

**Wendron C of E Primary School**  
**Local Governing Body meeting**  
**Monday 1<sup>st</sup> February 2021 from 7.00pm**

**Due to Covid 19, this meeting was held using Google Meet**

<b>1. <u>ATTENDING :</u></b>		
<b>In Attendance</b>		
Canon D Miller (Chair), Mr P Hunkin (Head), Mr C Biddick (Vice-Chair), Rev C Schmaus, Mrs G Spratt and Rev R Arana-Perez Mrs S Bennetts (Clerk)		
<b>2. <u>APOLOGIES :</u></b>		
Apologies were received from Mrs A Veneear.		
		<b><u>ACTION</u></b>
<b>3. <u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>		
Canon Miller welcomed the governors and opened the meeting with a prayer.		
<b>4. <u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>		
<p>The minutes of the meeting of 23/11/2020 were agreed as a true record and will be signed by DMi. SBe confirmed that almost all the outstanding forms have been received.</p> <p>A number of governors have completed the training on Prevent; others were advised of the importance of this training and were reminded that they have received an invitation and link via email.</p> <p>Governors were informed that the vast majority of parents have signed up to Class Dojo which is the chosen platform for sending messages to individuals, groups of parents or all parents. This system is working well but due to a revision in trust policy and for safeguarding and GDPR reasons, staff are no longer able to share photographs of the children working at their activities in this way. They can continue to share examples of the children's work via this method.</p> <p><b><u>Q: Is this working well from the parents' perspective?</u></b></p> <p>A: Yes. Staff have received positive feedback from parents who feel that occasionally it is more appropriate to send a private message rather than a formal email.</p> <p><b><u>Q: So the downside of this is not being able to share pictures?</u></b></p> <p>A: Yes. It is disappointing. The nativity was shared with parents this way but this cannot happen in future. The staff understand that safeguarding must be a priority.</p> <p>The trust has just issued a staff survey which needs to be completed by half term.</p>	<b>GOVS</b>	

	<p>The lateral flow testing devices have been delivered and issued to staff who will self-test twice a week.</p> <p><b><u>Q: Is this mandatory and is it going well?</u></b></p> <p>A: It is not compulsory but most of the staff have signed up to take part. This test will identify any asymptomatic staff who on receiving a positive test or two void tests would be asked to isolate for 10 days. The testing runs alongside the usual protocols.</p> <p><b><u>Q: Is the level of ventilation required causing any problems?</u></b></p> <p>A: The staff are feeling the cold more than the children. The children have been told that they can wear additional clothing and the school has purchased additional heaters. Windows and doors are left open during break times to purge the spaces.</p> <p><b><u>Q: Is it unreasonable to expect 4 and 5 year olds to social distance?</u></b></p> <p>A: This is not expected. Children are asked to wash their hands regularly and staff will move closer to a child when needed but will step away when able to.</p>	
5.	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	The question regarding up to date financial information, was raised with the trust board at their meeting last week. The response will be forwarded to governors when received.	
6.	<b><u>FEEDBACK FROM THE FORUM – suspended during closure period</u></b>	
	Forums have been suspended for the time being.	
7.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	<p>Mrs Heather Sanderson is in the process of being appointed as staff governor.</p> <p><b>ACTION: SBe to write a letter of thanks to Kathryn Taberer whose term of office has expired.</b></p>	SBe
8.	<b><u>HEADTEACHER'S REPORT including the support being given to parents and carers to help them educate children at home.</u></b>	
	<p>PHu highlighted an error and confirmed that the school has £11,000 sports premium remaining and not £1,000. Underspend on the previous sports premium must be spent and evidenced on the school's website by 31<sup>st</sup> March 2021. Most of the planned activities have been postponed resulting in a saving of costs and swimming lessons have not been taking place. PHu explained to governors that there is a cap of £2,000 on capital spending so the funding cannot be used to purchase either a minibus, apparatus or large equipment. This follows DfE guidance for use of the funding. Bikeability will take place as soon as the children return to school.</p> <p><b><u>Q: What will happen to the funding if it is not spent?</u></b></p> <p>A: The planned spending and evidence will be viewed on the website and if this does not meet the criteria, there is the potential for it to be clawed back.</p> <p><b><u>Q: Does the Pupil Premium spending still need to be spent by the end of this academic year?</u></b></p> <p>A: Yes, the school needs to demonstrate spending. It is possible that some of the funding could be earmarked for chromebooks as the school didn't qualify for support from the DfE.</p> <p>Just before Christmas, the school raised £1,500 for Children's Hospice South West. It was acknowledged that charities are going through difficult times at the moment and this contribution fulfils the Christian principals of the school. Thanks go to Mrs Roberts for leading this fantastic achievement.</p> <p><b><u>Q: How is the catch-up programme provided by Mrs Taberer going?</u></b></p> <p>A: Mrs Taberer has been providing remotely, some bespoke work to 5 children who were previously receiving small-group intervention support, but take up has been low. We understand that to add</p>	

	<p>this work to that already set by the class teacher can be difficult to manage. The school will continue with face to face teaching when the children return. There is the possibility of further funding to extend this work.</p> <p><b><u>Q: How is the remote learning going?</u></b></p> <p>A: We are satisfied with the engagement across the school. A small number of families have been contacted and the school is working with the educational welfare officer to ensure that for safeguarding reasons, all children take part in the Google Meet at least once a week. Governors who are also parents would like to express their thanks to the staff. They feel that Wendron School is doing a remarkable job with the home learning; that the connection between the teacher and children twice a day is fantastic; and that staff are going above and beyond to ensure that learning is in place. The school understands, and is doing its best to support families who have more than one child so therefore has a number of Google meets during the day. Monitoring the level of engagement of families using Google Classroom is also carried out by the trust.</p> <p><b><u>Q: SATs will not take place this year. Are assessments going to add to the pressure on teaching staff?</u></b></p> <p>A: Staff are used to assessing the children but it is harder to understand independent learning and the level of support given by parents during remote learning. Staff have always used and will continue to use past SATs papers. They are working on providing a quiz after each unit of learning which they are asking parents to ensure their child does independently. The school will continue to monitor that staff are not becoming overstretched.</p> <p>Governors noted the improvement in communication during this lockdown compared to that of the first. The school encourages parents to focus on the English and Maths lessons and to try and continue the learning in other areas. It is acknowledged that there will be gaps in the children’s learning which will be addressed on their return to school</p>	
9.	<b><u>SAFEGUARDING GOVERNOR’S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u></b>	
	See items 4 (Matters Arising) and 8 (Head’s Report)	
10.	<b><u>HEALTH AND SAFETY UPDATE including any issues arising from how the building is currently being used and remote working of staff.</u></b>	
	<p>The building is currently being used for face to face teaching of the children of critical key workers and vulnerable children. Some children attend full time, some receive blended learning and some children are just learning from home. The school has three bubbles – Year 5/6 with Mrs Patchett and Mrs Haywood and Year 3/4 with Mrs Hendy, Mr Jones, Mrs Eyres and Mr Penberthy Year 2/3 is led by Mrs Nelson, Mrs Biddick, Miss Hatfield and Mrs Rickard and also incorporates Mrs Roberts and Lander Class. Mr Hunkin informed the governors that he spends alternate weeks at Crowan and Wendron Schools, but is having regular conversations with staff from both schools.</p> <p><b><u>Q: Are school meals being provided?</u></b></p> <p>A: Yes. Our kitchen is open and the provision is much improved. Logistically it was a little tricky to serve the meals during the second half of the autumn term when all the children were in school, as they all ate in their respective classrooms. Currently there is a good system in place although the numbers are more manageable.</p> <p>Mr Hunkin regularly updates the risk assessment.</p> <p><b><u>Q: Gemma, are you happy with the management of Health and Safety in the kitchen?</u></b></p> <p>A: I work for Chartwells who manage the Health and Safety of their staff. If there are any concerns regarding the maintenance of equipment etc, they are reported to the school office and are usually dealt with very quickly.</p> <p><b><u>Q: How long does the contract with Chartwells run for?</u></b></p> <p>A: I believe it has just been renewed for 2 years with the option to extend for another 2 years. I know that Chartwells has received bad press nationally but that is not the case in Cornwall. Karen</p>	

	<p>Wallens the area manager is very helpful and has personally delivered hampers, making sure that no FSM child from the schools she is responsible for will go hungry.</p> <p>PHu informed the governors that the school does not allow visitors and clubs are not running. Compliance testing is on hold but we have now been informed that legionella testing will resume.</p>	
<b>11.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	Covered in items 8, 10, 13, 14 and 16.	
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS – suspended during closure period</u></b>	
	<p>Governors discussed the possibility of remote monitoring. CSc informed the governors that she has had an informal conversation with Catherine Hendy regarding RE and Collective Worship.</p> <p>Governors agreed that RAr meet with PHu to discuss Pupil Premium and CBi will meet with Louise Patchett to discuss maths.</p> <p>GSp met with Chris Roberts at the end of the autumn term to discuss English and EYFS. She will forward her report to SBe.</p>	<p>RAr/CBi PHu GSp</p>
<b>13.</b>	<b><u>Monitoring the well-being and welfare of pupils, staff and stakeholders</u></b>	
	<p>The DfE state that schools should have weekly sight of the children and PHu has been having conversations with parents around this. Children with an EHCP or a social worker should be attending school. Some of the children who are considered vulnerable are attending school but PHu is working with other families towards greater engagement.</p> <p>PHu has contacted the EWO who will pursue any parents not seen or not engaging.</p> <p>Home learning packs can be provided for those who are struggling with the technology.</p> <p>Material and resources are available in school reagrding staff well-being.</p>	
<b>14.</b>	<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>Most families are working well, with the school aware of and supporting those who are struggling.</p> <p><b><u>Q: What level of contact and support is given to staff involved in remote learning or based at home?</u></b></p> <p>A: Communication is made via Google meets and emails. Communication is particularly important between teaching assistants and off site staff. There is a good support network within the staff and PHu and CRo are always available.</p> <p>Katie Fitzsimmons the Diocesan Director of Education has offered on-line well-being sessions to all staff.</p> <p>CSc informed the governors that her prayer group prays for the staff and pupils of Wendron School on a regular basis.</p>	
<b>15.</b>	<b><u>Recovery Planning Report (although this might form part of Head’s Report if not a separate item)</u></b>	
	It would be nice to know what the government’s plans are regarding the return of all children which is likely to be a gradual process. The 2 weeks notice will be useful. The catch up plan will be put into place when the school re-opens.	
<b>16.</b>	<b><u>Focus Items and Updates</u></b>	
	Governors discussed the C-SAW (Christianity, Spirituality and Worship) meetings. There are a number of church schools in the trust and the heads along with other members learn from and support each other to develop the Christian ethos of the trust. PHu to circulate the minutes for those who are interested.	

	<p><b>ACTION: PHu to circulate the minutes of the last C-SAW committee meeting.</b></p> <p><b>Update on SATs</b> See item 8 Head's Report</p> <p><b>Update on FSM</b> The trust finance team has arranged for the families of those children entitled to FSM, to receive vouchers supplied through Edenred. They will soon be available for use in their preferred supermarket rather than from the limited choice.</p> <p><b>Update on Covid testing</b> See Item 4. Staff will self-test on a Wednesday and Sunday evening which gives PHu time to contact parents etc if a bubble needs to close. Staff need to report the result to the NHS and PHu even if the result is negative or void.</p> <p><b>Q: What would happen if there was a positive result?</b> A: PHE would need to be contacted and they provide a series of letters which will need to be circulated. The person would need to start 10 days of isolation even if they are not experiencing any symptoms and those they have been in close contact with will need to be informed.</p> <p><b>Q: Does a void result indicate an inconclusive reading or human error?</b> A: The test comes with comprehensive notes but human error is possible. If a person receives two void results, they must book a PCR test. Void results must be reported to the NHS as they could also indicate a faulty batch of tests.</p>	PHu
<b>17.</b>	<b><u>Impact and Effectiveness of Local Governing Body Since Last Meeting.</u></b>	
	<p>GSp has met with Chris Roberts.</p> <p>DMi has attended training on the Single Central Record.</p> <p>Governors have shown concern and given support for the well being of those involved in the life of the school.</p> <p>CBi has been monitoring the risk assessments.</p> <p>CSc has had a conversation with Catherine Hendy regarding RE and Collective Worship. This will be followed up with a proper monitoring visit.</p>	CSc
<b>18</b>	<b><u>Urgent Matters for Discussion</u></b>	
	There were no urgent matters for discussion	
<b>19</b>	<b><u>Matters to be Raised with the Trust Board</u></b>	
	There were no matters to be raised with the trust board.	
<b>20</b>	<b><u>Dates of Future Meetings</u></b>	
	The next LGB will be held on 26 <sup>th</sup> April at 7pm.	

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_