

**Halwin School**  
**Local Governing Body Minutes**  
**Monday 28<sup>th</sup> June 2021 from 6.00pm**  
**Via Google Meet**

<p>1. <b><u>ATTENDING</u></b> : Loveday Jenkin (Chair) Richard Lawrence Ross Durkin Eve Busby Rebekah Beazley (left at 7.15pm)</p> <p><b>In Attendance</b> : Jane Law (Clerk)</p>	
<p>2. <b><u>APOLOGIES</u></b> : J Swann P Miller G Vallender</p>	
	<b><u>ACTION</u></b>
<p>3. <b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b> No pecuniary interests were declared other than those for staff as employees.</p>	
<p>4. <b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b></p> <p>The previous Minutes were agreed as a true record of events. They will be signed when meetings in person are allowed. Matters arising can be summarised as follows:</p> <ul style="list-style-type: none"> <li>• COVID risk assessment – bubbles will continue until 19<sup>th</sup> July, the next government review date, or more likely the end of school year.</li> <li>• The EYFS profile has been completed and will be returned in due course.</li> </ul>	
<p>5. <b><u>FEEDBACK FROM THE TRUST BOARD</u></b></p>	
<p>There were no matters specifically relating to Halwin to report. RL appraised the Governors of developments at Coverack and Cury, where it is proposed to reduce</p>	

	<p>the provision to infant only, hoping for the footprint to be maintained and for a future increase in demand to take place.</p> <p>Pam Miller, Halwin's Linked Trustee has stepped down from the Trust Board and a replacement will be nominated in due course.</p>	
6.	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	The forum has been suspended throughout the pandemic.	
7.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	Two potential new Governors were identified (as discussed at the last LGB meeting), though no progress has been made since then due to ongoing COVID restrictions. RL proposed progressing when normality returns, which the Governors agreed to be a sensible approach.	
8.	<b><u>HEADTEACHER'S REPORT</u></b>	
	<p>The report had been circulated before the meeting and key points were covered as follows:</p> <ul style="list-style-type: none"> <li>• There are 75 on roll with 2 more joining in yrs 4 and 5. A long discussion was held today amongst staff to work out the allocation of children to classes for the next academic year. It has been agreed that yr 4 will be split to limit Kingfishers class to a sensible number. A full-time TA will be in that class and some group work will be undertaken to ensure the yr 4s retain their cohesiveness as a year group. The lower year situation was covered in the separate pre-school report.</li> <li>• Staffing and PPA next term was also discussed. In terms of the budget, which is now finalised, the current three class structure works well and a little extra flexibility exists to support individual children.</li> <li>• Attendance – persistent absence is quite high due to COVID. Some families who had improved have dropped back and RL is aware it needs to be addressed again.</li> </ul> <p><b><u>Q: What is the timescale on that?</u></b></p> <p>A: The plan is to approach the families before the summer to reiterate the importance of regular attendance and the fact that current standards definitely need to improve from September. The EWO will be involved if no steps forward are made.</p> <ul style="list-style-type: none"> <li>• 25% of pupils have been identified as having SEN and all provision maps have been reviewed. 32% of children in school have open safeguarding files, though no MARU referrals have been made lately. My Concerns continue to be logged, so this remains an area of concern.</li> <li>• Health &amp; Safety – further changes to the risk assessment have been made (see below at item 10). RL has attended recent training in this area and EB has been writing risk assessments for some activities using the new system.</li> <li>• SLAs – the cleaning contract is under review. School is a little disappointed with Churchills and an alternative quote has been obtained. In addition, Churchills have been approached to address the issue of not having provided the hours they are contracted to do. A proposal has been received in response, but this still looks short of what was expected.</li> <li>• No formal KS1 or KS2 tests have taken place. Yr 4 have been recently tested and RL will review the data for all year groups. The yr 1 phonics test will</li> </ul>	

	<p>take place in the autumn (of their yr 2). Baseline assessments requirements have now come through and these will be done for new starters early next term.</p> <ul style="list-style-type: none"> <li>• RL has restarted lesson observations, these being particularly important with two new members of staff, and it is proving a positive experience for all.</li> <li>• The curriculum has been reviewed, with conceptualisation an important aspect for OFSTED. Donna Bryant did a deep dive on reading, which was a positive affirmation of good work taking place and generated a few action points, which EB will put in place.</li> </ul> <p><b><u>Q: Is unauthorised absence within school's control?</u></b></p> <p>A: Not really as it is parent driven. Due to small pupil numbers in school, it can be skewed by one or two families. One family was tackled, improved, and is now slipping back hence the drive to contact families again, as referred to above.</p> <p>RB commented how positive an experience it is for the pre-school children to be going up to school for visits, as it provides preparation and a great transition for those pupils.</p>	
<b>9.</b>	<b><u>SAFEGUARDING GOVERNOR'S REPORT</u></b>	
	<p>No monitoring visit has taken place this term, and, as the last LGB meeting only took place less than 2 months ago, there is a limited amount to report.</p> <p>There are a couple of families where concerns have been raised and difficult questions have been asked of parents. A small school dynamic means that staff know the children well and have good relationships with parents to afford these difficult questions to be posed and reassurances sought.</p> <p>Safeguarding is on every staff meeting agenda, My Concerns are logged appropriately and the issue continues to be treated vigilantly.</p>	
<b>10.</b>	<b><u>HEALTH AND SAFETY UPDATE</u></b>	
	<p>RD has been unable to visit school for a monitoring visit in this area due to ongoing restrictions. The risk assessment is currently on iteration 3.4, and still changing every week or two. The document was shared with Governors and some aspects, for example a trip to Newquay Zoo, were considered in detail. Some trips are able to continue, but others, including the zoo trip, are not on the basis that the risk is simply too high.</p> <p>Transition into reception will continue as last year. Sports Day will be possible and, in theory, 30 parents might be allowed, but with an increasing number of bubbles in the local area closed, it has been decided against having parents in school. School continues to do their best to share events like sports day and leavers assembly online. LJ expressed her thanks for all the hard work that is being done in this area in particular.</p> <p>In view of the steep increase in COVID cases, caution is the most sensible approach in all areas. All current staff are double vaccinated and school anticipates further direction regarding flu vaccination next term, where a strong recommendation for uptake of this vaccine will be made.</p>	
<b>11.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	None to report.	
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	No visits have been possible given the ongoing restrictions.	

13.	<b><u>WELL-BEING AND WELFARE OF PUPILS, STAFF and STAKEHOLDERS</u></b>	
	Currently all children are in school, except one in pre-school, and staff remain vigilant.	
14.	<b><u>PRE-SCHOOL UPDATE</u></b>	
	<p>EB presented the pre-school update. The main points are as follows:</p> <ul style="list-style-type: none"> <li>• Current numbers show 17 children but this seems to change frequently, with a new child to add in since the report was written.</li> <li>• The new pre-school manager, who has come from Breage, is settling in well and currently working two days a week. She will be full-time in September, when EB will step back a little.</li> <li>• The electrician has visited to thoroughly check all is working, given rocketing bills. No issues were detected and a new provider may be used in an attempt to reduce costs.</li> <li>• The cleaning is an issue and the risk assessment is constantly under review (both described above in the Head's report).</li> <li>• Finances were discussed, with additional funding to support individual needs.</li> <li>• Observations are starting to take place, with more to do this term.</li> <li>• DBS checks have all been updated.</li> <li>• The new EYFS curriculum is being discussed at staff meetings and training has taken place.</li> <li>• EB is still looking into whether school SENCO needs to undertake extra EYFS training to cover the newly assimilated pre-school.</li> </ul> <p>Everyone congratulated EB on doing a great job with the pre-school and RD particularly welcomed positive new on funding and making the books balance.</p>	EB
15.	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	<p><b>a. <u>Data analysis</u></b></p> <p>The school data summary document was summarised and will be added to the Drive for all to see. A separate spreadsheet showing performance in key curriculum areas for each year group was also presented. The teacher assessed figures for attainment are broadly in line with other schools in the Trust. The yr 1 attainment is lower than expected, but this group has suffered much disruption to their learning right at the beginning of their formal education, so these low figures are not surprising. Figures for children working above expected standards are also on the low side, and ensuring more able children are fully stretched will be a target in staff appraisals going forward.</p> <p><b><u>Q: What is happening in yr 3, as the overall attainment figures for that group look very low?</u></b></p> <p>A: EB explained that this group of children did not work consistently well over lockdown, there is a high proportion of SEN and there has been disruption to staffing. There are ongoing gaps in their learning and catch-up funding is being used to address these areas.</p> <p><b><u>Q: If we have another lockdown, could these children be encouraged to come into school to mitigate further disruption to their learning?</u></b></p> <p>A: This has already been discussed and identified as a way to limit further disruption to education.</p> <p>RB left the meeting at this point. Governors were encouraged to look at these documents on the Drive and ask RL any questions they have.</p>	

	<p><b><u>Q: Is there any opportunity to challenge children with writing, where attainment figures look low, over the summer?</u></b></p> <p>A: There is usually a summer reading challenge, though no news yet as to whether it will run this year, but no writing challenge available. School will see what can be done to inspire children in this area.</p> <p><b><u>Q: How is writing defined?</u></b></p> <p>It is committing thoughts to paper and includes sentence structure, grammar and punctuation. As children get older, creativity and imagination come into it, so this is quite an in-depth area of the curriculum. Different forms of writing are taught, from report writing to more descriptive forms. The levels of expectation is high, from spelling to structure. Given the low starting point of Halwin children, many of whom arrive with poor oracy levels and limited vocabulary, school does well to build up these skills first. Reading is then developed before any inroads can be made into the world of writing. Handwriting is also included in this which has been severely dented by so much learning online over lockdown.</p> <p>The strategic overview for 2021-22 was also shared. The areas highlighted demonstrate what has already been tackled. Again, Governors were reminded that it is within their area of responsibility to look at the strategic direction of school and are encouraged to look at these documents and ask questions.</p> <p>Finally, the school self-evaluation document was also briefly examined. The areas OFSTED look at are considered and a self-judgement is made on the four key areas. This is an important tool in preparing for an OFSTED visit and gives important pointers to Governors in understanding this process and how it is being managed.</p>	RL
16.	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	The LGB met fairly recently and not a lot of governance has been possible. The Governors continue to support school in their very positive handling of the current situation.	
17.	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	None.	
18.	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	None.	
19.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	Thursday 23 <sup>rd</sup> September at 6.00pm in school if possible.	

<b><u>SUMMARY OF ACTIONS</u></b>		
<b>Action</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>
1. New Governors, as already identified, to be recruited if possible.	RL	Next term
2. DB's action point on the deep dive into reading to be put in place.	EB	Next term
3. Ascertain whether the SENCO is required to complete additional training for EYFS.	EB	End of term
4. Summer writing challenge to be devised.	RL	End of term
5. Review and consideration of all data presented by RL, particularly the summary document and the strategic overview.	All Governors	Next LGB meeting (23.9)

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