

## Parc Eglos

### Local Governing Body meeting (held online via Google Meet)

Monday 8<sup>th</sup> February 2021 from 4.30pm

<p><b>1. <u>ATTENDING :</u></b></p> <p>Jayne Banner Lorna Cobbin, Vice Chair Brett Dye, Headteacher Richard Haycock Stewart Paterson, Chair Tom Tripp Maddy Sycamore John White</p> <p><b>In attendance:</b> Pat Nicholas, Clerk to the Governors</p>		
<p><b>2. <u>APOLOGIES :</u></b></p> <p>Received and accepted from Marc Talbot.</p>		
	<b><u>ACTION</u></b>	
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<p>The Chair welcomed governors to the meeting.</p> <p>Governors observed a moments silence as a mark of respect for Mrs Miller’s husband who passed away recently. Governors wished to record their sympathies.</p> <p>Staff governors declared an interest as paid members of staff. One additional interest was declared.</p> <p>Governors were saddened to receive Mrs Worsdell’s resignation.</p>	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	<p>The minutes from the meeting held on Monday 30<sup>th</sup> November 2020 were agreed as a true and accurate record, and would be signed at the earliest opportunity.</p> <p>Actions from the previous meeting;</p> <p><b>Action: Mrs Worsdell to meet with the DSL before the next meeting.</b> Mrs Worsdell had resigned, so this had not taken place.</p> <p><b>Action: All governors to complete a monitoring visit or pupil conferencing visit by the next meeting.</b> This would be covered under item 12.</p>	

	<p><b>Action: Mrs Cobbin to meet with Mrs Banner and Mrs Goldsworthy to discuss pupil premium matters before the next meeting.</b> This would be covered under item 12.</p> <p>Governors agreed that the actions from the previous meeting had been completed.</p>	
<b>5.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	None.	
<b>6.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	NA	
<b>7.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	<p>Julia Worsdell had tendered her resignation; the Chair wished to record his thanks to Mrs Worsdell for her contributions to the LGB.</p> <p>The pen portrait for a prospective governor had been submitted to Trustees. It was possible that this person could take up a post on Helston's LGB, however Mr Paterson expressed the hope that they would join Parc Eglos. Mr Dye would let the governors know when the decision had been made.</p> <p>The meeting heard of another prospective governor who responded to the advert for governors recently sent out by the Trust. This person would meet with Mr Dye on the 9<sup>th</sup> February.</p>	
<b>8.</b>	<b><u>HEADTEACHER'S REPORT – verbal update</u></b>	
	<p>Mr Dye's report had been circulated with the agenda ahead of the meeting.</p> <p>The main points discussed were;</p> <ul style="list-style-type: none"> <li>• Mr Dye offered congratulations to all staff; there had been very positive feedback from parents and pupils.</li> </ul> <p>Q: How had the staff LFT (Lateral Flow Testing) been going?</p> <p>A: The very first test completed was positive; this was confirmed by a subsequent PCR test. The bubble had isolated immediately and all returned on the 8<sup>th</sup> February. The testing process was going well, with a good take up by the staff.</p> <p>Q: Were there enough stocks of the tests?</p> <p>A: Yes. Each kit had enough test materials for three and a half weeks. Schools were unable to order any more test kits until the existing stock had been used.</p> <ul style="list-style-type: none"> <li>• Mr Dye offered his thanks to governors for the monitoring visits; every area had been covered and the reports shared.</li> <li>• Numbers on roll were 421, which was a new high, and there were over 60 children expected to join the Reception class in September 2021.</li> </ul> <p>Mr Paterson thanked Mr Dye for his report.</p>	
<b>9.</b>	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	
	<p>Mr Paterson informed the meeting that Tony Flint (DDSL) was in close communication with all vulnerable families during this period of school closure, and had seen a more positive impact compared to the March 2020 lockdown, with more parents actively engaging with Mr Flint and the school.</p> <p>Mr Paterson had undertaken a visit with Mr Powley (DSL) and Mr Flint on the 5<sup>th</sup> February 2021. The meeting focused on safeguarding training and the s157 audit. The SCR (Single Central Record) needed to be independently audited by the County, and</p>	

	<p>this was being arranged. Safeguarding training must also be recorded on the SCR. It was agreed that Prevent training for staff and governors should be refreshed.</p> <p>The Tier 1 training needed to be refreshed for all visitors and parent volunteers. Another person was required to undertake safer recruitment training, as Mrs Banner was currently the only person qualified.</p>	
<b>10.</b>	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p>Mr White had completed a quarterly walk round with Mr Pennell on the 4<sup>th</sup> February. Governors heard that the Trust Estates team had also completed a walk round and produced a 5-year plan for the school's external maintenance. Governors heard that the working arrangements between the school and the Trust team were much improved.</p> <p>A £60,000 (annual) grant had been secured for internal refurbishments at the school. This figure was a rough estimate only; no quotes were obtained.</p> <p>The Trust may be able to offer some financial support for the external renovations; and some funds could come from the school's reserves. Mr Dye wished to make sure that the standard of the buildings reflected the high standards within them.</p> <p>Governors wished to see investment in the pool roof. There had been a good deal of support from parents, and Sean Pinhay, the Trust CFO, had agreed to produce a report on the pool's running costs.</p> <p>The LGB now had access to the management accounts. Mr Paterson hoped to be involved in the budget setting for the next financial year. There were opportunities for spending, especially for ICT devices. The school had already purchased 65 Chromebooks, enough for one year group. Mr Dye and the ICT co-ordinator would formulate a 3-year plan which could include relocating the ICT suite.</p>	
<b>11.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	<p><b>Staffing</b></p> <p>Q: What was the current staffing situation?</p>	<p>A: Mr Dye wished to ensure that all temporary contracts were reviewed by July 2021.</p> <p>Mr Dye expressed a wish to reapply for a reduction of 2-3 days in his working hours. Mr Dye explained that it was time for him to take a step back and let the SLT take a step forward. This would also provide an opportunity for the SLT to develop their leadership experience and skills. The LGB were unanimous in their support for Mr Dye's application.</p>
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>SEND visit 29.1.21 – Mr Paterson met with Chris Powley (SENDco). Mr Powley also provided SENDCo support for 6 other schools in the Trust. The report was available via the shared LGB area on Google.</p> <p>Pupil premium visit 8.12.20. Mrs Cobbin met with Katie Cotterill. The school was looking to encourage families to claim for FSM where they were eligible. The report was available via the shared LGB area on Google.</p> <p>Mr Haycock conducted an English Curriculum visit which he debriefed.</p>	

	<p>Maths visit 3.2.21. Mrs Cobbin met with Karen Harrison. The report was available via the shared LGB area on Google.</p> <p>Mrs Banner agreed to ensure that the outcome of these visits would feed into the School Improvement Plan.</p> <p>Q: Were there any updates on the Covid19 risk assessments?</p> <p>A: These were updated by head teachers every week and checked by Trustees.</p> <p>Q: Were the HSE carrying out spot checks in schools?</p> <p>A: Yes.</p> <p>Mr Paterson reported to the meeting on the latest governor training provided by the Trust that he had attended.</p> <ul style="list-style-type: none"> <li>• Safeguarding for Governors 18<sup>th</sup> November 2020</li> <li>• Chairs network 20<sup>th</sup> January – Mr Paterson explained the main points from the meeting, including an overview of staff testing in both primary and secondary schools, recruitment of governors and staff workload and wellbeing.</li> <li>• Understanding Your School’s Budget with Sean Pinhay, 3<sup>rd</sup> February. Mr Paterson would circulate the power point presentation for governors’ information.</li> </ul> <p>Mr Paterson offered his thanks to all governors for their efforts.</p>	
<b>13.</b>	<b><u>Focus Items:</u></b>	
	<p><b>Finance</b> –covered under Item 10: Health &amp; Safety update</p> <p><b>Teaching School Bid</b> –no further information was available at this time.</p> <p><b>Governance</b> – The meeting heard that according to the clerk’s records, Mr Haycock and Mrs Cobbin’s terms of office as parent governors ended on 28.1.21. If this was correct, the vacancies would need to be advertised to all parents. Mrs Nicholas agreed to confirm the information.</p> <p><b>Restructuring of the SLT</b> – It was suggested that the leadership of certain roles ought to change, and that there should be consistency in terms of pay. The plan was to have 3 leadership roles for three key stage ‘phases’ i.e., Phase 1 = Foundation, Year 1 and Year 2. Phase 2 = Year 2 and Year 3. Phase 3 = Year 4, Year 5 and Year 6. This restructuring would be developed in consultation with the unions.</p>	
<b>14.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>• Staff feedback from contact with the governors during their monitoring visits was very positive.</li> <li>• All monitoring visits had been completed in line with the actions from the last meeting.</li> </ul>	
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	None.	
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	<ul style="list-style-type: none"> <li>• The Parc Eglos LGB wished to inform the Trustees that it would support the head teacher in his application to reduce his working hours, in order to develop the experience and skills of the SLT and so secure the future of the school.</li> </ul>	

	<ul style="list-style-type: none"> <li>• With building and maintenance works in schools, governors would like to see a Trust-wide process of establishing pre-start meetings, thorough job consultations and post-works sign off meetings.</li> </ul>	
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>4.30pm Monday 21<sup>st</sup> June 2021 (venue TBC)</p> <p>4.30pm Monday 27<sup>th</sup> Sept 2021 (venue TBC)</p> <p>Trust Board meetings for 2020 – 2021</p> <ul style="list-style-type: none"> <li>• 22<sup>nd</sup> October 2020</li> <li>• 28<sup>th</sup> January 2021 (AGM followed by Trust Board)</li> <li>• 18<sup>th</sup> March 2021</li> <li>• 13<sup>th</sup> May 2021</li> <li>• 8<sup>th</sup> July 2021</li> </ul>	

The meeting concluded at 5.55pm

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_