



## MINUTES OF FULL GOVERNING BOARD MEETING

Monday 27 April 2020 at 5.15pm  
via videoconference

	<p><b>Present:</b> Judith Smitham - Chair of Governors (Chair) Lara Jeffries – Headteacher (Head) Dawn Howarth - Vice Chair (DH) James Davidson – Headteacher at Penair School (JD) Giles Horne (GH) David Parker (DP) Victoria Sleeman (VS) Loic Rich (LR – Item 6 onwards) Elizabeth Phillips (EP – Item 6 onwards)</p> <p><b>Also in attendance:</b> Jackie Parker – Finance Advisor (JP) Jon Brown – Clerk to Governors (Clerk)</p> <p><b>Clerk’s note: this meeting was held during the COVID-19 school closure. Governors participated via videoconference using the Zoom application.</b></p>	
<b>Item</b>	<b>Minutes</b>	<b>Action</b>
<b>1</b>	<p><b>Welcome and apologies</b> The Chair welcomed everyone to the meeting. Apologies were received from Loic Rich and Elizabeth Phillips, both of whom hoped to join the meeting later. Laura Dolan was not present.</p>	
<b>2</b>	<p><b>Declaration of business and pecuniary interests relevant to this agenda</b> Judith Smitham declared her business interest with Trelander Stores. David Parker declared that his wife (Jackie Parker, also present at the meeting) was now working at the school as a consultant.</p>	
<b>3</b>	<p><b>Minutes of the previous meeting held on 24 February 2020 and matters arising</b> The minutes were agreed as a true and accurate record. Due to the extraordinary circumstances in which the school was operating, any matters arising and actions not pertinent to this agenda would be deferred to a future meeting.</p>	
<b>4</b>	<p><b>Clerk’s update</b> The Clerk highlighted various guidance documents concerning governance during the school closures, which had been uploaded to the COVID-19 folder on GovernorHub. The Clerk had attended various networking sessions and webinars over recent weeks to gain a better understanding of governance priorities and expectations at this time, and had liaised with The Chair to put together a streamlined agenda in light of this. Governors were encouraged to focus on business-critical issues and avoid burdening school leaders with less important matters.</p>	

5	<p><b>Governance membership matters</b></p> <p>The Chair confirmed that no governors were coming to the end of their term dates.</p> <p>The Chair had spoken to both prospective parent governors, and had met with one. However, the COVID-19 situation had prevented a meeting with the other candidate, and the recruitment process was now on hold until the situation returns to normality.</p> <p>The deadline for staff governor applications had passed with none received. One staff member had subsequently confirmed their interest and submitted an application, but this process was also on hold at present.</p>	
6	<p><b>Headteacher's report to include safeguarding</b></p> <p>The Head's report had been circulated in advance of the meeting. The Head highlighted that the situation the school found itself in was far from normal, and day-to-day running was altogether changed.</p> <p><u>A governor challenged</u> whether Operation Encompass was still working if children were not in school. A) The school had not received any calls from the police under this initiative since the closure, but has been pro-active in keeping in touch with the families of vulnerable children and following all government advice in this regard.</p> <p>The provision of free school meals (FSM) has been a significant challenge, exacerbated by the fact that 40% of pupils at Tregolls are in receipt of Pupil Premium (PP). At first the school purchased gift vouchers from Tesco, for which they should be reimbursed by government. There is now access to a company providing vouchers for families, but the process has been fraught with difficulty.</p> <p>Tregolls has worked with The Hive charity, who provide food for vulnerable families. Initially this was targeted at those eligible for FSM, but has been opened up to other families who feel they need it. The FSM vouchers only cover 1 lunch per child per school day, but some families need more help than this. School staff have delivered food in person to some families, which has helped to support their wellbeing. It remains to be seen whether council funding continues for The Hive.</p> <p>School priorities have changed to focus on wellbeing rather than the curriculum. The staff rota system is working well, and has enabled school to adapt to changing numbers on site and maintain social distancing. The big question is what happens next. The Head is hoping for a sensible, co-ordinated approach to school re-openings. It is hard to plan for this without further information.</p> <p>[confidential item 6.1]</p> <p>[Loic Rich joined the meeting at 5.35pm]</p> <p><u>A governor asked</u> how many children were in school over the Easter holidays. A) At first numbers fluctuated between 6 and 12, and remained similar over the holidays, but they have increased a little since the start of the summer term.</p> <p><u>A governor challenged</u> how those staff who were not in school were organising their time. A) Teachers working from home check in three times per day using the Dojo messaging system, and also communicate with each other beyond this to ensure consistency of resources used across school. Penair partner school Heads have shared working practices, including training for staff to complete. Most teachers are on the rota to come in to staff the school, though the minority who are vulnerable and/or shielding vulnerable household members are not</p>	

	<p>able to do so. Although the introduction of the new curriculum has been put on hold, teachers are using this time to plan how to implement it.</p> <p><u>A governor commented</u> that it is quite an achievement to keep staff together through this difficult period. The Head explained that she had organised a quiz by video-link so that everyone could be in touch with each other.</p> <p>[Elizabeth Phillips joined the meeting at 5.45pm]</p> <p><u>A governor challenged</u> what preparations were being made for school re-opening. Would there be a need for new baseline assessments? A) It is hard to plan without knowing how it will work. Re-opening will probably be staggered somehow but this isn't clear yet. School provision won't look the same in the short to medium term, especially if pupils return before the summer holidays. It will affect next academic year as well as this one. Everyone must be prepared for significant challenges ahead.</p> <p>[confidential item 6.2]</p>	
7	<p><b>Budget report and financial position</b></p> <p>The Budget Report for March 2020 had been circulated in advance of the meeting. The Head explained that there had been some areas of overspend during this financial year. A deficit was forecast, but there will be savings to come from the school closure. Some of the problems stem from the planning of the original budget, which hadn't made enough provision for certain items – a supply teaching budget of £5,000 was always going to be insufficient, for example. The situation here had also been exacerbated by some long-term staff absence. This will be addressed differently with next year's budget.</p> <p><u>A governor challenged</u> whether Sport Premium funding was paying for a staff member's salary. A) Yes, this member of staff is supporting sport provision across the whole school and upskilling staff rather than simply teaching PE so there is no problem using the funding in this way. <u>A governor commented</u> that there seemed to be evidence that sport provision had improved at school recently. A) Yes, the recent Ofsted inspection included a 'deep dive' into PE which confirmed that provision was good. This was very encouraging given the previous reputation of Tregolls school sport, and the context of its pupils who might not be able to access sporting activities outside of school. However, the expense will need to be reviewed as the whole of this staff member's salary is not covered by the funding.</p> <p><u>A governor noted</u> that some insurance payments for staff absence were outstanding and <u>asked</u> whether the budget would be brought back in line once these were received. A) There are two issues here: 1) School is obliged to pay for supply cover that was booked before school closure to cover long-term staff absence but is no longer needed; some of this is covered by funding from County but it is very frustrating not to be able to cancel it. 2) Some insurance income is expected, but some sick notes were not submitted in time so it won't all be recovered.</p> <p><u>A governor challenged</u> whether the legality of having to pay for supply teachers when the school is closed can be checked. Are the supply staff being used? A) Yes, they are on the school staffing rota at least as much as other teaching staff. Jackie Parker (JP) agreed to look at the terms of supply and challenge the obligation if possible.</p> <p>[confidential item 7.1]</p> <p>The Head confirmed that all sick notes for staff absence were now being submitted, so there would be some money recovered. Staff who were self-isolating with symptoms of COVID-19 should also be covered by insurance.</p>	Jackie Parker

	<p><u>A governor asked</u> whether there would be savings on energy costs due to the school closure. A) Yes, there would be also be savings on photocopying, catering and additional supply teaching.</p> <p><u>A governor challenged</u> what the maths overspend of £2,000 referred to. A) This related to income that should be recouped after attending a training course, which would cover the original outlay. This will be chased up.</p> <p>JP explained that she had been working on next year’s budget. There were lots of unknowns at present, including the carry forward from the current year. She hoped to be able to finalise this in June. She had also been working on a tool for costing the curriculum, to identify what different areas are costing in different year groups. She also planned to undertake financial benchmarking, in order to get more of a grip on school spending.</p> <p>The Head commented that this was crucial to highlight any anomalies in spending, although it would be important to bear the school context in mind. <u>A governor challenged</u> whether benchmarking would be against Penair partner schools or the national picture. JP commented that both would be useful. There was a need to compare like-for-like rather than just locally, but data from partner schools might be more up to date. It would be approached from different angles.</p> <p><u>A governor challenged</u> where the School Improvement Partner costs featured in the budget, as these didn’t seem to be visible on the report. JP commented that this would usually be included under Service Level Agreements. The Head commented that it would be important to unpick details like this to identify savings and value. There was also a need to separate the Area Resource Base (ARB) budget from the rest of the school, as it was funded very differently.</p> <p><u>A governor challenged</u> whether the staffing budget for next year was available. JP explained that it was in the process of being finalised with the changes which would be in place from September.</p> <p>[confidential item 7.2]</p>	
8	<p><b>Area Resource Base draft proposal</b></p> <p>The latest version of the draft proposal had been circulated. The Head commented that she was very keen to improve the physical provision of the ARB, as the current layout wasn’t ideal. Cornwall Council (CC) would like it to take more pupils but changes are needed. The new plans fit into the existing space but use it better. It is hoped that work can start in the summer but things have gone quiet recently.</p> <p><u>A governor asked</u> whether the ARB building and land is council-owned or part of the school since academisation. A) Not 100% certain, but it seems to be considered part of the school by all parties. <u>A governor challenged</u> that there was a need to check where the liability lies. Do CC think they own it or are they being generous in funding it? A) CC want the ARB to take more children so are funding it to facilitate that. <u>A governor challenged</u> whether any agreement regarding funding and extra pupil numbers was in writing. A) No, the funding is not conditional on anything. The works might result in the potential to accept more children, but the space needs improving anyway for the current provision. <u>A governor challenged</u> that the school should be careful about anything it is asked to do, and check how any overspend would be funded - it is a financial risk if CC won’t cover this. A) Details should become clearer at the next meeting.</p>	

	<u>A governor challenged</u> that CC might carry out a school capacity survey following any improvements. Could the school be forced to accept more children as a result? A) This shouldn't be the case as the plans just rework the existing space. JP commented that school capacity is not always just calculated on classroom space and can be more complicated. <u>A governor commented</u> that Penair had spoken to CC and the Department for Education regarding net capacity, and offered to pass on the relevant contacts within those organisations. The Head commented that the school had already agreed to become fully 2-form entry, so the issue of capacity should already be sorted. There had been previous confusion about the capacity to take more children in Y2 but this had now been clarified.	<b>James Davidson</b>
<b>9</b>	<b>Any Other Business – urgent matters only</b> Appendix F to the Safeguarding Policy relating to COVID-19 had been circulated. <u>A governor challenged</u> whether this was still in draft form. A) It was awaiting approval by governors. <u>Governors agreed</u> to approve and adopt the appendix to this policy.  Governors expressed their thanks and congratulations to the Head and all staff for coping in these difficult times.	

The meeting closed at 6.37pm

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Signed as an accurate record

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Print name

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Date

## Action Log

Action date	Action	Who?	Due date
2019	Staff governor appointment	Clerk/Chair/Head	On hold
2019	Catering Audit	SBM/Head	FGB March 2020
2019	FGM training documents to be shared	DH	Spring Term 2020
2019	GDPR training to be provided at staff meeting - governors to be invited	SBM/Head	Spring Term 2020
2019	New SIP options	SBM/Head	Summer Term 2020
2019	Invite PCSO to future meeting	Head	As required
2019	Governing Body structure to be reviewed	Clerk/Chair	September 2020
24/02/2020	Detailed breakdown of safeguarding statistics to be posted on GovernorHub and in future HT reports	Head	FGB March 2020
24/02/2020	Invite Parent Governor applicants for meeting with view to appointing	Chair/Head	On hold
24/02/2020	Carry out curriculum monitoring visit	DH/DP	
24/02/2020	Arrange monitoring visit training - Penair contact?	Chair/JD	
24/02/2020	Contact Haven House to explore EAL support	Head	

24/02/2020	Monitoring visit to support SLT on lesson-planning and schemes of work	EP	
24/02/2020	Invite subject leaders to future FGB meetings	Head	
24/02/2020	Obtain external report to check new website compliance	Head	
24/02/2020	Check GovernorHub filing and reorganise where necessary	Clerk	FGB March 2020
27/04/2020	Check the terms of supply teachers booked before closure and challenge the obligation to continue with their contracts if possible	JP	
27/04/2020	Provide contacts at CC and DfE regarding school capacity discussions	JD	