

**Coverack, Manaccan and St Keverne Schools**

**LGB Meeting**

**Wednesday 9th February 2022 5.30pm at St Keverne School**

<p><b>1. ATTENDING :</b>          Susan Fawcett (Vice Chair)          Joanna Knights          Jill Ludbrook, (Chair) via (Google Meet)          Lisa Woodhouse (Executive Head teacher)</p> <p><b>In Attendance:</b>          Pat Nicholas, Clerk          Carrie Gilmore, Linked Trustee</p>	
<p><b>2. APOLOGIES :</b></p> <p>Received and accepted from Tina James, Tom Hackett, Joe Rainbow and Katie Nightingale.</p>	
	<b><u>ACTION</u></b>
<p><b>3. <u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b></p>	
<p>Mrs Fawcett agreed to take the Chair for this meeting, and welcomed everyone to the meeting.          Staff governors declared an interest as paid members of staff. No new interests were declared.</p>	
<p><b>4. <u>NOTES FROM THE 29.9.21 MEETING &amp; MATTERS ARISING (not on this agenda)</u></b></p>	
<p>The notes from the meeting held on 29<sup>th</sup> September 2021 were agreed as an accurate record and were signed by the Vice Chair.</p>	
<p><b>5. <u>ELECTION OF CHAIR &amp; VICE CHAIR</u></b></p>	
<p>The elections were deferred from the previous meeting.          Mrs Ludbrook was nominated to continue as Chair, and accepted the nomination; this was seconded and the vote was unanimous.</p>	

	Mrs Fawcett was nominated to continue as Vice Chair, and accepted the nomination; this was seconded and the vote was unanimous.					
6.	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>					
	<table border="1" data-bbox="172 331 1353 510"> <tr> <td colspan="2" data-bbox="172 331 1353 371"><b>COVERACK, MANACCAN AND ST KEVERNE</b></td> </tr> <tr> <td data-bbox="172 371 775 510">Governors wished Trustees to be aware of their gratitude to Mrs Gilmore, the Linked Trustee, for her level of commitment to the schools in her very short time as Linked Trustee.</td> <td data-bbox="775 371 1353 510">Trustees acknowledged the expression of thanks to Mrs Gilmore, Linked Trustee.</td> </tr> </table> <p data-bbox="164 562 1342 792">LW and CG updated governors on changes in the Trust Board. Since the start of the academic year there had been 9 inspections and 3 schools had been placed in a category. The meeting heard that it was unusual to have 3 in one trust. This had led to serious scrutiny of the Trust and a meeting with the RSC (Regional Schools Commissioner), with a focus on the quality of leadership and governance, which included trustees and LGBs. The RSC has an action plan for SPCMAT, and the NGA will carry out a review of trust governance. Some trustees have resigned, and new trustees will be co-opted in due course.</p> <p data-bbox="164 831 1334 931">Q: When were the schools due to have their Ofsted inspection? A: There could be a pause on inspections because of the Trust changes, but an inspection could still be expected.</p> <p data-bbox="164 969 906 1032">Q: What is Tim Richards' role? A: Tim Richards is the School improvement Director for the Trust.</p>	<b>COVERACK, MANACCAN AND ST KEVERNE</b>		Governors wished Trustees to be aware of their gratitude to Mrs Gilmore, the Linked Trustee, for her level of commitment to the schools in her very short time as Linked Trustee.	Trustees acknowledged the expression of thanks to Mrs Gilmore, Linked Trustee.	
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7.	<b><u>FEEDBACK FROM THE FORUM</u></b>					
	<p data-bbox="164 1167 1214 1229">All 3 schools had Forum meetings in the autumn, with a write up for each in their respective newsletters.</p> <p data-bbox="164 1267 1326 1368">St Keverne - the Forum was fairly well attended. All groups were represented and it was reported that the school was... 'nurturing, with a family feel, parents feel able to approach the teacher and communication was good'. The Forum had asked for more community involvement.</p> <p data-bbox="164 1406 1286 1507">Manaccan Forum - those attending feel the school is part of the community, with a family atmosphere. Parents present felt that the staff go above and beyond, and parents would like more opportunities to support the school.</p> <p data-bbox="164 1545 1286 1646">Coverack Forum - there were no parents present, but LW thought that this may be because of the Coverack School Working party. There were positive comments about the teamwork and the extra curricular events.</p> <p data-bbox="164 1684 1326 1877">CG attended a meeting of the Coverack Working Party. CG expressed her concerns that their remit is vague; rather than clear terms of reference. CG feels that they should be supporting the school to improve educational outcomes for the children, and raise the profile of the school in a way that increases the number on roll. Governors agreed that they need to obtain a clearer picture of what the Working Party hopes to achieve. The next meeting was scheduled for Thursday the 31st March at Coverack at 2pm, and JL and SF agreed to attend.</p>					
8.	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>					
	Joanna Knights had resigned from the LGB with effect from the end of the summer term.					

	<p>There had been no newly appointed governors since the last meeting. A prospective governor discussed at the last meeting had submitted a pen portrait but this has since been withdrawn.</p> <p>Another prospective governor has come forward and will meet with JL.</p>	
<b>9.</b>	<b><u>HEADTEACHER'S REPORT</u></b>	
	<p>Mrs Woodhouse's report had been circulated with the agenda in advance of the meeting.</p> <p>The main points discussed were:</p> <p>Q: How well have staff accepted the reports from Wendy Delf, the SIP?</p> <p>A: Staff have accepted the findings in the reports. The SIP is an external partner, and not part of SPCMAT. LW was asked by the SIP to share a copy of the schools' SDP and SEF, which was given a rigorous examination. The SIP also looked at children's work in books, carried out learning walks, and spoke to subject leads and SLT. There were discussions with staff about the priorities in all 3 schools, but staff agreed this was already in place and that these priorities aligned with the SEF. Actions have been identified and some only require minor tweaks to established practises.</p> <p>The meeting heard that Emma Stritt, a retired head teacher, was a SIP working with St Keverne School on a weekly basis.</p> <p>Q: Are schools working together on the curriculum?</p> <p>A: KS1 across the 3 schools work together now, and this collaboration is proving to be successful. KS2 will work together in some areas, but mostly on an individual basis. There is still lots of good practice in KS2. St Keverne had some additional work to do.</p> <p>Q: What progress has been made in the recruitment checks for the new SENDCo?</p> <p>A: The new SENDco should be ready to take up the role after the half term break. Chris Powley will continue to support for a short time, but will need to return to Parc Eglos as soon as possible.</p> <p>Mrs Fawcett thanked Mrs Woodhouse for her report.</p>	
<b>10.</b>	<b><u>SAFEGUARDING (GOVERNOR'S) REPORT</u></b>	
	<p>Mrs Ludbrook's update had been circulated with the agenda ahead of the meeting.</p> <p><b>Action: JL and LW to complete the safeguarding matrix monitoring form as a matter of urgency.</b></p>	<b>JL LW</b>
<b>11.</b>	<b><u>HEALTH &amp; SAFETY UPDATE</u></b>	
	<p>Covered under item 9 – Head teacher's report</p> <p>SF has completed a monitoring report for Manaccan; other visits are planned for Coverack and St Keverne.</p> <p>A very old concrete seat at St Keverne has now been demolished due to long standing safety concerns.</p>	
<b>12.</b>	<b><u>STRUCTURED QUESTIONS</u></b>	
	<p><b>Curriculum</b></p> <p><b>Training &amp; Development of the LGB</b></p>	<p>Covered under item 9 – Head teacher's report</p> <p>Covered under item 9 – Head teacher's report</p>

13.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>		
	<ul style="list-style-type: none"> <li>● Ofsted - Covered under item 9 – Head teacher’s report</li> <li>● English (Co &amp; StK) 20.10.21 (KN)</li> <li>● English (Ma) 21.10.21 (KN)</li> <li>● English moderation visit 3.12.21 (KN)</li> <li>● H&amp;S visit (Ma) 27.1.22 (SF)</li> </ul> <p>Governors received and noted the reports.</p>		
14.	<b><u>FOCUS ITEMS AND UPDATES</u></b>		
	<ul style="list-style-type: none"> <li>● <b>Operational risk register Covid19</b> – Covered under item 9 – Head teacher’s report.</li> <li>● <b>Prevent training</b> – Governors were asked to complete this training; it is available online and is free of charge.</li> <li>● <b>Visitor policy/ Equality statement-</b> Governors agreed the content of these policies.</li> <li>● <b>SIP visits</b> –Covered under item 9 – Head teacher’s report.</li> </ul>		
15.	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>		
	<ul style="list-style-type: none"> <li>● Monitoring standards by carrying out governor visits.</li> <li>● Monitoring staff wellbeing by keeping in touch regularly with the staff and EHT, especially the Chair, who is currently overseas.</li> </ul>		
16.	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>		
	<p>Governors discussed attendance at meetings, as well as the small number of monitoring visits that has been carried out since the last meeting. It was suggested that governors who were unable to attend send in their comments or questions on the documents provided. Governors agreed to trial this approach for the next two meetings.</p> <p>LW had received a request for an extended leave of absence. School has to make a decision about whether to authorise, partly authorise or take the child off roll. After discussion, it was agreed that LW will speak to Tim Richards to get advice.</p>		
17.	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>		
	Governors asked why the latest available Trust Board minutes on the Trust website are July 2020.		
18.	<b><u>DATES OF FUTURE MEETINGS</u></b>		
	<p>Wednesday 22 June 2022 5.30pm (formal meeting)</p> <p>Trust Board meetings for 2021 – 2022</p> <p>21st October 2021</p> <p>27th January 2022 (AGM followed by Trust Board)</p> <p>24th March 2022</p> <p>19 May 2022</p> <p>14 July 2022</p>		

The meeting concluded at 7.05pm

SIGNED:

DATED:

<b><u>SUMMARY OF ACTIONS</u></b>		
<b>Action</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>
JL and LW to complete the safeguarding matrix monitoring form.	Jill Ludbrook Lisa Woodhouse	18/02/2022