

# 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  
Mr N Coultas – Associate Member

# Minutes

**Full Governing Board Meeting of St Wenn Governing Board –**

**Monday 26<sup>th</sup> April 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: 26.04.21*

*Approved for circulation:28.04.21*

## ST WENN SCHOOL GOVERNING BOARD MINUTES OF MEETING

<b>School:</b>	St Wenn School
<b>Quorum:</b>	6
<b>Chair:</b>	Dr Tessa Cubitt
<b>Clerk</b>	Miss Joanne Trudgian
<b>Date of Meeting:</b>	Monday 26 <sup>th</sup> April 2021 at 5.30pm
<b>Venue:</b>	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
Mrs C Masters – County (CM)	NO		Bursar	P
Mr N Coultas – Associate Member (NC)	NO	YES		P
Miss J Trudgian	NO		Clerk	P

<b>1.</b>	<p><b>Welcome, apologies and consideration for absence</b></p> <p>TC welcomed everyone and declared the meeting open. Recording started at 7.35pm. KB would have to leave early and RS would be expected late due to work commitments. TC explained the role of Associate Member and welcomed NC to the Board. Governors' attendance was noted by the Clerk.</p>	
<b>2.</b>	<p><b>Declaration of Business and Pecuniary Interest</b></p> <p><b>2.1 To declare any interests for this meeting.</b></p> <p>None were declared.</p>	
<b>3.</b>	<p><b>Constitution</b></p> <p><b>3.1 Next Term of office to end -Staff Governor 22.09.22</b></p> <p>TC noted that KB term of office would be the next to end but that this was some time away.</p>	
<b>4.</b>	<p><b>Minutes of previous meeting</b></p> <p><b>4.1 To receive and approve the minutes of FGB 01.03.21</b></p> <p>Minutes had been circulated prior to the meeting. SB proposed acceptance of the minutes with GSL seconding. Board unanimous in approval of the minutes.</p>	Clerk to add Approved Minutes to the website & send to county
<b>5.</b>	<p><b>Matters Arising not included within the Agenda</b></p> <p><b>5.1 Item 3.2 Succession Planning/Chair Role</b></p>	Clerk to arrange a secret ballot

<p>5.2</p> <p>5.3</p>	<p>On the advice of NGA, a secret ballot should be held. RF had considered the position and was willing to put himself forward. After discussion, it was decided that the Clerk hold the ballot via email BEFORE the next meeting.</p> <p><b>Item 4.3 To receive and approve minutes of the EOM on 17.02.21</b></p> <p>TC acknowledged that RF had written the press release. This had been circulated. SH confirmed that St Wenn Parish had included the article. The clerk was sure that she had seen something in the Cornish Guardian. TC informed Cllr Paul Wills of new appointment.</p> <p><b>Item 6 – New SIP (School Improvement Partner) update</b></p> <p>TC confirmed contact with County about this. Under the SLA (Service Level Agreement) it was probable that someone within County would be appointed and that further discussion should take place between the new Head Teacher and the new Chair of Governors. Mark Lees coming on the 26th May and SB will invite Governors to attend later that day.</p> <p><b>Actions points</b></p> <p>All actions had been completed. MR reported that the Kit for Kids fund had already been allocated and that the school should decide whether to fundraise itself or look at leasing. NM had applied to Denzil Downs wind turbine fund for laptops and is waiting to hear back.</p>	<p>SB to discuss SIP with Grace Smith on Thursday</p>
<p>6.</p> <p>6.1</p>	<p><b>Budget setting Financial Year 21/22</b></p> <p><b>Presentation from C Masters, Bursar</b></p> <p>A draft copy of the proposed Budget Authorisation Statement had been circulated prior to the meeting and was shared on screen during the meeting.</p> <p><b>Income (Funding) and School Income</b></p> <p>Each line was explained but with Dedicated Schools Grant reducing based on October census figures; uncertainty around Sports Premium continuing and Covid Catch-up Programme being extended, a reduction in income was expected. CM had projected a worse- case scenario budget. If pupil numbers rise, future years' budget may look better.</p> <p style="text-align: right;"><i>RS joined the meeting at 5.49pm</i></p> <p><b>Expenditure (Employees)</b></p> <p>Overspent last year to cover a staff absence. Sports Premium money being used from April to August to pay for lunch supervision but will be sourced elsewhere. Staff training budget reduced on last year. Insurances increased by 5%. Due to Covid, overspends had been expected for supply (other). Teacher and Teaching Assistants (TA) figures had increased accounting for the pay rise. TA's were part funded under Sports Premium from April to August but from main budget from September.</p> <p><b>Premises/Administration/SLA's</b></p> <p>Energy, Insurances and water costs increased by 5%. Printing and telephone increased by 2%. Security budget increased slightly. Governor training budget increased also.</p> <p><b>Curriculum</b></p> <p>Camp should be cost- neutral but a small buffer has been allocated.</p> <p style="text-align: right;"><i>KB left the meeting at 5.58pm</i></p> <p>Covid Catch-up – It was decided to continue with this using some additional money from the reserves. General curriculum budget has been cut slightly. Pupil Premium had been used to pay for some teaching, TA and SEN TA where no top-up funding available for a statemented pupil.</p> <p><b>Catering</b></p> <p>Catering is costing the school. During covid, the cook was still providing meals but for fewer children. From September, TA cover has been built into Breakfast Club costs in the hope that this will break-even.</p> <p><b>Capital Funding</b> (£4,800 will be ring-fenced). The only committed spend so far is the removal of dead flies and spiders from the windows (£800 so far).</p> <p>Budget shows an £8,542 in-year deficit (spending more than funding allows). This is in part due to the essential catch-up programme being extended into Summer Term. Reserves show £33,911 being carried forward.</p> <p>TC asked if the new head salary had been included on the Teaching costs? CM confirmed that she had. TC a little concerned with the in-year deficit increasing over the 3- year period. SB challenged the idea of a large reserve. She felt that given the circumstances it was essential to utilize the reserve to the benefit of the children. CM stated that whilst there</p>	

was still an in-year deficit of £5,973 in year 2, savings could soon be made and money re-couped. SB confirmed that pupil numbers may rise very soon. **RS asked CM where the school needs to be (pupil numbers) to bridge the gap and reduce the deficit to zero?** CM stated that each pupil attracts £4,000 in funding, so the school would only be looking at 1 or 2 more pupils. Also, that pre-school and catering are being subsidised. In time, it is hoped that they will start funding themselves in time. **RF asked if there was any 'wriggle-room' to reverse the trend in high teaching staff costs and low TA costs?** Discussion followed on pupil numbers teacher/pupil ratio and the number of classes. It was felt that ideally pupil numbers needed to be nearer 80 attracting greater funding, but not effecting teaching staff numbers.

Board agreed to move to Item 6.3 to allow CM to leave the meeting.

## 6.2 Benchmark Presentation from R Savage, Finance Chair

RS explained the rationale of the sample (15 similar sized schools). St Wenn fares well with no substantial warning signs. Total expenditure is in the top- half but this is not wholly comprised of staff costs. We are 4<sup>th</sup> for premises costs and supplies and services are also quite high – both areas we can look to address. For income, St Wenn is 6<sup>th</sup> but 10<sup>th</sup> for grant funding. However, for self-generated funding Friends of St Wenn School push us to 2<sup>nd</sup>! St Wenn came 10<sup>th</sup> in-year balance result (£6,682) but as CM had pointed out, with higher pupil numbers, this can be changed. Regarding the healthy reserves, the sample showed the school as 12<sup>th</sup> overall. The entire school workforce (headcount) had St Wenn as top. **RF wanted to clarify this figure in that St Wenn has a high number of part time staff.** SB confirmed that to be the case. **RF asked if laptops were bought by the school/grant, significant depreciation would have to be factored within the budget over a 3-year period?** Yes, it would. SB and NM prefer the leasing option for that reason and wanted more time to consider. Any grant funding would not cover the number of laptops desired. **RF asked SB if the high teaching costs from the benchmarking exercise were inevitable because of our class structure and limited space?** Yes, the school adopted this structure as it was beneficial to boost pupil numbers. **RF asked if the pupil premium numbers had dropped, would that infer less TA help required therefore reducing our costs?** SB explained that TA contracts were constantly reviewed and changing to meet needs. With catch-up identified, TA help was beneficial but with fewer needs, there was bound to be savings made with money put back into reserve. This has not been considered for this budget we are setting now. Instead, use the next academic year to review TA costs and implications for 22/23 budget. **MR asked if it was common- practice to hold a series of reviews on costs and savings based on the benchmarking exercise?** RS explained that the information goes into SFVS file and at monthly finance committee meetings, checks are made against those areas needing attention identified through the benchmarking exercise with an aim to make efficiencies and savings were possible. The key was to increase pupil numbers to benefit the school. **MR asked how vulnerable the school was to the opposite of increased pupil numbers?** RS replied suggesting that as each pupil attracts £4,000, the maths was there. Historically, the school has always encountered peaks and troughs with total pupil numbers. TC mentioned that some pupils have had to be turned away in certain year groups because it was full and this effects the overall total against in -year allocations. **RS asked where the gaps were presently?** SB confirmed that year 4 and 5 had most availability. This aligns itself with parents removing their children to boarding – referred as 'State to 8. '. The census timeline impacts funding too. Reception numbers awaits the second round of allocations at the end of May. First round brought the school up to its PAN. Year 1 has 10 pupils. The school actively promotes itself and monitors the situation. **SH asked how many applied as either 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> choice.** 11. **SH questioned why St Wenn wasn't the 1<sup>st</sup> choice given the influx of building in areas around St Wenn?** After much discussion, EL suggested that the school promotes its after-school facilities. More parents are working now and need greater flexibility and childcare until 6pm.

## 6.3 Consideration and approval of Budget 21/22

TC asked for a motion to accept and approve the budget. Proposed by RS and seconded by GSL. Fully supported by the Board. TC thanked CM for all her support in the year.

*CM left the meeting at 6.22pm*

Finance Comm to look at potential savings in key areas identified from benchmarking

Finance Comm to look at TA costs from September and impacts on budget

SB to look at after school provision

7.	<b>Governor Monitoring-update</b> Standards & Curriculum Committee decided to shelve the planner for next year and an emergency monitoring planner for COVID was set and implemented immediately. Access to the planner is through Share point. Visits are set to a minimum to monitor response to covid, home learning and catch-up. TC reminded Governors, in particular Committee Chairs, to write up their summaries from meetings on the planner as NM had been doing this up to now.	
8.	<b>Structure of Governor files/Share point</b> RF raised the point he struggled to find forms. Following discussion, it was agreed that the clerk reformat Share point and/or Teams.	Clerk to update Share point. NC to assist
9.	<b>Committee Meetings</b> Minutes from both committees had been circulated prior to the meeting. <b>9.1 Resources Committee– 25.03.21 to accept minutes and recommendations</b> Board <b>APPROVED</b> the minutes and recommendations contained within. <b>9.2 Standards &amp; Curriculum – 30.03.21 to accept minutes and recommendations</b> Board <b>APPROVED</b> the minutes and recommendations contained within.	
10.	<b>Training Reports</b> <b>10.1 Safeguarding Responsibilities of the Governing Board (KM &amp; SH) 08.03.21</b> Report circulated prior to the meeting. <b>SH wished to note the recommendation not to have a member of staff as Safeguarding Lead Governor and asked the Chair if this was correct?</b> TC acknowledged her discussions and noted it was only a recommendation and not essential. She felt that KM’s judgement would not be impaired and that she had already made headway since training with Single Central Record. <b>10.2 Governor Induction Part 2 (RF) 09-11.03.21</b> Report circulated prior to the meeting. RF mentioned the difficulty analysing St Wenn School when the data was not available owing to pupil sample being so small! <b>How do we compensate for performance data analysis? How do we know how we are compared to other schools or national standards?</b> Pupil Progress meetings follow the data- drop and we report back to S & C Committee. We look at individual pupils of each cohort and compare both nationally and with schools we know through subject leads. <b>Are you happy that what we do is good enough?</b> Yes, I think that we talk about it more on a personal basis and relevant to schools our size rather than look at percentages. Data has only been internal. We challenge and dissect the data that is relevant. GSL noted that you cannot do anything that is statistically robust given the numbers – stick with the approach of knowing your pupils! Board agreed but acknowledged the need to be mindful of any data available.	
11.	<b>Forthcoming Governor Training</b> GOV1 – Induction for new Governors – 05.05.21 – SH and MR. NC to be booked on another course when dates become available. New Chair of Governors – 12.05.21 – RF GOV2- Induction for new Governors – 24.05.21 – SH and MR. Being Ofsted Ready & understanding the curriculum – 19.05.21 – EL SEC11 – Curriculum online seminars- EL 27 <sup>th</sup> April session 1, 11 <sup>th</sup> May session 2, 25 <sup>th</sup> May session 3. Governors were reminded to complete and return their training reports to the Clerk following any training.	Clerk to book NC Gov 1 training  Gov to attend training and compile reports
12.	<b>Correspondence</b> <b>12.1 Finance Training</b> The Clerk read an email from Gaynor Edwards offering Finance training for Governors and Finance staff. It was decided that the offer be accepted and that the Clerk asks for possible dates and cost before reporting back to the Board.	Clerk to contact Gaynor SB to approach Grace re training
13.	<b>Business brought forward by the Chair</b> <b>13.1 RSHE Policy</b> The draft policy had been circulated prior to the meeting. NM proposed and GSL seconded approval with the Board fully in agreeance. <b>13.2 SCR Governor Monitoring report – KM</b>	Clerk to add policy onto website

	The report had been circulated prior to the meeting and was accepted by the Board.	
<b>14.</b>	<b>Date of next meeting</b> Governors were reminded of the next meeting being 28 <sup>th</sup> June 2021 and the final meeting of the academic year. Chair and Safeguarding Lead reminded of their annual reports.	TC and KM to compile annual reports
<b>15.</b>	<b>Close Meeting</b> As there was no further business, the Chair declared the meeting closed at 07.19pm	

These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on 28<sup>th</sup> June 2021

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

#### Action Points from the meeting:-

##### Head Teacher

Ask Grace if she would be interested in Finance Training and notify the Clerk.  
Discuss pupil numbers and staffing with Grace.  
Review after school provision and promote to increase pupil numbers.

##### All Committee Chairs

To update the Monitoring Planner with relevant information from Committee Meeting Minutes

##### Tessa

Compile annual Chair report for the next meeting

##### Clerk

To contact Gaynor reference Finance Training, cost and numbers to make the training viable. Emailed 28.04.21  
Add RSHE policy, Governor attendance and agreed minutes onto website & send to County – Done 27.04.21  
Arrange a secret ballot for C of G election – Done 27.04.21  
Clerk to rebook NC GOV 1 Induction training when date available  
Update Share point or Teams with effective filing system for Governor access.  
To contact DNS reference NC email account – Another email 27.04.21 – Done 28.04.21

##### Michael

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

##### Sarah

To attend GOV 1 training on 5<sup>th</sup> May and GOV2 on 24<sup>th</sup> May  
Complete training reports afterwards for the Board

##### Kate

To compile annual Safeguarding Report for next meeting

##### Richard

To attend New Chair training on 12<sup>th</sup> May  
Liaise with County/Grace appointment of a new SIP

##### Nik

To work with Jo on Share point/Teams

##### Ross

To monitor TA costs and impact on Budget from September  
To look at efficiencies and savings against the monthly finance reports/Benchmarking exercise

##### Buffy

To attend Curriculum seminars Session 1 – 27<sup>th</sup> April, Session 2 – 11<sup>th</sup> May and Session 3 - 25<sup>th</sup> May  
To attend Being Ofsted Ready and understanding the curriculum training on 19<sup>th</sup> May