

St Wenn School

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Governing Board

Mrs Grace Smith – Head Teacher
Mr R Fenwick– Chair – Co-opted 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 – Partnership Governor

Minutes

Full Governing Board Meeting of St Wenn Governing Board –

Tuesday 14th December 2021 at 5.30pm held using Microsoft Teams.

Joanne Trudgian, Clerk to the Governing Board

Typed: 15.12.21

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ST WENN SCHOOL GOVERNING BOARD MINUTES OF MEETING

School:	St Wenn School
Quorum:	6
Chair:	Mr Richard Fenwick
Clerk	Miss Joanne Trudgian
Date of Meeting:	Tuesday 14 th December 2021 at 5.30pm
Venue:	Microsoft Teams

Attendance:

NAME	GOVERNOR	ASSOCIATE MEMBER	OTHER (Please state)	Present/ Apologies/ Absent
Mrs Grace Smith – Head Teacher (GS)	YES			P
Mr Richard Fenwick – (Chair) – Co-opted Governor (RF)	YES			P
Mrs N Mathers – (Vice Chair) Co-opted Governor (NM)	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
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 N Coultas – Partnership Governor (NC)	YES			P
Miss J Trudgian	NO		Clerk	P

1.	<p>Welcome, apologies and consideration for absence RF welcomed all governors to the meeting and declared the meeting open at 5.35pm. Clerk confirmed to the Board that recording would now start. RF wished to convey the Board’s awareness and thanks to all staff, acknowledging the extremely difficult term due to covid-19 issues and covering staff absence. Wished to thank GS too for covering extra teaching.</p>	RF to write to all staff in the new year
2. 2.1	<p>Constitution Next term of office to end Clerk confirmed that the Staff Governor term would end 22.09.22. She advised no more than two terms of office, which KB will have served.</p>	
3. 3.1	<p>Declaration of Business and Pecuniary Interests To declare any interests for this meeting No declarations were declared.</p>	
4. 4.1 4.2	<p>Minutes of the last meeting To receive and approve the minutes of FGB 20.09.21 These had been circulated prior to the meeting and were proposed as a true and correct record by RS and seconded by EL. Decision – APPROVED. To confirm action points All actions had been completed except the following:- Some Governors had yet to confirm their understanding of KCSIE – Part 2 for Governors to GS. GS to look at PPA time in school and to consider new system for timetabling in Spring Term. RF asked if PPA time at home had been missed to cover colleagues work during absence? Research suggested this to be the case. GS confirmed that PPA time had been lost to cover swimming and pupil behaviour issues but staff had been prepared to stay on to cover extra work. GS deferred the School Council lead owing to staff absence. GS to upload Policies and stream line the website over Christmas NC to arrange TEAMS training in the New Year.</p>	<p style="color: red;">Clerk to send to County</p> <p style="color: red;">GS to check outstanding signatures</p> <p style="color: red;">GS actions NC tabled training for 20.01.22</p>

	<p>KM to establish if a separate Safer Recruitment Policy is required or if it remains part 2 on Safeguarding and Child Protection Policy?</p> <p>RS to update outstanding information onto monitoring planner 20/21.</p>	<p>KM action</p> <p>RS action</p>
<p>5.</p>	<p>Matters Arising not included on the Agenda None received.</p>	
<p>6.</p>	<p>Head Teacher Performance Review Deferred to the end of meeting to allow GS, KB and KM to leave the TEAMS meeting. See Confidential Minute for Item 6.</p>	
<p>7. 7.1</p>	<p>Head Teacher Report to include To receive and discuss Head Teacher report Report circulated prior to the meeting and available on TEAMS. Mark Lees (SIP) had visited and highlighted some key action points for GS who found this useful as a new Head Teacher. On advice of County (who felt that by not having a SENDCO at the school, vulnerable groups were at risk due to the irregular pattern of visits to the school by the SENDCO) GS should become the SENDCO for up to 3 years without training, with situation being reviewed. Decision – APPROVED that GS becomes the SENDCO. <u>Staffing plan for January</u> As a staff member is leaving, staff structure can change. A positive step allowing for KB to become Sports Lead and for SLW to become a temporary f/t teacher until Summer Term. NM wished to note how positive this decision was allowing for Sport provision to grow across the year groups as detailed in the SDP and should allow for better outcomes. EL asked about the temporary appointment and how that impacts p/t staff currently on maternity leave and when they return? GS explained the contractual obligations and that a vacancy would be advertised later next year, for which applications and suitable appointment would follow. NM asked what feedback GS had from parents, following a letter outlining the proposed staffing changes? GS confirmed 4 positive replies and 1 negative so far. The concern was discussed by the Board. The proposed changes would only strengthen all classes. GS to review. KB wished to explain in detail how vulnerable a small school is and the effect low staffing numbers had day to day this term. At times, there was 20% less staff than usual to pull from. Emphasised that small changes in a small setting can make a big difference. He was concerned at the way Ofsted perceived the pandemic and its knock-on effects. The prospect of dealing with an Ofsted inspection and Safeguarding with so many staff off was concerning. NM and RF explained how advice and solutions were sought from the SIP. Reassurance that all schools feel the same. They wished to convey to KB and all staff the Board’s gratitude and for them to reach out to GS and Governors if they need help. SH conveyed a parent’s perspective that her children seemed happy and hadn’t noticed there being any problems which was testament to the staffs’ professionalism. The Clerk pointed out that staff wellbeing is deemed a priority and advice is coming out from the NGA in terms of assisting in a strategic capacity. MR asked if staff could afford some time to reflect on the resources crisis/pandemic and identify the learning points e.g Who turned up? Who showed strong leadership? What contingency could be in place if the same happens again? RF asked what contingency plans were in place in a blended learning, lockdown or reduced capacity scenario e.g virtual learning? Also, could teachers who were isolating (not ill) work from home remotely and virtually? Remote learning/Lockdown policy is in place for each scenario using Showbe and Yes, staff have worked that way from home. NM asked what the expectation would be to set work for pupils isolating at home? GS confirmed that staff agreed to upload maths and English the following day. Operationally, it was difficult to set work the same day and that learning had to be purposeful whilst maintaining staff wellbeing if teaching, uploading work and marking from home. Children must ‘buy-in’ to their learning. SH asked if it was possible for children to ‘join’ class room based learning remotely? GS had trialled this – either all pupils needed to be in the class or all virtual and it only worked for older aged children. Technology may not support this style of working. GS wished to thank Wild Warriors for the PE kit sponsor, sourcing and design. <u>After school club provision</u></p>	<p>GS to change named SENCO on website</p>

Owing to being unviable and not in demand, GS has to stop an after-school provision effecting 3 children. Discussion followed. **EL concerned that other clubs should continue to enrich pupil experience.** GS wants all clubs to be consistent. Once they are running across all age groups, this would allow for better take up, commitment and improvement. Board **APPROVED** this decision.

Windmill Funding for Angel Track

To maximise playground space all year round, an application will be made to fund a limestone track in the village field to enhance PE provision; a mile a day and promote mental and physical wellbeing of the pupils. NC noted that a spec should be agreed to allow for 3 like for like quotes as per Financial Regulations. Board **APPROVED** decision to apply for funding once quotes obtained.

Air Ventilation System

Turtles classroom is not compliant due to there being no air ventilation system satisfying building regulations. Detailed discussion followed on the background to this. **NM asked if Devolved Capital Funding should be used? RF asked if there was grant funding available especially given the Covid situation?** GS to research further and approach the Bursar on Devolved Capital funding.

School Meals

GS has carried out a benchmark exercise of charges in other schools for school dinners. St Wenn is running at a loss each day. **EL noted the hard work to keep the cost of meals low to encourage pupils to have at least one cooked meal a day. She noted the importance to increase take-up and asked why, during swimming, the school didn't offer a packed lunch as a way of bringing in income?** GS confirmed that the chef could only do packed lunches across the **whole** school or cooked meal for the 2 weeks. She did not feel it appropriate for EYFS and reception to have packed lunch for this period of time. **EL asked if on some days the meal and price could vary thus increasing revenue?** GS felt this was worth considering and will discuss with the chef. **MR asked for benchmarking data against other small schools?** GS confirmed that comparisons with similar schools showed lunches at £2.20 - £2.90. Following discussion with the Bursar, St Wenn loses money with this provision. **SH queried the benchmarking criteria just taking price into account. Quality of the school meals e.g nutritional balance and healthiness should be considered too. EL asked if contact had been made with local providers of fruit and vegetables to help with the costs?** GS confirmed that fruit comes out of the total costs of the catering budget, although some of that is free. With lunch times being reduced by half an hour, additional staffing costs were no longer required. **KM asked if more children took up a school lunch, would that help reduce cost and lessen the need to increase fees?** Currently, 40-45 children have a school lunch. **EL felt that historically 60+ children had a school meal and that there was room to increase take up. RF felt that whilst we should keep costs as low as possible, the school should not subsidise lunches to the detriment elsewhere in the school budget or to education. EL asked if packed lunch pupils should contribute financially so that it was not solely school meals fees covering lunch staff cover?** GS was not sure if lunch time staffing costs came out of the catering budget and suggested more time to consult the Bursar and review this in the Spring term budget review? **RF asked that utility costs be included in the overall cost to provide lunches.** Decision to defer **APPROVED.**

7.2 Pupil Premium impacts

Currently, 6 pupils (increased) with 2 of those in EYFS. Funding is spent on staffing.

7.3 Sport Premium (SP) impacts

This years' funding has been spent on Wild Warriors and lunchtime staffing. GS would like to move lunch time spending elsewhere, freeing up SP on dance workshops and other sporting opportunities.

7.4 SEN/Vulnerable Groups

Move to Part 2 Confidential Minutes.

7.5 Staffing and Staff Training

Staffing structure for January circulated prior to the meeting. Staff made aware of Teaching and Learning fully funded training opportunity. Sarah Lush Williams has applied for NPQ training. GS has applied for National Professional Qualification in Headship.

7.6 SIP visit 8.11.21

Report circulated prior to the meeting and available on TEAMS.

SIP observed good behaviour of children generally. Actions were still being addressed from the Summer Term visit e.g new phonics scheme; pace of learning/pitch and expectation and that children can talk about their learning experiences. If progress is not shown by the Spring Term following a SIP visit, the school could get a 'declining' mark should Ofsted visit! Behaviour Policy has

NC notify GS name of contractor

GS to consult Bursar with funding

GS to consult Bursar and increase take up of school lunch

	been reviewed a number of times at staff meetings and action taken on promoting good behaviour within the school e.g rewards, sanctions and privileges.	
8.	Safeguarding Helen Trelease had conducted Safeguarding training across the school during inset day. Online equivalent training arranged for those absent. 2 staff yet to complete the training.	GS to f/u
8.1	To receive Safeguarding Lead Governor report and consider recommendations Report circulated prior to the meeting and a copy held on TEAMS. KM explained that whilst it was not necessary for the Single Central Record (SCR) checks to be undertaken by a Governor. Following discussion with the School Secretary, she felt that she would like to continue this as part of her Safeguarding checks. Board APPROVED this. Meanwhile, in light of the Arthur Labinjo-Hughes case, KM reported that CPOMS is now being used widely at the school and is one of the best tools available to record concerns and to build a history.	KM to continue with SCR checks
9.	School Development Plan (SDP) for Academic Year – 21/22 SDP had been circulated prior to the meeting and is on TEAMS. Document is colour coded to show progress of actions. Environment - To allow for children's independence and encourage independent learning, classroom environments will be improved. Board fully supportive of this. Behaviours and attitudes to learning – with proposed changes to rewards, privilege and sanctions from January, this area can start to be addressed. All staff must be consistent with applying the rules and consequences of poor behaviour. Curriculum – Priority area- needs addressing with a 2-year rolling plan in place by Spring Term. Subject Leads need to be able to account for progression made across the year groups. Subject leads should have timetabled provision to allow this. Discussion followed how this should be implemented with GS proposing to cover the time for leads to carry this out. RF asked if lead staff could use part of their PPA time to monitor subject progress? Historically, subject lead time is additional to PPA. RF stressed that given recent situation of GS covering staff absence that it may be useful if teachers could use some of their PPA time to carry out subject lead assessment and progress.	
10.	School Evaluation Form (SEF) update To ensure that the school gets a 'good' status from the next Ofsted visit, lots of things just need fine tuning. Driving them forward at the same time will be the challenge.	
11.	School Governor Strategy – Review of 3- year plan The strategy is due to be reviewed annually. RF will look at this in the New Year with GS to ensure that strategic element fits in with the new SDP. Committee Chairs will be consulted before presentation to the full Board at the next meeting. Board APPROVED that RF and GS review and make adjustments on behalf of the Board and consult Committee Leads before the next meeting.	RF & GS to review in New Year
12.	To receive Committee Minutes and consider acceptance of recommendations Minutes circulated prior to the meeting and filed on TEAMS.	
12.1	Standards & Curriculum meeting 5.10.21 Terms of Reference had been agreed and signed. GS had confirmed all policies linked to committee. Environment of the school had been discussed and decluttering arranged to ensure rooms are purposeful and encourage independent learning.	GS to add these to website & promote across the school.
12.1(i)	To consider Behaviour written statement/principles Behaviour discussed generally. Written principles written and recommendation to adopt APPROVED by the Board. A lot of work to use incentives and privilege in promoting and rewarding good behaviour. Kickstart programme proving very useful.	NM to f/u churchyard project.
12.2	Resources meeting 19.10.21 Decision to put the courtyard project on hold was APPROVED . Churchyard project to be confirmed with churchwardens – further updates on this to be discussed at committee meetings. NM to check terms of the village field lease and RF to check insurance cover with the Community Project. Staff discipline and Staff Pay Policies reviewed. First Aid policy under review. Site management issues discussed. MR – taking on the role of monitoring staff development and supporting GS with this.	GS & NM to review site management at end of academic year.
12.3	Finance meeting 01.12.21 Since the meeting, GS confirmed that insurance cover for TA absence was too expensive and triggered after 5 days. GS tasked to look at the overspend on curriculum. Terms of reference and SFVS Scheme of Financial Delegation reviewed at this meeting. Board APPROVED subject to A Watson being removed as a signatory, along with S Berry and T Cubitt.	KM to undertake Staff wellbeing survey

	<p>Financial limits remain the same. Clerk reminded Governors that the Terms of Reference and Scheme of Financial Delegation were key sources of information and to familiarise themselves with the documents.</p> <p>The Board fully supported and APPROVED all recommendations held within the minutes of each committee meetings.</p>	<p>Clerk to make changes & update TEAMS/Sue Bowden</p>
13.	<p>Governor visits</p> <p>Due to staff shortages and covid restraints, very few visits were carried out. Governors were reminded of the up dated monitoring planner found on TEAMS.</p> <p>RF asked GS if she is happy for Governors to remotely book look? Yes, pupil conferencing but the nature of the visit may need to be amended on the planner. Governors reminded to complete visit reports and file these in the TEAMS folder under 'General' channel.</p>	<p>Governors to plan their meetings in the new year</p>
14.	<p>Governor Training</p> <p>Due to sickness, Covid or work, NC, SH and KM were unable to attend their training. Alternative dates were identified and Clerk to book as follows:-</p> <p>GOV2 – 15.3.22 9.30am OR 6pm (SH am) (NC pm) GOV3 – 21.3.22 6-7pm (KM) GOV6 – Inclusion and Exclusion – 30.03.22 9.30-11 - RF, EL and MR to attend</p> <p>Clerk outlined other training available too:- GOV8 – Being Ofsted Ready- 4.4.22 6-8pm OR 15.6.22 12-2 GOV9 – Safeguarding Responsibility of Governing Board 3.2.22 OR 8.3.22 OR 4.5.22 all at 4pm.</p> <p>Governors to notify her if they wish to attend.</p> <p>Single Central Record (SCR) training webinar - £39 per delegate (session includes guidance around maintaining your SCR and all requirements as set out by Ofsted) 12 January 2022 (13:00 - 14:00)</p> <p>Reminder that failure to attend training without notification 7 days prior may result in the school being charged.</p> <p>GS asked who would attend the Ofsted visit when dates received? Last time 2 governors attended the visit to support Head teacher. RF, EL, NM and RS happy to attend.</p>	<p>Clerk to book</p> <p>KM to book onto the webinar – see school messenger</p> <p>New Govs to notify clerk their wish to attend GOV8 training</p>
15. 15.1	<p>Policies</p> <p>Admission Arrangements 2023/24</p> <p>GS concerned with over subscription on siblings and held a discussion with Chair of Governors, RF. The PAN numbers were discussed and considered. It was decided to keep the PAN at 7 and admission criteria remain in the current order. Board fully APPROVED the Admission Policy for 23/24. Clerk noted that consultation on admissions would be required from 01.10.22. Clerk to notify Admissions Team of decision.</p>	<p>Clerk to notify Admissions Team. Consultation on admission to take place from 01.10.22</p>
16.	<p>The place of traditional Christian Festivals at St Wenn</p> <p>In light of recent media reports, RF asked if GS would be dropping the word 'Christmas' from any school event/theme in favour of non-religious terms e.g winter? GS confirmed that she would not be dropping 'Christmas' and would be strengthening wider community links through the Church.</p> <p><i>GSL and NC – left the meeting at 8pm.</i></p>	
17.	<p>Business brought forward by the Chair</p> <p>None</p> <p><i>Due to Performance Management – Confidential Minutes – KB, KM and GS left the meeting at 8.05pm</i></p>	
18.	<p>Correspondence</p> <p>Clerk reminded Governors that a lot of guidance is coming from the NGA e.g staff wellbeing, covid, Environmental sustainability etc. All Governors receive them.</p>	<p>SH needs School Messenger – Clerk to sort</p>
19.	<p>Close meeting</p> <p>RF declared the meeting closed at 8.41pm. A reminder that the next meeting will be - Monday 7th March 2022</p>	

These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on Monday, 7th March 2022

Signed:R Fenwick (BEd MA)..... Chair of Governors

Mr Richard Fenwick

Action Points from the meeting:-

Clerk

- To sort messenger out for SH
- Notify Admission Team before deadline of Admission Policy approval
- To book training (**Govs to notify Clerk direct if they wish to attend OFSTED ready training**) **Actioned 15.12.21**
- To update Financial Regulations guidance with signatory details (remove A Watson) and notify S Bowden. Upload new onto TEAMS – **Actioned 15.12.21**
- To remind Finance Committee at Budget setting time to review Financial regulations for SFVS.
- To send minutes etc to County – **Actioned 15.12.21**

All Governors

- **To plan in their monitoring visits either in person or remotely**
- **Attend TEAMS training 20.01.22 if required**

Grace

- To meet with RF to discuss PAN and admission policy approval. Notify Clerk of decision so that admissions team can be notified before the deadline
- To add behaviour standards to the website to ensure compliance
- Consult Bursar to confirm catering budget costs for staffing. Report back to Board
- Try to increase school lunch take up
- To f/u staff members who have safeguarding training outstanding
- To f/u those who have not acknowledged understanding of the KCSIE Part 2 guidance
- To change the name of the SENDCO to herself!
- Consult Bursar regarding funding for air ventilation system from devolved capital

Richard

- To attend Inclusion and Exclusion training in March
- To review Governor 3-year strategy with GS and consult Committee chairs. Report at next meeting
- To write to all staff in the new year thanking them
- To meet with GS and discuss PAN – notify Clerk outcome of decision of Admissions Policy

Nik

- To attend GOV2 training
- To deliver TEAMS training 20.1.22
- Notify GS the name of the car park contractor to allow for quotes regarding angel track in school field

Sarah

- To attend GOV2 training

Naomi

- To recirculate Governor Monitoring Planner...again!
- To review site management standards with GS
- To follow up Churchyard project and viability

Ross

- To update outstanding visit information on 20/21 monitoring planner

Elizabeth

- To attend Inclusion and Exclusion training in March

Michael

- To attend Inclusion/Exclusion training

Kate

- To book onto webinar for SCR on 12.01.22 (details found on school messenger)
- To undertake Staff wellbeing in New Year as per Resources Committee minutes
- To attend RSHE training

- To continue with SCR checks
- To establish if a separate Safer Recruitment Policy is required or if it remains part 2 on Safeguarding and Child Protection Policy
-