



Minutes of the St Issey School Local Governing Body Meeting

Wednesday 11 May 2021 at 4.00pm

Meeting held via videoconference

	<p>Present: Chris Parham – Head of School Rev. Katie Kirby – Chair Brenda Wright Mark Durman Shelley Francis</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	<p>Welcome, introductions and opening prayer Rev. Katie Kirby welcomed everyone to the meeting and delivered the opening prayer.</p>	
2	<p>Apologies for absence and confirmation of quorum Apologies had been received from Marjorie Finch and Avril Heard.</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 (10/03/2021) The minutes of the meeting of 10th March 2021 had been circulated in advance. <u>Governors agreed</u> that they were an accurate record. <u>The Chair agreed</u> to provide a signed copy to be filed at school.</p> <p>Matters arising as follows:</p> <p>[Item 4] <u>A governor explained</u> that they had returned signed forms to the school. The Clerk agreed to contact the Secretary to follow up on this.</p> <p>[Item 4] Governor-specific safeguarding training had been arranged for the safeguarding governor (SG), although this was yet to take place. The Head explained that the SG was already appropriately trained, but the forthcoming course was an extra one suggested by the Local Authority.</p>	Jon Brown
(5)	<p>[item 5] The Clerk had spoken to Clare Kendle (CK), the Education Governance Lead at the Diocese of Truro, who had confirmed the process for appointing foundation governors. CK had offered to attend the next LGB meeting to explain the foundation role</p>	

	<p>to governors. <u>Governors agreed</u> that this was a good idea. The Clerk agreed to confirm CK's invitation.</p> <p>[item 10] The Director of Education at the Diocese is due to visit school this term to discuss the SIAMS process.</p> <p>Other actions had been completed, and/or would be covered by other agenda items.</p>	Jon Brown
5	<p>Governance and board membership matters</p> <p>The Clerk reminded governors that several governors' terms of office would come to an end before the start of the next school year. <u>Two governors indicated</u> that they would be happy to continue for a further term of office if desired.</p> <p><u>The Chair confirmed</u> that she had spoken to the new Rector of the Benefice about becoming a governor, but he had declined – the Benefice contained three schools, and the Rector did not feel he had time to govern at all of them, nor did he wish to be seen to favour one over the others. This would be explained to CK at the next meeting.</p> <p><u>Governors agreed</u> that attracting new LGB members would be a good idea, regardless of the intentions of the two absent governors in whether to continue or not. The Clerk agreed to draft an advert, which the Head would include in the next village newsletter.</p>	Jon Brown
6	<p>Safeguarding and wellbeing update</p> <p>The S157/175 safeguarding self-assessment return had been circulated in advance.</p> <p>The Head explained that school was still short-staffed, and he sometimes found it hard to know how to address the resulting staff wellbeing issues. However, staff had been asked to contribute to completing section 9 of the S157 return, which confirmed that they appreciated the efforts of leaders and governors in this regard. These included reduced marking expectations, ensuring all teachers had a planning day at home during the lockdown partial closures, and the cakes and cards provided by the Chair. There are plans to give all staff a long weekend during term time once or twice a year as well. Staff know that they are all in the same boat, and are good at supporting each other.</p> <p><u>A governor challenged</u> whether pupil wellbeing was also holding up. A) Yes, the children are very resilient. There have been some small issues returning to school, but most seem very settled, with very few traumas. Outdoor sessions have contributed to this, and some trips are planned this term as well.</p> <p><u>A governor challenged</u> whether pastoral concerns were higher than usual. A) Yes – these are fairly minor and are usually to do with home life rather than anything happening at school, and are being addressed. There have been no MARU referrals, but school are aware of some difficulties.</p> <p>(9) <u>A governor challenged</u> (via their monitoring visit report) how school could get more parents and visitors on to site now that Covid restrictions were easing. Would lateral flow tests be required? A) The risk assessment is reviewed regularly, and visitors are still restricted at the moment. All visitors are required to wear face coverings indoors, but there is no expectation of testing.</p> <p><u>A governor challenged</u> (via their monitoring visit report) whether safeguarding would become more challenging as pupil numbers grow. A) The current staff shortage means that school is a little more stretched, but this is temporary. Safeguarding remains at the heart of everything the school does, and this will not change.</p>	

<p>7</p>	<p>Head of School report The Head's report had been circulated in advance.</p> <p>Attendance was at 98.2% this term, which is very pleasing. There have been no problems getting families to return children to school after lockdown.</p> <p>Staffing – the departing Piskies TA is being replaced by a nursery TA following a recruitment process. The role of nursery TA will now therefore need to be advertised. Another TA has handed in their notice after successfully securing their dream job at a local water park, and will leave at half-term. This will be a big loss to the school, and parents have not been informed yet – the Head wants to finalise recruitment first if possible.</p> <p>The staffing budget for 2021-22 is being set. It remains tight, but the Head should be able to return to two days teaching per week. The proposed structure was detailed in the report. The availability of a TA in the Y2/3 class will depend on budgetary constraints. There should be 77 children in school in September, and 40 in the nursery. <u>A governor commented</u> that this was amazing progress given historic numbers.</p> <p>The Head would like to increase the school's PAN from 12 to 15 pupils. This is more logical for class sizes, and would make school more financially robust. However, the DfE considers this to be a 'significant change', which means there needs to be a longer consultation process. This is annoying, but is necessary to ensure school is sustainable. School has had to turn away pupils from the nursery two years in a row, so there is clearly demand there. Expansion would not be indefinite – there are no plans to expand beyond the proposed new PAN.</p> <p>Premises – the canopy installation for Piskies class was complete. It is a lovely space, which is already making a big difference to the class.</p>	
<p>(9)</p>	<p>School Priorities – Progress against priorities was included in the Head's report. <u>A governor challenged</u> (via their monitoring visit report) whether further interventions in KS2 maths could lead to higher attainment. A) The biggest focus will be on quality teaching for all rather than interventions, to ensure that progress takes place in lessons.</p> <p><u>A governor challenged</u> (via their monitoring visit report) whether there was evidence to support the new maths teaching programme, introduced from Trevithick Learning Academy (TLA, the other school within Venture Mat). A) Yes – it is a national programme recommended by Maths hubs, rather than just TLA practice.</p> <p>A new approach to teaching art has been introduced, and staff have received relevant CPD. A postponed governor visit for priority 2 would be rearranged.</p> <p>Staff have received CPD on the new approach to English teaching, and have adapted the programme for mixed age groups. There is some great pupil work on display at school, ensuring children can see the purpose in their writing work.</p> <p>The new RE and PHSE syllabus is already being taught, and St Issey were ahead of the game on this. Christianity and Humanism will be covered this term.</p> <p><u>A governor challenged</u> (via their monitoring visit report) whether school was receiving adequate external SEN support. A) There is pressure on the system currently, as well as the school's financial constraints. It is hoped that more support can be purchased next year. St Issey are accessing everything available - the percentage of children with SEND at St Issey has decreased over the last 12 months.</p>	

	<p><i>A governor challenged</i> (via their monitoring visit report) whether staff higher up the school are sufficiently aware of the new EYFS framework. A) The EYFS staff know it inside out, which is the most important thing. They will train other staff on it later this term.</p> <p><i>A governor challenged</i> (via their monitoring visit report) what plans were in place for the Early Years environment, in light of increased numbers in that area. A) The canopy had been completed, and funding had been secured for the new Venture Zone, which was already being worked on. The Head wished to put on record his thanks for the volunteers that had contributed to this.</p> <p>Standards and assessment – There are no SATs this year. There is some pressure to carry out the optional times table check in June, and St Issey will do this if appropriate.</p> <p>A current data report had been circulated in advance. This showed that progress was being made. STAR assessments and Accelerated Reader had been used in English, so there was lots of evidence behind the figures. In general, younger children had lost the least ground during lockdown, possibly due to needing to be more supported at home in their work. However, older children were making quicker progress since returning. The Maths data was based on 30-question tests, and also evidenced good progress since lockdown.</p> <p>Trips and visits – a list of recent and planned opportunities was included in the Head’s report. <i>A governor thanked</i> the Head for the comprehensive update.</p>	
8	<p>Policies for approval</p> <p>Three trust-wide policies had been circulated for governors’ information:</p> <ul style="list-style-type: none"> a) VMAT Financial Procedures Manual b) VMAT Gifts & Hospitality Policy c) VMAT Complaints Policy <p>The Head highlighted that governors needed to be aware of the complaints policy, particularly of their own role if there were ever a complaint against the Head himself.</p>	
9	<p>Governor monitoring visits and reports</p> <p>A number of monitoring visits had been carried out since the last meeting, and the reports had been circulated in advance. Questions arising had been addressed under item 7.</p>	
10	<p>Correspondence</p> <p>The latest DfE governance update had been circulated in advance. The Clerk highlighted the new statutory Early Career Teacher (ECT) induction framework as an area for governors to monitor and challenge from September if applicable. The Head confirmed that there were no ECTs at St Issey currently.</p>	
11	<p>Summary of actions/information required from trustees.</p> <p>The Venture Mat trust board minutes of 22/03/21 had been circulated in advance for governors’ information.</p> <p>There were no questions for trustees at this time.</p>	
12	<p>Confidential matters</p> <p>See part 2 (confidential) minutes</p>	
13	<p>Dates and times of future meetings</p> <p>The next meeting was confirmed for Wednesday 07 July 2021 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 5.25pm

Summary of actions:

[item 4] **Jon Brown** to liaise with the school secretary to follow up outstanding governor forms.

[item 4] **Jon Brown** to confirm Clare Kendle’s invitation to the next LGB meeting.

[item 5] **Jon Brown** to draft an advert for new governors. **Chris Parham** to submit to the local newsletter(s).

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Signed as an accurate record

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Print name

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Date