



## Minutes of the St Issey School Local Governing Body Meeting

Tuesday 29 September 2020 at 4.00pm

Meeting held via Zoom videoconference

	<p><b>Present:</b> Chris Parham – Head of School Rev. Katie Kirby – Chair Marjorie Finch Brenda Wright Natalie Moore Mark Durman Avril Heard – Vice Chair (items 1-12)</p> <p><b>Also in attendance:</b> Jonathan Brown – Clerk</p> <p><b>Clerk’s note: This meeting was held during COVID-19 restrictions. Governors participated via videoconference using the Zoom application.</b></p>	
<b>Item</b>	<b>Subject</b>	<b>Action</b>
<b>1</b>	<p><b>Welcome, introductions and opening prayer</b> Rev. Katie Kirby welcomed everyone to the meeting and delivered the opening prayer.</p>	
<b>2</b>	<p><b>Apologies for absence and confirmation of quorum</b> None – all governors were present. The Clerk confirmed the meeting was quorate.</p>	
<b>3</b>	<p><b>Declaration of business &amp; pecuniary interests</b> No interests were declared in relation to any agenda item. New declaration of interests forms had been circulated in advance. The Clerk reminded governors to complete and return these so that an up-to-date Register of Interests could be published, as required by law.</p>	<b>All governors</b>
<b>4</b>	<p><b>Election of Chair</b> No nominations for the role of Chair had been received in advance. Katie Kirby (KK) stated her willingness to continue as Chair. No other governor wished to stand for the role. [KK left the meeting temporarily.] <u>Governors elected</u> KK Chair for a further one-year term. [KK re-joined the meeting.]</p>	
<b>5</b>	<p><b>Election of Vice Chair</b> No nominations for the role of Vice Chair had been received in advance. Avril Heard (AH) stated her willingness to stand for Vice Chair. No other governor wished to stand for the role.</p>	

	<p>[AH left the meeting temporarily.]  <u>Governors elected</u> AH Vice Chair for a term of one year.  [AH re-joined the meeting.]</p>	
6	<p><b>Minutes and matters arising from last meeting (10/07/20)</b>  The minutes of the meeting of 10<sup>th</sup> July 2020 had been circulated in advance. <u>Governors agreed</u> that they were an accurate record. <u>The Chair agreed</u> to provide signed copies of all meeting minutes since COVID closures had caused meetings to be held virtually, to be filed at school.</p> <p>Matters arising as follows:</p> <p>[Item 4] <u>The Chair confirmed</u> that she had sent a message to the outgoing CEO of Venture MAT, on behalf of governors, thanking him for his support of St Issey school.</p>	Katie Kirby
7	<p><b>Code of Conduct</b>  The code of conduct had been circulated in advance. The Clerk explained that this remained unchanged from last year, although a new version was currently being reviewed by the Trust board. In the meantime governors would be asked to sign confirming that they agreed to abide by the current code of conduct. The Clerk would circulate a signing sheet by email.</p>	Jon Brown
8	<p><b>Governance and board membership matters</b></p> <p>a. LGB Terms of Reference &amp; MAT Scheme of Delegation  The ToR and SoD had been circulated in advance. The Clerk explained that there was no change to these documents – they had been circulated as a reminder.</p> <p>b. LGB roles and responsibilities  Deferred to item 12</p> <p>c. Board membership  The current membership list had been circulated. The Clerk explained that the parent governor vacancy had been advertised, and one person had come forward. The Head confirmed that they were a parent of a Y1 pupil. The Clerk had sent an appointment form to be filled in. Assuming this was received, the parent would be deemed elected unopposed as Parent Governor. The Clerk would chase this form.</p> <p>Two governor terms of office were due to expire in the coming months. Natalie Moore’s (NM) term as Parent Governor would expire on 06/12/20. NM would no longer to be eligible to be a parent governor, but could be co-opted on to the board as there were vacancies in this area. <u>NM explained</u> that work commitments would make it hard for her to continue as governor, but she would consider it if governors wanted her to stay on. <u>Governors discussed</u> the situation, <u>and agreed</u> that NM’s contribution was much appreciated and she would be greatly missed if she stepped down, but that she shouldn’t feel pressure to continue. <u>NM agreed</u> to give the matter some thought and confirm in due course.</p> <p>Mark Durman’s (MD) term of office would expire on 10/12/20. The Clerk explained that MD was still eligible to be a parent governor, and as this position had recently been advertised with no other interested applicants, MD could be appointed by governors to continue in this role. MD expressed his</p>	<p>Jon Brown</p> <p>Natalie Moore</p>

	<p>willingness to continue if desired. <u>Governors agreed</u> to appoint MD to the role of Parent Governor for a further term of office to start on 11/12/20.</p> <p><b>d. Governor attendance 19/20</b> The governor attendance log for 2019/20 had been circulated in advance. The Clerk explained that this would be published on the school website as a statutory requirement.</p> <p><b>e. Training</b> The Cornwall School Governance training programme for 2020/21 had been circulated in advance. The Clerk explained that there were some courses particularly suited to local governors, and that Cornwall Council had also recently restarted their training offer. The Clerk encouraged governors to book onto any courses which they thought relevant, and reminded governors to log any completed training with him, as Ofsted might ask to see evidence of governor CPD at future inspections.</p>	<b>All governors</b>
<p><b>9&amp;10</b></p> <p><b>(13)</b></p>	<p><b>Covid response report and Head of School report</b> The Head's report had been circulated in advance. School was currently operating under Option A of the Covid Plan as discussed at the last meeting, which meant only minor adaptations to normal operations. This was being reviewed regularly with the Trust CEO. Staff have been asked to wear masks in school (except when in class). The bubbles were working well.</p> <p>Minor changes had been made to the end of day routine to reduce crowding at pick-up. Finish times were now staggered, though siblings could be collected together. The risk assessment documents had been circulated to parents and staff and displayed around school.</p> <p>Breakfast club was currently operating 5 days per week, and after-school club on 4 days. This would be reviewed, as low numbers meant the provision might not be affordable, but school is aware of the need to support working parents. <u>A governor asked</u> how many children were taking up the provision. A) 5 or 6 each morning, 1 or 2 each afternoon. <u>A governor challenged</u> whether this was cost-effective. A) It will be reviewed.</p> <p>Some professional visitors were coming to school, with suitable protocols observed. Most meetings were being held virtually. Collective worship is held in class bubbles, which has led to a more meaningful experience than whole-school sessions.</p> <p>School have worked to improve the messaging regarding protocols for colds as opposed to Covid symptoms. Staff shortages are the biggest issue. One extra absence could cause big problems.</p> <p>Attendance was just under 90% for the first two weeks of term. 14 children had been off sick, with three self-isolating because household members couldn't get a Covid test. There have been no positive cases at school. <u>A governor challenged</u> whether staff were being tested. A) No, tests are only available to those with symptoms.</p> <p><b>Safeguarding</b> Safeguarding data had been included on the Head's report. It has been a quiet start to term with few concerns.</p>	

All staff have been trained around the updates to Keeping Children Safe in Education (KCSIE) 2020. The Head explained the changes in this document, including the explicit focus on mental health issues and their potential link to abuse and neglect, and the dangers of exploitation when outside the school or home environment.

Safeguarding review meetings are taking place between the Designated Safeguarding Lead (DSL) and Deputy DSL, which is particularly important to enable information sharing between the bubbles.

### **Staffing**

The staffing structure was included in the Head's report. The Head commented that the new Reception teacher had fitted in really well, and school were very pleased with this appointment. A governor noted that they were not officially qualified, and challenged whether they would become qualified through working for a certain period of time. A) No, they need to register with a training provider and arrange a work placement to become qualified. A governor challenged whether they would need to leave St Issey to do this. A) No, but it is up to them to organise. The current situation is not a problem if everyone is happy with it. As an Academy the school can employ unqualified teachers if they are satisfied with their quality. A governor commented that this teacher did hold an equivalent qualification from overseas, so this didn't seem to be a concern.

The Head's teaching commitments have gone back up to 3 days per week due to budgetary constraints. A governor challenged whether this would change next year as the lag funding issue starts to resolve. A) Hopefully, as it is a big challenge to run the school as well as teach a class of 27 children.

### **Premises**

The new outdoor shelter has received building control approval, and should be installed by Christmas, but progress is frustratingly slow. St Issey in Bloom have kindly offered to manage the grass cutting, and the Head is very grateful for this.

## **(11) School Development Priorities 2020/21**

The priorities had been included in the Head's report. Last year's priorities had been reviewed and some had been carried over:

**Priority 1: Enable more children to achieve a higher standard in maths** (carried over from last year).

**Priority 2: Develop agreed pedagogy for the creative arts and humanities.** This is a new focus under the Ofsted inspection framework. There needs to be a greater understanding of children's progression in these areas. A governor asked whether this included music. A) Yes. A governor asked whether group teaching of instruments was allowed yet, and commented that music can help with core skills and social skills. A) This will restart shortly. However there is a need to keep focus in all subjects – this priority does not replace the focus on core subjects, and there are no extra financial resources.

A governor challenged whether local resources and skills could be tapped into, for example drama groups who might not be operating normally at the moment. A) Good idea. This will be explored as there is limited teaching capacity at school.

**Priority 3: Ensure children catch up missed content in the core subjects.** This will need to happen during the afternoons, which is usually reserved for wider curriculum work, so a balance needs to be struck.

Baseline assessments have been carried out. There are few significant content gaps, as this was provided during lockdown. But children need to get into the habit of working and learning for a period of time. A governor asked what proportion of children had engaged with online learning. A) Around 70%-80%, but most had one-to-one input from parents or similar. They need to learn how to work in larger groups again.

**Priority 4: Ensure children's writing has greater purpose and variation** (carried over from last year). St Issey has been good at encouraging story writing, but children now need skills that will equip them for the modern world – online-relevant content and genres that are fit for purpose, rather than newspaper articles. A governor challenged whether this would preclude creative writing. A) No, but there needs to be more of a balance.

**Priority 5: Implement new 'Agreed Syllabus' for RE & PSHE.** These have now been published, with some amendments from previously. The PHSE syllabus is now a legal requirement, and schools need to be able to demonstrate regularity and progression in learning. The Head has completed a C of E PHSE course online.

#### **Standards and assessment**

Baseline assessments are being carried out. The new Reception intake seem to be in a good place, although some speech and language work is needed. A governor asked whether this was due to the quality of learning in nursery. A) Absolutely. Throughout KS1 those who have come through St Issey nursery are generally doing very well.

Several Y1 and Y6 pupils are behind where they should be in Reading and Maths. There is a strong correlation between engagement in online learning and progress.

#### **Teaching and Learning**

Maths teaching in the Y1-3 class has been adapted to support the wide range of abilities. They are one staff member down for this. A governor challenged whether this meant the staff member in charge of PE had left. A) No, but they are having to be shared across classes.

Marking expectations had been reduced to address staff workload and comply with Covid restrictions. School trips had been happening – no overnight stays but plenty of day trips where possible. These were detailed in the Head's report.

A governor challenged how staff wellbeing was bearing up. A) School is trying to address this. But the situation is difficult – not like an ordinary September. All staff are happy to do what they can to help out. A governor asked whether all staff managed to get a complete break over the summer. A) Everyone had a break but Covid planning had to be considered constantly, and staff were committed to making this work. Governors agreed that they were very appreciative of all the extra work staff have had to put in.

Covid catch-up funding will only be around £4k-£4.5k, as it is based on last year's pupil numbers, which is very frustrating.

	<p><u>A governor thanked</u> the Head for the report and his efforts over recent months. <u>Governors agreed</u> that they were full of admiration for all the hard work, <u>and asked</u> the Head to pass their thanks on to all staff members. <u>A governor challenged</u> whether the stress of dealing with the situation was manageable for the Head. A) The Head feels well supported by his staff team and the Trust.</p>	
11	<p><b>School Development Plan 2020/21</b> Already discussed under item 10</p>	
12	<p><b>Governor monitoring schedule 2020/21</b> <u>Governors discussed</u> the statutory link roles and monitoring priorities, <u>and agreed</u> the following areas:</p> <p>Avril Heard – Safeguarding Marjorie Finch – SEND and development priority 2 Mark Durman – EYFS and development priority 1 Katie Kirby – SIAMS and development priority 5 Brenda Wright – development priority 4</p> <p>The Head commented that the new parent governor might be suited to monitor development priority 3.</p> <p>The Head asked for advice about monitoring during Covid restrictions. The Clerk agreed to circulate the latest NGA guidance which covered this. <u>Governors discussed</u> the difficulties surrounding in-person monitoring visits, <u>and noted</u> the latest government advice to work from home where possible.</p> <p>The Head agreed to arrange online meetings between governors and the relevant teachers in the first instance, with a monitoring schedule to be built from there. The Head reminded governors to complete monitoring reports after all visits, and agreed to share the report template again.</p> <p>[Avril Heard left the meeting at 5.23pm]</p>	<p><b>Jon Brown</b></p> <p><b>Chris Parham</b></p>
13	<p><b>Safeguarding – Keeping Children Safe in Education</b> Already covered under item 10. The Clerk reminded governors that the updated KCSIE 2020 had come into force on 1<sup>st</sup> September, and agreed to circulate a signing sheet for all governors to confirm that they had read the relevant sections.</p>	<p><b>Jon Brown</b> <b>All governors</b></p>
14	<p><b>Policy review</b> <b>Safeguarding policy updates</b> The Head explained that the Safeguarding and Child Protection Policy was currently being reviewed by the Trust, and would be circulated once ready.</p>	
15	<p><b>Correspondence</b> <b>Academies Financial Handbook 2020</b> The Clerk reminded governors that the updated AFH had come into force on 1<sup>st</sup> September, and that governors should be aware of its scope.</p>	
16	<p><b>Summary of actions/information required from trustees</b> <u>A governor challenged</u> whether teachers at Trevithick Learning Academy could help with wider curriculum planning given the breadth of expertise and knowledge among staff there. The Head confirmed that this was already well in hand, and the Trust CEO is ensuring greater link-up between the schools.</p>	

	No further information was requested.	
<b>17</b>	<b>Confidential matters</b> None	
<b>18</b>	<b>Dates and times of future meetings 2020/21</b> Future meetings were confirmed for: Wednesday 18 November 2020 Tuesday 12 January 2021 Wednesday 10 March 2021 Tuesday 11 May 2021 Wednesday 07 July 2021 All to be held at 4pm.	
<b>19</b>	<b>Any other urgent business</b> None	
<b>20</b>	<b>Closing Prayer</b> Rev Katie Kirby led governors in saying the grace.	

The meeting ended at 5.30pm

**Summary of actions:**

[item 3] **All governors** to complete and return declaration of interest forms.

[item 6] **Katie Kirby** to provide signed copies of all meeting minutes since Covid lockdown to school for filing.

[items 7 & 13] **Jon Brown** to circulate a signing sheet for governors to confirm they have read and agree to comply with the code of conduct and KCSIE. **All governors** to sign and return.

[item 8c] **Jon Brown** to contact the parent governor applicant to chase the completed appointment form.

[item 8c] **Natalie Moore** to confirm whether she wishes to continue as governor beyond December.

[item 8e] **All governors** to identify training needs, book onto courses and log completed training with Clerk.

[item 12] **Jon Brown** to circulate latest NGA guidance around monitoring.

[item 12] **Chris Parham** to arrange online meetings between governors and teachers, provide visit report template and draw up monitoring schedule.

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Signed as an accurate record

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Print name

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Date