



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

Wednesday 18 November 2020 at 4.00pm

Meeting held via Zoom videoconference

	<p><b>Present:</b> Chris Parham – Head of School Rev. Katie Kirby – Chair Mark Durman</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> Apologies had been received from Avril Heard, Brenda Wright and Marjorie Finch. Shelley Francis was not present. The Clerk confirmed that the meeting was quorate.</p>	
<b>3</b>	<p><b>Declarations of business &amp; pecuniary interests</b> No interests were declared in relation to any agenda item. The Clerk explained that the new parent governor’s declaration of interests form was outstanding, and was needed to compile an up-to-date Register of Interests for publication.</p>	
<b>4</b>	<p><b>Minutes and matters arising from the last meeting (29/09/2020)</b> The minutes of the meeting of 29<sup>th</sup> September 2020 had been circulated in advance. <i>Governors agreed</i> that they were an accurate record. <i>The Chair agreed</i> to provide a signed copy to be filed at school, and to check that the minutes of previous virtual meetings were now also filed.</p> <p>Matters arising as follows:</p> <p>[Items 7 &amp; 13] The Clerk explained that a new code of conduct would be presented under item 5a, and that a signing sheet would be circulated for</p>	<b>Katie Kirby</b>

	<p>governors to confirm that they had read and agreed to be bound by this and the updated KCSIE document after this meeting.</p> <p>[Item 8c] The Head confirmed that Natalie Moore (NM) had resigned from the board. <u>The Chair agreed</u> to send a card to NM, on behalf of governors, thanking her for her service as a governor.</p> <p>[Item 12] The Clerk agreed to circulate the NGA guidance about monitoring during Covid restrictions.</p>	<p><b>Jon Brown</b> <b>All governors</b></p> <p><b>Katie Kirby</b></p> <p><b>Jon Brown</b></p>
<b>5</b>	<p><b>Governance and board membership matters</b></p> <p><b>a. Code of conduct</b> The Trust board had approved a new code of conduct for LGB governors, which had been circulated in advance. A signing sheet would be circulated, as discussed under item 4.</p> <p><b>b. Board membership</b> Natalie Moore had stepped down from the LGB before the end of her term as parent governor. Shelley Francis had returned completed forms, and therefore been deemed elected as parent governor following the vacancy advert.</p> <p><b>c. Training</b> The Clerk reminded governors of the training courses available, as circulated before the previous meeting, and to provide details of any completed training for inclusion in the training log.</p>	
<b>6</b>	<p><b>Head of School report</b> The Head's report had been circulated in advance. Governors confirmed that they had received and read it.</p> <p><b>Current Covid situation</b> The Head explained that some practices had been tightened up since the new lockdown – there was less mixing of people than previously. There was still a slight issue with parents lingering and chatting at pick-up time, but this was better than it had been.</p> <p>The biggest problem facing the school was staff shortages. <u>A governor asked</u> whether the situation would be easier to manage after the end of lockdown on 2<sup>nd</sup> December, assuming no new staff sickness absences. A) Yes, it should be.</p> <p><b>Attendance</b> Covid-related absences had increased since the report was written, and total attendance was now around 85%. <u>A governor asked</u> whether this was due to anxieties around children attending school. A) Yes. A few families are not sending their children to school during lockdown. School have tried to engage and persuade them to return, but without success at present. It is hard to address more forcefully without souring relationships, which wouldn't help matters.</p>	

<p>(7)</p>	<p><i>A governor challenged</i> whether these children were receiving online learning, and if so whether they were engaging with it. A) Guidance states that online learning should only be provided when children are absent for medical or Covid-related isolation reasons, which is not the case for these families. It is tricky, as the parents were expecting work to be provided, but if school does so then it might encourage other families to keep their children at home too. There are resources available, including via the school website, but tailored work isn't being provided.</p> <p><b>Safeguarding</b> Five concerns had been recorded since September. One more serious concern was currently being monitored, which had the potential to lead to a MARU referral.</p> <p><b>Staffing</b> Two students are currently assisting in Reception, which is proving very helpful for the class teacher.</p> <p><b>Premises</b> The planned extension to the Piskies classroom has been held up by issues with Building Control.</p> <p><b>School priorities</b> The Head had asked the school secretary to email governors to set up initial meetings with their link teachers. <i>A governor commented</i> that they hadn't received an email. The Head agreed to follow this up, and explained that he would like governors to liaise directly with teachers for continued monitoring meetings.</p> <p><b>Standards and assessment</b> Baseline assessments were still being carried out in Reception. Some children have missed these through absence. The phonics screening, which would normally be carried out at the end of Y1, will happen for Y2 pupils by 05/12/20. 80% are expected to pass, although this may also be affected by the continuing absence of some children.</p> <p><b>Curriculum and teaching</b> The Head outlined some adaptations made to lessen teacher workloads. <i>A governor asked</i> how staff wellbeing was bearing up. A) It is ok. Everyone is running low on capacity, and the Covid situation adds inevitable stress. <i>A governor challenged</i> that the LGB needed to continue to monitor this, <i>and confirmed</i> that they would like to help if there was anything that could be done.</p> <p>The school trip to the Jurassic Coast had been great. Other trips have had to be postponed since lockdown. It is hoped that the Woodland Christmas event can take place, but this will depend on the regional restrictions following the current lockdown.</p>	<p>Chris Parham</p>
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	<p><b>Covid catch-up premium funding</b></p> <p>The catch-up funding would be based on last year's census numbers, so would only be around £4.8k in total. This would fund interventions one afternoon per week, with the main focus on Y3/4, who had missed more school than other year groups. This should remain funded until the start of the summer term at least. <u>A governor asked</u> whether this would help with the lag funding issue, and help tide the school over until next year's budget based on the higher current census numbers. A) Hopefully, but the budget will still be very tight.</p>	
7	<p><b>Governor monitoring visits and schedule 2020/21</b></p> <p>The monitoring matrix had been circulated, along with a template report form. The process for initiating monitoring meetings had been discussed under item 6.</p>	
8	<p><b>Policy review</b></p> <p>The Head's report included a list of new Trust policies for information. <u>A governor challenged</u> whether there needed to be a named whistleblowing LGB governor. A) Not sure. There is a Trustee named on the Whistleblowing Policy, so probably not.</p> <p>a) <b>Child protection and safeguarding policy</b>  b) <b>Accessibility policy</b></p> <p>Two policies had been circulated in advance for approval. <u>A governor challenged</u> that the review frequency on the Accessibility policy didn't tally with the next review date. The Head agreed to amend the review frequency to 2-yearly.</p> <p><u>Governors agreed</u> to approve the above policies.</p>	Chris Parham
9	<p><b>Correspondence</b></p> <p>a) <b>DfE governance update</b>  b) <b>Governance handbook 2020</b></p> <p>The recent DfE governance update had been circulated in advance, including the updated Governance Handbook. The Clerk explained that the governance update was particularly relevant to the current Covid situation, and that governors needed to be familiar with the scope of the Handbook.</p>	
10	<p><b>Summary of actions/information required from trustees</b></p> <p>Nothing at present. The Clerk agreed to circulate the most recent approved Trust board minutes.</p>	Jon Brown
11	<p><b>Confidential matters</b></p> <p>None</p>	
12	<p><b>Dates and times of future meetings 2020/21</b></p> <p>Future meetings were confirmed for:  Tuesday 12 January 2021  Wednesday 10 March 2021  Tuesday 11 May 2021  Wednesday 07 July 2021  All to be held at 4pm.</p>	

<b>13</b>	<b>Any other urgent business</b> <i>The Chair explained</i> that a new rector had been appointed to the Benefice, who was expected to start in mid-January. <i>The Chair agreed</i> to send a welcome card from governors.	<b>Katie Kirby</b>
<b>14</b>	<b>Closing Prayer</b> Rev Katie Kirby led governors in saying the grace.	

The meeting ended at 4.38pm

**Summary of actions:**

[item 4] **Katie Kirby** to provide signed copies of all meeting minutes since Covid lockdown to school for filing.

[item 4] **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 4] **Katie Kirby** to send a card to Natalie Moore to thank her for her service as a governor.

[item 4] **Jon Brown** to circulate latest NGA guidance around monitoring.

[item 7] **Chris Parham** to arrange online meetings between governors and teachers to get monitoring of school priorities underway.

[item 8b] **Chris Parham** to amend review frequency stated on Accessibility Policy.

[item 10] **Jon Brown** to circulate the latest approved Venture MAT board minutes.

[item 13] **Katie Kirby** to send a welcome card from governors to the new rector.

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Signed as an accurate record

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Print name

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Date