

Coverack, Manaccan and St Keverne Schools

LGB Meeting

Wednesday 29th September 2021 5.30pm at St Keverne School

<p>1. ATTENDING : Joanna Knights Jill Ludbrook, (Chair) Lisa Woodhouse (Executive Head teacher)</p> <p>In Attendance: Pat Nicholas, Clerk Carrie Gilmore, Linked Trustee</p>	
<p>2. APOLOGIES :</p> <p>Received and accepted from Susan Fawcett (Vice Chair), Tina James, Tom Hackett, Joe Rainbow and Katie Nightingale.</p>	
	<u>ACTION</u>
<p>3. <u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p>	
<p>Mrs Ludbrook welcomed everyone to the meeting, and a warm welcome was extended to Mrs Gilmore, the new linked Trustee. There were insufficient governors to form a quorum; those present agreed to continue with the meeting as planned.</p> <p>Staff governors declared an interest as paid members of staff. New forms were circulated for completion.</p>	
<p>4. <u>MINUTES FROM THE 3.2.21 MEETING & MATTERS ARISING (not on this agenda)</u></p>	
<p>The minutes from the meeting held on 3rd February 2021, were agreed as an accurate record and were signed by the Chair.</p>	
<p>5. <u>ELECTION OF CHAIR & VICE CHAIR</u></p>	
<p>The elections were deferred to the next meeting; governors present were happy for Mrs Ludbrook to take the Chair.</p>	

6.	<u>FEEDBACK FROM THE TRUST BOARD</u>					
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7.	<u>FEEDBACK FROM THE FORUM</u>					
	NA					
8.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>					
	<p>Kirsty Smith had resigned from the LGB since the last meeting.</p> <p>There had been no newly appointed governors since the last meeting. A prospective governor had arranged a meeting with Mrs Woodhouse and Mrs Ludbrook.</p> <p>Mrs Ludbrook and Mrs Fawcett's terms of office had ended on the 31st August 2021, and both had completed forms to renew their terms for another three years.</p>					
9.	<u>HEADTEACHER'S REPORT</u>					
	<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: Can the schools take more children in a year group?</p> <p>A: The PAN (published admission number) is by year group, but schools can use operational capacity to accept children above this number, i.e. having sufficient space in other year groups/classes.</p> <p>Q: Breakfast/club after school club provision?</p> <p>A: There was no demand at Manaccan, and Coverack have recently opened an after school club provision 2 sessions per week, aiming to increase this to 4 sessions per week.</p> <p>Q: With the issues around TA recruitment, could the adverts be shared more widely?</p> <p>A: Recruitment issues are not just a problem for schools, but part of a wider problem, and with a number of possible explanations.</p> <p>Q: In the absence of an AHT, who has the Designated Safeguarding roles at Coverack?</p> <p>A: Mrs Dowker and Mrs Shainberg.</p> <p>Q: Where attendance is an issue, how is it dealt with?</p> <p>A: The issues usually lie with persistent absentees, and these are always reported to the EWO (Education Welfare Officer).</p> <p>Q: Which staff will complete the minibus training?</p> <p>A: As many as possible, but Mrs Woodhouse hoped to offer the training to governors and PTA members to help with enrichment activities away from the school site. Having volunteers able to drive eases the pressure on staff back at the schools.</p> <p>Q: What is a 'heavy sensory break'?</p> <p>A: Some children can get very over anxious, and to help calm them down, they are allowed regular breaks from learning, which include some (well supervised) heavy lifting activities, such as carrying heavy water jugs from one room to another.</p>					

	<p>Q: How much do governors need to know about the curriculum?</p> <p>A: The curriculum information will be published on the schools' websites by the end of the week. Governors should be aware of the content, but would not be expected to have any depth of knowledge of the curriculum.</p> <p>Mrs Woodhouse wished to stress to the governors that staff wellbeing would be a priority across all the schools.</p> <p>Mrs Ludbrook thanked Mrs Woodhouse for her report.</p>	
10.	<u>SAFEGUARDING (GOVERNOR'S) REPORT</u>	
	<p>Mrs Ludbrook met with Mrs Woodhouse in July, to discuss the s157 audit and the QA feedback from Helen Trelease.</p> <p>Governors discussed the changes to the Keeping Children Safe in Education document, including peer on peer abuse, risk factors for serious violence, the management of safeguarding and awareness of low level concerns.</p> <p>Governors had received the updated information for September 2021 regarding the 'Keeping Children Safe in Education' document i.e. 'The Management of Safeguarding: The responsibility of governing bodies, proprietors and management committees' and governors had signed the declaration to state that they had read the information.</p>	
11.	<u>HEALTH & SAFETY UPDATE</u>	
	Covered under item 9 – Head teacher's report	
12.	<u>STRUCTURED QUESTIONS</u>	
	<p>Staffing Covered under item 9 – Head teacher's report</p> <p>Communication Covered under item 9 – Head teacher's report</p>	
13.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	<ul style="list-style-type: none"> ● H&S visit 24.3.21 Mrs Fawcett ● EYFS visit 6.5.21 Mrs Nightingale ● SCR visit 21.5.21 Mrs Lubrook (all schools) <p>Governors received and noted the reports.</p> <p>Curriculum recovery programmes and Ofsted - governors were asked to consider these matters in their monitoring visits this term.</p>	
14.	<u>FOCUS ITEMS AND UPDATES</u>	
	<ul style="list-style-type: none"> ● Operational risk register Covid19 – Covered under item 9 – Head teacher's report. ● Coverack consultation – Covered under item 9 – Head teacher's report. ● Manaccan Preschool – Covered under item 9 – Head teacher's report. 	
15.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	

	<ul style="list-style-type: none"> • Governors took an active role in the consultation process for the Coverack proposal. • Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher. • Improving skills and knowledge by attending relevant training e.g. A 'Governance Gathering', arranged by the Trust on the 15th September. <table border="1"> <tr> <td>Governor Training</td> </tr> <tr> <td>15 September 2021 – Trust Governance Event</td> </tr> <tr> <td>29 September 2021 – New to Governance</td> </tr> <tr> <td>10 November 2021 – Safeguarding for Governors</td> </tr> <tr> <td>02 February 2022 – Primary Data for Governors</td> </tr> <tr> <td>09 March 2022 – Health & Safety for Governors</td> </tr> <tr> <td>11 May 2022 – Working with Stakeholders / Forum / Pupil Voice</td> </tr> <tr> <td>06 July 2022 – Reserve date or General Update for all Governors</td> </tr> </table>	Governor Training	15 September 2021 – Trust Governance Event	29 September 2021 – New to Governance	10 November 2021 – Safeguarding for Governors	02 February 2022 – Primary Data for Governors	09 March 2022 – Health & Safety for Governors	11 May 2022 – Working with Stakeholders / Forum / Pupil Voice	06 July 2022 – Reserve date or General Update for all Governors	
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16.	<u>URGENT MATTERS FOR DISCUSSION</u>									
	None.									
17.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>									
	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.									
18.	<u>DATES OF FUTURE MEETINGS</u>									
	<p>Wednesday 9th February 2022 5.30pm (formal meeting)</p> <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 7pm

SIGNED:

DATED:

SUMMARY OF ACTIONS

Action	Responsible Person[s]	Date for Completion