

Crowan Primary School

Local Governing Body meeting (held online via Google meet)

16th September 2020 from 6pm

1. <u>ATTENDING :</u> In Attendance Hannah Phillips Elizabeth Heath Paul Hunkin Colin Benney Susan Webb (Vice-Chair)		
2. <u>APOLOGIES :</u>		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u> <ul style="list-style-type: none"> ● Election of Chair and Vice Chair 	
	<p>The current Chair stepped down from the role and no other governor felt able to take up the role at this time.</p> <p>Action: The Executive Headteacher will seek the support from the Trust and the link Trustee in the matter of recruiting a Chair.</p> <p>SW put her name forwards for the role of vice chair, this was agreed unanimously by governors present at the meeting.</p>	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	The minutes were agreed as a factual representation and signed by the Chair.	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	None at this time	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	potential virtual meeting moving forwards. The school is open to any ideas that parents may have.	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u> <ul style="list-style-type: none"> ● Trust governance/Keeping Children Safe In Education document ● Code of conduct ● Annual pecuniary Interest forms 	

	<ul style="list-style-type: none"> ● Terms of Reference ● New governors ● Governor monitoring ● Governor roles 	
	<p>Link Roles</p> <p>Governor link roles were explained for all governors present and allocated for the 2019/20 academic year.</p> <p>Whistleblowing – SW</p> <p>SEND – EH</p> <p>Vulnerable Pupil Governor (VPG) [Pupil Premium Plus -Looked after Children and Previously Looked After, Pupil Premium – Free School Meals (FSM) Free School Meals Ever 6 (FSM6)] -SW</p> <p>Health and Safety – SW</p> <p>EYFS - EH</p> <p>PE - EH</p> <p>Safeguarding – CB</p> <p>Maths – SW</p> <p>Literacy – CB</p> <p>Equality and Diversity – CB</p> <p>When further governors are recruited these roles will be reviewed.</p> <p>Potential governors will be sought from the school pre-school and parent community. Dojo and the school newsletter will mention governor recruitment. PH will investigate this with the parish council. Praze an beebles village noticeboard (social media) will also be investigated.</p> <p>Governor monitoring</p> <p>Governor monitoring can take place in school, there is social distancing space is available for governors to meet with coordinators, all dates should be arranged with the Head teacher and the link teacher in the school.</p> <p>Vacancies</p> <p>The school is being proactive in trying to recruit to the governor vacancies. Six is the minimum number of governors required on the governing body. Ideally a community governor will be recruited to. When a candidate has been sought a pen portrait will be written and submitted to the trustees, once agreed and they can complete the necessary paper work/DBS and start. The paperwork has been uploaded to the governors googledrive prior to this meeting. Karen Teague is also available to support from the central office.</p> <p>Keeping Children Safe in Education</p> <p>The document was emailed to all governors prior to the meeting, all governors present agreed that they had read and understood it. Governors were asked to email their declaration after the meeting.</p> <p>Annual Pecuniary Interest forms/Code of Conduct/Terms of Reference</p> <p>As the meeting was taking place online via googlemeet all governors were asked to email their pecuniary interests to the clerk. The code of conduct and the Terms of Reference for the Local governing body were re-explained. All governors present confirmed that they had understood the matters discussed.</p>	
8.	<u>HEADTEACHER'S REPORT</u>	

	<p>At the start of term there is 105 pupils on roll.</p> <p>A number of children have not attended school and have sought Covid testing since the start of term.</p> <p>A whole staff meeting has taken place, which included training also and covered whole staff risk assessment for reopening the school. The risk assessments will be reviewed regularly, the trustees review all the documents and questions are being asked of the school to check the correct procedure and protocols are being followed. The local authority are also contacting schools to make sure that schools are opening in line with government guidelines. The Trust CEO is visiting all the trust schools to support and answer questions that may have arisen.</p> <p>Staff are assessing children’s learning and addressing the gaps accordingly. Inspections should start after Christmas and this is being considered in discussions with staff.</p> <p>No MARU reported, 1 VIST reported.</p> <p>Staff have been reminded to report concerns using my concern platform.</p> <p>10 children FSM, no LAC, 7 service children on roll currently.</p> <p>Sports premium update; new equipment for school hall has been ordered and received, outdoor fixed equipment to be used, wild tribe training for staff to take place, the Helston sports partnership has been purchased this year.</p> <p>The school has made the request that the interior lighting replacement be continued as it is making a lot of difference in parts of the school where the work is complete.</p> <p>The phone system is completely internet based now, the school is having to put in additional services to cover wifi.</p> <p>Governors have been emailed the latest financial reports. The SLA’s have been discussed with governors and they were content with the finances and the competent way they are being managed.</p> <p>The school is actively considering the schools admission numbers moving forwards as the numbers exiting the schools in year 6 needs to meet the numbers coming in ideally. This year a large cohort is due to leave.</p>	
<p>9.</p>	<p><u>SAFEGUARDING GOVERNOR’S REPORT [STRUCTURED QUESTIONS]</u></p>	
	<p>A half day safeguarding training course has taken place – a questionnaire will be sent to staff to ask for staff training priorities moving forwards. PH had sent round reading material to all staff to read. All staff have signed to say that they have read and understood it. Claire Atkins the DSL also checked staffs’ safeguarding knowledge in a recent staff meeting.</p> <p>The parental community is behind the school and encouraging, they understand the procedures in place.</p> <p>Staff are prepared to provide online teaching should it be needed, PH went through possible scenarios and how the school had prepared accordingly. Staff will prepare a week’s emergency contingent should they as staff be off ill as well. The White Rose curriculum has been purchased so that this supports the school’s curriculum. Daily provision for maths, literacy and topic related work is being prepared. A form of daily interaction from teacher from a teacher or teaching assistant is being.</p> <p>Funding for ‘catch up’ is being monitored, the amounts are still being finalised. PH and CEO will meet to discuss the spend and how to measure the impact and outcomes.</p> <p>Thanks was given to all teaching staff for their hard work over the past term.</p>	
<p>10.</p>	<p><u>HEALTH AND SAFETY UPDATE</u></p>	

	<p>Any visitors are complying with the school's risk assessments; any external providers are being included in the risk assessment process. Risk assessments are being sent to Trustees and the CEO and are being checked on a weekly basis.</p> <p>There are new protocols to follow for activities to be able to take place in school, for example musical instruments or musical sessions. Musical tuition will take place as and when the school is able to accommodate this along with Covid safe practices. The school will only hire out their premises as and when the school feels it is able to.</p> <p>The school is considering the visits protocols and when visits may start to take place again.</p>	
11.	<p><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></p> <ul style="list-style-type: none"> ● Outcomes – progress & attainment ● Behaviour, Attendance & Well Being ● School Improvement Plan 	
	<p>Strategic plans – 3 year</p> <p>This has been emailed to governors, they are aware of the school plans for the previous year. Due to the pandemic some aspects of school life are not back to normal and so the 3-year plan will need to be reviewed to reflect the current situation and how to move forwards.</p> <p>Q. Will the sports premium money be carried forward?</p> <p>A. Yes the school has been told this will be the case. The school was aiming for the platinum award but this was not possible due to Covid, this is something that the school will be working on, along with a potential virtual school games for southerly point schools which is very exciting.</p> <p>School development plans</p> <p>This will be carried forward from last year and adapted for this year to cover the current situation.</p>	
12.	<p><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></p> <p>None at this time.</p>	
13.	<p><u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u></p> <p>None at this time.</p>	
14.	<p><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></p> <p>Governors reviewed the risk assessments to enable the wider school opening to take place.</p> <p>Governors took part in financial scrutiny.</p>	
15.	<p><u>URGENT MATTERS FOR DISCUSSION</u></p> <p>None at this time.</p>	
16.	<p><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></p> <p>Recruitment of a Chair.</p>	
17.	<p><u>DATES OF FUTURE MEETINGS</u></p> <ul style="list-style-type: none"> ● 25th January 2021 at 6pm 	

	Meeting ended at 7.15pm	
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Chair's Signature _____ **Date** _____

Item	Actions arising from the meeting	Who
Recruiting a Chair	The Executive Headteacher will seek the support from the Trust and the link Trustee in the matter of recruiting a Chair.	Executive Head
KCSIE & Pecuniary Interests	All governors to complete the KCSIE declaration and to confirm pecuniary interests to the Clerk. All information will be put onto the school googledrive.	All