

# St Wenn School

**Circulation list:-**

St Wenn School – copy for public access  
Governor Services, County Hall Truro  
Clerk's copy

**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 07.03.22 at 5.30pm held using Microsoft Teams.**

*Joanne Trudgian, Clerk to the Governing Board*

*Typed:15<sup>th</sup> March 2022*

*Approved for circulation:25<sup>th</sup> March 2022*

## 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 07.03.22 at 5.30pm
<b>Venue:</b>	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			Ap
Mr N Coultas – Partnership Governor (NC)	YES			Ap
Miss J Trudgian	NO		Clerk	P

<b>1.</b>	<p><b>Welcome, apologies and consideration for absence</b> RF welcomed all to the meeting and declared it open at 5.35 pm. Recording started. Apologies were received from RS and NC who both had work commitments. These were accepted by the Board.</p>	Clerk update register & add to w/site
<b>2.</b>	<p><b>Constitution</b></p>	
<b>2.1</b>	<p><b>Next term of office to end</b> 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. Only staff who were contracted to work at the school including those on maternity/sick leave, would be eligible to stand as a staff governor. A time frame should be set (agreed to start process next term) and the Governing Board, as the appropriate authority, should arrange the election, although the Head Teacher can be appointed by the Board to be the Returning Officer. Board <b>APPROVED</b> GS to be the Returning Officer. RF asked which members of staff should be invited to apply/stand as Governor. Clerk to clarify which staff can become a Governor.</p>	Clerk to research and report to GS and RF. Done 7.3.22  Gov.Services to confirm status of Staff Govs.
<b>3.</b>	<p><b>Declaration of Business and Pecuniary Interests</b></p>	
<b>3.1</b>	<p><b>To declare any interests for this meeting</b> EL wished to declare that her company, 'Wild Warriors,' has sponsored the school's PE tops.</p>	
<b>4.</b>	<p><b>Minutes of the last meeting</b></p>	Clerk to send mins to county
<b>4.1</b>	<p><b>To receive and approve the minutes of FGB 14.12.21</b> These had been circulated prior to the meeting and were proposed as a true and correct record by EL and seconded by GS. Decision – <b>APPROVED</b>. Action points were discussed. Some were still outstanding and will be noted within the action points for this meeting.</p>	
<b>4.2</b>	<p><b>To receive and approve Confidential Minutes 14.12.21 Items 6 &amp; 7</b> Decided to defer these items until the end of the meeting to allow those governors to leave the meeting who were not in attendance during the item and that recording could cease. Both sets of Confidential Minutes were shared on the screen via TEAMS (this was not recorded) and <b>APPROVED</b> by those Governors present at the original meeting.</p>	
<b>5.</b>	<p><b>Matters arising</b></p>	

	<p>Action points were discussed. Outstanding action points noted at the end of these minutes.</p> <p>Air-ventilation system – this and other works are being carried out during the summer holidays. <b>RF asked how this was being funded?</b> GS thought this was through Cornwall County and not from the school's budget but will confirm.</p> <p>Safer Recruitment – easier to find it within the Safeguarding and Child Protection Policy. Not a statutory requirement to have a separate one and the Board APPROVED to keep this within the existing policy.</p> <p>3-year School Governor Strategy – It was APPROVED to review this again in 3 years time.</p>	
<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p> <p><b>6.4</b></p> <p><b>6.5</b></p>	<p><b>Head Teacher Report</b></p> <p><b>To receive Head Teacher Report</b></p> <p>Circulated prior to the meeting along with a report on a recent SIP(Mark Lees) visit.</p> <p><b>NM asked if a decision had been made regarding 1-2-1 funding? It was thought that the school would have to pay an initial amount.</b> GS is chasing some alternative funding that has been identified for support sooner. Male TA started today. <b>RF asked if this funding will reduce the need of the school to pay the initial £6,000 costs per year where an EHCP is in place?</b> The fixed- term exclusion action GS has started to take brings additional funding as the focus is on preventing permanent exclusions in the longer term. By appointing the 1-2-1 TA full time, this has already had a positive impact on outcomes for pupils. KB confirmed the positive impact to learning as a whole in the class. <b>SH asked if the environment becomes safer for pupils and staff as a result of the 1-2-1 support?</b> GS 'without a doubt!' <b>EL asked if the appointed TA has all the necessary training in restraint?</b> Yes, Team Teach trained and other members of staff are to receive this training also. She confirmed that she was happy for children receiving such support to remain in school. <b>RF asked GS to supply the Board with a paper reporting the actual costs of the support and provision in place are to the school now and for the next academic year.</b> GS confirmed this will be done. RF thanked GS for the proactive way in which she has handled the situation. <b>GSL asked what Plan B could be if funding did not materialise or that the environment became unsafe?</b> GS has other ideas in mind to keep to the ethos of Every Child Matters and to ensure that as Teachers, we do all we can to include- not exclude. The situation will be constantly under review and the moment safety is compromised, plan B will be put into place. <b>EL Child comes first before the budget and that a safe space must be created for this child.</b> <b>RF asked that Teacher expectations for more able children should be reviewed?</b> This will be discussed at staff meeting next week. This is an ongoing push and there has been some recent success on this. <b>RF asked if handwriting and presentation could be improved through reduced use of photocopied worksheets?</b> GS has discussed this with staff and is being monitored. There has to be the right balance. <b>RF asked if Pipers Reading Scheme is to be used, that it will be used consistently and appropriately in all year groups?</b> Yes, this has already started across years 1 – 6.</p> <p><b>Pupil Premium impacts</b></p> <p>Numbers are very low presently and GS needs to be clear how this money is being spent. Action to report to the Board at the next meeting which will be budget setting.</p> <p><b>Sports Premium impacts</b></p> <p>Money here has massive impacts and is used to fund Wild Warriors, Rugby, Football, Skipping Workshop. Sport provision has improved at the school as a result.</p> <p><b>SEN/Vulnerable Groups</b></p> <p>Record of Need has been reviewed and more intervention with reading (Y4) has been programmed. <b>RF wished to confirm if these are the lower 20% achievers?</b> Yes, all other year groups have 1 or 2 pupils but this particular group has more, so provision is planned to focus on those children.</p> <p><b>Staffing</b></p> <p>Whilst it is too early to discuss as a Board, GS has made better use of lunch time staff cover has resulted in monetary savings and less impact on budget. There may be some movement in the pipeline but GS is starting to look at plans from September and this is a work in progress.</p>	
<p><b>7.</b></p>	<p><b>School Development Plan</b></p> <p>GS thanked Wild Warriors for PE top sponsoring. Pupils were looking forward to wearing their kits! Its important that their self-esteem is recognised and that they feel united, have a greater sense of worth and community! EL thanked GS for the extra fixtures with other schools.</p>	
<p><b>8.</b></p>	<p><b>Self Evaluation Form (SEF)</b></p>	

	Following Mark Lees visit. RF asked if GS was happy and that the document was up to date? GS will update this to reflect the positives and improvements made by staff so far.	
<b>9.</b>	<b>Safeguarding</b>	
<b>9.1</b>	<p><b>To receive Safeguarding Report from Lead Governor</b></p> <p>Visit report circulated prior to the meeting. KM has made a recommendation regarding Governor Safeguarding training. Training of 3 hours available through National College and this would need to be done before September. Training for Governors is not as in depth as it is for staff.</p> <p>From September, there are expected policy changes regarding social media use. It is suggested that as part of the recruitment process, checks are made on new and prospective staff members. Often, Parents would do this and that the school should do this first! RF asked if we should do that ourselves or use agencies to do that for us? KB as the IT lead for the school had previously looked at a new appointee's Facebook account and looked at the settings etc. NM stressed that the process should be robust and to look at all forms of social media. Unsure how this would be done as you would possibly need an account yourself in order to check? Applicants should be aware from the start that checks will be made and that any information could be used as a reason not to appoint. Both GS and GSL felt that if the school undertook the checks this can be uncomfortable and very intrusive. Also, if you missed something, what would happen? RF wondered if agencies would be used in this scenario? KM pointed out that whilst it does seem intrusive, the information has been put out for public information anyway. Pupils, parents and staff could access that information so as the employer, you should be able to do the same regardless. KB wished it noted that pupils are taught to be safe with what they put online and access. GSL felt that candidates should be notified beforehand that these checks would be undertaken. EL felt that existing staff should be notified if their accounts are going to be scrutinised. SH asked how far you would go back on someone's account? Current staff should be reminded of their responsibilities through re-circulation of policies and that they protect themselves especially if they know parents outside of school, the parent could show information to their children, so be cautious!</p>	<p>Clerk to confirm Safeguarding training through County</p> <p>GS to consult on procedure</p>
<b>9.2</b>	<p><b>Managing unacceptable behaviour (RF)</b></p> <p>RF had raised this item, but happy that it was discussed under Item 6.</p>	
<b>10.</b>	<p><b>Staff Absence (RF)</b></p> <p>RF- with Covid, lack of supply staff available through agencies and very high rate of staff absence last term, GS has had little time to do her job as Head as she has been teaching. This has impacted on wellbeing, having to play 'catch-up'. Insurance pays after day 6 and GS had to cover. Concern raised about GS work/life balance too. EL – Do we need to fund within the budget for an emergency supply? RF concerned that it's not sustainable for GS or beneficial for pupils. Recommended that Resource Committee, in conjunction with Finance, meet GS to discuss this area of funding before budget setting meeting. GS to keep a log of how much cover she is doing and use the staffing timetable/PPA time and other paid staff e.g Ben Warwick, this could reduce impacts and help with budget too. KB – good idea to have some reserve. Impacts are greater in a small school. He noted how important it was to have the right person covering at the school and how beneficial and non- disruptive this was for pupils in the longer- term e.g same supply.</p>	
<b>11.</b>	<b>To receive Committee Minutes and consider acceptance of recommendations</b>	
<b>11.1</b>	<p><b>Standards &amp; Curriculum meeting 5.10.21</b></p> <p>Report circulated prior to the meeting. All positive and moving in the right direction. RF asked for EL's assurance that checks will be made on measures taken to ensure activities to stretch the more able pupils are robust enough and that we do not become complaisant – the needs of all pupils must be met! EL confirmed the way agenda and minutes are written will ensure follow up of points and actions.</p>	
<b>11.2</b>	<p><b>Resources Committee</b></p> <p>Meeting planned for 14<sup>th</sup> March</p>	
<b>11.3</b>	<p><b>Finance Committee</b></p> <p>No meeting planned currently</p>	
<b>12.</b>	<p><b>Governor Monitoring Plan and Governor Visits</b></p> <p>Due to Covid and staff absences, visits have been limited. Visits need to be put onto the planner as they are linked to the School Development Plan. Staff members, as well as GS, need to be notified. GS felt that it was important to hold the subject leaders to account and by meeting with them, as opposed to her, it would help develop the team; gain evidence and facilitate performance/triangulation and salary increases.</p>	

13.	<b>Governor Training</b> KM, SH and Clerk had received TEAMS training. GSL accessed training later. NC to arrange a part 2 training session and a 1-2-1 session for GSL and RF. Governors were reminded of their forthcoming training dates. 30.03.22 – Inclusion and Exclusion Training EL, MR and RF 21.03.22 – RSHE training KM 15.03.22 – Gov2 SH 06.06.22 – Gov 2 NC	Govs to attend training
14. 14.1 14.2 14.3	<b>Policies</b> <b>14.1 SEN policy review</b> It was noted that some names needed replacing to the policy. Board asked the Clerk to review with GS and to make necessary changes. <b>14.2 Equal Opportunities</b> It was noted that part of the policy needed updating to reflect the differences in sexual orientation. GS to look at this immediately. <b>14.3 Pay Policy review</b> Some elements of the policy require updating e.g pay ranges. RF suggested that Policies should be more generic e.g refer to title such as Head Teacher, rather than a named person. As a maintained school, it was felt that some of the policies could be reviewed at County level and circulated out to schools. It was impossible to know all of the legalities around certain policies. Therefore, the clerk suggested that she would approach Governor Services for advice and guidance on the topic of policies overall. EL mentioned that in the past, Governors had met and shared the policies between them to review.	Clerk to update SEN Policy after checking with GS  GS to check Equality & Diversity Policy and Pay Policy  Clerk to follow up with Gov Services
15.	<b>Business brought forward by the Chair.</b> GS thanked Governors for all their support. It's been a 'tough start', but she has felt fully supported!	
16	<b>Correspondence</b> None received.	
17	<b>Close meeting</b> The next meeting will be Budget setting – Monday 9 <sup>th</sup> May. Governors decided that it was time to meet face to face again. Clerk to check with RS and to book the hall to allow for Covid safety measures. RF declared the meeting closed at 7.12pm.	Clerk to book the hall

These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on Monday, 9<sup>th</sup> May 2022

Signed: .....*R Fenwick*.... Chair of Governors  
Mr Richard Fenwick

#### Action Points from the meeting:-

##### Clerk

- Get School Messenger details for SH - *Done*
- Update the website with approved minutes, agenda and agreed policies e.g Equal Ops, Pay Policy and SEN
- Change name of SENDCO to Grace on website – *Complete 8.3.22*
- Add Written Behaviour Principles Statement on the website. *Done – Website updated 09.03.22*
- Remind RS about SFVS review and Benchmarking review ready for Budget setting meeting in May. *Done and email sent. Teams conversation noted about Budget setting and areas to consider as Governors*
- Remind NC to upload the TEAMS training recording and deliver 1-2-2 training to GSL and RF- *NC replied to my message, he is unsure when he will be able to do this as really busy with work presently.*
- Check guidance on who can become a Staff Governor and notify Governors. *Done – Paid teaching staff who can advise regards curriculum.*
- To check Safeguarding training for Governors via County – *Done – Teams training 4<sup>th</sup> May. Emailed Govs.*
- To book the hall for the next meeting, 9<sup>th</sup> May. – *Done*

- To check with Governor Services about Policies and standardised policies – email sent
- Clerk to update SEND Policy with changes and add onto website. – *Done 16.03.22*

#### **All Governors**

- To undertake Safeguarding Training through the National College (3 hours) OR attend training on 4<sup>th</sup> May through County. Notify Clerk if able to attend the TEAMS training.

#### **Grace**

- To confirm with Bursar catering costs – how is the cook absence covered financially?
- To double check that the air ventilation system is being covered by County and not from school budget
- To compile a report for the Board details of cost to the school now, and for the next academic year, on the 1-2-1 support in place.
- Establish how Pupil Premium money is being spent and report back to the Board.
- To update SEF with key ‘positives’ and improvements so far.
- To look at Social Media policy and review with staff their obligations in terms of use of social media.
- To consult fellow Head Teachers/County on the correct procedure checking online activity of potential candidates and use of Social Media accounts.
- Check and circulate policy with Staff, reminding them of their obligations regarding social media use and content
- Invite Bursar to the next meeting – Budget Setting, 9<sup>th</sup> May (face to face meeting)
- Keep a log for the Board the amount of teaching cover you do.
- To update the Equal Opportunities Policy or Equality and Diversity Policy and Pay Policy with immediate effect and add to the website where necessary.

#### **Richard**

- To add the reviewed 3-year School Governor Strategy onto TEAMS.
- To attend Inclusion/Exclusion training on 30<sup>th</sup> March and complete training report after

#### **Nik**

- To add TEAMS training onto system and deliver part 2 training and SH and KM. Arrange 1-2-2 training for RF and GSL
- To attend GOV2 training on 06<sup>th</sup> June and complete a training report after

#### **Sarah**

- To attend GOV2 training 15<sup>th</sup> March and complete a training report after (need to rebook this!)

#### **Naomi**

- To discuss with Finance budget for supply cover when absence is less than 6 days

#### **Ross**

- To discuss with Resources Committee budget for supply cover when absence is less than 6 days

#### **Elizabeth**

- To attend Inclusion/Exclusion training on 30<sup>th</sup> March and complete training report after

#### **Michael**

- To attend Inclusion/Exclusion training on 30<sup>th</sup> March and complete training report after

#### **Kate**

- To look at the SCR training webinar
- To circulate the Staff wellbeing survey
- To attend RSHE training on 21.03.22 (cancelled 16.03.22 – no alternative date yet. Clerk email asking when)