

**Halwin School**  
**Local Governing Body Update meeting**  
**Monday 7<sup>th</sup> December 2020 from 6.00pm**  
**Via Google Meet**

<b>1. <u>ATTENDING :</u></b>  <b>Loveday Jenkin</b> <b>Richard Lawrence</b> <b>June Nisbet</b> <b>Eve Busby</b>  <b>In attendance: Jane Law - Clerk</b>		
<b>2. <u>APOLOGIES :</u></b> <b>Rebekah Beazley</b> <b>Graham Vallender</b>		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	The Chair welcomed governors to the meeting. No new pecuniary interests were declared.	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	<p>KCSIE forms have not been received from all governors. A further reminder will be sent.</p> <p>Roger Wedlake will be thanked for his contribution to the LBG and is now free to step down.</p> <p>The first governor monitoring took place today. Further sessions will now follow (further details at point 13 below).</p>	<p><b>JL</b></p> <p><b>RL</b></p>
<b>5.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS</u></b>  Ross Durkin has applied to join the LBG and his paperwork is being processed. Two other potential governors have been identified.	<p><b>JL</b></p> <p><b>RL</b></p>
<b>6.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	

	<p><b>a) <u>Pre-school update</u></b>  Legal work for business transfer is currently being checked and after that there is no barrier to proceeding. The preferred date of 4 Jan 21 is not yet confirmed as being possible.</p> <p>The Pre-School may attract some additional funding due to higher levels of staff qualifications. It is currently closed on Wed and Fri afternoons due to lack of numbers. The budget for the rest of 2020-21 is complete and looks tight but viable. Since completion of the budget, three further children may join, and numbers usually rise towards the end of the academic year as children join in order to be ready to start school in September.</p> <p><b>b) <u>Policy updates</u></b>  Accessibility plan to be reworked by RL with Vicky.  Various other policies, including those for admissions and educational visits, to be revisited at Trust level.  The policy for Health Needs for those not Attending School has been drafted by RL, and is with the Trust for review.  In general, the governors agreed that the process of writing policies works most smoothly when the Trust produces policies centrally.</p>	RL
<b>7.</b>	<b><u>HEADTEACHER'S REPORT (including structured questions)</u></b>	
	<p>The report was made available to the LGB before the meeting and is in the Google Drive Halwin folder, so has not been reproduced here. Questions and comments were taken as follows:</p> <ol style="list-style-type: none"> <li>1.The additional funding for service families is a theoretical figure which would apply if there were any service children in school, rather than representing an actual amount received.</li> <li>2.The figure for children currently working at greater depth looks low, but it was confirmed that this is a cautious read out, due to COVID and the lack of testing. There will undoubtedly be an increase throughout the year.</li> <li>3.There were two broken wrists (not one)</li> <li>4.The minibus MOT expires in January. A quote will be obtained to explore whether it is worth repairing. Or there may be a move to share a minibus between 2 or 3 settings, and a cost/benefit analysis undertaken. It was noted that the Friends of Halwin School have already raised £2,500-3,000.</li> <li>5. LJ thanked RL for the opportunity to ask structured questions. Governors are welcome to ask further questions if they wish.</li> </ol> <p>Catch up plans for each class have been done and staff asked for idea as to the use of additional funds. The catch up plan will be consolidated into a more accessible format and added to the school website.</p>	
<b>8.</b>	<p><b><u>SAFEGUARDING GOVERNOR'S REPORT [INCLUDING STRUCTURED QUESTIONS]</u></b></p> <p>Some areas of safeguarding are covered in the Headteacher's report.</p> <p>The DSL visit was successful, with Lucy Wandless commending a good culture of safeguarding in school. Further messages will continue to be communicated to staff, ensuring that training is kept up to date and a couple of points arising from that visit will be actioned.</p> <p>As part of her Governor monitoring visit today, LJ looked at the single central record. She also confirmed she had undertaken Safeguarding level 2 training.</p>	RL

	It was noted that Lucy Wandless has more time to commit to her role as DSL (designated safeguarding lead) now that she has relinquished her headship at Cury.	
9.	<b><u>OPERATIONAL RISK REGISTER</u></b> This document was updated in September, including actions.	RL
10.	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p>The COVID 19 risk assessment is on its 15<sup>th</sup> iteration and is adapted to every new risk becomes evident, from the tier system, through lockdown and now onto Christmas related events, including the play and visit of Father Christmas. The Christmas play will be uploaded to Google Classroom for parents to see (consideration to be given to those parents without internet access).</p> <p>A Trainee Education Mental Health Practitioner will start in school from January 2021, spending half a day per week with children in most need.</p> <p>The Food Bank and Light &amp; Life church were both much appreciated for their generosity in supporting families in various ways at this difficult time. It was confirmed that families entitled to free school meals will be given vouchers to help over the Christmas holidays too.</p>	RL/EB
11.	<b><u>FINANCES</u></b>	
	There was a negligible overspend of £768 on a budget of £383k for last year's finances. There is approximately £50k in reserves, which provides a comfortable position and confidence that a set of Chromebooks can be purchased.	
12.	<b><u>TRUSTEE COMMITTEE FEEDBACK</u></b> No Trust committee feedback was received.	
13.	<b><u>GOVERNOR MONITORING</u></b> LJ undertook a Safeguarding visit today via Google meet. She also covered Leadership and management, and the school site. RL has created standard documents for staff to use as a proforma. These documents, with the School development plan, will be used by staff to contact their subject governor and set up a meeting. This should be done for all areas this term, ideally this week.	Staff to contact governors
14.	<b><u>FOCUS ITEMS AND UPDATES</u></b> a) <b>School development plans</b> – will be wrapped up at next LGB meeting, though the means of reviewing may need to be adapted because of COVID. b) <b>The Cooperative forum</b> – a PSHE survey has been conducted amongst parents. The feedback was very positive. Some parents required more information about content, which will be shared via newsletters.	
15.	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	

	<p>Some monitoring has taken place and some progress made with Health and Safety. New governors are coming on board, which provides further evidence of a positive impact being made by the LGB.</p> <p>Further work is to be done on health and safety in due course. It was noted that another Headteacher had issued a warning of potential crime, and police are aware of organised group theft. The current response to an incident at night is to attend alone, but this may need to be reviewed in the light of current crime levels.</p> <p>Formal thanks were expressed to June, who leaves the school after many years as secretary and 15 years as a governor. She will be much missed and her handover to Felicity, which began today, is key to continuity.</p>	
16.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>1 March 2021 at 6.00pm</p> <p>26 April 2021 at 6.00pm</p>	

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