



Minutes of the St Issey School Local Governing Body Meeting

Tuesday 12 January 2021 at 4.00pm

Meeting held via videoconference

	<p>Present: Chris Parham – Head of School Rev. Katie Kirby – Chair Shelley Francis Brenda Wright Avril Heard Mark Durman</p> <p>Also in attendance: Jonathan Brown – Clerk</p> <p>Clerk’s note: This meeting was held during COVID-19 school closures. Governors participated via videoconference using the Zoom application.</p>	
Item	Subject	Action
1	<p>Welcome, introductions and opening prayer Rev. Katie Kirby welcomed everyone, introduced Shelley Francis attending her first meeting, and delivered the opening prayers.</p>	
2	<p>Apologies for absence and confirmation of quorum Apologies had been received from Marjorie Finch, who had been unable to join the virtual meeting due to technical reasons.</p>	
3	<p>Declaration of business & pecuniary interests No interests were declared in relation to any agenda item.</p>	
4	<p>Minutes and matters arising from the last meeting (18/11/2020) The minutes of the meeting of 18th November 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.</p> <p>Matters arising as follows:</p> <p>[Item 4] <i>The Chair</i> had yet to provide signed minutes to school due to Covid restrictions, but <i>agreed</i> to do so in due course.</p>	Katie Kirby
[5a]	<p>[Item 4] The Clerk had circulated Code of Conduct and KCSIE signing sheets, and agreed to resend for governors to complete and return.</p> <p>[item 4] <i>The Chair</i> had written a card of thanks for Natalie Moore, <i>and agreed</i> to deliver this along with a gift. <i>Governors discussed</i> a suitable gift.</p>	Jon Brown All governors Katie Kirby

	<p>[item 4] The Clerk had circulated NGA governance guidance regarding monitoring, and agreed to circulate more recent guidance about the renewed partial school closures.</p> <p>[item 7] The Head had linked governors to teachers for monitoring, but renewed closures and pressures on staff meant that this process would be suspended again temporarily.</p> <p>[item 8b] The Head had amended the review frequency stated on the Accessibility Policy.</p> <p>[item 10] The Clerk had circulated the Venture MAT board minutes by email. The Head reported that he had attended the most recent Trust board meeting, and that trustees were pleased with the progress at St Issey.</p> <p>[item 13] The Chair had sent a welcome card on behalf of governors to the new rector of the Benefice, who was moving down to take up his post today.</p>	<p>Jon Brown</p>
<p>5</p>	<p>Governance and board membership matters</p> <p>a. Signing sheets Already covered under item 4</p> <p>b. Board membership Shelley Francis was present at the meeting as the new parent governor. <i>Governors agreed</i> that it was great to have her on board, and to delay any further recruitment attempts until school had reopened.</p> <p>c. Training The Clerk reminded governors of the training courses available, and agreed to recirculate details for the benefit of the new governor.</p>	<p>Jon Brown</p>
<p>6</p>	<p>Head of School report, to include Covid update</p> <p>a) Covid risk assessment The risk assessment (RA) had been circulated in advance. The Head explained that this had been updated for the new year, and a further column added to reflect actions during the current closure period. <i>Governors confirmed</i> that they had read the document and were happy with it.</p> <p>b) HoS report The Head's report had been circulated in advance. There were two new starters this term, one in Y3 and one in Y6. The number on roll was now 75.</p> <p>School was closed to all except the children of key workers and vulnerable children, but this still meant that c. 50% of pupils were in school at some point over the course of a week, and 22% of nursery children. Around 20 children were in each day – much higher than during the first lockdown in March.</p> <p><i>A governor asked</i> whether these children should be in school. Were parents taking advantage of the situation? A) The vulnerable pupils should definitely be in school. Key worker parents are entitled to request a place, and it is up to them whether to do so. <i>A governor asked</i> why the numbers in school were so much higher this time around. A) More parents are working now. The picture is reflected nationally, despite higher Covid infection rates. It is manageable, but governors should be aware.</p> <p><i>A governor challenged</i> whether it was reasonable for staff to be in school with children full-time, as well as providing online learning. A) Much of the online content is pre-recorded, and external resources are being utilised. Live interaction is predominantly used to check on children's wellbeing. All children are provided with the same work,</p>	

<p>whether they are in school or not. All staff are in school, but sent home early when possible.</p> <p><u>A governor challenged</u> that they were worried about staff stress levels, <u>and asked</u> whether it would be helpful for governors to send a letter thanking staff for their dedication. A) That would be appreciated. The pressure is definitely starting to tell on some staff. <u>The chair agreed</u> to send a card.</p> <p><u>A governor asked</u> whether it would also be helpful to send a letter to parents, encouraging them to keep their children at home unless necessary. A) The government had updated their guidance asking for children only to be sent to school if unavoidable, but this had not been given until Friday evening, a week after term had started. It would be good if a letter highlighting this could come from governors, as there had been many letters home from the Head already recently. The Head agreed to suggest some draft wording. <u>The Chair agreed</u> to add some words of support for school staff.</p> <p>The Head explained that teachers were with the children in school in the mornings, and TAs took classes in the afternoons, while teachers set remote work and responded to online engagement. The situation would have to change if there was a positive Covid case in school, as they were effectively operating as one bubble. It would also be a problem if any staff were absent due to the range of ages in school.</p> <p>Government expectations are for 3hrs of teaching per day in KS1, and 4hrs in KS2. This seems high, and is sometimes difficult for parents to achieve at home, but it is being provided for those that want it. It is impossible to replicate in-school provision at home, but school are trying to minimise the damage to children’s education during this period.</p> <p><u>A governor challenged</u> whether school was in contact with all vulnerable children. Are there any concerns? A) All are being kept in touch with. They are in school for at least two days per week.</p> <p>Free school meals (FSM) funding has not been provided across the board in KS1 during this lockdown – only for benefits-related FSM children. Local businesses have offered to help with any shortfall, and parents are being asked whether they need extra help. <u>A governor asked</u> whether any assistance was needed with deliveries. The Head expressed thanks for the offer, but explained that vouchers would be provided where possible rather than food.</p> <p>95% of children had engaged with remote learning today, which is very positive, although this might well tail off towards half-term. There has been a shortage of Chromebooks to provide for children. Fundraising via facebook and Let’s Localise raised the £1k target within 24hrs, and has been extended as more people want to donate. The government have also offered 6 laptops, but none have arrived yet.</p> <p>Safeguarding There have been no new significant safeguarding concerns, but the Head is worried that the current lockdown might lead to an increase and is monitoring this closely.</p> <p>Staffing It is hoped that a new member of nursery staff can be taken on permanently after full re-opening.</p> <p>Premises The canopy build has been delayed yet further. The project might be aborted in favour of a more permanent solution, as an extra classroom will be needed within 4 years if</p>	<p>Katie Kirby</p> <p>Chris Parham Katie Kirby</p>
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	<p>numbers on roll follow the predicted path. <i>A governor commented</i> that it seemed silly to proceed the project if it wasn't going to be fit for purpose in future.</p> <p>Standards and assessments All SATS had now been cancelled for 2021. 66% of Y2 had passed their phonics check, which was a healthy figure given the circumstances.</p> <p>Curriculum <i>A governor congratulated</i> the Head on the immersive Nativity last term. <i>Governors agreed</i> that it had been wonderful and very apt for the year. The Head confirmed that he had been very proud of it, and would consider similar projects in future.</p> <p><i>A governor thanked</i> the Head for the detailed report, and commented that they were aware of the pressures that the Head and all staff were under.</p>	
7	<p>Policies for approval Policies had been circulated in advance of the meeting. <i>Governors discussed, and agreed</i> to approve the following policies:</p> <ul style="list-style-type: none"> a) Medical Needs and Children's Wellbeing Policy b) Peer on Peer Abuse Policy c) Equality Objectives d) Online Communication (COVID update to Online Safety Policy) e) Positive Handling Policy f) PSHE Policy g) RE Policy h) Visitor Policy i) Volunteer and Students policy <p>Governors noted the trust-wide Online Safety Policy, which had been circulated for information.</p>	
8	<p>Summary of actions/information required from trustees Nothing at present. <i>A governor commented</i> that they would like the Trust to be aware of the LGB's support for school staff, and were very appreciative of all their efforts.</p>	
9	<p>Confidential matters None</p>	
10	<p>Dates and times of future meetings Future meetings were confirmed for: Wednesday 10 March 2021 Tuesday 11 May 2021 Wednesday 07 July 2021 All to be held at 4pm.</p>	
11	<p>Any other urgent business None. The Head thanked governors for their support and kind messages.</p>	
12	<p>Closing Prayer Rev Katie Kirby led governors in saying the grace.</p>	

The meeting closed at 5.04pm

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 re-circulate the 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 deliver a card and gift to Natalie Moore to thank her for her service as a governor.

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

[item 5c] **Jon Brown** to re-circulate training opportunities.

[item 6] **Katie Kirby** to send card of appreciation from governors to school staff.

[item 6] **Chris Parham** to draft wording for a letter from governors to parents concerning attendance at school. **Katie Kirby** to finalise.

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Signed as an accurate record

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Print name

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Date