

**Coverack, Manaccan and St Keverne Schools**

**LGB Meeting**

**Tuesday 25<sup>th</sup> February 2020 5.30pm @ St Keverne School**

	<p><b>1. <u>ATTENDING</u> :</b></p> <p>Susan Fawcett          Emma Gooding          Tom Hackett (joined the meeting at 6.10pm)          Joanna Knights          Jill Ludbrook          Lisa Newberry (Executive Head teacher)          Rev Mike North          Joe Rainbow          Kirsty Smith (formerly Vinnell)</p> <p><b>In Attendance:</b></p> <p>Pat Nicholas, Clerk          Katie Nightingale, prospective community governor</p>	
	<p><b>2. <u>APOLOGIES</u> :</b></p> <p>None</p>	
		<b><u>ACTION</u></b>
3.	<p><b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b></p>	
	<p>Mrs Ludbrook welcomed everyone to the meeting, and all new governors to the LGB, and introductions were made.</p> <p>Staff governors declared an interest as paid members of staff.</p>	
4.	<p><b><u>ELECTION OF CHAIR &amp; VICE CHAIR</u></b></p>	
	<p>The elections had been deferred from the last meeting.</p> <p>Mrs Ludbrook was nominated to continue as Chair; this was seconded and the vote was unanimous.</p> <p>The meeting discussed the role of the vice chair, and agreed to defer the election</p>	

	<p>given the numbers of new governors. Mrs Nicholas would ensure that the new governor induction information was circulated. The meeting discussed the various roles and responsibilities of governors, as well as the availability of training. New governors were advised to attend the appropriate training.</p>					
5.	<p><b><u>MINUTES FROM THE 11.9.19 MEETING &amp; MATTERS ARISING (not on this agenda)</u></b></p>					
	<p>An amendment had been made to the previous minutes <i>after</i> circulation to include confirmation that all governors had received and read the updated information regarding the 'Keeping Children Safe in Education September 2019' document.</p> <p>With this amendment, the minutes from the meeting held on Tuesday 11th September 2019 were agreed as an accurate record and signed by the Chair.</p> <p>Item 11: The pupil, staff and parent questionnaires went out as planned, the evaluation had been completed and shared on two schools' newsletters.</p> <p><b>Action: Mrs Newberry would ensure that governors received a copy of all three school newsletters.</b></p> <p>Governors were aware that three of the Trust schools had Ofsted inspections recently. Mrs Newberry explained that Coverack, Manaccan and St Keverne schools had been inspected in 2017, and were not due for another until 2021. If the next inspection happened earlier than expected, the schools would ensure that they were as prepared as possible.</p>	LN				
5.	<p><b><u>FEEDBACK FROM THE TRUST BOARD</u></b></p>					
	<table border="1"> <tr> <th colspan="2"><b>COVERACK, MANACCAN AND ST KEVERNE</b></th> </tr> <tr> <td> <p><b>Governors wished to inform the Trustees that they were fully committed to addressing the ongoing difficulties with recruitment of, and communication with governors. Communication, in particular, would be investigated and improved.</b></p> </td> <td> <p>Noted</p> </td> </tr> </table>	<b>COVERACK, MANACCAN AND ST KEVERNE</b>		<p><b>Governors wished to inform the Trustees that they were fully committed to addressing the ongoing difficulties with recruitment of, and communication with governors. Communication, in particular, would be investigated and improved.</b></p>	<p>Noted</p>	
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6.	<p><b><u>FEEDBACK FROM THE FORUM</u></b></p>					
	<p>Mrs Newberry updated the governors on the feedback from the Forum meetings of all three schools. The feedback was very positive overall, with some constructive suggestions for improvements suggested. The meetings were also held a little earlier in the day in order to include the pupils.</p>					
7.	<p><b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b></p>					
	<p>There had been no resignations since the last meeting.</p> <p>Mrs Knights, Ms Smith (formerly Vinnell) and Mr Rainbow were welcomed as new governors.</p> <p>Mrs Nightingale was awaiting approval from the Trustees.</p> <p>Governors noted the lack of parent representation on the LGB from Coverack, and asked how best to encourage these parents to join. The earlier vacancies had been</p>					

	advertised but without success; however, there were no vacancies at present.	
<b>8.</b>	<b><u>HEADTEACHER'S REPORT</u></b>	
	<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"> <li>• Staff training would focus on the curriculum in light of the new Ofsted framework. Inspections since September 2019 were giving an equal weighting for all subjects, not just English and maths. Inspectors don't focus on data, but look much more at the pupils' books and what is happening in classroom.</li> <li>• NOR for all schools were healthy, with numbers at Coverack growing steadily. St Keverne had high mobility i.e. numbers of children moving into and out of the school.</li> <li>• Attendance was discussed; the introduction of 'traffic light' letters had not been welcomed by all families. The letters were a way of reporting to parents on their child's attendance, with red, amber and green letters for poor, fair and good attendance respectively.</li> <li>• There had been more staff changes across the schools, with a former apprentice in the school having been appointed as a teaching assistant at St Keverne.</li> <li>• SENDCo support for all schools was currently being provided from Landewednack.</li> <li>• Mrs Newberry stressed the importance of the EYFS Early Years Foundation Stage-YR) curriculum in setting a firm basis for a child's education.</li> <li>• While the pupil premium funding was designed to support vulnerable children, not all vulnerable families were eligible for free school meals and therefore pupil premium funding. The governors wished to record their recognition for the work done by senior leaders in all schools for children with additional needs.</li> <li>• Building rubble from the demolition of a classroom at Trannack School had been delivered and would be used to fill the swimming pool.</li> <li>• The SIP report for Coverack suggested that the (very small) KS1 class should move to the main hall. Mrs Newberry explained that the hall was in use at the moment so the move was not feasible. There were plans to construct a conservatory by the free flow area which would be an ideal solution.</li> </ul> <p>Mrs Ludbrook thanked Mrs Newberry for her report.</p>	
<b>9.</b>	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	
	<p>Governors noted the up to date safeguarding policy, and its inclusion on the schools' websites.</p> <p>Mrs Ludbrook had completed her safeguarding visits to St Keverne and Coverack. The safeguarding policy included a pro-forma and tick list which Mrs Ludbrook completed for each visit. Mrs Ludbrook would arrange her visit to Manaccan at the earliest opportunity.</p> <p>Q: What about governor monitoring for the SCR (Single Central Record)?  A: A proforma had been produced for this, too, which helped governors to identify the correct questions to ask and to make sure the record was fully complete.</p>	

10.	<b><u>HEALTH &amp; SAFETY UPDATE</u></b>		
	<p>Rev. North attended the Trust governors’ health and safety training on the 12<sup>th</sup> February; Rev North explained that the role of the nominated H&amp;S governor was to make sure that any problems identified during visits/audits are actioned. Governors heard that the new estates team were very effective, and the roving caretaker very efficient.</p> <p>Q: Were the estates team responsible for the health and safety risk assessments?</p> <p>A: No, these would be produced mostly by the schools.</p> <p>Q: What about events in school run by parents?</p> <p>A: The school would complete these risk assessments with the organisers.</p>		
11.	<b><u>STRUCTURED QUESTIONS</u></b>		
	<p><b>Curriculum</b></p> <p>Q: Is there sufficient provision for Sports and active learning?</p> <p>Q: How are we using the Sports Premium to impact on this?</p> <p>Q: What does ‘deep dive’ mean?</p> <p>Q: Do teachers know what will be asked?</p> <p><b>Training and development of the LGB</b></p> <p>Q: Is there any training for new governors?</p>	<p>A: Yes, within the confines of the other curriculum subjects the school provided lots of opportunities for sport/active learning.</p> <p>A: Please see Mr Studd’s report in the head teachers report for January 2020.</p> <p>A: A ‘deep dive’ is an in-depth look by Ofsted inspectors at specific subjects in a school, based on the most recent Ofsted framework. It helps inspectors to see whether a broad and balanced curriculum is being offered, the quality of education the children are receiving, and whether the curriculum at the school is doing what is intended. In small schools each subject co-ordinator may have more than one subject.</p> <p>A: Usually, no, however with the recent inspections within the Trust more information was becoming available. Governors could support this by asking relevant questions on their monitoring visits.</p> <p>A: Yes. Wednesday 29th April 2020, from 6.00pm, in the Trust Conference Room (Trust Offices, Helston Community College, South site) – ‘Training Session for Those New to Governance’.</p>	
12.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>		
	There had been no governor monitoring visits since the last meeting. New governors were encouraged to book their visits with the school at the earliest opportunity. Mrs		

	Nicholas would circulate a copy of the visit form and procedure.	
<b>13.</b>	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	<ul style="list-style-type: none"> <li>The operational risk register; there were no significant updates to report, and recent revisions were discussed.</li> </ul>	
<b>14.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>None to record given that most governors were newly appointed.</li> </ul>	
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	<ul style="list-style-type: none"> <li>Coronavirus – the school had received lots of information about how best to deal with the outbreak, particularly about hygiene and prevention.</li> <li>Mrs Ludbrook had attended a community planning meeting and had asked if the children at St Keverne &amp; Coverack Schools could be included in a neighbourhood planning questionnaire which would be circulated in April 2020 to all households in the Parish of St Keverne. Mrs Ludbrook asked if the school could help to develop a simple version of the questionnaire for the pupils. Mrs Newberry agreed to help with this.</li> </ul>	
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	<ul style="list-style-type: none"> <li>Governors expressed their concern about the roll out of Google Drive and felt that, while staff had been given training, there was very little information and training made available to governors. Some from this LGB were still unable to log into their accounts.</li> </ul>	
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<ul style="list-style-type: none"> <li>Wednesday 1st July 2020 5.45pm @ Coverack School</li> </ul> <u>Trust Board meetings:</u> Thursday 31 <sup>st</sup> October 2019 Thursday 19 <sup>th</sup> March 2020 Thursday 9 <sup>th</sup> July 2020	

**The meeting concluded at 7.30pm**

SIGNED:

DATED: