

# 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 – Parent 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 7<sup>th</sup> December 2020 at 5.30pm held via video conference using Microsoft Teams in light of COVID-19 restrictions.**

*Joanne Trudgian, Clerk to the Governing Board*

*Typed:08.12.20*

*Approved for circulation: 16.12.20*

## ST WENN SCHOOL GOVERNING BOARD MINUTES OF MEETING

<b>School:</b>	<b>St Wenn School</b>
<b>Quorum:</b>	<b>6</b>
<b>Chair:</b>	<b>Dr Tessa Cubitt</b>
<b>Clerk</b>	<b>Miss Joanne Trudgian</b>
<b>Date of Meeting:</b>	<b>Monday 7<sup>th</sup> December 2020 at 5.30pm</b>
<b>Venue:</b>	<b>Virtual meeting using Microsoft Teams</b>

### 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 – Parent 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			Ap
Mr R Fenwick – Co-opted Governor (RF)	YES			P
Miss J Trudgian	NO		Clerk	P

<b>1.</b>	<p><b>Welcome, apologies and consideration for absence</b></p> <p>The Chair declared the meeting open at 5.30pm and welcomed new Governors, Sarah Hawkey and Michael Rabone, to the Board. Apologies were received from RS who had work commitments. These were considered and accepted by the Board.</p>	
<b>2.</b>	<p><b>Constitution</b></p> <p>The Chair thought that it was too early for MR and SH to be allocated specific Governor roles and responsibilities having only been appointed from 16.11.20. It was decided to review this with their mentors and to decide at the next meeting.</p> <p>TC proposed a reduction from 3 to 2 Parent Governors (the minimum requirement) and increase the co-opted Governors from 4 to 5. <b>APPROVED</b> by the Board.</p>	<p>Clerk to table this at next meeting under matters arising.</p> <p>Clerk to notify county. Email sent 16.12.20</p>
<b>3.</b>	<p><b>Declaration of Business and Pecuniary Interest</b></p> <p><b>To declare any interests for this meeting</b></p> <p>TC wished to declare her role as a trustee to the Valley Nursery. SH, as a new Governor, wished it noted her role as Secretary of St Wenn Hall Committee, Lecturer at St Austell College and Chair of The Friends of St Wenn School – all of which are noted on her DPI form. No other declarations were made.</p>	<p>TC to complete a new DPI form</p>
<b>4.</b>	<p><b>Minutes of previous meeting</b></p> <p><b>To receive and approve the minutes of FGB 17.09.20</b></p> <p>Minutes had been circulated prior to the meeting and were proposed as a true record by GSL and seconded by NM. Board in favour to <b>RATIFY</b> the minutes.</p> <p><b>To receive and approve the minutes of Extra-ordinary meeting 12.11.20</b></p> <p>Minutes had been circulated prior to the meeting and were proposed by KM and seconded by NM as a true record. Board in favour to <b>RATIFY</b> the minutes.</p>	<p>Clerk to send minutes to County. Done 16.12.20</p>

<p>5.</p>	<p><b>Matters Arising not included on the Agenda</b>  <b>Item 6.2 of FGB 17.09.20 - Laptops</b> – The school is considering renting laptops rather than buying them outright, providing greater flexibility regarding upgrades and not greatly impacting on budgets. Cost is £3,500 per year for 15 laptops over a 3- year lease. Would provide flexibility regarding upgrades to I.T and not greatly impact on the budget. <b>NM was certain that funding would not be available for leasing items. MR asked if third party funding had been considered to support this project through partnerships?</b> Friends had already fundraised for laptops in the past. KB (computing lead) explained the school’s vision for each child in KS2 (41 children currently) to have their own device. Use of learning platforms has resulted in greater IT use. <b>RF asked if a separate meeting was required to agree the expense?</b> No, following further research, SB will write a paper and send to the Board.  <b>RF asked about licence costs and if it covers them using their own machine at home?</b> KB confirmed it would.</p> <p><b>EOM of 12.11.20-</b> TC gave an update on the Head Teacher recruitment. 10 – 12 people have asked for packs – mostly existing and deputy heads. TC had been advised by County not to hold visits due to pandemic restrictions. A virtual meeting planned for 8<sup>th</sup> will discuss ideas for a virtual tour/meeting of applicants. <b>NM asked if we had received any applications yet?</b> No, just enquiries so far. <b>EL expressed the desire to hold some meetings with children in as natural a way as possible whilst adhering to safeguarding and Covid rules. NM asked where we stand on safeguarding – concerned with the risk of recording?</b> Much discussion followed on the best action. Groups of 3 or 4 children could be present virtually making it more ‘humanised’. <b>SH asked what platform should be used, as Teams would permit recording?</b> MR had experience of working within guidelines in this area and offered to work with SB to consult County on clear interpretations of the rules. Agreed that it was integral to have applicants meet in person and to visit the school. <b>RF stated that we should establish which tier applicants are from to enable a conversation as to the best course of action for that individual. EL suggested that we should ask the applicants what more they require from the school e.g meeting with staff.</b></p>	<p>MR to explore third party funding and sponsorship</p> <p>SB to write a detailed paper for laptops to the Board</p> <p>MR &amp; SB to meet with Jamie Reeve from County 8.12.20 at 2pm on teams.</p> <p>TC to ask county if visits allowed once children have left the school. What COVID secure guidance looks like.</p>
<p>6.</p>	<p><b>Head Teacher Performance Review – Move to Part 2 Confidential Minutes</b>  Due to the meeting being held via Teams, it was decided to defer this item until the end of the meeting. SB would leave the meeting along with KB and KM who both had a conflict of interest being staff members/volunteers.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p><b>Head Teacher Report</b>  The report had been circulated to the Board prior to the meeting. A letter had also been circulated to the Board regarding Ofsted visits expected to resume in the Summer Term of 2021.</p> <p><b>Covid-Catch up report and impacts.</b>  Discussed within committee meeting and challenges reflected in notes (see items 11.1 &amp; 12.1) Vigilance is still being observed regarding COVID. Attendance (97.12% year to date) has been good with only one family isolating for 14 days; 2 children either awaiting a test result or having a test and 3 other families off while test results confirmed. The cook had left as concerned with Covid from a personal basis and not confident to remain in school. Advertisement for School Cook is currently in hand. <b>SH asked are you having a COVID review from Ofsted?</b> –No, when they come, they will ask what we have done.</p> <p>Staffing – ongoing discussions with Resources Committee.  Update on Mrs Mackay given to the Board. They wished her well.</p> <p><b>SEN/Vulnerable Groups</b>  See Item 11.1, Item 12 and Item 14 also. All SEND pupils who are ‘On Alert’ receive extra support through catch-up funding. St Wenn is eligible for one laptop for disadvantaged child in the case of another lockdown. <b>NM queried the SEND Report that Lauren Wheeler is still recorded?</b> Yes, she plays an integral part in SEND matters.</p>	<p>SH to report on St Austell College covid inspection for any good practice.</p> <p>Email Mrs Mackay from TC on Board behalf</p>

<p><b>7.3</b></p> <p><b>7.4</b></p> <p><b>7.5</b></p>	<p><b>Pupil Premium - £12,345 for 20/21 year</b> Impact statement completed including COVID response and is on the website.</p> <p><b>Sports Premium - £16,755 current balance is £5,923</b> Annual return and forecast has been submitted.</p> <p><b>Safeguarding</b> Chair of Premises and Resources Committee conducted a H&amp;S walkthrough with Premises Manager. Awaiting report.</p> <p>Curriculum meeting with staff due 8.12.20 to discuss long term planning. Medium term planning includes how we cover immediate recall and life skills e.g banking. Skills based approach to learning. Ofsted inspection framework has brought changes to the core and foundation subjects – both having the same level of importance – welcomed by teaching staff. This has created some new additional work though.</p> <p>Teaching appraisals have been carried out. <b>RF asked if all positive/any issues or concerns?</b> None at all – all ok!</p>	<p>SB to check Rhian compiles H &amp; S Report.</p>
<p><b>8.</b></p>	<p><b>Finance update</b> TC gave an update in the absence of RS. The Budget is very sound with reserves of over £40,000 although there are expected costs and deductions to come from this. The Catch-Up programme has already reduced the reserve fund but there is a need to do more. KS2 is more of an issue for which budget has been used. £6,000 additional funding for catch up.</p> <p>The staffing structure has not been resolved and the bursar has been contacted to advise on any challenges to the reserves. Otherwise, the finances are healthy.</p> <p>In his absence, RS had noted that he has not been receiving the monthly budget reports prior to meetings with the Bursar. He has been assigned access to Egress allowing better access to accounts.</p>	<p>Clerk to remind Sue Bowden to send her monthly reports for ALL Gobs. Email 16.12.20</p>
<p><b>9.</b></p>	<p><b>School Development Plan – SDP</b> This was circulated prior to the meeting and placed on the website for better access. Governor monitoring planner reflects the key areas from the SDP requiring focus for visits.</p>	
<p><b>10.</b></p>	<p><b>Self- Evaluation Form -SEF</b> A copy had been circulated prior to the meeting. SB had been advised to include more detailed explanations on the impact of the catch-up sessions. These are shown in red.</p>	<p>Clerk to ensure on website. Checkd 15.12.20.</p>
<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p>	<p><b>Committee Report Updates</b></p> <p><b>Standards and Curriculum meeting 19.11.20</b> Catch up, gaps in learning, additional support for disadvantaged groups and impacts were discussed. Minutes had been circulated prior to the meeting. KS1 very successful with more to be done in KS2. <b>SH asked what was holding the children back?</b> There is an awful lot that they have forgotten (more to learn in KS2). There is an intense amount of learning for years 5 and 6 with gaps in knowledge in some areas that have not been taught. Booster sessions are on offer. Ongoing monitoring taking place.</p> <p><b>Resources and Premises meeting 26.11.20</b> Minutes circulated prior to the meeting. Premises – EYFS free flow area completed. Stage 1 of Courtyard area complete. Quotes obtained for Stage 2. Decking area to the field pavilion almost complete. Staffing issues had been discussed with an advert for a school chef currently being advertised and a review on contracted hours for school cleaner.</p>	
<p><b>12.</b></p> <p><b>12.1</b></p> <p><b>12.2</b></p>	<p><b>Governor visits</b></p> <p><b>19.11.20 – Impact of the Covid Catch-up Programme TC</b> A detailed report had been circulated prior to the meeting.</p> <p><b>19.11.20 – Subject Leaders TC</b> A report was circulated prior to the meeting.</p>	

<b>12.3</b>	<b>19.11.20 – Quality Education TC</b> A report was circulated prior to the meeting.	
<b>13.</b> <b>13.1</b>	<b>Policies</b> <b>Admissions Arrangements – 22/23 Academic Year</b> Current arrangements were reviewed and <b>RATIFIED</b> . The criteria of admissions in result of an oversubscription to the school will remain the same. Providing that no changes are required to the Admission Arrangements, the school will have to carry out a wider consultation in 2022 for a 6- week period. <b>EL asked about the PAN, thinking it had been changed from 7 to 10?</b> No, the PAN was left as 7 allowing the school some flexibility on numbers, given the variance of cohorts historically. We can accept up to 10 or 12. County were satisfied with this.	Add policies to the website. Done
<b>13.2</b>	<b>Peer on peer abuse –</b> This policy was circulated to the Board prior to the meeting. Board <b>RATIFIED</b> the policy.	
<b>14.</b>	<b>Business brought forward by the Chair</b> SB was now in a position to send out the Special Educational Needs Documents but after the Agenda was published. This included the SEND policy, Accessibility Plan, SEND information report and SEND Local Offer. All documents were circulated just prior to the meeting. TC agreed to discuss. There being no questions or issues, the Board <b>RATIFIED</b> all documents.	Clerk to check documents are on the web. Done. 15.12.20
<b>15.</b>	<b>Correspondance</b> Clerk briefed Governors on CPD Safeguarding Training and asked if there was any interest. KM expressed interest as the newly appointed Safeguarding Lead Governor and SH.	Clerk to register interest and notify Governors of details
<b>16.</b>	<b>Close meeting</b> SB, KB and KM left the meeting at 18.44. Item 6 was discussed- see confidential minutes. The Chair 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 1<sup>st</sup> March 2021.

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

**Dr T Cubitt**

#### Action Points from the meeting:-

##### Head Teacher

- To compile a detailed report on the proposed laptop project
- To ensure Premises Manager compiles H&S walkthrough report and report back to Resources Committee and Board

##### Clerk

- To check all paperwork goes on the website – **Done 15.12.20**
- Research the virtual safeguarding training and cost and report to SH and KM – **researched NSPCC training instead. Other too costly for just 2 people.**
- To chase up the monthly budget reports for Governors. – **Done 15.12.20**
- Clerk to send approved minutes to County – **Done 15.12.20**
- Table as an agenda item for the next meeting allocating responsibilities to new governors

##### Michael

- To go through the current COVID safety guidance for visits with the Head Teacher. Attend virtual meeting 08.12.20 with County via teams
- To explore the possibility of third-party funding/sponsorship for laptops and report to Board
- To discuss with mentor your strengths and where you see your role within governor responsibilities

##### Sarah

- To discuss with mentor your strengths and where you see your role within governor responsibilities

- To report back on Ofsted report/visit from St Austell College and share any good practice

Tessa

- To write an email to Mrs Wendy Mackay passing on good wishes from the Board
- To establish the rules on Interviews and visits to schools during Covid restrictions
- To attend meeting with Jamie Reeve, County on 08.12.20
- To complete a new Declaration of Pecuniary Interest Form and return to clerk