

**Crowan Primary School**  
**Local Governing Body meeting (held online via GoolgeMeet)**  
**Wednesday 17<sup>th</sup> June 2020 from 6pm**

<b><u>ATTENDING :</u></b>		
<b>In Attendance</b>		
Elizabeth Heath (Chair)		
Paul Hunkin (Exec Head)		
Susan Webb (Vice-Chair)		
Colin Benney		
Clare Kendle (Clerk)		
<b><u>APOLOGIES :</u></b>		
Hannah Phillips		
		<b><u>ACTION</u></b>
<b>1.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	<p>The minutes of the last meeting were agreed as a factual representation and agreed by the Chair and the governors in attendance.</p> <p>Governors wished to acknowledge the huge effort by the school staff and the Executive Head teacher during this very challenging period, it has been very much appreciated by governors and also the parents who have expressed the hard work that has gone into making the schooling of the pupils a success and the consistently high standards of communication to them.</p>	
<b>2.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	None at this time.	
<b>3.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	Suspended during the closure period.	
<b>4.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	Hannah Phillips term of office had come to an end, there were no others that wished to stand at this time and she put herself forward for another term. It was agreed that this would be the case.	
<b>5.</b>	<b><u>HEADTEACHER'S REPORT</u></b>	
	The governors had received the Head teachers report ahead of the meeting, with the following areas highlighted:	

The school has been part of the Wendron Hub and now it is open again on site the bubbles have their allocated spaces and are working well. The prioritising of children has taken place during this changing period, there have been extended invites to other year groups but the school is considering the spaces already offered and wish to ensure that there is appropriate capacity in the school at all times. Communications to the school community are being clearly made so that parents have the opportunity to send their children back, but once a decision has been made any remaining spaces will be offered to another child. If a family wishes to take up a space at a later date this will be assessed at that point.

The school staff will continue to be utilised in the most efficient and appropriate way to ensure everyone is safe.

The safeguarding of pupils and the staff has been utmost at this time, the governors had the opportunity to check and monitor the plans being put in place, they were content and found that all groups had been contacted on a regular basis by phone or using google classrooms. Work has been printed out for those pupils who required it.

The Trust have made it clear to all staff that they will not be expected to work over the summer so that they are ready for the start of term in September.

There is a musician coming in to take ukulele lessons, this is very enjoyable and in use using social distancing guidelines.

The budget has been sent through to the Chair and the school improvement plan have been put on hold at this time.

The school has the capacity to be able to use extra space should it be required, this is being considered and prepared for as and when it is required.

Cleaning and ventilation is key, all school staff are regularly being trained in regards to PPE and how to communicate to the school community any changes so that there is consistency.

**Q. How are you finding access to googledrive as this seems to be being utilised across the Trust?**

A. It is working ok now; it can be an issue if the laptop being used is not powerful enough.

**Q. How will live lessons work from a teacher's perspective?**

A. The idea is that the lesson face to face in the class will take place and it will also be live streamed at the same time. It will be tried out (practiced) between bubbles in the school so that pupils and staff can iron out any potential challenges. A lot has been done for teachers to prepare them as this is new and practice has taken place, it is a challenge for teachers as this is quite often out of their comfort zone.

The interaction is really necessary between other pupils and the teacher/TA's as well.

**Q. Is there provision for parents who don't have the hardware at home?**

A. Yes there is some access to provision to be able to pay for internet for those that are needy, there are chrome books for those pupils who have social workers as these have been allocated by the government. The local church have offered support as well which is positive. The school laptops unfortunately cannot be loaned out as there are restrictions on them.

**September**

The numbers coming into the school were confirmed. Some children will move classes but there will be tailoring of what is best and everyone will be taught at the correct level.

**Staff**

	<p>The updated staffing was given to governors so that they could understand the picture in the school from September. The numbers of staff are being worked alongside the pupils in the school now and ready for September.</p> <p><b>Attendance report</b></p> <p>Attendance had started to drop due to parents already withdrawing their children for the pandemic since the last report to governors. Coding for attendance has changed and is being implemented as they go along. Those children that were known for poor attendance have been contacted regularly, the worry is for those children who already were not at school as much as expected prior to the pandemic as this is an even further extended time away from school.</p> <p><b>Policy</b></p> <p>Lots of policies have been updated regularly over the pandemic period, these are being communicated to staff and Trust alike. Governors are being kept up to date wherever possible. Any changes are being addressed and policies updated as the Head teacher is aware.</p> <p><b>Community events</b></p> <p>These were reviewed for this school year and some were able to take place prior to lockdown which is really positive. Those that couldn't take place have been greatly missed by the staff, pupils and families. There will be a leavers event for the year 6 to be organised, it is still being discussed at the moment and will be communicated as soon as it can be.</p>	
6.	<b><u>SAFEGUARDING</u></b>	
	<p>Face to face training for safeguarding has been put on hold and this has been recognised, staff are undertaking online training but also are waiting for face to face sessions which are known for being more effective and preferred.</p> <p>The S157 was returned within the necessary time scale and no feedback has been received as yet. It has been shared with the trust and a central record kept there.</p>	
7.	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p>The risk assessments are being updated on a weekly basis and the governors are being kept up to date with any changes. As the provision expands then this will be reviewed and included.</p>	
8.	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	<p>Linked to the Head teachers report and the challenge raised.</p>	
9.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>Suspended during closure period.</p>	
10.	<b><u>MONITORING THE WELL-BEING AND WELFARE OF PUPILS, STAFF AND STAKEHOLDERS</u></b>	
	<p>The class staff are using class dojo to engage with parents and are phoning parents if they don't hear from them regularly. The school confirmed to governors that they had spoken to all families on a regular basis. Examples were given to governors about socially distanced families who were visited to check they were ok and also work has been posted or picked up should it be required.</p> <p>There are families that are designated by the school as vulnerable and have been included in the bubble for key workers, this is being greatly appreciated</p>	

	<p>and some families have taken this offer up and others have not. Those children with social workers are being in contacted each week and the school speaks fortnightly with social workers.</p> <p><b>Q. Are meals for pupils who require them being covered appropriately?</b></p> <p>A. There are no families asking for this at the current time but the offer is there should any families require it.</p> <p><b>Q. Have the Trust been considerate of the staff welfare?</b></p> <p>A. All staff have been in regular contact with their school and those staff that are not at school are increasingly frustrated, the Head teacher is keeping in contact with staff. There are WhatsApp groups for staff to use should they wish and the Trust is ensuring that those staff that worked over the Easter or Half term holiday have the entitlement to take their holiday. The SLT at the school are mindful of the time taken to deliver lessons in the classroom and then also arranging the live streaming and preparation of online work for pupils which is an increased work load.</p>	
11.	<p><b><u>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</u></b></p>	
	<p>Weekly contact with the family is being made, there have been links made for the training of the staff who will be working with the pupil next year. There have been updated resources being sent home and support being offered wherever the family require it.</p> <p>TAC meetings have been put on hold but other meetings are being arranged. Professionals are keeping in regular contact with the families and the teams around the families.</p>	
12.	<p><b><u>RECOVERY PLANNING REPORT</u></b></p>	
	<p>The school is planning for September so that children can be engaged appropriately. Governors were encouraged to gently and consistently remind parents that the school is somewhere that the children can learn effectively and is an enjoyable place to learn.</p> <p>There is the potential to have a mixture of home learning with live lessons and also some time in school. The live lessons will mean that the school can engage with children and interact with them. Governors were able to discuss the potential issues for all families and ensure that appropriate challenge was put forward.</p> <p>The school is mindful of the guidance coming out and will be updated by the Trust as soon as possible.</p> <p><b>Q. In September if children wish to use the pre-school, what is the plan?</b></p> <p>A. The idea from the government is that preschools should be starting back as well, the school is working closely to achieve this if at all possible.</p> <p><b>Q. Do you anticipate any staffing issues if numbers in the school go up?</b></p> <p>A. The sharing of staff could take place between school settings in the Trust, this will be discussed further as the plans move forward for September.</p>	
13.	<p><b><u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u></b></p>	
	<p>30<sup>th</sup> June google meets for Chairs – Chairs will update governors following on from this meeting.</p> <p>Phase three will be considered and will be communicated to the school</p>	

	community as soon as it is able.	
14.	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	Governors have been able to monitor the schools plans for pupils and staff during these challenging and unprecedented times.	
15.	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	All matters covered in the meeting.	
16.	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	None at this time.	
17.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	16 <sup>th</sup> September 2020 at 6pm Meeting ended at 7.30pm	

Chair's Signature \_\_\_\_\_ E Heath \_\_\_\_\_ Date \_\_\_\_\_

Item	Actions arising from the meeting	Who