



Minutes of the St Issey School Local Governing Body Meeting

Wednesday 10 March 2021 at 4.00pm

Meeting held via videoconference

	<p>Present: Chris Parham – Head of School Rev. Katie Kirby – Chair 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 restrictions. Governors participated via videoconference using the Zoom application.</p>	
Item	Subject	Action
1	Welcome, introductions and opening prayer Rev. Katie Kirby welcomed everyone to the meeting and delivered the opening prayer.	
2	Apologies for absence and confirmation of quorum Apologies had been received from Marjorie Finch. Shelley Francis was not present.	
3	Declaration of business & pecuniary interests No interests were declared in relation to any agenda item.	
4	<p>Minutes and matters arising from the last meeting (12/01/2021) The minutes of the meeting of 12th January 2021 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 provided signed minutes of some previous meetings to school, with others to follow.</p> <p>[Item 4] The Clerk had re-circulated Code of Conduct and KCSIE signing sheets, some were still outstanding. <i>Some governors explained</i> that they had dropped signed sheets into school. The Clerk agreed to request copies of these, and to</p>	Jon Brown

	<p>chase the new parent governor for all outstanding forms including those relating to her DBS application.</p> <p>[item 5] Training opportunities had been re-circulated to governors. The Head agreed to book suitable safeguarding training for the safeguarding governor.</p> <p>Other actions had been completed.</p>	Chris Parham
5	<p>Governance and board membership matters</p> <p><i>Governors noted</i> that several governors' terms of office would come to an end before the end of the summer, <i>and agreed</i> to discuss succession planning further at the next meeting. The Clerk agreed to contact the Director for Schools at the Diocese of Truro to discuss foundation governor appointments.</p>	Jon Brown
6 & 7	<p>Safeguarding and wellbeing update</p> <p>Head of School report, to include Covid update</p> <p>The risk assessment (RA) for full school re-opening had been circulated in advance, along with the Head's report. The Head explained that the school was now fully open, and operating as a single, whole-school bubble. Covid restrictions were similar to September, with limited access to visitors apart from visiting professionals. A Camel Valley mental health worker would be based at St Issey one day per week for the foreseeable future.</p> <p>The Head highlighted the challenges listed in his report. School is very conscious of staff wellbeing, but feels that having all children back in school will help. Full Ofsted inspections are scheduled to restart after Easter, so school needs to be ready for this.</p> <p>Attendance – figures for the term to date were included in the report. Almost 50% of children were in school at times during lockdown. Engagement with remote learning had also been very high. Attendance since full re-opening had been 100%. <i>Governors agreed</i> that it was great to see children back, and that this full attendance reflected parents' confidence in school.</p> <p>Safeguarding – the Head is anticipating a rise in pastoral concerns after lockdown, and there are some early signs of this already.</p> <p>Staffing – next year's staffing structure is being finalised. It should be similar to this year, but with the Head dropping to 2 days teaching per week. <i>A governor challenged</i> that this was important to allow the Head sufficient leadership time.</p> <p>Premises – the canopy installation date had been delayed again. An increasing number on roll would necessitate a reorganisation of classes: Reception and Year 1 would be together with a teacher and a TA; Years 2 and 3 would be together with a teacher but no TA; Years 4,5 and 6 would remain as one class with a teacher and TA until higher intakes worked their way up through the school. Reception intake for September 2021 was expected to be at least at PAN (12).</p> <p>A plan was in place to increase to four classes in a few years, and school buildings would need to be extended to accommodate this. The possibility of</p>	

	<p>extending the width of the largest classroom by 3.5m had been explored, which could then be split in two along the existing dividing point. The biggest issue was how to fund this.</p> <p><u>A governor commented</u> that these plans were very exciting, <u>and asked</u> whether next year's increased budget would help with the funding. A) Yes, but another £70k will need to be raised, probably through borrowing. The School House Trust has been approached for funding.</p> <p><u>A governor asked</u> whether the canopy installation was going ahead, as the possibility of shelving it had been discussed. A) It was on hold while the options for building extensions were being explored. Now plans for that were in place, the canopy was going ahead.</p> <p>School Development Plan – The Head updated governors on progress against the SDP priorities. Targeted interventions had restarted to address priorities 1 and 3. Staff training had been completed to embed a new approach to writing to address priority 4. Priorities 2 and 5 had been on hold during Covid lockdown closures.</p> <p>The Head agreed to liaise with governors to arrange dates for initial online meetings with teachers to monitor the SDP priorities – these had not been possible during lockdown, but needed to happen now. <u>A governor challenged</u> whether it was possible to do this via Zoom, as they were still shielding. A) Yes, governors can meet teachers via Zoom and write up visit reports from that.</p> <p>Standards and assessment – no assessments had taken place since the last meeting due to school closures, but pupils were being tracked and an update would be given at the next meeting.</p> <p>Curriculum – Piskies class had visited a farm to see lambing. Now>Press>Play had been used to increase curriculum engagement. <u>A governor asked</u> what this was. A) An immersive audio resource experienced using headphones. <u>A governor asked</u> what kind of topics were covered. A) There are modules on Ancient Greece and British Scientists, for example. <u>A parent governor commented</u> that their children had been fascinated by it.</p> <p><u>A governor asked</u> whether more catch-up funding would be received, beyond that already budgeted. A) Some extra funding would be received next year, but details are not available yet.</p> <p><u>A governor expressed</u> gratitude to the Head and school staff for the great spirit of resilience and optimism that was evident at school. The Head said this was much appreciated, and agreed to pass the comments on to staff.</p>	<p>Chris Parham</p> <p>All governors</p>
<p>8</p>	<p>Policies for approval</p> <p>Four policies for LGB approval had been circulated in advance of the meeting:</p> <p>a) Nursery Admissions Policy</p> <p><u>A governor commented</u> that there was a slight discrepancy in the start dates stated in the admissions criteria. The Head agreed to amend this to make it consistent.</p>	<p>Chris Parham</p>

	<ul style="list-style-type: none"> b) SIS Remote Learning Policy c) SIS SEND School Offer 20-21 d) SIS SEN Policy and information report <p><u>Governors discussed, and agreed</u> to approve the above policies.</p> <p>Three other trust-wide policies had been circulated for governors' information:</p> <ul style="list-style-type: none"> e) VMAT Admissions Policy 22-23 f) VMAT Information Security Policy g) VMAT NQT Induction Policy 	
9	<p>Correspondence</p> <p>Several items of correspondence had been circulated in advance for governors' information:</p> <ul style="list-style-type: none"> a) NGA Guidance document for school re-opening b) DfE Governance Update c) Final Trust board minutes 07/12/20 d) Draft Trust board minutes 25/01/21 e) VMAT LGB Terms of Reference <p>The Clerk explained that document e) explained the context and responsibilities of the LGB, and that amendments from the previous version were highlighted.</p>	
10	<p>SIAMS and Ofsted inspection updates</p> <p>A document outlining current Ofsted inspection processes had been circulated. The Head explained that it was unlikely St Issey would receive an inspection before Easter, as they did not fall within the stated categories. Normal inspections would resume after Easter, and St Issey would be due for one, but this might be delayed due to Covid backlogs.</p> <p><u>A governor asked</u> whether St Issey was suffering from the Requires Improvement grading. A) It is not affecting school at present, and it doesn't seem to be putting parents off.</p> <p>The Head agreed to speak to the Director for Schools at the Diocese of Truro to find out about SIAMS inspections, but commented that school needed to be prepared for these to start up too.</p>	Chris Parham
11	<p>Summary of actions/information required from trustees</p> <p>Nothing at present. The Clerk passed on trustees' thanks to LGB governors for their continued support during the Covid pandemic.</p>	
12	<p>Confidential matters</p> <p>None</p>	
13	<p>Dates and times of future meetings</p> <p>Future meetings were confirmed for:</p> <p>Tuesday 11 May 2021</p> <p>Wednesday 07 July 2021</p> <p>Both to be held at 4pm.</p>	

14	Any other urgent business None.	
15	Closing Prayer Rev Katie Kirby led governors in saying the grace.	

The meeting closed at 4.56pm

Summary of actions:

[item 4] **Jon Brown** to chase the new parent governor for completed forms, including for the DBS application, and to request copies of returned forms from the school secretary.

[item 4] **Chris Parham** to arrange appropriate training for the safeguarding governor.

[item 5] **Jon Brown** to contact the Diocese to discuss foundation governor appointments.

[item 7] **Chris Parham** to contact governors to arrange SDP monitoring visits. **All governors** to submit reports following visits and meetings.

[item 8] **Chris Parham** to tweak the Nursery Admissions Policy to remove the date discrepancy.

[item 10] **Chris Parham** to speak to the Diocese to find out about SIAMS inspections restarting.

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Signed as an accurate record

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Print name

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Date