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| **Halwin School**  **Local Governing Body meeting** |
| **21st September 2020 from 5.30pm via googlemeet** |

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| 1. **ATTENDING :**   **Loveday Jenkin**  **Rebekah Beazley**  **Richard Lawrence**  **Jessica Swann**  **June Nisbet**  **Eve Busby** | |  |
| **2. APOLOGIES :**  **Roger Wedlake**  **Graham Vallender – Was present for the first few minutes and then had technical issues** | |  |
|  | | **ACTION** |
| **3.** | **WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS** |  |
|  | The Chair welcomed governors to the meeting.  **Action**: The Clerk asked all governors present to email their pecuniary interest information which will be provided to the school for GIAS and the website. There were no additional pecuniary interests to note at the start of this year. Governors were also asked to return the KCSIE declaration forms by next week (which were emailed).  Governors completed the annual code of conduct in the meeting.  The Clerk also reminded governors of the Terms of Office for the LGB.  **Governor recruitment**  The governing body is actively recruiting for new governors, parents will receive information via the newsletter and a co-opted governor will be sought from the community.  **Elections for Chair and Vice-Chair**  The Clerk asked for expressions of interest for the roles of Chair and Vice-Chair for this year. LJ expressed an interest in the role of Chair, she was the only governor to put their name forward. It was agreed unanimously by all present.  RB expressed an interest in the role of Vice-Chair, she was the only governor to put their name forward and it was agreed unanimously that she should take up the position.  The chair noted at this point in the meeting how hardworking the staff team have been over the lock down period and thanked them all for all the effort they put in to make the time a success. | **All** |
| **4.** | **MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING** |  |
|  | The minutes from the last meeting were agreed as an accurate representation of the meeting and signed by the Chair.  There were no matters arising that were not part of the agenda. |  |
| 5. | **FEEDBACK FROM THE TRUST BOARD** |  |
|  | Committee feedback; There is none at this time however, the governing body wished to have a representative from Halwin sit on the committee meetings. A governor will be identified. |  |
| **6.** | **FEEDBACK FROM THE FORUM** |  |
|  | None at this time. |  |
| **7.** | **NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS**   * **Governor roles and responsibilities** |  |
|  | * **Whistleblowing Governor** * **SEN** * **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)]** * **Collective Worship/RE Governor [Values Governor (VG)]** * **Safeguarding (SG)** * **Curriculum governors (CGs) [English, maths, EYFS, PE]** * **Health and safety (H&SG)**   A recruitment campaign will begin to find replacement governors, the Head teacher will arrange for adverts and information to go out in the school newsletter.  Roles and responsibilities;  Whistleblowing– GV  Sen – RB  Vulnerable Pupils – RB  Collective worship/values governor – GV  Safeguarding – LJ  Early years - JS  Pe – JN  Maths – JS  English – GV  H&S – LJ interim |  |
| **8.** | **HEADTEACHER’S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]** |  |
|  | The report was made available to governors prior to the meeting.  Currently there are 75 on roll with pupils evenly spaced throughout the school. New school staff are settling well and the appraisal objectives and dates have been set. The management of the preschool is being undertaking by school staff and this has started well with backfilling taking place. For those staff that had started during lockdown the probation has been extended in line with other trust schools.  Preschool; The school is managing this now, the management committee is still in place currently with the school taking this over in January with the trust central teams helping with the transfer of site and assets. The governance of the preschool is being discussed currently, governors requested a standing item on the LGB agenda with a committee to be decided at a later date.  Attendance; The attendance is being monitored and families engaged with proactively.  No EHCP’s reported, 16 on SEN register reported.  Re-opening risk assessment; These are updated on a weekly basis, these are reviewed by the CEO and trustees, all staff are kept up to date with the matter. No one on site had tested positive, all tests have come back negative to date. Parents will continue to be signposted to the national testing centres.  Safeguarding levels were explained, the numbers of pupils relating to each level.  The number of vulnerable pupils was reported to governors.  The staff appraisals have all taken place, the main points of the appraisals were explained.  The tracking system was described and the changes that were relevant to governors to know were explained.  Testing for all pupils is being prepared for across all years.  The blended learning model is in place and the research was shared with governors.  Google classrooms is working well for all pupils with pupils using the system competently. This is really positive and is already being used in the classroom this term.  The gap in learning is being analysed, there will be a repeated focus on core areas. The catch up funding and individual tutoring funding is being utilised as much a s possible.  The PSHE teaching is a priority and will be key considering the changes to schooling across all years. Pupils are being taught at their appropriate levels.  The minibus; there will be fundraising considered for this matter. The school is mindful of moving this forward at the time. Cornwall community chest is a way of looking at small project funding, which governors will move forward with.  Governors thanked the Head teacher for the answers to the structured questions; they were pleased with how thorough the answers were.  **Q. How are the school undertaking school forum?**  A. these are on hold currently, ways to involve the parent community are being explored using online platforms.  **Q. Is there anything that can be done to make the governors more accessible?**  A. A governors’ email account would help, this would mean that governors could answer any questions that the parental community has. Especially the new parents that are joining the school. This will be publicised in the school newsletter. |  |
| **9.** | **SAFEGUARDING GOVERNOR’S REPORT [STRUCTURED QUESTIONS] [TERMLY]** |  |
|  | The school submitted their S157 report, the QA return report has been uploaded to the googledrive for governors to see. The points from the report will be added to the school safeguarding development plan. The school was pleased with the report which showed a robust safeguarding culture which is positive. |  |
| **10.** | **HEALTH AND SAFETY UPDATE** |  |
|  | The risk assessment process that the school operates is effective. The different versions were clear to see and governors were notified each time they were updated. The governors have been informed at all points in the process.  How the current guidelines have been met by the school were described. As circumstance come up the risk assessment are adjusted to suit. |  |
| **11.** | **FINANCES** |  |
|  | The most recent management report has been uploaded on to googledrive, the governors were content with the figures reported.  The budget has been set.  Governors wished to thank the Head teacher and the SLT for the competent way that matters have been handled in the past few years.  The new year’s finances were reported, governors were content with the reports for the coming year. |  |
| **12.** | **SELECTED TOPICS FROM STRUCTURED QUESTIONS** |  |
|  | The Head teacher had prepared responses to the structured questions the governors had requested. These have been sent to governors prior to the meeting and uploaded to googledrive to support the meeting minutes.  There were no additional questions. |  |
| **13.** | **FEEDBACK ON GOVERNOR MONITORING VISITS** |  |
|  | None at this time.  In future these will mostly likely take place virtually and will include online reviews with the school working with governors. The school development plan will be linked in and used effectively.  **Action:** Head teacher to discuss with the Chair the most effective and appropriate way for governors to monitor at this time and to communicate the decision to he governing body. |  |
| **14.** | **FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]** |  |
|  | * **Strategic plans – 3 year** * **School development plans** * **The Cooperative forum**   **Strategic plans**  The 3-year plan needs to change as a result of Covid. There were a lot of plans in place which will need to be reviewed. Governors are mindful of teacher workload and teacher well-being and the head teacher is conscious of pupils potentially isolating and then the impetus is on the teachers to provide the work for pupils when looking at this matter.  There is support in place for the staff should they wish to access this, referrals are being made when appropriate. PPE is being made available for staff should it be required.  Pupils in receipt of FSM received vouchers over the summer. Hot meals have started again this term, the school is giving the best provision possible. Meals are being delivered to classrooms, milk is being given to all children who wish to have it.  The CEO has visited the school already and will be doing this again frequently to monitoring and challenge.  The DSL’s in the trust are looking at ways to monitor school life online.    **School development plans**  There is lots of adaption required due to the current Covid situation, this term there will be a review undertaken in January with a new set of priorities from the spring term for the year.  The school’s priorities of working with closing the gap and health and wellbeing remain.  The preschool is being supported by the school with their practice which is very positive as this will feed into school life when the pupils move up. The school will be monitoring the viability of the preschool moving forwards and ensuring the finances are being utilised effectively.  **The Cooperative forum**  There is no feedback at this time but different formats are being explored. |  |
| **15.** | **IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING** |  |
|  | The governors had been involved strategically throughout lockdown in regards to risk assessing and Covid to ensure the school and its staff are safe. |  |
| **16.** | **URGENT MATTERS FOR DISCUSSION** |  |
|  | None at this time. |  |
| **17.** | **MATTERS TO BE RAISED WITH THE TRUST BOARD** |  |
|  | None at this time. |  |
| **18.** | **DATES OF FUTURE MEETINGS** |  |
|  | * 7th Dec 2020 @ 6pm (confirmed with chair and head)   Meeting finished at 7pm |  |

**Chair’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Item | Actions arising from the last meeting: | Who: |
| 1 | All governors present to email their pecuniary interest information to the Clerk which will be provided to the school for GIAS and the website. Governors were also asked to return the KCSIE declaration forms by next week (which were emailed). An up to date record is on googledrive. | All |
| 13 | Governor monitoring; The decision regarding the most effective way for this to take place to be communicated to governors. | Head teacher and Chair |
| 3 | Governor recruitment; The head teacher with governor support to advertise vacancies | All Governors |