

# 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 –**

**Monday 09.05.22 at 5.30pm held using Microsoft Teams.**

*Joanne Trudgian, Clerk to the Governing Board*

*Typed:09.05.22*

*Approved for circulation: 20.05.22*

## 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 09.05.22 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			PHad to leave-wifi problems
Dr G Smith-Laing - Local Authority Governor (GSL)	YES			A
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
Mrs C Masters	NO		Bursar	P

<b>1.</b>	<p><b>Welcome, apologies and consideration for absence</b> RF welcomed all to the meeting and declared it open at 5.35pm. Recording commenced. KB was experiencing problems with wifi and was unable to hear the meeting, communicating via chat onl and suggesting that he would have to leave the meeting. KM was expecting to leave early. It was noted that no apologies had been received from GSL, although he may be at the hall, expecting a face to face meeting.</p>	
<b>2.</b>	<p><b>Declaration of Business and Pecuniary Interests</b></p>	
<b>2.1</b>	<p><b>To declare any interests for this meeting</b> None were declared.</p>	
<b>3.</b>	<p><b>Constitution</b></p>	
<b>3.1</b>	<p><b>Next term of office to end – Staff Governor 22.09.22</b> GS has this in hand, having already spoken to a member of staff. Will address by next meeting, fully aware to elect or appoint someone soon to ensure a smooth transition to the Board.</p>	GS to appoint or elect a staff gov.
<b>3.2</b>	<p><b>Progress of succession planning across the board &amp; responsibilities</b> The clerk expressed the need to appoint a vice-chair of Governors very soon with NM imminently leaving at the end of the academic year. Discussion followed and options of having co-vice chairs; Committee Vice Chairs to chair meetings to address confidence/ability issues and to consider using the Associate Member status for potential new Governors to the Board and to consider sharing governors from another school. The clerk also suggested 360° self- analysis of the board, its processes and way forward now that the Chair and Head Teacher had been in their respective roles for an academic year, using Jackie Eason as facilitator. Further discussion ensued with RF suggesting that the Vice Chair should be someone who is linked and involved with the school. RF wished to give this further thought. GS mentioned that some new parents had expressed some interest.</p>	RF to liaise with clerk regarding 360 degree analysis  GS & RF to consider new governors & arrange meetings
<b>4.</b>	<p><b>Minutes of the last meeting</b></p>	
<b>4.1</b>	<p><b>To receive and approve the minutes of FGB 07.03.22</b> Circulated prior to the meeting. Considered and <b>APPROVED</b> as a true and correct record.</p>	



	<p>implications. She suggested that the Resources Committee meet the following day to consider and that final proposals be emailed out to Governors for them to agree before going back to the Bursar.</p> <p>Bursar left the meeting at 6.21pm</p> <p>After much deliberation, it was decided to <b>APPROVE</b> the Budget 'In Principle' proposed by RS and seconded by EL. However, it may be necessary to email Governors the following day the alternative budget proposal if this was indeed necessary.</p> <p style="text-align: center;"><i>Kate left the meeting at 6.38pm</i></p>	Gov to read email if budget needs to change
8.	<p><b>Safeguarding</b></p> <p>GS confirmed that the 1-2-1 measures put in place no longer applied. No other matters were raised. Safeguarding lead will compile a full report for the next meeting. GS warned that with Ofsted pending, it was crucial for Governors to fully understand Safeguarding and attend training.</p>	
9.	<p><b>Committee Meetings</b></p> <p><b>9.1 Resources - Receive, approve minutes &amp; accept recommendations 14.03.22</b></p> <p>These minutes had been circulated prior to the meeting and were considered by the Board. Recommendations were considered and approved – proposed by EL and seconded by GS.</p>	
10.	<p><b>Forthcoming Training</b></p> <p>Governors were reminded to attend their training or risk the school being charged for non- attendance! <b>Governors were advised to undertake Safeguarding training via the National College and send their certificate to clerk for inclusion on CPD file. This is crucial for Ofsted!</b> Dates for other training are:- KM to attend RSHE training (6pm-7pm), NC to attend Gov 2 training on 06.06.22 (1pm-3pm) and EL and MR to attend Inclusion and Exclusion training 13.06.22 from 12 noon to 2pm.</p> <p>NM also noted that National College are offering Ofsted changes to framework training on 30<sup>th</sup> May – Governors can log in for free!</p>	Gov to do training! Check national college and 'other' emails
11.	<p><b>Governor Monitoring – all reports circulated prior to the meeting.</b></p> <p><b>11.1 To receive report by RF Book Look visit Feb</b></p> <p><b>11.2 To receive report by RF &amp; NM Improve learning environment</b></p> <p><b>11.3 To receive report by EL Behaviour &amp; Attitudes 21.3.22</b></p> <p>All reports were received by the Board. Contents were analysed and discussed in further detail under part 2 confidential minutes – Item 6 Staffing</p>	
12.	<p><b>Policy Review</b></p> <p><b>12.1 Whistleblowing Policy</b></p> <p>GS had reviewed the policy contents. As RS wished to remain the lead Whistleblowing Governor, NM proposed <b>APPROVAL</b> of policy with EL seconding. GS to add to the website.</p>	GS to add policy to website
13.	<p><b>Governance generally</b></p> <p>Given the information discussed previously, it was felt that as a Board, the desire was to fully support GS as she endeavours to raise the standards of teaching and learning at St Wenn. <b>MR noted that in some instances, governance could have been better and some self-reflection and review should happen.</b></p>	
14.	<p><b>Correspondence</b></p> <p>None received</p>	
15.	<p><b>Business brought forward by the Chair.</b></p> <p>None</p>	
16.	<p><b>Correspondence</b></p> <p>None received.</p>	
17.	<p><b>Close meeting</b></p> <p>The next meeting will be the final meeting of the academic year - Monday 4<sup>th</sup> July 2022. The Chair of Governors, Head Teacher, Safeguarding and Special Educational Needs Leads were all reminded to write their annual reports on Governance, including the review of the Governor Strategy and impacts where necessary. MR will consider a joint vice-chair role and look at ways to recruit professionals to the role and exposure of Governance to enhance their career development. Meeting closed at 8pm.</p>	
<p>These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on Monday, 4<sup>th</sup> July 2022</p> <p style="text-align: center;">Signed: ..... <b>R Fenwick</b>.... Chair of Governors <b>Mr Richard Fenwick</b></p>		
<p>St Wenn FGB Minutes 09.05.22 ( RF ) initial pg. 4</p>		

**Action Points from the meeting:-**

**Clerk**

- Work with RF to look at analysis of the Board using Jackie Eason as a facilitator.
- Clerk to set in the title of TEAMS meetings, the word 'Virtual' to depict an online meeting opposed to face to face

**All Governors**

- **Attend Safeguarding training through the National College – Ofsted requirement**
- To watch for email if another proposed budget option is required following resources meeting 10.05
- Look at training on National College on the Ofsted framework

**Grace**

- To elect or appoint a staff governor
- To add Whistleblowing policy to the website
- Grace to send link for the National College to Governing Board
- To add the Governor strategy (and its changes by RF!) to the website & Teams
- Consider prospective new parents for Governor roles, taking account their skills. Liaise with RF
- To email all Governors the last SIP report and the list of questions for Governors
- Hold a meeting with Resource Committee and notify Bursar of decision to approve the budget

**Charlotte**

- To confirm the historical data for the supply 'other' projected amount.

**Richard**

- To consider 360 degree evaluation of the Board using Jackie Eason as facilitator
- Liaise with Grace ways to link up with prospective new Governors

**Resources Committee**

- Resources Committee to meet with GS and consider budget proposals

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