

# St Wenn School

**Circulation list:-**

St Wenn School – copy for public access  
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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 –**

**Monday 20<sup>th</sup> September 2021 at 5.30pm held at St Wenn Village Hall and via video conference using Microsoft Teams.**

*Joanne Trudgian, Clerk to the Governing Board*

*Typed:20.09.21*

*Approved for circulation: 22.09.21*

## ST WENN SCHOOL GOVERNING BOARD MINUTES OF MEETING

<b>School:</b>	St Wenn School
<b>Quorum:</b>	6
<b>Chair:</b>	Mr Richard Fenwick
<b>Clerk</b>	Miss Joanne Trudgian
<b>Date of Meeting:</b>	Monday 20 <sup>th</sup> September 2021 at 5.30pm
<b>Venue:</b>	St Wenn Village Hall & via 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			Ap
Dr G Smith-Laing - Local Authority Governor (GSL)	YES			Ap
Mrs K Messenger – Parent Governor (KM)	YES			P
Mr R Savage – Co-opted Governor (RS)	YES			P
Mr N Coultas – Partnership Governor (NC)	YES			Ap
Miss J Trudgian	NO		Clerk	P

<b>1.</b>	<p><b>Chair's welcome and introduction</b></p> <p>RF welcomed Governors and declared the meeting open at 5.39pm. He also welcomed KM and MR, who were joining through Teams. RF outlined his vision for the School and the Board and noted the range of skills available from Governors. <b>RF raised questions around PPA – what it was; if it were a legal requirement and how much time is given?</b> Planning, Preparation and Assessment is made available to teachers following union requests. Whilst not legal, most schools offer this proportionally e.g 2 hours and 20 minutes enabling teachers to work with staff and pupils. <b>Is it used at home? If so, why?</b> It has been used at home, but ideally PPA should be used during school time – how else can an assessment be made? The Board asked GS to look at how PPA time is to be used at St Wenn.</p>	GS - action
<b>2.</b>	<p><b>Apologies and consideration of absence</b></p> <p>Apologies were received in advance from NC who is on holiday, KB who had a domestic emergency and GSL who has a prior engagement scheduled some time ago. These were considered and accepted.</p>	
<b>3.</b>	<p><b>Constitution</b></p>	
<b>3.1</b>	<p><b>To review the Instrument of Government</b></p> <p>Reviewed and <b>AGREED</b> unanimously.</p>	Clerk to add SO and CoC to the website. Done 20.9.21
<b>3.2</b>	<p><b>To agree Code of Conduct</b></p> <p>Circulated and <b>AGREEMENT</b> to adopt unanimous.</p>	
<b>3.3</b>	<p><b>To agree Standing Orders</b></p> <p>Circulated. Clerk drew the attention of start times for meetings (5.30pm). Board <b>AGREED</b> the contents to adopt the revised Standing Order.</p>	
<b>4.</b>	<p><b>Declaration of Business and Pecuniary Interest</b></p>	
<b>4.1</b>	<p><b>To return annual DPI forms for website upload and annual conviction disclosure.</b></p> <p>Clerk confirmed that, with one exception, all forms had been received and were now on the website.</p>	GSL to return forms
<b>4.2</b>	<p><b>To declare any interests for this meeting</b></p> <p>None declared.</p>	

5. 5.1	<b>Minutes of last meeting</b> <b>To receive and approve the minutes of the meeting held on 28<sup>th</sup> June 2021.</b> EL proposed and NM seconded the adoption of the Minutes. Board <b>AGREED</b> .	Clerk to send to County
6. 6.1	<b>Matters Arising not included within the Agenda</b> <b>Action Points of last meeting</b> Outstanding actions were discussed. RS had not met to discuss Bursar cover. A meeting was tabled between GS and Bursar. A meeting of Finance Committee will follow to discuss and approve expenditure for IT equipment and Finance training. <b>NM stated funding had been obtained specifically for IT and should be used for this purpose.</b> GS confirmed the amount and that this would be used for a proposal she had with DNS. RS to update the monitoring planner for 20/21 academic year.	GS to meet Bursar. Finance to meet after RS to update monitoring
7.	<b>Safeguarding – Standing Item</b> RF asked the Head for an appraisal of Safeguarding within the school, based on her first impressions. GS recommended the purchase and use of CPOMS – a safeguarding database – which allowed an easy and central collation of reports and data. <b>KM, as Safeguarding lead, raised the issue of keeping track of safeguarding issues, particularly low levels of concern?</b> CPOMS would enable these concerns to be recorded allowing for comprehensive storage. RF and RS both <b>AGREED</b> the expenditure of CPOMS. <b>MR, having read the Child Protection and Safeguarding Policy, challenged if the school had a zero tolerance to bullying? Do we feel comfortable using this statement? SH asked what constitutes zero tolerance?</b> GS felt that the school does not have a zero tolerance presently but that we should aim for this. A discussion followed on consistency across the school regarding behaviour generally and the impacts and consequences. It was decided that the Standards and Curriculum Committee review the written statement of behaviour principles in conjunction with all stakeholders and report to the next FGB meeting for adoption. Meanwhile, GS should look at behaviour through teaching and learning and to review the policy.	GS and EL
8. 8.1  8.2  8.3  8.4  8.5  8.6	<b>Head Teacher Report – circulated prior to the meeting.</b> <b>First Impressions</b> GS congratulated the school on outdoor learning/Forest School; staff working well together; the good evidence of pupils’ learning and how they can articulate this and their ability to play independently and together. Following further discussion, GS had identified behaviour and curriculum as two areas to prioritise within the SDP. <b>RF asked if the Head Teacher would be appraising all staff by 31.10.21 and be able to review the School Development Plan (SDP)?</b> GS confirmed that only teaching staff had to be appraised by 31.10.21 and that targets would be specific. Training opportunities for staff would ultimately be an investment. The SDP was nearly complete and would be uploaded onto TEAMS for Governors’ reference. <b>Catch-up report/Impact on disadvantaged pupils</b> <b>RF asked how progress was being made?</b> GS had studied the information available to her. A meeting was planned with Claire Foley to discuss the data in detail to identify impact. <b>SEN/Vulnerable Groups</b> GS is looking into setting up a joint Special Educational Needs Co-ordinator (SENCO) with another school as a priority. Current arrangements do not fully meet requirements. A meeting is planned with Nanstallon School to share costs in SENCO. <b>Pupil Premium (PP)</b> GS to write a report at the end of the year. Some PP is used for staffing costs. Following meeting with the Bursar, more information will be known about this. RS is the lead governor for PP. <b>Sports Premium (SP)</b> Final figures are not yet known for next years’ allocation. Finance Committee will monitor this area. <b>OFSTED/Preparation – List of questions/answers from Governors</b> Governors had not managed to answer all of the questions. <b>AGREED</b> that GS should complete them and circulate to the Board. Local schools had received an OFSTED visit, so we should be prepared. <b>SH asked if OFSTED do deep dives?</b> Yes, they do. Maths is a strong area and importance is on evidence and contents of work- books.	EL to book committee meeting.  GS – staff appraisal          GS – Ofsted questions
9.	<b>School Development Plan (SDP) for Academic Year – 21/22</b> GS hopes to have this completed by the end of the week. NM will then design the Governor Monitoring Planner.	NM and GS

<p><b>10.</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p> <p><b>10.3</b></p> <p><b>10.4</b></p>	<p><b>Working smarter - not harder</b></p> <p><b>Review and agree Scheme of Delegated Responsibility (SODA) –</b> Circulated prior to the meeting, RF worked through the document and noted some changes to it. Subject to these changes being made, the Board <b>APPROVED</b> the document.</p> <p><b>To discuss and appoint individual Governor roles/responsibilities</b> Roles were discussed. Admissions panel should be noted to have 3 governors. RF to stand down from school council. GS to appoint a staff member to run the School Council. RS to remain Whistleblowing Governor and KM to remain Safeguarding Lead Governor but to take on the RSHE Lead also. NM to mentor NC</p> <p><b>Appointment of Committees and Terms of Reference of each committee</b> NM wished to be removed from Finance and RS to be removed from Standards. MR to join Resources and to take on the vice chair role for succession planning. NC to be added to Resources and Finance. RS to discuss the vice chair role on finance with NC. RF to sit on all committees.</p> <p><b>Digital Communications</b></p> <p><b>10.4 i Identifying challenges – how do people log on or join meetings</b> Following much discussion, it was decided that TEAMS conversations would be the preferred method and that emails should be used in more personal/confidential matters. NC would be asked to provide some TEAMS training to the Board.</p> <p><b>10.4 ii Identifying opportunities</b> Teams seemed the preferred way to access information and to communicate.</p> <p><b>10.4 iii Establish Terms of Reference for Working Party and membership</b> After discussions, it was felt that there was no need for a working party group now. ALL files would be saved on TEAMS to allow easy access.</p>	<p>Clerk to add changes to SODA</p> <p>GS</p> <p>Clerk action</p> <p>NC</p>
<p><b>11.</b></p> <p><b>11.1</b></p> <p><b>11.2</b></p> <p><b>11.3</b></p> <p><b>11.4</b></p> <p><b>11.5</b></p> <p><b>11.6</b></p> <p><b>11.7</b></p>	<p><b>Policies</b></p> <p><b>Biometric information of children policy</b> Clerk asked the Chair <b>if this policy was relevant and if not, whether we should have a statement to that effect?</b> Chair confirmed that the school does not use biometric data and asked that a statement to this end be placed onto the website.</p> <p><b>Agree and Accept Keeping Children Safe in Education Part 2</b> Circulated prior to the meeting. Governors made aware that Part 2 covers Governor responsibility. Those in attendance verbally confirmed their understanding. <b>ADOPTED.</b></p> <p><b>Governor Visit Policy</b> A revised policy through the NGA had been circulated prior to the meeting. <b>APPROVED</b> by the Board</p> <p><b>Data Protection/Privacy Policy</b> After confirming the name of the Data Controller – Debbie Burton, the policy was <b>APPROVED.</b></p> <p><b>Complaints Policy</b> Contents reviewed following circulation to the Board. SH noted that the Friends of St Wenn School Facebook Page now had safeguards in place to monitor postings onto the platform. After some discussion, it was decided to <b>APPROVE</b> the policy and that in all cases, complaints should be resolved BEFORE the need for a formal complaints procedure. GS confirmed that she had an open-door policy to discuss matters.</p> <p><b>Child Protection &amp; Safeguarding Policy</b> Following an item earlier about CPOMS, the clerk drew the attention that Part 8 of this policy – Record Keeping – should contain information about the system we use to record concerns and what staff need to do. Part 12 – Safer recruitment – should there be a separate policy? <b>RF asked who was trained?</b> KM, NM and GS only one has to be on a panel. KM to check if Safer Recruitment should be a separate policy. <b>SH asked how DBS works regarding extended family members in a household of a member of staff?</b> All concerns should be reported and investigated. A referral to the LADO (Local Authority Designated Officer) would follow. The Policy was <b>APPROVED.</b></p> <p><b>Staff Discipline, conduct and grievance – Capability Policy</b> The Capability Policy was reviewed and <b>APPROVED.</b> Staff Code of Conduct should be reviewed next.</p> <p><b>Staff Appraisal Policy</b> This policy was circulated prior to the meeting and <b>APPROVED.</b></p>	<p>Clerk action</p> <p>Obtain signatures of governors</p> <p>KM</p> <p>GS</p>
<p><b>12.</b></p>	<p><b>Business brought forward by the Chair – (for urgent matters only)</b> No matters were tabled.</p>	

13.	<b>Correspondence</b> No correspondence received.	
14.	<b>Close Meeting</b> RF declared the meeting closed at 7.46, thanking everyone for their participation. Date of next meeting is the 14th December at 5.30pm.	

These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on Monday, 14th December 2021

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

**Mr Richard Fenwick**

**Action Points from the meeting:-**

**Clerk**

- To add new Standing Orders, Code of Conduct and approved minutes onto the website – Done 20.09.21
- To send approved minutes to County along with Head Teacher Report – Done 20.09.21
- To update an induction record for NC and share with NM as Mentor – Done 21.09.21
- To update roles and responsibilities on the website and teams – Done 22.09.21
- To add a statement onto the website for Protection of Biometric Information of children in schools and colleges. Done 20.09.21

**Grace Smith**

- To look at PPA time at St Wenn
- To review behaviour policy and behaviour generally as part of teaching and learning
- To answer OFSTED questions and circulate to the Board on Teams
- To appraise teaching staff by end of October
- To compile the School Development Plan and work with NM on monitoring planner.
- To appoint a member of staff to lead school council
- To add all of the policies onto the website. Add Safeguarding policies to St Wenn Team – Safeguarding channel

**Gray Smith Laing**

- To complete and return DPI and Disclosure Form to Clerk

**Nik Coultas**

- To complete DBS process with some urgency and liaise with School Secretary
- To sit on the Resources and Finance committees
- To deliver simple TEAMS training to the Board

**Naomi Mathers**

- To act as Mentor to Nik.
- To update the Governor Monitoring planner for 21/22 academic year
- To review Terms of Reference for Resources Committee at the first meeting and to check the accessibility plan for 3- year period

**Ross Savage**

- To update visit information onto the monitoring planner 20/21
- To arrange Finance Meeting (inviting Nik Coultas as Vice-Chair) and agree Finance Training following Gaynor's offer, discussion on laptop funding and Bursar cover
- To liaise with RF on agreement of expense for CPOMS – over £500?

**Elizabeth Lawrenson**

- To arrange a Standards and Curriculum committee meeting. Review the Terms of Reference in conjunction with the SODA and compile a written statement on the principles of behaviour for approval at the next FGB meeting

**Michael Rabone**

- To sit on the Resources Committee and take on the role of vice chair

**Kate Messenger**

- To establish if a separate Safer Recruitment Policy is required or if it remains as part 12 on Safeguarding and Child Protection Policy