



Coverack, Manaccan and St Keverne Schools

LGB Meeting

Wednesday 23rd September 2020 5.30pm via Google Meet

<p>1.ATTENDING : Susan Fawcett (Vice Chair) Tom Hackett Tina James Jill Ludbrook, (Chair) Lisa Newberry (Executive Head teacher) Katie Nightingale</p> <p>In Attendance: Pat Nicholas, Clerk</p>	
<p>2.APOLOGIES :</p> <p>Received and accepted from Emma Gooding, Joe Rainbow, and Rev Mike North. No apologies received from Joanna Knights and Kirsty Smith; Mrs Nicholas would follow up with these governors to ensure they were receiving the meeting information. Governors discussed the timings of the meetings; it was agreed by the governors present to keep the meetings at 5.30pm. It was felt that the timing was reasonable, given that there were only three meetings per year, and that these were planned well in advance and for the whole academic year.</p>	
	<u>ACTION</u>
<p>3. <u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p>	
<p>Mrs Ludbrook welcomed everyone to the meeting. Staff governors declared an interest as paid members of staff. New forms for the academic year had been circulated via email.</p>	
<p>4. <u>ELECTION OF CHAIR & VICE CHAIR</u></p>	

	<p>Mrs Ludbrook was nominated to continue as Chair of Governors; this nomination was seconded and the vote was unanimous.</p> <p>Mrs Fawcett was nominated as Vice Chair; this nomination was seconded and the vote was unanimous.</p>	
5.	<u>MINUTES FROM THE 15.6.20 MEETING & MATTERS ARISING (not on this agenda)</u>	
	<p>The minutes from the meeting held on 15th June 2020 were agreed as an accurate record and would be signed by the Chair at the earliest opportunity.</p> <p>Item 13: The schools now have Chris Powley from Parc Eglos to support over all 3 schools. Mr Powley did work with the schools previously and has now returned, working on a fortnightly basis. Mrs Newberry will still be the SENDCo, with Mr Powley as SENDCo support. This will be paid for equally from each of the schools' budgets.</p>	
6.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	None.	
7.	<u>FEEDBACK FROM THE FORUM</u>	
	NA	
8.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<p>There had been no resignations since the last meeting.</p> <p>Mrs Tina James had been confirmed as a community governor.</p>	
9.	<u>HEADTEACHER'S REPORT</u>	
	<p>Mrs Newberry's report had been circulated with the agenda in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> • Numbers on roll remain healthy at all 3 schools, and St Keverne numbers had grown since the report was written. However, there were only 4 in the Manaccan preschool which was a cause for concern. Mrs Newberry felt that Covid had impacted, as preschool attendance was not statutory, and parents had chosen not to send their children. The preschool had reopened for only 3 full days, given the low numbers. • The number of children with SEND had risen slight in all schools. Mr Powley's support would be a real advantage. • Catch up funding would become available to schools in the New Year, and could help with staffing costs and resources to help to close gaps in the children's learning. <p>Q: Was this funding ring-fenced?</p> <p>A: Yes, it was designed to support teaching and learning and mental wellbeing. Schools could be creative but teachers must be able to demonstrate that progress was being made.</p> <ul style="list-style-type: none"> • Virtual Phonics training was planned for the staff in all schools in October. • There had been issues around drop off and pickups, particularly at Manaccan because of its 	

	<p>location. Parent governors expressed concern about the lack of adequate space in which to socially distance and for parking. Staff attempted to change the times to address this, but instead created different issues. Parent governors shared their experiences, and the meeting discussed the matter; Mrs Newberry would look at the Manaccan arrangements and report back.</p> <ul style="list-style-type: none"> Children had embraced the changes well on their return to school, and the new reception children had no worries about leaving their parents at the gate. This had been true for most schools. There was a concern that parents wouldn't get a chance to build a relationship with their child's teachers, however all 3 schools were working on this. <p>Q: What were the plans for assessment?</p> <p>A: Teachers had begun their assessments already, and were looking at the appropriate resources needed to plug any gaps identified.</p> <ul style="list-style-type: none"> Google Meet would be used for parents' evenings at St Keverne and Manaccan. Coverack were planning socially distanced, in person meetings with parents in the school field. Jigsaw PHSE was a counselling programme which provided resources for teachers to support pupil's mental health and wellbeing. Ofsted visits and spot checks could happen this term, and would look at how the return to school was managed. Inspections would then resume in the New Year. Governors thanked the staff for their considerable efforts in preparing the school for the return, and for supporting the pupils with the changes. <p>Mrs Ludbrook thanked Mrs Newberry for her report.</p>
10.	<p><u>SAFEGUARDING (GOVERNOR'S) REPORT</u></p>
	<p>Q: What safeguarding arrangements were made for children while not in school?</p> <p>A: Regular contact was made with vulnerable families during lockdown, and MyConcern used to log concerns and when contact was made. Virtual meetings carried on with the various agencies.</p> <p>Q: Are all children back in school?</p> <p>A: Yes. DSLs would be given additional release time to address any unforeseen incidents.</p> <p>Q: Were enough governors safer recruitment trained?</p> <p>A: Yes. Mrs Newberry completed her refresher training just before lockdown.</p> <p>Governors had received the updated information for September 2020 regarding the 'Keeping Children Safe in Education' document i.e. 'The Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees' and governors had signed the declaration to state that they had read the information.</p>
11.	<p><u>HEALTH & SAFETY UPDATE</u></p>
	<p>Covered under item 9 – Head teacher's report</p> <p>Rev North completed a health and safety visit.</p>
12.	<p><u>STRUCTURED QUESTIONS</u></p>
	<p>Covered under item 9 – Head teacher's report</p>
13.	<p><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></p>

	<p>See item 11</p> <p>It was suggested that governors arrange a virtual meeting for after half term with subject leads to look at the curriculum.</p> <p>Dr Hackett would arrange a meeting with Chris Powley.</p>	
14.	<u>FOCUS ITEMS AND UPDATES</u>	
	<ul style="list-style-type: none"> • The operational risk register Covered under item 9 – Head teacher’s report • Governor responsibilities <p>SEND/LAC – Dr Hackett.</p> <p>English – Mrs Nightingale</p> <p>Other responsibilities will be confirmed at the next meeting.</p>	
15.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	<p>Mrs Newberry wished to record her personal thanks to Mrs Ludbrook for her support throughout the lockdown.</p> <p>Mrs Ludbrook offered apologies to the new governors for the lack of training and visit opportunities due to Covid19.</p>	
16.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	<ul style="list-style-type: none"> • Mrs Ludbrook updated the governors on the planning applications that could impact on the schools. 	
17.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	<ul style="list-style-type: none"> • None 	
18.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>Wednesday 3rd Feb 2120 5.30pm (formal meeting)</p> <p>Wednesday 16th June 2021 5.30pm (formal meeting)</p> <p><i>Trust Board meetings for 2020 – 2021</i></p> <ul style="list-style-type: none"> • <i>22nd October 2020</i> • <i>28th January 2021 (AGM followed by Trust Board)</i> • <i>18th March 2021</i> • <i>13th May 2021</i> • <i>8th July 2021</i> 	

The meeting concluded at 6.50pm

SIGNED:

DATED: