meeting at 7pm.</i>	
4.2	To receive and approve the Confidential Minutes of FGB 07.12.20 The minutes were read out by the Clerk and proposed by RF and seconded by EL as a true and correct record. The Board fully AGREED the minutes.	
17	Close meeting There being no further business, TC declared the meeting closed at 7.05pm.	

These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on 26TH April 2021

Signed: *T Cubitt*. Chair of Governors
Dr T Cubitt

Action Points from the meeting:-

Head Teacher

To obtain safer recruitment training dates from EL and NM and update the Annual Safeguarding report
To instigate changing the SIP for September
SB to establish if Governor training covered by SLA

All Governors

To send one liners or pieces to Tessa for the press release relating to the Head Teacher recruitment

Tessa

To sign Terms of Reference for Curriculum & Standards and return to Clerk
TC to sign all minutes.
To write a press release and expect one-liners from the team!
To arrange/pencil in Cllr Paul Wills visit to the school and meet the new Head (post elections)
To complete GAD form and return to clerk.
Start handing over/explaining role of Chair of Curriculum & Standards to Buffy

Clerk

To notify Emma Coad of Cornwall School Forum. Done 2.3.21
Clerk to add policies, governor attendance, agreed minutes and agendas onto website and send to county. Done 2.3.21
To send GAD forms to RS and TC and change term of office dates on the website and notify Sue Bowden for SFVS. Done 2.3.21
Clerk to ask Nik Coultas for a bio-pic and invite him to the board as an associate member for one term before becoming a partnership Governor.
To research training for new chair of Governors. Done and RF booked for 12th May.

Michael

To attend GOV1 training on 5th May and GOV2 24th May – complete training reports afterwards for the Board

To research how to tap into Kit for Kids funding and laptops
To liaise with mentor

Sarah

To attend Safeguarding training 8th March
To attend GOV 1 training on 5th May and GOV2 on 24th May
Complete training reports afterwards for the Board

Kate

To attend Safeguarding Training 8th March
To attend GOV2 training on 9th March and complete a report on training for the Board

Richard

To attend GOV2 training on 9th March and complete a report on training for the Board
To consider taking on the Chair role in September

Naomi

To update Monitoring Planner
To hold a Resources meeting before end of term and review terms of reference with continuous improvement in mind and wellbeing to be an agenda item at future meetings. Discuss these items with EL, KM, KB and MR.
To notify Sally of Safer Recruitment Dates. Done 2.3.21

Ross

To arrange benchmarking
To arrange a Finance Committee meeting before budget setting meeting in April.
To complete GAD form and return to clerk. Done 2.3.21

Buffy

To start working with Tessa on handover of Standards and Curriculum Committee
Notify Sally of Safer Recruitment dates. Done 2.3.21