

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 28th June 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: 29.06.21

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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 28th June 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			Ap
Mrs S Hawkey – Parent Governor (SH)	YES			Ap
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
Mr N Coultas – Associate Member (NC)	NO	YES		A
Mrs G Smith – newly appointed Head Teacher	NO			P
Miss J Trudgian	NO		Clerk	

1.	Welcome, apologies and consideration for absence TC opened the meeting at 5.33pm and recording started. Apologies received in advance from MR who was unwell and from SH who had work commitments. Reasons were considered and accepted by the Board. No apologies were received from NC. The newly appointed Head, Grace Smith, was welcomed to her first meeting and received introductions from Board members and the clerk.	
2.	Declaration of Business and Pecuniary Interest No declarations were received.	
3. 3.1	Constitution Next Term of office to end -Staff Governor 22.09.22 KB's term of office would be the next to end. Clerk queried how many terms a staff governor can serve and will confirm to the Board.	Clerk to confirm number of terms can serve
4. 4.1	Minutes of previous meeting To receive and approve the minutes of FGB 26.04.21 Minutes, circulated prior to the meeting, were proposed by SB and seconded by RS with the Board's full APPROVAL .	Clerk to update web & send to county- Done
5.	Matters Arising not included within the Agenda Item 5.3 -TC wished to confirm the formal appointment of the new School Improvement Partner (SIP) from September to be Mark Lees. The Board found him to be challenging yet supportive of the school. As there were no other matters, Governors confirmed most action points achieved other than SB ongoing handover and discussions with GS regarding pupil numbers and staffing and RS to update the monitoring planner.	RS to update planner
6. 6.1	Head Teacher Report Safeguarding (to include annual Head Teacher Report and Safeguarding Review)	

Report circulated prior to the meeting.

A Safeguarding report, compiled by Helen Trelease, was very positive although the matter of the lead governor was flagged as a concern (see item 7). Covid security and awareness remains in place with reviews in place. Fencing in the field is still outstanding and maintenance issues carried out.

6.2 SEND/Vulnerable Group

SLW self-isolating but working from home on Geography and Languages curriculum, as well as planning pupils needing support at home, as well as those in school. Record of in class 'Quality First Teaching' complete for summer term. Progress reports/Catch UP impact statements to be completed for children on record of need for summer 2.

6.3 Pupil Premium

Impact statement has been completed. There were no questions from the Board.

6.4 Sports Premium

SB confirmed that this is now available again and will help the Teaching Assistant budget. Discussion followed on **operational issues regarding bursar cover and RS asked about contingency planning?** SB and RS to meet and discuss having plans in place should the need arise.

6.5 Covid-19/Interventions

This last week has seen a rise in the number of children (particularly siblings) have been sent home from school displaying Covid symptoms (new variant). **EL asked about pupils who were at home isolating but not ill, whether Showbie was made available for them?** Yes, contact has been made with them and there is work available on Showbie. RS noted that if this type of absence was to become more routine, that a pool of work is available to use immediately. SB will raise this in the next staff meeting.

6.6 Staff structure from September:

Class 1	Class 2	Class 3	Class 4
SB 4 days inc PPA AW 1 ½ days including SB PPA (Fri PE pm split with Class 2/free flow)	SLW 3 days inc PPA (BW) HT 1 ½ days + PE Friday pm split with Class 1/free flow - AW/class TA TBC with AW	KB 5 days inc PPA MC to cover ½ day PPA	CF 4 days + PPA AW ½ day PPA + Friday pm Forest School with KB and MC

GS and SB have looked at staff structure and ongoing reviews planned.

6.7 Concerns, Compliments and Complaints 20/21

No concerns, compliments or complaints received informally.

Admissions:

SB confirmed expected numbers in Reception (11) and Nursery (13) acknowledging fall in numbers as a blip. **RF asked what happens to a child being taught one year above chronological age group when they leave year 6? Do they go into secondary school a year ahead?** A report is made to county and given academic and social & emotional maturity, the expectation is that this is carried through into secondary and that they work a year ahead. **RF- What month were they born? Interesting to know how old or young they are?** Discussion on the significance of dates but no surprises.

Pupil progress:

Figures were shared in KS1 and KS2. Progress is being made and evidence. Writing and reading is a focus. Year 6 (small cohort) shows remarkable progress in Maths. Final summer assessments will feed into the next SIP visit followed by Pupil Progress meetings. **NM asked about the SATs papers pupils are currently sitting – are they being marked internally?** Yes. **Will the results be compared to the standardised results from 2019?** Yes. **Will the data be used in anyway e.g Ofsted?** Subject leads and Head Teacher would talk with the knowledge of those summary reports from the pupil progress meetings and the data, but Ofsted will not look specifically at the data.

Attendance:

Currently at 96% although this week, with the local Covid rate increases and symptoms, siblings have been sent home for PCR tests. Parents are positive about the school system.

SB to relay info in staff meeting.

SB and RS to meet

SB to discuss in staff meeting.

	<p>Budget: Budget looking good. SB has made an application to Healthy Schools Capital Funding for an additional £2,000 to reimburse part of the £3,000 spent on the early years' decking. NM appraised the Board on Denzel Downs application to fund laptops, in addition to Kit for Kids funding. Finance Committee to meet to decide how many laptops; leasing option and fund Clicker8 app supporting children with writing and spelling difficulties. RS asked how storage space on laptops work at the school and to be mindful of this when deciding on the type of laptops and cost implications for increasing amount of memory/storage. In-depth discussion took place about the durability of devices when taking them outside; costs of printing; the need for digital books to record evidence and 'share' rather than print! KM confirmed that Showbie pupils are used to seeing their work rather than printing a hard copy. KB explained the ambition to have easy accessible facilities which are fit for purpose and available for all pupils from year 1 upwards and advice will be sought from DNS (Technical support).</p>	<p>Finance to decide laptop expenditure</p>
7.	<p>To receive annual Safeguarding Lead Governor Report Report circulated prior to the meeting. KM is reassured by the external safeguarding audit that an overall commitment to Safeguarding has been demonstrated throughout the pandemic. KM picked up to 2 main areas highlighted from the audit:- Engage more with the children during monitoring and that Leadership needs to be mindful of compromising Safeguarding when tasking a staff member to be Safeguarding Lead Governor. NM asked if there is more the Board should be doing to address those concerns? Ofsted will be asking the same questions that Helen asked...why have we made that choice? How are we justifying it? Evidence is there and we can justify it (SB). NM asked is there anything more we can do to support Kate in the role e.g training? KM acknowledge that she needs to be mindful of asking other governors' opinion or intervention to ensure complete objectivity and boundaries not crossed. RS suggested the need to be mindful of additional record keeping and decision logs to ensure transparency and visibility. Does the way in which items are recorded now need to change? SCR is used and all conversations taken are recorded but, as new Head Teacher and Chair of Governors, GS and RF would need to continue reviewing and monitoring the situation. The rationale behind the decision has been recorded within the minutes of the meeting held with external auditor and that whilst potential conflict or compromise is acknowledged, with a paper-trail in place, impartiality and objectivity will be demonstrated (RF).</p>	<p>GS and RF to monitor situation with lead governor KM to ask other Govs for assistance in matters Clerk to add report onto the website – Done 29.6.21</p>
8.	<p>Ofsted Preparations TC referred Governors to the Ofsted Teams File and encouraged them to familiarise themselves with the documents and any summary files. EL had attended recent training and suggested that Governors work through the list of possible Ofsted questions. Clerk to share the file for governors to access and answer questions. GS emphasised that, as the new Head Teacher, she will need Governors' support and in-depth knowledge of the school during an inspection. NM asked if Ofsted visit within the first year of a new head being appointed? Ofsted will take a new Head Teacher appointment into account but will still visit. Claire Foley will be able to support with the catch-up work involved.</p>	<p>All govts to work through the questions. Clerk to share file and track changes</p>
9.	<p>SDP and SEF review and update SB had circulated recent review reports for both documents. Reports to go onto school website. There were no questions.</p>	<p>Clerk actioned – 29.6.21</p>
10.	<p>To receive and approve SLA Submissions (agree annually) SB recommended that Service Level Agreements (SLA) with County were Legal, Safer Recruitment, Sims, Human Resources, Finance, bronze level of the Library Service and Educational Psychologist being added (£500). School Effectiveness had been removed following the appointment of Mark Lees as the SIP. TC challenged why Safer Recruitment was being used when we have had training? SB confirmed that the service had been used a lot especially clarifying appointment issues and DBS – it has been used quite a lot. TC proposed to accept with RF seconding the recommendations. Board fully APPROVED the SLA submission.</p>	
11. 11.1	<p>To receive interim report from Mark Lees' visit (SIP) Report circulated prior to the meeting. 3 issues were identified. Action plan from visit Recommendations were made through the action plan. SIP impressed with the prompt action. Review set for 9th July.</p>	
12.	<p>Governor Monitoring update and to receive reports All reports circulated prior to the meeting. The Monitoring Planner was all but up to date with a couple outstanding. As there were no questions or comments, all reports were received by the Board.</p>	
<p>St Wenn FGB Minutes 28.06.2021 (RF) initial pg. 4</p>		

12.1	Pupil visit Equality & Diversity report NM 17.06.21	
12.2	Outdoor spaces report NM 17.06.21	
12.3	SEND report NM 15.05.21	
12.4	Pupil visit Restorative Justice NM 17.06.21	
12.5	Curriculum Staff Meeting report RF 11.05.21	
12.6	Spelling and Grammar report NM/TC 20.05.21	
12.7	Relationships Curriculum KM 18.06.21	
12.8	Single Central Record KM 25.06.21	
13.	Analysis of TEAMS usage and Governor Files Following a lot of discussion about usage and location of files, it was suggested that a working party be set up including the Clerk, NC,RS, RF, EL, NM and GS to look at housekeeping rules and correct structure and to arrange TEAMS training for the whole Board.	Clerk to set up. Team created 1.7.21
14.	Committee Meetings	
14.1	Standards & Curriculum – 10.6.21 to accept minutes and approve recommendations Minutes were circulated prior to the meeting. A recommendation to hold Staff and Governor meetings yearly was proposed by TC and seconded by EL. The Board fully APPROVED this. Progress is being made around Covid catch-up.	
15.	Training Reports To receive all training reports which were circulated prior to the meeting. TC asked for any points or questions.	
15.1	Governor Induction Part 2 MR	
15.2	New Chair Training RF (21.05.21) From the training, RF had identified 2 similar sized schools to St Wenn who had new Chair of Governors and thought it would be useful to work with them in addition to Nanpean and Nanstallon particularly around Benchmarking. Huge shift to curriculum and the emphasis on the lowest achievers e.g SEN, Pupil Premium and vulnerable groups. The challenge for our board is that whilst we take account of Ofsted priorities, the school vision should focus on all children; not just the disadvantaged but the more able pupils too. Leave no children behind!	
15.3	Curriculum Training EL	
15.4	Being Ofsted Ready EL (19.05.21)	
15.5	Safer Recruitment NM (22.06.21)	
16.	Forthcoming Governor Training NC has Gov 1 training taking place on 01.07.21. SH unable to attend her Gov1 and 2 training.	Clerk to book SH Gov1&2. Clerk to contact Gaynor
16.1	To agree Finance Training for the Autumn Term It was decided that the clerk contact Gaynor with a view to formal training in mid Autumn Term	
17.	To receive the annual report from the Chair of Governors Report had been circulated prior to the meeting. In her final report following 9 years as Chair, TC thanked SB for her dedication to the school and extended her thanks to the Governors also. NM wished to thank TC for her tireless work and expertise on the Board over the years.	Clerk to add to web – done 29.6.21
18.	Correspondence There was no correspondence other than email discussed in Item 19.	
19.	Business brought forward by the Chair (for urgent matters only) The clerk read an email regarding changes to the School Admission Code for 2021. It was agreed that SB reads the notice from County. As a Foundation School, action is required by the Board to familiarise themselves with the changes and act in accordance with the new Code from 1 September 2021; review their admission arrangements that have already been determined for 2021/22 and 2022/23 and consider their processes which will need to support the new requirements for in-year admissions. Following the meeting, SB looked at the policies and couldn't see that changes needed be made. She emailed Sarah from Admissions to confirm...and her reply was:- 'You had already included children in state care outside England so nothing to change – others will need to add this if they hadn't already included it.' TC proposed an informal meeting to mark members of the Board retirements in the school pavilion on 19 th July at 5.00pm (subject to the Covid restrictions being lifted).	SB to read guidance and liaise with Clerk TC to invite ex-govs
20.	Date of next meeting – Set dates for 21/22 academic year	

	It was agreed for the Clerk to identify some possible dates whilst consulting with RF and NM before sharing with Committee Chairs. That way, Committee meetings and Board meetings can be agreed in advance and added to the Teams and Web calendars. Teams to remain in place even if lockdown restrictions are lifted.	Clerk to arrange- Done 1.7.21
21.	Close Meeting As there was no further business, the Chair declared the meeting closed at 7.25pm.	

These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on Monday, 20th September 2021.

Signed:R Fenwick..... Chair of Governors

Mr Richard Fenwick

Action Points from the meeting:-

ALL GOVERNORS TO ACCESS THE OFSTED QUESTIONS IN TEAMS/SHAREPOINT AND SHARE THEIR ANSWERS

Head Teacher

- 1) Confirm during staff meeting the need to have a pool of work available for pupil absence e.g showbie
- 2) Meet with RS regarding contingency planning and Bursar issues
- 3) To read new update on school admissions from Sept 21 and contact Clerk if a need to meet to agree admissions.

Ross

- 1) To update the Monitoring Planner
- 2) Hold Finance Committee meeting to discuss spending the funding for laptops
- 3) Attend a working party group meeting to discuss Teams Housekeeping

Tessa

- 1) Arrange a 'leaving event' for governors and ex governors at 5pm at the school.

Clerk

- 1) Set future dates of FGB in consultation with GS, RF and NM.
- 2) To contact Gaynor reference Finance Training in the Autumn Term – Emailed 29.6.21. Reply sent out to Finance Team 01.07.21
- 3) To set up a working party group to look at communications and Teams use – Team created and a conversation regarding dates to meet started 1.7.21
- 4) Add paperwork onto website – Done 29.6.21
- 5) Ask about the number of terms for staff Governor – Done 30.6.21 – ideally 2 terms only.
“NGA recommends that governors/trustees should not serve more than two terms of office (eight years) in any one school and chairs should not serve more than six years in the post. This limit is based on good governance practice across a range of sectors and in our view is beneficial to both individual governors/trustees and the governing board.”

Sarah

- 1) To attend GOV 1 and 2 training once rebooked

Kate

- 1) To ask for Governors' help when dealing with safeguarding matters that may question integrity/impartiality

Richard

- 1) To continually monitor monthly or termly the Lead Safeguarding paperwork as an extra check
- 2) Attend a working party group meeting to discuss Teams Housekeeping
- 3) Liaise with Jo on setting dates for FGB – Done and meetings set on Teams

Nik

- 1) Attend a working party group meeting to discuss Teams Housekeeping and lead a Teams training session*

Naomi

- 1) Liaise with Jo on setting dates for FGB – Done and meetings set on Teams
- 2) Attend a working party group meeting to discuss Teams Housekeeping*

Grace

- 1) Arrange a GDPR meeting/review with Debbie Burton – coming end of the month
- 2) Attend a working party group meeting to discuss Teams Housekeeping*

*Meeting has not been arranged yet and will be discussed at next FGB meeting.