

St Wenn School

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Governing Board

Mrs G Smith – Head Teacher
Mr R Fenwick– Chair – Co-opted Governor
Mr M Rabone – Vice Chair-Co-opted Governor
Mrs K Messenger - Parent Governor
Mrs S Lush-Williams – 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 N Coultas – Partnership Governor
Ms A Farquhar – Parent Governor
Mrs J Hodkin – Associate Member
Mr J Ram – Associate Member

Minutes

Full Governing Board Meeting of St Wenn Governing Board –

Tuesday 20.09.22 at 5.30pm held in St Wenn School

Joanne Trudgian, Clerk to the Governing Board

Typed:22.09.22

Approved for circulation: 03.11.22

ST WENN SCHOOL GOVERNING BOARD MINUTES OF MEETING

School:	St Wenn School
Quorum:	6
Chair:	Mr Richard Fenwick
Clerk	Miss Joanne Trudgian
Date of Meeting:	Tuesday 20.09.22 at 5.30pm
Venue:	St Wenn School

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 M Rabone – (Vice Chair) Co-opted Governor (MR)	YES			P
Mrs E Lawrenson – Co-opted Governor (EC)	YES			P
Mrs S Hawkey – Parent Governor (SH)	YES			P
Mrs S Lush-Williams – Staff Governor (SLW)	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 N Coultas – Partnership Governor (NC)	YES			P
Ms A Farquhar (AF)	YES			P
Mr J Ram (JR)		YES		Ap
Mrs J Hodkin (JH)		YES		P
Miss J Trudgian (JT)	NO		Clerk	P

1.	<p>Welcome, apologies and consideration for absence</p> <p>RF declared the meeting open at 5.35pm. Apologies were received from JR who had work commitments. KM would be arriving late. Reasons for absence were duly considered and accepted by the Board. This meeting was deemed to be an informal meeting, allowing for self- review following the visit from OFSTED.</p>
2.	<p>Tour of the School</p> <p>Governors introduced themselves before taking a tour of the school, guided by GS, who outlined all the improvements to each classroom and her aspirations for further improvements e.g the library. Some decorating and improved ventilation is planned and a mural leading up the stairs had been painted highlighting a timeline of key events linked to the school’s current curriculum topic. It was noted by Governors the improvements to a dedicated ‘safe space’ for pupils and how the new shared staff area was working very well.</p>
3.	<p>Revise School Development Plan</p> <p>A copy of the proposed plan was circulated prior to the meeting. GS reported the challenges highlighted in the Ofsted report in July, around improving teaching and learning for ALL children. A new member of staff had been appointed and, whilst pace may still be an issue, it is being addressed. Sport is still a priority and GS has taken this area of responsibility. GS is working on developing performance and confidence for pupils to enable them to be more resilient, as well as developing the pupil voice.</p> <p>Empowering subject leaders to lead their subjects is also a key priority. Mark Corbett has attended the school inset on this area and leadership training is booked to ensure professional development happens.</p> <p>RF challenged the issue of poor behaviour and how this could impact on improvements being made? GS has refined the behaviour policy with 5 rules which use short, easier words for pupils to understand and remember. This has been revisited in each class with the focus on pupils identifying which rules are being broken. The school seems calmer as a result, with pupils understanding the consequences of poor behaviour. Improving the learning outcomes for ALL children was discussed at length.</p> <p style="text-align: center;"><i>MR joined the meeting at 6.00pm and introduced himself.</i></p>

4.	<p>Ofsted Report – Governor Implications</p> <p>The final Ofsted report had been circulated before the meeting. RF highlighted the reference to the Governing Board within the report:- <i>'The governing body is improving its oversight of the school. However, this oversight is not yet robust enough to enable the governing body to monitor the long- term performance of the school effectively. Governors do not have a strong enough understanding of the effectiveness of the school. Although governors have improved the way they oversee the work of the school, this is not sufficiently focused on their priorities. Governors must now clarify their expectations for the school and closely monitor the quality of provision that pupils receive .'</i></p> <p>3-year strategy – RF and Grace to review and in line with SDP, Priorities, Vision and Values. What do we want to achieve? Discussion and debate ensued about strategy and the sense of purpose for the Governing Board. Changing the learning environment was identified as a powerful tool to address academic performance and achievement. JT offered a Governor Role Description from the NGA, which explained the strategic aims. MR and RF will work on the school vision and values, ensuring that that the school is effective in offering a full breadth of education activity and opportunities; progress for all children in terms of learning; clear behaviour expectations and all children to feel safe.</p> <p>The Governor strategy will link with the SDP and the monitoring plan should show evidence, challenge and progress.</p>										
5.	<p>Monitoring visits</p> <p>As there is a robust system in place for monitoring data and tracking pupil progress now, information should be provided easily. SH asked if some examples could be shared at the next meeting to give some context to the meaning of progress? EL and JH to work on the monitoring plan, with all Governors expected to conduct their reviews and stick to the time allocated for visits. RF to have a 10-15 slot to guide governors around the monitoring form using some case studies as examples.</p>										
6. 6.1 6.2 6.3 6.4	<p>Budget considerations</p> <p>6.1 White Boards</p> <p>GS made a case for 3 new interactive white boards, which will address teaching and learning pace and improve the learning environment. Cost is £1,200 per white board. The Bursar has been consulted on the recommendation of RS and money from the Reserves Budget could be used. RF asked about the white boards compatibility with other IT systems? GS confirmed a high compatibility. It was AGREED to purchase the 3 white boards.</p> <p>6.2 Increased cost to energy</p> <p>MR asked if there were any cost pressures currently? A discussion around utility costs arose. Savings and efficiencies have been identified. The Bursar has budgeted for a large increase and contracts are reviewed annually. EL asked when the feed-in tariff stops for the biomas boiler? Possibly in 2 years' time. The school is fortunate enough to have healthy reserves which can be drawn on should the need arise.</p> <p>6.3 Increased costs to parents</p> <p>Concern was expressed of the rising costs of living and the pressures to families. RF asked about those expenses passed on to parents. School lunches have been reviewed and are kept to an absolute minimum. Uniform sourcing has been made cheaper (from Wovina now) and a second- hand uniform facility is available through Friends of St Wenn School who also fundraise for extra curricular facilities e.g school trips.</p> <p>6.4 Pay award for Staff</p> <p>RF confirmed that the pay award would be unfunded by the Government. Responsibility of this area was delegated to the Finance Committee to consider this expense to the school budget.</p> <p style="text-align: right;"><i>KM joined the meeting at 6.46pm</i></p>										
7.	<p>New Governor Mentors</p> <p>RS will mentor JR. EL and MR will mentor JH and AF respectively.</p>										
8.	<p>Governor Roles and Responsibilities</p> <p>After discussion, the following lead roles were decided:-</p> <table border="1" data-bbox="156 1888 1485 2067"> <tr> <td>Whistleblowing Governor</td> <td>RS</td> </tr> <tr> <td>E Safety Governor</td> <td>RS</td> </tr> <tr> <td>Attendance Governor</td> <td>KM</td> </tr> <tr> <td>SEND/ More able Governor</td> <td>JH</td> </tr> <tr> <td>Safeguarding Governor</td> <td>KM</td> </tr> </table>	Whistleblowing Governor	RS	E Safety Governor	RS	Attendance Governor	KM	SEND/ More able Governor	JH	Safeguarding Governor	KM
Whistleblowing Governor	RS										
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Attendance Governor	KM										
SEND/ More able Governor	JH										
Safeguarding Governor	KM										

	PSHE Governor	KM
	Governor Development	MR, EL and RS
	Wellbeing Governor	AF
	Pupil and Sports Premium Governor	RS
9.	<p>Sub Committee Membership Following some discussion, the following appointments were made. Those members will have delegated authority to act in the Committees on behalf of the full board.</p> <p>STANDARDS AND CURRICULUM COMMITTEE - Chair- EL, RF, KM, SH, NC, JH and GS RESOURCES COMMITTEE -Chair -MR, RF, EL, SH, AF and GS FINANCE COMMITTEE - Chair – RS, RF, NC, GSL, JR and GS</p> <p>Panels including Personnel, Complaints, Pupil discipline, Appeals and Admissions will be made up of 3 available governors who are available at the time panel required to meet.</p>	
10.	<p>Governor Training needs and requirements The Training leaflet from County had been circulated prior to the meeting and contained the instructions to Governors to book their own training. Priority bookings are for GOV1 and GOV2 training for AF, JR and JH as new Governors</p>	
11.	<p>Website – Governor information/photos It was decided useful for identification purposes, that Governors supply the Clerk with a photograph for the website. GS also asked that Governors send her a personal bio spec for inclusion in the school newsletters.</p>	
12.	<p>Global uncertainty and curriculum implications Following recent worldwide issues and reports e.g Ukraine war, alleged Russian cyber- attacks and power shortages in the winter, RF asked the Board if we should oversee a school that not only teaches in a digital age but that it is equally important to teach 'life-skills' e.g map reading, understanding contours, growing vegetables, using resources around us, lighting fires etc? A broader conversation took place regards Risk and Resilience. MR challenged the board to review its management of risk and of certain risk scenarios – Are we ready to deal with a response? Whilst there is a Risk Register, it may not cover some of the scenarios facing the school in these current times e.g internet outage, power and heating, data access etc. MR to look at Risk Management issues and share within the Resources Committee.</p>	
13.	<p>Inclusion, Identity and Diversity RF asked if the FGB was happy that the PSHE policy and the material used to teach are not creating issues that we may not wish to use? A lengthy discussion followed on appropriateness and SLW explained that there is a legal responsibility to consult with parents and that the Jigsaw programme being used at St Wenn allows for sensitivity within a safe and secure teaching setting. Teachers know their pupils and parents well enough and have been able to make an informed decision on suitability on whether to teach the prescribed PSHE curriculum or not. She shared an example and the Board was happy with the autonomy of teaching staff.</p>	
14.	<p>Date of next meeting The next meeting will be a formal Full Board Meeting of the Autumn Term and will be held at the school on 14.11.22. The following meetings will be:- Spring Term – 06.03.23 Budget Setting – 15.05.23 Summer Term – 03.07.23</p>	
15.	<p>Close meeting RF declared the meeting closed at 7.35pm.</p>	

Minutes were signed as a true and correct record on Monday, 14 November 2022 by Richard Fenwick, Chair of Governors. Signed.....R Fenwick

Action Points from the meeting:-

Clerk	<ul style="list-style-type: none"> Agenda item for next meeting on Monitoring Form using case studies
All Board members	<ul style="list-style-type: none"> Supply the Clerk with a photograph for inclusion on the website Supply GS with a personal bio and photograph for the newsletter

- To attend the Safeguarding Training in school

Grace

- To chase up Governor bio information for school newsletters
- Review Risk Management with MR

Alix

- To book your GOV1 and GOV2 training

James

- To book your GOV1 and GOV2 training

Richard

- MR and RF will work on the school vision and values, ensuring that that the school is effective in offering a full breadth of education activity and opportunities; progress for all children in terms of learning; clear behaviour expectations and all children to feel safe.
- To present at the next meeting a discussion about monitoring, completing the report form and use case studies

Michael

- MR and RF will work on the school vision and values, ensuring that that the school is effective in offering a full breadth of education activity and opportunities; progress for all children in terms of learning; clear behaviour expectations and all children to feel safe.
- Review Risk Management with GS

Ross

- To arrange a Finance Committee Meeting very soon once the staff pay awards are known to ensure that the budget is on target.

Buffy

- To start working on the monitoring planner from September with Jeannie

Jeannie

- To start working with Elizabeth (Buffy) on the monitoring planner from September
- To book your GOV1 and GOV2 training