

**Halwin School**  
**Local Governing Body meeting**  
**8<sup>th</sup> October 2019 from 6pm**

<b>1. <u>ATTENDING :</u></b>  <b>Loveday Jenkin</b> <b>Rebekah Beazley</b> <b>Richard Lawrence</b> <b>Eve Busby</b> <b>Roger Wedlake</b> <b>June Nisbet</b>		
<b>2. <u>APOLOGIES :</u></b>  <b>Graham Vallender</b>		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<p>The Chair welcomed governors to the meeting.</p> <p>The Clerk asked all governors present to complete the annual pecuniary interest forms which will be kept at the school and the information provided to the school for GIAS and the website.</p> <p>Governors completed the annual code of conduct in the meeting.</p> <p>The Clerk also reminded governors of the Terms of Office for the LGB.</p> <p><b>Elections for Chair and Vice-Chair</b></p> <p>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.</p> <p>RW expressed an interest in the role of Vice-Chair, he was the only governor to put their name forward and it was agreed unanimously that he should take up the position, he will be leaving the governing body after this year.</p>	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	<p>The minutes from the last meeting were agreed as an accurate representation of the meeting and signed by the Chair.</p> <p>Matters arising which were otherwise not on the agenda were discussed and highlighted:</p> <ul style="list-style-type: none"> <li>The school had made the decision to split a class and this had been received positively by the pupils and their families.</li> </ul>	

	<ul style="list-style-type: none"> <li>Compliance checks; there are some teams working to undertake this across the Trust as the Trust is holding the responsibility for this.</li> <li>The SENco from Parc Eglos has been secured to support the school whilst a member of staff is on maternity leave. The focus of support is around school referrals and assessments.</li> <li>The DSL visit is yet to take place but provision is in place for when Richard is not in present on site.</li> <li>HCSS; JN has the information on a finance training which will be undertaken and will inform those involved.</li> <li>PSHE/IT schemes are being costed currently.</li> <li>Chrome books/Trust IT review; the Head teacher is undertaking a task across the Trust undertaking an IT review. Schools are moving towards chrome books on the cloud. This would be an efficiency saving for the school if it was realised. The school is having new filtering and broadband contract in February which is a big cost saving also. The school will be upgrading IT when it is needed, the IT suite will be considered when the desktop machines are retired. The building works will all be completed in one time.</li> <li>The process of governor challenge (to the Trust) was explained and how feedback is received.</li> <li>The focus for the Inset day in October is to build a portfolio of evidence using the SEF, the data analysis and monitoring.</li> <li>The Head teacher objectives are now more standardised across the Trust; RL has been involved in the process and key objectives across the Trust are now being set.</li> <li>The new Ofsted framework was explained to governors; the Intent, Implementation and Impact is now key with an explanation of how it is being rolled out in the school this year.</li> <li>The key principles that are being set by the Trust so that all schools can see the same standards and objectives were explained and that these should be robust enough to satisfy external scrutiny.</li> <li>The Trust has made the decision that tyres will not be used in the schools across the Trust and is arranging for them to be removed.</li> </ul> <p>Q. Do the tyres on the school field have to be removed also over time?</p> <p>A. Yes this is probably the case as the children are around them. A replacement idea will need to be sought as they are part of the seating arrangement. Recycled benches are one idea that could be considered.</p>	
5.	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	None at this time.	
6.	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	None at this time.	
7.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	<ul style="list-style-type: none"> <li>Governor roles and responsibilities</li> </ul>	
	<ul style="list-style-type: none"> <li>Whistleblowing Governor</li> <li>DSEN (DSENG)</li> <li>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)]</li> <li>Collective Worship/RE Governor [Values Governor (VG)]</li> <li>Safeguarding (SG)</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Curriculum governors (CGs) [English, maths, EYFS, PE]</b></li> <li>• <b>Health and safety (H&amp;SG)</b></li> </ul> <p>Governor terms of office; Governors decided that it would be prudent for RB to be an associate governor for a year whilst the succession plan is enacted. She has positive skills that will aid the strategic running of the school.</p> <p><b>Action;</b> The Head teacher will contact RB to explain her role.</p> <p>Notification of new governors; A resignation was received from Anita since the last meeting. An email was also received from Tom Richardson resigning from his position as governor, the family sent a lovely email to say how valued they felt and the school was fantastic. They were environmentally minded and could justify the distance and that was the only reason they left the school.</p> <p>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.</p> <p>Roles and responsibilities;</p> <p>Whistleblowing– GV</p> <p>Sen – RB</p> <p>LAC/previously LAC – RB</p> <p>Collective worship/values governor – GV</p> <p>Safeguarding – LJ (this role to be included in the succession plan)</p> <p>Early years - RB</p> <p>Pe – JN</p> <p>Maths – RW</p> <p>English – GV</p> <p>H&amp;S - RW</p>	
<b>8.</b>	<b><u>HEADTEACHER’S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u></b>	
	<p>The report was made available to governors prior to the meeting.</p> <p>Q. The numbers of pupils at the school appear to have declined, could you explain anymore about this?</p> <p>A. In all cases that reasons for the pupils leaving the school is down to house moves, or parent work moves. Upon exit they have all said or emailed that they were sad to go and the school were to be thanked. Since September there have been three new pupils starting at the school.</p> <p>The arrangement of staffing was explained to governors, the non-teaching hours and the cover, the staffing has been shifted to support the early years specifically, this is due to a cohort that were known to need additional support. External providers will work in partnership with the school to provide some additional support to families and the school as has been utilised in previous years.</p> <p><b>Q. How are the children in early years being challenged verbally so that their vocabulary is raised?</b></p> <p>A. This is happening in a number of ways in and out of the classroom for the early years pupils to encourage verbal responses. Examples were given in the lunch queue and in the playground.</p> <p>The school is working with other schools to renegotiate the EWO services, a meeting will take place on the 17<sup>th</sup> October where three schools will be considered in the same meeting, making efficient use of the time available.</p>	

There were a number of unauthorised trips reported, the school is being proactive as monitoring and looking at potential patterns for absence with pupils. Trust values are key in the school, the school wish for parents to be open and honest about any absence.

Safeguarding; 28% of the pupil population have open safeguarding files. All instances are logged and tracked. The safeguarding governor is kept up to date whenever necessary.

**Q. What are the staff doing to keep track of these open cases?**

A. It is a staff meeting agenda item, whenever there is a child that needs to be highlighted the staff involved are made aware of the details. The system called 'my concern' is utilised well and TA's are now trained.

**Q. Is the 'my concern' system of use?**

A. Yes definitely, also as a repository of documents which means that timeline and picture is built for any pupil that requires support.

All staff have had their KCSIE update for this year, governors have been asked to read and sign to say that they have read and understood the document, June is to be emailed as soon as possible.

The school is replacing any lightbulbs for LED, to be more environmentally sustainable.

The estates team are being responsive in matters raised. Compliance for health and safety is up to date, Parago is being keep up to date and June is looking into this. RW will also review. Any outstanding tasks will be chased by the Head teacher.

Smoking in the front car park and parking in the disabled space is being challenged considerably by members of the staff team.

The school are inquiring with the police about undertaking a speeding check near the school.

Indices of multiple deprivation were reported to governors. There was a discussion regarding this.

It was highlighted to governors that 12 pupils take up the free school meals offer in the school.

A verbal update regarding pupil premium report/sports premium report/SEN reports was given with all areas being updated on the website in due course.

Monitoring and consistent approaches across the school have been a focus, lesson observations have been undertaken as planned.

Reading feedback from parents has been very positive, especially regarding the incentives that have put in place since September. Ofsted may look at reading. Parents are being encouraged to read to their children. The Helston library staff are so passionate that it was suggested as an idea to follow up on.

Data was reported, It showed a positive picture for the school with percentages being greater than 5% nationally in several areas. The school has recognised that the number of pupils reaching greater depth in maths could improve and this is being focussed on, GPS is lower than the school would like but this is the same across the Trust and there are Trust wide initiatives being put in place to work in this area. It was noted however, that the school is in line with the Trust and Cornwall percentages for GPS and maths.

Positive progress for reading and writing was great, this was noted by governors and the maths was noted as improving.

3 years rolling attainment was reported; the areas that are improving were noted by governors, the school is secure and the progress is in line with Trust and above national picture.

Yr 1 phonics results were highlighted and the governors were able to note the number of children in relation to the % reported which gave a greater understanding.

	<p>Current yr3 – the school has noted the additional support that will be required and an action plan put in place to support where required.</p> <p>Explorer dome is very positive and was provided by the friends of the school.</p>	
9.	<b><u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u></b>	
	As noted above, A safeguarding visit will take place when the chair is more mobile.	
10.	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	As noted above.	
11.	<b><u>FINANCES</u></b>	
	<p>There has been no management report to date and the Trust is being audited again. The Trust has received very positive feedback on the quality of work that is undertaken from previous audits.</p> <p>The school had a positive internal audit and practice has been changed as appropriate from the feedback received.</p> <p>The changes to staffing have been implemented as previously discussed and the school's finances were reported as being more settled.</p>	
12.	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	<p>The Head teacher had prepared responses to the structured questions as the governors had requested. They wished to know the school was compliant and wished to be kept informed of any matters that were not up to date and the reasons around this so that they could explain should it be required. Document to be added to the minutes.</p> <p>Governors asked that the indices of deprivation to be added to the wellbeing section.</p> <p><b>Q. Which is the most accurate way of indicating the indices of depravation in the school?</b></p> <p>A. IMD (this was explained), the Head teacher can explain further to anyone with questions.</p> <p><b>Q. Is the session on the curriculum intent a working session?</b></p> <p>A. Yes this would be a good idea. Governors were asked to let the Head teacher know of any questions from the document that was sent round to governors.</p> <p><b>Q. Is there one particular reason why some children won't attend the open the book religious assemblies?</b></p> <p>A. Some parents felt that the assemblies were not suitable. Those children that do not attend the assemblies undertake other RE work. The school is meeting its statutory responsibilities. The school values are delivered continually through the school life.</p> <p>The governors wished to note that the leadership of the school is doing a really positive job.</p> <p><b>Q. Are staff keeping up to date with policies?</b></p> <p>A. This is a matter to consider as they may not and some time will be put aside on inset days to cover this specifically.</p> <p><b>Q. What initiatives are in place to look after staff well-being?</b></p> <p>A. The school is a mutually supportive environment, there are some key people that are approached. Some challenges at home are supported as well which is also positive. The insurance policy the school includes staff well-being and health support is supported. Staff are sign posted to this. There is some time taken to go for meals as</p>	

	<p>staff. The school deals with matters proactively which really helps. TA meetings will take place this week and are ongoing to support them as well.</p> <p>Q. is there is a staff rewards initiative?</p> <p>A. The school regularly used the 'cream of the crop' which will be reissued.</p>	
<b>13.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>Governor feedback on visits was given at the last meeting. This terms monitoring was arranged and will take place on the week of the 12<sup>th</sup>, 13,14, 15 November. The school will put together an agenda and then contact governors to see their availability.</p> <p>The format and content of governors monitoring week was explained to the new governors present.</p> <p>SCR monitoring was undertaken in June and found to remain compliant. The Head teacher reported to governors that he had checked again this week.</p>	
<b>14.</b>	<b><u>FOCUS ITEMS AND UPDATES</u> [Eg. policies; changes to the curriculum; etc]</b>	
	<ul style="list-style-type: none"> <li>• <b>Strategic plans – 3 year</b></li> <li>• <b>School development plans</b></li> <li>• <b>The Cooperative forum</b></li> </ul> <p>Strategic plans; The plans were shared with governors, the school is preparing the subject co-ordinators and there are a number of opportunities to support them.</p> <p><b>Q. What has been the Trust move for subject support?</b></p> <p>A. There are a number of groups and meetings taking place for Science and RE. Governors noted that in a small school where teachers have multiple responsibilities, it is important to have Trust wide support. When Ofsted visit it will be asked to meet staff as a group as they work together and input together on multiple subjects each.</p> <p><b>Q. Can you give clarity on the focus on schools to provide more mental health support?</b></p> <p>A. Sports premium funding is able to be used on mental health support, there is a push to have 30 mins in school activities and 30 mins of activities outside of school which the Trust schools are trying to implement.</p> <p><b>Q. Where has the school got to regarding working towards a healthy school's status?</b></p> <p>A. The award will be considered in the coming months to review its position. The school will also look at eco schools at bronze level.</p> <p>Next steps; Next year's plan will include safeguarding level 3 and first aid training as they will need to be renewed.</p> <p>School development plan; The plan was shared with governors prior to the meeting and discussed. Governors didn't have any questions at the time and were encouraged to contact the Head teacher should they have any in the coming weeks.</p> <p>Cooperative forum; The enrichment curriculum will be considered at the next forum.</p> <p>Q. Has the timing been considered of the forum?</p> <p>A. This is being considered and timing has changed multiple times over the years. It is always a challenge to engage parents. An idea has been suggested to be 20 mins before the celebration assembly, there will also be refreshments offered.</p>	
<b>15.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	

	The governors/governing body had supported the changes in staffing in the school, they had arranged their monitoring for the term and had considered a number of policies and attachments.	
<b>16.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	The school is trying to encourage in early years the free meals.	
<b>17.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	None at this time.	
<b>18.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<ul style="list-style-type: none"> <li>• 20<sup>th</sup> January 2020</li> <li>• 15<sup>th</sup> June 2020</li> </ul> Meeting finished at 8pm	

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

Item	Actions arising from the last meeting:	Who:
Governor	The Head teacher will contact RB to explain her role as associate governor.	Head teacher