

**Porthleven School**

**Local Governing Body meeting – held online via googlemet**

**29<sup>th</sup> June 2020 from 6pm**

<b>1. <u>ATTENDING :</u></b>		
<b>In Attendance</b>		
Mark Richardson (Chair)		
Julie Power		
Rob John		
Sally Riding		
Duncan Ratcliffe		
Dan Claydon		
Kirsten Pryor		
Lorna Kite		
Philipa Mina (Vice-Chair)		
<b>2. <u>APOLOGIES :</u></b>		
Mandy Feldon		
		<b>ACTION</b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	The Chair welcomed all governors to the meeting and noted that governor recruitment is ongoing. The Chair and the Head teacher would be working with any governors who weren't able to access Google drive so that governors were able to access all the documents prior to the meeting seamlessly.	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	The minutes from the last meeting were agreed as a factual account and were signed by the Chair.	
<b>5.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	None at this time. The Chair attended the Chairs meeting last month and governors were updated with all the Trust wide matters at this challenging time.	
<b>6.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	On hold due to closure of school.	
<b>7.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	

	<ul style="list-style-type: none"> <li>● <b>Governor roles</b></li> </ul>	
	This matter is ongoing.	
<b>8.</b>	<b><u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u></b>	
	<p>The report was made available prior to the meeting and the following questions raised by governors;</p> <p><b>Challenging times</b></p> <p>All Credit is to be given to the school staff with the hard work that has been put continuously since the school closed so that pupils can be successful. The contact that has been able to be undertaken on a regular basis by those staff that are unable to be in school has been very positive.</p> <p>All Chairs in the Trust agreed that the communication to parents has been really good and very positive.</p> <p><b>Staffing and budget</b></p> <p>A draft budget has been discussed, amendments have been made and the school is waiting for the finalised budget from the Trust. This has been a challenge to set.</p> <p><b>Pupil numbers</b></p> <p>Yr 1 – 24</p> <p>Yr3 – 21</p> <p>Yr5 – 28 pupils</p> <p>Classes leaving are a lot bigger and this will impact the school for a number of years. The smaller schools in general are finding that this is a challenging position to be in.</p> <p><b>Wraparound care</b></p> <p>Not on at the current time.</p> <p><b>Monitoring how the school is continuing to provide care for children who are vulnerable, children with EHCP plans, children of key workers and associated risks of these. Inc Safeguarding</b></p> <p>Addendums to polices have been made and these have been shared with staff and governors. The risk assessment has been looked at weekly and the Trustees are seeing this also. The changes in the risk assessment has meant that there are changes to working practices, these are being adhered to. Staff meetings have covered all changes and the training of PPE use in school.</p> <p><b>Action:</b> PREVENT training is essential training, the e-certificate needs to be emailed to the school asap.</p> <p>(Rob and Lorna confirmed that they have done this already, Mark and Philippa – to do over summer)</p> <p><b>Q. Are there any staff that are shielding?</b></p> <p>A. Only a few, the impact on the school is being considered and how to make this successful in September.</p> <p><b>Q. The letter and the three scenarios given by the Trust to consider for September, is there an update?</b></p> <p>A. The school has considered the scenarios and is working out the most appropriate for the school. The school is hoping to get some advice by the end of term. There is the consideration of phasing in of pupils during the start of the autumn term.</p>	

**Q. When do you think the plans will be communicated to parents?**

A. There will be a letter out to parents by the end of term.

**Google classroom**

The governors were very thankful for the update regarding the google classroom implementation and the virtual tours they have had.

**Q. Has google classroom has been taken up by pupils well?**

A. This is being rolled out across the school and more years are being rolled out each week. It is important that it can also be used quickly by pupils if a bubble needed to be closed at any point.

**Q. How are the school addressing the lack of internet and computers for families?**

A. The school is looking at this matter to see if schools can be of assistance when needed. The school is focussing on googlemeet and eschools will not be a priority moving forwards.

**Q. Will there be staff working over the summer?**

A. All staff will be able to have their holiday over the summer.

**Q. Is the level of engagement high? Do you feel that this is where the school should be or do you have things in place to increase the levels of engagements if the pupils are not communicating with the school regularly?**

A. This varies between year groups, 30 yr6 pupils, some yr5 are in the school and the rest are mostly engaging well. There is a lot of hard copy work that is going out or being delivered to families. It is the younger pupils that find the home learning difficult. The school is doing all it can to enable pupils to be successful. When pupils are not being heard from regularly then they are being contacted by the school. The school feels that they are doing all they can do at this time.

**School development plan**

This has been put on hold currently. The Ofsted improvement plan is being considered again from September. Dan and the team with early years have been redeveloping the early year curriculum which has been implemented, it needs to be monitored from September when schools are back. Governor visits will be arranged.

**Q. Can the workload documents be updated so it is clear what work has been undertaken prior to lockdown and what is being worked on currently?**

A. Yes this can be done. The curriculum and long term planning is being developed at this time. This will be submitted to Trustees and governors too once it has been updated.

**Action:** Dan and Duncan will put together a presentation to show governors in September. An informal meeting to consider the plans for September.

**Monitoring the well-being and welfare of pupils staff and stakeholders**

**Attendance and well-being**

Risk assessments are in place for pupils and staff, there is a contact box and a log kept for those that have been contacted. The details are being shared where appropriate.

**Quality of education**

The end of key stage data has been paused. The school is considering the roadmap for coming back to school in September, considering that some pupils won't have been in school for 6 months. The new normal including bubbles and hygiene to limit the risk of transmission. The prioritising of matters in the school will be decided swiftly into the autumn term.

**Q. Do you feel that you are getting the support from the wider Trust?**

	<p>A. Yes this has been great throughout these challenging times. The Head teachers meet regularly and there is lots of support for advice too should it needed.</p> <p><b>Q. How is the staff well-being?</b></p> <p>A. There has been careful management and consideration at this time as the staff that are in school need additional time to monitor home learning as well as teaching/supervising. TAs have been paired with teachers so that feedback to pupils can be carried out. Ppa time has been set aside so that preparation for lessons/online learning is can take place, ultimately flexibility is required at times like this.</p> <p><b><u>Recovery Planning Report</u></b></p> <p>The governors received an update regarding the recovery planning process and were able to understand that there are many updates being published at the current time. The Head will send out the plan for September as soon as he is able to, all year groups will be included in the update plan.</p>	
<b>9.</b>	<b><u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u></b>	
	On hold due to closure of school.	
<b>10.</b>	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	SR has looked at the risk assessments the school has been updating each week and have been sent to the Trustees. The governors were updates regarding a fire test which was undertaken and went well, considering the changes in the school the evacuation times were swift.	
<b>11.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	Noted in the meeting	
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	On hold due to closure of school.	
<b>13.</b>	<b><u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u></b>	
	On hold due to closure of school.	
<b>14.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>● The Chair attended chairs meeting</li> <li>● The Governors have been supporting school in these challenging times</li> </ul>	
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	None at this time.	
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	None at this time.	
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	To be arranged in line with the trust structure Meeting finished at: 7.30pm	

Chair's Signature

Date

**Head Teacher Signature**

Item	Actions arising from the meeting	Who
Heads report	Dan and Duncan will put together a presentation to show governors in September. An informal meeting to consider the plans for September.	Head and Head of School
Heads report	Workload documents to be updated and circulated to governor and the link trustee to show which aspects are being developed and which are on hold currently.	Head and Head of School
Head report	PREVENT training is essential training, the e certificate needs to be emailed to the school.	All governors