

**Halwin School**  
**Local Governing Body meeting – Google meets meeting**  
**15<sup>th</sup> June 2020 from 6pm**

<b><u>ATTENDING :</u></b>  <b>Loveday Jenkin - Chair</b> <b>Rebekah Beazley</b> <b>Richard Lawrence – Head teacher</b> <b>Eve Busby</b> <b>Roger Wedlake</b> <b>June Nisbet</b> <b>Graham Vallender</b> <b>Rachel Bickerton</b> <b>Clare Kendle - Clerk</b>		
<b><u>APOLOGIES</u></b>  <b>Jessica Swann</b>		
		<b><u>ACTION</u></b>
<b>1.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	The Chair welcomed governors to the meeting, there are no additional pecuniary interests to note at this time.	
<b>2.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
	The minutes from the last meeting were agreed verbally (and utilising the chat box in googlemeet) by all present that they were an accurate representation of the meeting.	
<b>3.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	Nothing for this meeting to note.	
<b>4.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	Suspended during closure period	
<b>5.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	<ul style="list-style-type: none"> <li><b>New Governors</b></li> </ul> <p>There were a number of governors across the Trust that have been affected by the pandemic and schools being closed, in order for governing body's to remain as</p>	

	<p>effective as possible it was agreed that governors who came to the end of their term would be able to undertake another term should they wish, at Halwin the following governors this affected were: Graham Vallender, Rachel Bickerton, Roger Wedlake and Loveday Jenkin. They were content to continue in their roles.</p>	
6.	<p><b><u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u></b></p>	
	<p>The report was made available to governors prior to the meeting. The following areas were highlighted from the report:</p> <p><b>Pupil Mobility</b></p> <p>One child has moved house and left the school and one family has joined (with 2 children), there is no other movement.</p> <p><b>Staff changes</b></p> <p>Staff changes have included some staff returning part-time, a member of staff has moved to another Trust school and another is joining the school on secondment from another Trust school.</p> <p>There are no change in the TA hours, the before school and after school clubs are suspended currently and this has meant that the staff involved have been furloughed for these hours only) and have been supported with this.</p> <p><b>SEN/Vulnerable Pupils update</b></p> <p>Those children that require additional support in their bubbles have been considered and the support is factored into the staffing of particular bubbles. There are 18 on SEN support and this is working well across the school. A group of children from Halwin carried on in a school setting (Wendron hub), the key worker children were part of this setting as well. Great thanks was noted from the governors to all school staff that attended the setting from across all the schools in order to support pupils.</p> <p><b>MARU</b></p> <p>A MARU report was received since last meeting, the family are being supported by the school. The children are receiving 1:1 support as well.</p> <p><b>Pupil Premium</b></p> <p>Pupil Premium support for pupils was reported to governors, the sports premium grant was reported as well with the website being kept up to date.</p> <p><b>Data &amp; Curriculum updates</b></p> <p>The testing within the schools has been put on hold this year. There will be an unusual form of accountability but governors will continue to be kept up to date as much as possible. Some of the tests are being reconfigured or baseline assessments to be able to move forward, as soon as the school has more information it will inform governors.</p> <p><b>Q. What % of vulnerable children from Halwin took up provision at the Wendron Hub?</b></p> <p>A. 4 or 5 in general from Halwin</p> <p>A demonstration of the google classroom was given to governors, they were able to see the pupil and teacher interaction during this presentation and discussion. The pupils can post their work for others to see or privately and the teacher comments on it and returns it.</p> <p>There are 4 bubbles at the moment in the school, the integrity of the bubble is being preserved and management is going well at the school.</p> <p>The school is using all available space, if the numbers grow in the school and the number of bubbles need to grow then this will be a challenge from a staffing perspective and further consideration will be required.</p>	

	<p><b>Q. Has the Trust considered moving children to different schools from a space consideration?</b></p> <p>A. Yes but this is challenge in itself and to see what is available, a number of options are being explored at a Trust level and with the Head teachers. Governors will be updated as soon as possible about plans for September.</p> <p><b>Pre-school</b></p> <p>The school was contacted regarding the viability of the school's pre-school moving forwards from September, the pre-school has provided a number of documents for the school to look at in regards to the governance and the finances of the provision. A model will be looked at moving forwards and discussed further. Governors noted that this was a positive opportunity and one to further explore as it could provide increased transition opportunities for future pupils and greater flexibility. Due diligence will take place as a next step looking at potential administration support should it be required.</p> <p>Governors noted their great thanks to all the staff and Head teacher for the incredible hard work that has been put in over this time of considerable change and challenge to continue to make Halwin a success.</p>	
<b>7.</b>	<p><b><u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u></b></p>	
	<p>The structured questions from the governors were posted prior to the meeting.</p> <p>The S157 document was returned and reported to governors.</p> <p>From a diversity matter the families of BME backgrounds that are more vulnerable to contracting COVID-19 are being considered carefully with the school being very sensitive to this and making contact with families to support them.</p>	
<b>8.</b>	<p><b><u>HEALTH AND SAFETY UPDATE</u></b></p>	
	<p>There have been many updates to policies across the Trust which is very positive and useful to many schools.</p> <p>There are a lot of staff that are undertaking CPD during this time to ensure their skills remain refreshed.</p> <p>The Chair confirmed she had undertaken safer recruitment training.</p> <p>The estates team (Trust wide) have checked the outside space of the school, the flushing of taps and temperatures have been undertaken ready for returning to school, the fire risk assessment has been undertaken (thanks to be noted for JN for completing this), the use of bubbles based on the r-rates has been assessed and implemented.</p> <p>There are protocols in place if parents and pupils come down with symptoms which are being closely followed.</p> <p>PPE is being used in the Trust and there is plenty of it, training has been provided for staff in the use of this and when it is most appropriate.</p> <p>Staff wellbeing is high and they are being contacted very regularly if not in school. There is support for those staff in school and they are being spoken with regularly about their health and wellbeing, the staff professionalism over this period is to be noted.</p> <p><b>Risk assessment</b></p> <p>It is a key document which is reviewed regularly, the link Trustee is kept informed.</p>	
<b>9.</b>	<p><b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b></p>	
	<p>Covered in other parts of the meeting.</p>	

10.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>Suspended during the school closure.</p> <p><b>Action:</b> Governors were minded to monitor the Halwin google classroom in a short while.</p>	
11.	<b><u>MONITORING THE WELLBEING AND WELFARE OF PUPILS, STAFF AND STAKEHOLDERS</u></b>	
	<p>The school are being sensitive to the staff needs as well as the pupils, staff haven't stopped since the lockdown and those working from home are undertaking support work for google classrooms, tracking and inputting data and ensuring contact is made with all families across the school. The staff haven't had a break and this is being considered in the plans for the summer holiday period, it was agreed by all that all staff do need a break so that they are ready for September.</p>	
12.	<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>The school has been contacting families via phone on a regular basis, if they cannot access online learning the school is posting out work. The school website is being used to post work and information. The local authority have asked if there are any pupils that need IT equipment to be able to access the online learning.</p> <p>Parents are finding it tricky to keep children on task and engaged in education. The school is getting feedback and the teachers are editing and sending the work back.</p> <p><b>Q. Is there a changing cohort of children who weren't vulnerable but are now classed as vulnerable?</b></p> <p>A. Yes there is a changing cohort, the school is aware and is offering provision to those pupils.</p> <p>Feedback from parents is being considered and there is greater challenge where needed and those that require more support are receiving it.</p> <p>Governors noted that the school could not have done more to support working parents, there is such a divide in Cornwall in how different schools are implementing their provision and Halwin really is exceeding in this area.</p> <p>Online classrooms will try starting from the 22<sup>nd</sup> June and this is being formed at this time and practiced, including the consideration of safeguarding.</p> <p>Those children with social workers are entitled to IT hardware but it is arriving at school not having been set up, and this is providing further challenge for schools.</p> <p>Governors were able to understand how the school is providing extra-curricular support to families over the lockdown period; An example of the RLNI beach safety information was given presented to the pupils via the google classroom, along with a great variety of reading, authors, writing and online safety topic work has been included.</p> <p><b>Q. Are the school still taking referrals if you are worried about families?</b></p> <p>A. There has only been a slight increase but the school is taking referrals.</p>	
13.	<b><u>RECOVERY PLANNING REPORT (IF NOT PART OF THE HEADS REPORT)</u></b>	
	<p>Noted in the minutes above.</p>	
14.	<b><u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u></b>	

	Governors were minded to meet informally before the end of term to see how they could best support the Head teacher in a strategic way and in line with their delegated responsibilities.	
<b>15.</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<p>The Governors felt that since the last meeting they had:</p> <ul style="list-style-type: none"> <li>Supported the school community and the Head teacher in the safe implementing of the lockdown and re-opening of the school so that a consistent and supportive message was presented.</li> </ul>	
<b>16.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>To be arranged</p> <p>Meeting finished at 7.30pm</p>	

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

Item	Actions arising from the last meeting:	Who:
Governor Monitoring	Governors wished to consider monitoring google classrooms.	All