



**Coverack, Manaccan and St Keverne Schools**

**LGB Meeting**

**Monday 15<sup>th</sup> June 2020 4pm @ via Google Meet**

<p><b>1.ATTENDING :</b>          Susan Fawcett          Jill Ludbrook, (Chair)          Lisa Newberry (Executive Head teacher)          Katie Nightingale          Joe Rainbow</p> <p><b>In Attendance:</b>          Pat Nicholas, Clerk</p>	
<p><b>2.APOLOGIES :</b></p> <p>Received and accepted from Emma Gooding, Tom Hackett, Joanna Knights, Rev Mike North and Kirsty Smith.</p>	
	<b>ACTI</b>
<p><b>3. <u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b></p>	
<p>Mrs Ludbrook welcomed everyone to the meeting. Staff governors declared an interest as paid members of staff.</p>	
<p><b>4. <u>MINUTES FROM THE 25.2.20 MEETING &amp; MATTERS ARISING (not on this agenda)</u></b></p>	
<p>The minutes from the meeting held on 25<sup>th</sup> February 2020 were agreed as an accurate record and would be (at the earliest opportunity) signed by the Chair.</p> <p><b>Item 5:</b> A safeguarding visit was completed on the 13<sup>th</sup> March; a visit to examine the SCR (Single Central Record) would be arranged.</p>	

	<p><b>Item 15:</b> The Chair offered thank to Mrs Newberry for the prompt return of the pupils' completed questionnaires for the Neighbourhood Plan. Mrs Ludbrook passed on thanks to the staff and the children from the Parish Council.</p>					
<b>5.</b>	<p><b><u>FEEDBACK FROM THE TRUST BOARD</u></b></p> <table border="1" data-bbox="225 421 1455 689"> <tr> <td colspan="2" style="background-color: #ffffcc;"> <p><b>COVERACK, MANACCAN AND ST KEVERNE</b></p> </td> </tr> <tr> <td style="width: 50%;"> <p>Governors expressed their concern about the roll out of Google Drive and felt that, while staff had been given training, there was very little information and training made available to governors. Some from this LGB were still unable to log into their accounts.</p> </td> <td style="width: 50%;"> <p>A document outlining how to log onto Google had been shared. Secretaries may be able to offer support as they have had training on how to access Google. Specific details around the problems individuals were encountering were needed for help to be targeted effectively. If these can be gathered then we will seek to address them.</p> </td> </tr> </table>	<p><b>COVERACK, MANACCAN AND ST KEVERNE</b></p>		<p>Governors expressed their concern about the roll out of Google Drive and felt that, while staff had been given training, there was very little information and training made available to governors. Some from this LGB were still unable to log into their accounts.</p>	<p>A document outlining how to log onto Google had been shared. Secretaries may be able to offer support as they have had training on how to access Google. Specific details around the problems individuals were encountering were needed for help to be targeted effectively. If these can be gathered then we will seek to address them.</p>	
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<b>6.</b>	<p><b><i>FEEDBACK FROM THE FORUM – suspended for this meeting</i></b></p>					
	<p>NA</p>					
<b>7.</b>	<p><b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b></p>					
	<p>There had been no resignations or newly appointed governors since the last meeting. Mrs Tina James had submitted her pen portrait as a community governor for Trustee approval.</p>					
<b>8.</b>	<p><b><u>HEADTEACHER'S REPORT</u></b></p>					
	<p>Mrs Newberry's report had been circulated with the agenda in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> <li>• Staff used different online platforms e.g. eSchools and Seesaw for home learning tasks, and provided support for parents via school email or telephone conversations.</li> <li>• NOR (numbers on roll) were healthy and numbers for September 2020 would remain much the same in all three schools.</li> <li>• Since the school reopened on the 3<sup>rd</sup> June to eligible year groups, take up had been low. Staff would continue to work from home where appropriate, and Mrs Newberry reassured the meeting that staff well-being would be closely monitored.</li> <li>• A detailed 'dynamic' risk assessment for the re-opening had been circulated with the agenda; this was in place across all the schools, and was reviewed on a weekly basis.</li> <li>• The class teacher and teaching assistant in KS2 at St Keverne School would be leaving at the end of term. The current situation made recruitment difficult, so Mrs Newberry would liaise with the Trust to find a suitable interim replacement. The meeting heard that this had caused concern among the St Keverne parents, and a governor had been approached. Governors were reminded that, if they are approached by parents, to direct them to their class teacher or Mrs Newberry in the first instance.</li> <li>• The work on the swimming pool space at St Keverne was being completed 'in house' by the Trust estates team, at a considerable saving to the school.</li> </ul> <p>Mrs Ludbrook thanked Mrs Newberry for her report.</p>					

9.	<b><u>HEALTH &amp; SAFETY UPDATE – suspended for this meeting</u></b>	
	<ul style="list-style-type: none"> <li>• <b>Issues arising from how the building is being used and remote working for staff</b></li> </ul> <p>Covered under item 8 – Head teacher’s report</p>	
10.	<b><u>SAFEGUARDING (GOVERNOR’S) REPORT</u></b>	
	<ul style="list-style-type: none"> <li>• Mrs Ludbrook was investigating how to examine the SCR at Manaccan, and if it was possible to arrange this remotely.</li> <li>• An addendum to the Safeguarding policy had been produced to address the changes arising from the Covid 19 restrictions and had been shared with governors. This was available on the schools’ websites, along with a Behaviour Policy addendum.</li> </ul>	
11.	<b><u>STRUCTURED QUESTIONS</u></b>	
	<b>Staffing</b> <b>Policy Implementation</b> <p>Covered under item 8 – Head teacher’s report</p>	
12.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS – suspended for this meeting</u></b>	
	<p><b>Monitoring the wellbeing of staff, pupils and stakeholders</b> - Covered under item 8 – Head teacher’s report</p> <ul style="list-style-type: none"> <li>• Dr Hackett had completed a Maths visit in March, and had offered his apologies for the late submission of the report. Governors thanked Dr Hackett for a detailed and thorough report.</li> </ul>	
13.	<p><b>Monitoring how the school is continuing to provide care for children who are vulnerable, children with EHCP plans, children of key workers and associated risks of these.</b></p> <p>The role of SENDCo for 2020/21 would be discussed at a budget meeting on 17<sup>th</sup> June 2020.</p>	
	Covered under item 8 – Head teacher’s report	
14.	<b>Recovery Planning Report (if not included in the Head’s Report)</b>	
	NA	
15.	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	<ul style="list-style-type: none"> <li>• The operational risk register; there were no significant updates to report, and the latest version would be shared via the Google Drive.</li> </ul>	
16.	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	NA	
17.	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	<ul style="list-style-type: none"> <li>• None</li> </ul>	

18.	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	<ul style="list-style-type: none"> <li>• None</li> </ul>	
19.	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>Another virtual meeting would be arranged as and when there are substantial changes to present situation relating to the pandemic.</p> <p><u>Trust Board meetings:</u></p> <p>Thursday 31<sup>st</sup> October 2019</p> <p>Thursday 19<sup>th</sup> March 2020</p> <p>Thursday 9<sup>th</sup> July 2020</p>	

**The meeting concluded at 5.10pm**

SIGNED:

DATED: