

Halwin School
Local Governing Body meeting
Monday 1st March 2021 from 6.00pm
Via Google Meet

<p>1. <u>ATTENDING</u> : Loveday Jenkin Richard Lawrence Graham Vallender Ross Durkin Eve Busby Rebekah Beazley</p> <p>In Attendance Pam Miler (Linked Trustee) Jane Law (Clerk)</p>	
<p>2. <u>APOLOGIES</u> : J Swann</p>	
	<u>ACTION</u>
<p>3. <u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p> <p>No pecuniary interests were declared, other than those for staff.</p>	
<p>4. <u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></p> <p>The previous Minutes were agreed as an accurate representation 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"> • KCSIE – RL will send RD part 2 for completion. • New Governors – covered at item 5 below • Vicki – RL has sent an email about the accessibility plan • Safeguarding – to be covered below at item 8 below • Risk assessment has been completed and uploaded onto Google Drive. • Christmas play – was very challenging to put together but everyone was able to see it except the Governors. It will be added to the Drive for their viewing. • Monitoring – see items 6b and 12 below. 	<p>RL</p> <p>EB</p>

5.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	<p>A warm welcome was extended to Ross Durkin, attending his first meeting and already in post as Health and Safety Governor.</p> <p>There is a new Governor AM, whose application is underway and a further potential new Governor has expressed an interest in joining the LGB. RL will follow up.</p>	RL
6.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	<p>a. COVID 19 – Vulnerable and key worker children (26) are in school and represent about 1/3 of total number on roll, which is in line with the local area, though high from a national perspective. No positive COVID tests have been recorded amongst the children or their families and staff are being tested twice weekly, which will continue as school reopens to all. There is no expectation that primary children will be tested from 8 March. Attendance is in line with usual expectations for this time of year (about 90%).</p> <p>The bubble arrangements already established will continue from 8 March and the risk assessment continues to be updated regularly to take account of changes to guidance. For example, teaching staff should wear masks from now in corridors and communal spaces where social distancing is not possible.</p> <p>No SATs this year and the EYFS profile is not mandatory this year, but schools have to make “best endeavours” to complete this.</p> <p>Pupils and staff are being supported as well as possible, Counselling has been offered and two members of staff who are not in school hope to be vaccinated and return soon. The Trust issued a staff survey, which yielded largely reassuring results.</p> <p>Remote teaching and learning have been observed by RL and EB, who have been impressed by how motivated and engaged children are. A parent survey has generated 34 responses, which have broadly been very positive. The vast majority of children have devices and internet access, and most are confident with using Google classroom. Children have been able to see one another on video meets, and staff have been listening to parents about the delivery of teaching. Most parents feel this lockdown has been far more successful than last year. EB feels positive about what children have achieved online, and progress has been assessed far better this time.</p> <p>RL has been largely home based (as part of the Trust COVID plan) and EB in school. Both feel this has worked well and EB has felt very well supported throughout as a result of strong communication between the two.</p> <p>b. Governor monitoring – RL shared the recently circulated letter from Kevin Thomas, highlighting safeguarding, remote learning and wellbeing as the priorities for LGBs in the current situation.</p>	<p>RL to discuss with staff</p> <p>RL to discuss with staff</p>

	RL also shared the structured questions which have been added to the Drive. Aspects of Safeguarding and Health & Safety are covered in the relevant items below.	
7.	<u>HEADTEACHER'S REPORT</u>	
	<p>This had been circulated prior to the meeting and was not discussed in detail. Questions were taken and it was clarified that Mrs Vyvian will become a permanent member of staff and Mrs Blight has settled in extremely well, getting on with staff brilliantly.</p> <p>a. Pre-school report – EB talked through her report, which will be on the Drive for all to read. Being fully part of Halwin School, the pre-school is now covered by the school LGB in most ways. Although integrated, the pre-school will need to remain financially viable and independent. There are 16 children now on roll (from 9 in Sept 20). Staffing looks heavy, but there is a high proportion of SEN. Safeguarding is an area where school methods need to be implemented to document concerns.</p> <p>There is no COVID, but risk is higher due to higher levels of dependency in children and their limited ability to understand social distancing.</p> <p>Funding is still coming in despite some children not being present, and there are other funds to claim/ways to boost finances going forward. A further boost to finances can be achieved through cost savings (eg bringing the pre-school onto the same phone system as school).</p> <p>Supervisions of staff are due. CPD training is happening as it should and V Tamblin is to be the SENCO, so will attend relevant EY training in this area.</p>	<p>RL</p> <p>EB to visit</p>
8.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
	<p>LJ conducted an online visit in December 2020 (report on Drive). 31% of children on roll attract safeguarding concerns. A particular strength of school is knowing their families well and tailoring advice and support appropriately. Various referrals have been made and it was noted that visibility of issues is harder during COVID where bubbles prevent staff from moving freely around classes and seeing all children.</p> <p>The Single Central Record was examined and DSL monitoring from the Trust yielded a good thumbs up. A new S157 questionnaire has been issued by the LA. This has not been well received in the education community as the response requires a lot of information, which will take much time to complete if done properly.</p>	
9.	<u>HEALTH AND SAFETY UPDATE</u>	
	A copy of the updated policy is on the Drive and RL will meet with RD to discuss the salient issues in this area. The current policy is version 2.7 and being updated regularly. RL took the Governors through the various iterations and changes from Government before confirming the latest version was published on 25 Feb 2021. RL also confirm that school has been actively campaigning for staff to be vaccinated more quickly, but Central Government were not willing to change the priority order to accommodate this.	RL/RD
10.	<u>FINANCES</u>	
	<p>The latest management report is on the Drive and was shared with all by RL. The main points discussed are as follows:</p> <ul style="list-style-type: none"> Significant money has been spent on Robins and Penguins classes, which look quite different. 	

	<ul style="list-style-type: none"> • 30 Chrome books are being bought to facilitate online and computing curriculum learning. • The overall financial situation is fine, despite additional COVID costs (staff, PPE, sanitiser, paper towels, etc) • The Pre-school figures look a little less buoyant, with an overspend of £7k, but have been cautiously presented and RL confident of a better performance given the uplift in numbers. • Looking ahead to September, there is an expected increase in funding of £20k, which will probably be balanced out by increased staff costs. Also, more oil will be needed soon due to having the heating on more frequently and windows open in colder weather. • Some catch up funding has been received and more is to come via the LA at some point. This funding will be matched with need already identified. There is a move to change the narrative from “catch up” to remove negative connotations of the situation for both parents and children. • After school clubs are allowed but difficult due to bubbles being unable to mix in a small school. • Residential trips will probably be unable to go ahead but off-site day trips may be possible, though the school minibus has died. Other schools are in the same situation and the Trust is looking at a collective solution. • The move towards environmentally friendly power and transport were discussed, though school finances do not permit significant expenditure at present unless grants are available. The Council may support and PM shared the fact that Truro Cathedral has just appointed an environmental officer. 	
11.	<u>TRUSTEE COMMITTEE FEEDBACK</u>	
	PM reported none at the present time.	
12.	<u>GOVERNOR FEEDBACK ON VISITS</u>	
	<p>RB conducted a visit on SEN with VT. Her report is on the Drive in the Governor monitoring folder.</p> <p>LJ looked at leadership and management.</p> <p>EYFS and maths are areas that are due to be visited soon, though it was noted that visits are harder to conduct with COVID restrictions and increased staff workload.</p>	
13.	<u>FOCUS ITEMS</u>	
	<p>a. Strategic plan – there are three main areas of focus to put into the plan:</p> <ol style="list-style-type: none"> 1. Loss of reading skills 2. Ensuring a secure understanding of basic maths processes 3. Emotional wellbeing <p>Subject coordinators have not been able to observe lessons and fulfil their roles in the usual way, which may present issues for OFSTED. This is complex to resolve in a small school, with teachers having mixed year group classes and covering multiple subject areas, where a great depth of knowledge is expected in each area.</p> <p>b. Self evaluation – This should be an area reviewed by staff and Governors together, but as COVID present difficulties in working jointly, RL has undertaken the review, which he presented and has added to the Drive. The current overall score is 2.2, which is a little lower than ideal (2.1 last year).</p> <p>c. School Development Plan – The new plan is in the process of being written, and will be shared in due course. There is a new folder on the Drive called HA</p>	

	<p>policies, which shows all school policies and their due dates for renewal. Governors are encouraged to look at these.</p> <p>d. Cooperative Forum – nothing to report in this area due to COVID restrictions.</p>	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	Governor monitoring has happened where possible, and key areas have been covered. A new Governor has been appointed with two more potential new joiners in the offing, so on reflection, this has been a period of positive impact.	
15.	<u>DATES OF FUTURE MEETINGS</u>	
	Monday 26 April 2021 at 6.00pm has already been agreed as the date for the next meeting, and a possible final one for this academic year may be held in July (to be agreed in April).	

Chair's Signature _____ **Date** _____