

St Wenn School

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Mr K Beer – Staff Governor
Mr E Coode – 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

**St Wenn School Full Governing Board Meeting –
Monday 27th April 2020 at 5.00pm held via video
conference using Microsoft Teams due to COVID-19
restrictions.**

Joanne Trudgian, Clerk to the Governing Board

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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 27th April at 5.00pm
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 – Parent Governor (EC)	YES			P
Mr T Bourton – Co-opted Governor (TB)	YES			A
Mr E Coode – Parent Governor (EC)	YES			A
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
Miss J Trudgian	NO		Clerk	P
Mrs C Masters	NO		Bursar	P

1.	<p>Welcome, apologies and consideration for absence</p> <p>The Chair declared the meeting open at 5.14pm once Governors had accessed the video conference, which was the first of its kind for the Board. Charlotte Masters (Bursar) was welcomed to the meeting. The Chair thanked the Clerk for the arrangements and assisting with some technical issues.</p> <p style="text-align: center;"><i>K Messenger accessed the meeting at 5.16pm.</i></p> <p>The Clerk noted virtual attendance and recorded an absence from TB and EC, neither having given their apologies.</p> <p>Referring to the protocol suggested for use during Covid-19, the Chair reminded Governors of the Code of Conduct and the need for confidentiality, also that comments come through the Chair at all times, with Governors stating their name to ensure a smooth meeting and ease for recording the minutes.</p> <p>The Chair explained that during these unprecedented times, it was advised that the Board concentrate on urgent matters only including budget/finance, Safeguarding and Staff issues/welfare. The meeting would also be recorded subject to Governor approval –</p> <p>APPROVED.</p>	Clerk has the recording.
2.	<p>Constitution</p>	
2.1	<p>Next Term of Office to expire – EC 22.10.2020</p> <p>The Clerk explained that action was not necessary but should the position of lockdown still apply in October and it was impossible to hold elections, the Dept of Education and the NGA advised that terms of office for elected members should be extended until elections could take place.</p>	
3.	<p>Declaration of Business and Pecuniary Interest</p>	
3.1	<p>To declare any interests</p> <p>None declared.</p>	

6.1	<p>Benchmarking Presentation</p> <p>Papers had been circulated prior to the meeting.</p> <p>RS explained the methodology of the exercise. He had looked at a national comparison, as well as in county, and identified that spending was where it should be. Staffing was the highest expense but necessary. He was concerned that the occupation totals seemed quite high. These included utility, energy, rents, insurance and catering costs. This would be an area that needed to be monitored. Otherwise, the future looked rosy!</p>	Finance to explore costs and monitor
7.	<p>Covid-19/Safeguarding Update</p> <p>SB updated the Board. All vulnerable pupils had been identified in consultation with teaching staff from day one. Those identified were contacted daily or weekly with continued attempts until contact had been made. There had been two situations where MARU had been notified of concerns.</p> <p>Home learning kits had been photocopied and distributed from day one, with Teachers often delivering to those especially deemed vulnerable. This was an opportunity to see them in person.</p> <p>Staff are aware that with no face to face contact, concerns are heightened and that visiting to drop off packs had been a way to support parents as well as children.</p> <p>All Government Guidance had been followed. Consequently, the Safeguarding Policy, Video Conferencing and Acceptable use policies had been updated and discussed/copied with Staff. All policies had been distributed to Governors prior to the meeting. Teachers sign the video conferencing statement and 2 staff members are present during online conference lessons with Agreements signed by staff beforehand.</p> <p>Following advice from DNS (technical support company), it was agreed to use Microsoft Teams, with each child having their own email and password.</p> <p>CPONDS - a platform to record all safeguarding concerns giving tighter chronological order to records was free and being used (cost usually £500 per year). Staff had received training.</p> <p>GSL asked if this system was accessible to all sectors e.g social workers and police? No. TC asked what the impact of safeguarding arrangements and policies was? SB confirmed that staff know parents and pupils extremely well as the school is small. MARU had confirmed that all possible action had been taken and recorded. Staff were meeting on Tuesdays (virtually) and reviewing and improving actions. RF congratulated SB for comprehensively looking after the needs of the pupils and asked about the approach to returning to school, whenever that may be? SB stated that the planned topic for September would need to change and that there needs to be a strategic plan to return. And that staff would be working on this at the meetings taking into consideration Government advice. RF asked what the implications would be regarding social distancing should there be a phased return or that schools reopen? With definite implications regarding space, it was probable that younger children (below year 2) would not be expected to return – emotionally, their understanding of social distancing would be limited. Older children would cope better. !0 pupils per room would enable safe distancing but staff are still considering this. OFSTED will focus on Maths and English and will not use data from 19/20 year.</p> <p>EL asked what % of staff would be available should a phased return to school happen? There would be staffing implications given the underlying health conditions of key staff. RS asked what would happen if the Head and Board deemed it impossible for St Wenn to open? Advice would be taken from County. Families would individually decide if they feel it is safe to return. If not, support and education would have to continue in its present form.</p> <p>EL asked if vulnerable children would be expected back to school first? Yes, some will find it really hard. RF asked how successful parents have been rising to the challenge of teaching at home? What are the implications of catching up? It was clear that there were very broad and mixed extremes. It will be complex for staff upon return to address the variance and this will have implications for planning. Video Conferencing had been used to teach phonics to those most needed. Photographs and reports had been sent by pupils. All parents had been asked in the newsletters to keep up with reading. NM asked if lockdown is expected for the rest of the year, is there a proposal to do anything differently? Having read the policies, concern was raised where music lessons are not conferenced by 2 teachers/staff. Staff must be careful not to offer privileged teaching to those whose families can access</p>	SB to check music staff understand acceptable user

	<p>computers and printers. Extended lessons or videos in smaller groups may be considered. KB was already trialling reading on the school Facebook page (262 views so far). There is scope for all teachers to do something similar as a way of pupils seeing their teacher. SB to raise issue of video conferencing with music staff. RF – Are you referring pupils/families to learning links? Yes, but not all have access. Consideration not to overload the parents or pupils. Sign posting to the links where staff want them to go to enhance learning was happening. Feedback so far was that pupils enjoy receiving emails and newsletters. RS suggested that it would be useful for teachers to steer their pupils with recordings about the weekly packs and the expectations required. This is something that will be discussed at Staff meeting.</p> <p>The Chair wished to formally approve the Safeguarding Policy and Video Conferencing Acceptable User Policy. Seconded by EL and APPROVED by the Board. Clerk to add to the website.</p>	<p>policy when conducting music lessons.</p> <p>Clerk to add to website</p>
<p>8.</p>	<p>Close the meeting</p> <p>With the date of the next meeting being 29th June 2020, the Clerk asked if it would be prudent to either schedule two meetings before the academic year end or to hold smaller committee meetings? The NGA stated that approval had been given for video conferencing for committees as well as Board meetings. Deferred business from this meeting, as well as the consequences of COVID-19, would require more consideration and planning. One Governor expressed his concern using Microsoft Teams for a two- hour meeting. Another asked if it was possible to hold smaller meetings using Microsoft Teams where you are limited to 4 people on a screen at once and that decisions may follow a meaningful dialogue. It was decided that the Chair, Head and Clerk would discuss and notify the Board.</p> <p>The meeting closed at 6.54pm</p>	

These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on 20th May 2020.

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

Action Points from the meeting:-

<p>Chair</p>	<ul style="list-style-type: none"> • Carry out an appraisal for the Clerk
<p>Bursar</p>	<ul style="list-style-type: none"> • To liaise with Secretary and FMS for figures on costs of admin overtime • To change the figures for maternity cover from September and not October and resend copy of budget to Head/Clerk.
<p>Head</p>	<ul style="list-style-type: none"> • To check acceptable user policy and confirm with music teachers
<p>Finance</p>	<ul style="list-style-type: none"> • To monitor occupation costs of the school
<p>Clerk</p>	<ul style="list-style-type: none"> • To add policies to website