

**ST LEVAN SCHOOL**

**Minutes of a meeting of the Governing Body**

**held at the school on**

**Tuesday 5th September 2023 at 15.30**

**AGENDA**

**Present:** Sharon Brolly (Chair) Mark Francis (Headteacher)

Vickie Hugh-Jones Paul Yeates

Anya Finch Sarah Shaw

Sarah Shaw Sophia Milligan

**In attendance:** Geoff Brighton, Clerk, minutes.

Key: Sentences in blue indicate decisions of the governing body, ***whereas those in bold italics denote questions or challenges put by governors to the Headteacher.***

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| Item |  | Action |
| **01.01**  **01.02**  **01.03** | **Welcome and apologies for absence –** The Chair welcomed everyone to the meeting. Apologies for absence had been received and were accepted from Ruth and Sarah. Emma was absent.  **Election of Chair and Vice Chair for 2023-2024 –** the Clerk took the Chair for this item. The re-election of Sharon Brolly and Sophia Milligan to the roles of Chair and Vice-Chair respectively were proposed Vickie Hugh-Jones seconded by the Headteacher. The Clerk then handed the Chair back to Sharon Brolly. |  |
| **02.00**  **02.01** | **Declaration of Pecuniary Interest**  There were no declarations of pecuniary or other interest declared. |  |
| **03.00**  **03.02** | **Minutes of the meeting held on 4th July 2023**  These had been circulated in advance and were accepted as an accurate record of the meeting and signed as such by the Chair. |  |
| **04.00**  **04.01**  **04.02**  **04.03**  **04.04** | **Matters arising**  **Para 1.01 -** Clerk to arrange an additional meeting to go through learning points – this had been agreed to be dealt with at the governors meeting to be held on 12th September at 15.30.  **Para 6.**02 – Headteacher to resubmit the following policies for amendment:  **Positive Behaviour Policy**  **Attendance**  **Health and Safety**  **First Aid**  **Para 7.04 – the** Headteacher advised that a staff discussion on lockdown procedures would take place and the policy would be considered at the next meeting of the governing body.  **Para 9.05 –** the action of theHeadteacher to investigate if Parent Pay can has the functionality to complete a chaser to late parent payers was held over to the next meeting. - Headteacher to arrange staff discussion on lockdown procedures – to be considered at the next meeting. | Head to resubmit the relevant policies for approval  Headteacher to arrange staff discussion on lockdown procedures and present the policy at the next meeting  Headteacher to investigate if Parent Pay can do a chaser to late payers |
| **05.00**  **05.01**  **05.02**  **05.03**  **05.04**  **05.05**  **05.06**  **05.07**  **05.08**  **05.09**  **05.10**  **05.11**  **05.12**  **05.13** | **To consider the school SIP**  The Headteacher tabled an updated version of the SIP and stated that a meeting had been held the previous day for staff and governors on the SIP where all the main points listed in the updated version had been considered.  Pau advised governors that he had completed a narrative for consideration on the vision of the school. This would be discussed on the 12th Sedptember.  Attendance – Paul pointed out that one cannot achieve 80+% if a child is away on one day a week and calculated that 90% of 80% is 76.8% for a child who is in school 4 days per week. This was noted.  The headteacher said the points in the SIP speak for themselves. He went on to explain that he had looked back over the year and also forward and all documentation received yesterday supports the strand under the principle heading in the SIP.  In relation to safeguarding, he further confirmed that the reference to ID badges had been removed following the meeting yesterday  **The Headteacher was asked to define a learning ladder? –** He said this was to enable leaders to demonstrate that the national curriculum is being followed and identify the evidence to support that statement. He explained it ‘is an Ofsted tool’ and is also useful to leaders in providing evidence.  It was noted that the fellow PET school, Gwinear, had offered to share their experience and model of outdoor learning,  It was noted that the Local Authority was providing support (via the Cornwall Effectiveness Programme) for professional development.  The Headteacher then moved on to mention assessment, which looked at staff workload and pupil feedback. **A governor observed that some objectives are SMART but some others were not.** Another governor pointed out some measurement criteria had yet to be added to the Plan and would be added later. The Headteacher advised that these additions would be completed by Monday.  It was agreed that targets that are part of an objective are not an objective in themselves and some limited redrafting would follow.  The measurement of the impact of outdoor learning was discussed and how this might be embedded and measured via pupil conferencing, all of which should demonstrate a move in a positive direction and that outdoor learning was having an impact.  **A governor pointed out that outdoor learning had been talked about for a long time but had not been embedded into the curriculum and asked how this might change. In contrast, another governor opined that on a recent visit she had observed the positive impact of outdoor learning.** It was agreed that outdoor learning would be woven into the curriculum with an expectation that a percentage of some subject time would be included into the timetable. The Headteacher advised that the measurement of outdoor learning may be influenced following his visit to Gwinear.  It was agreed that contact should be made with Gill Mulholland of the Eden Project who had significant experience and success in outdoor learning across other schools in Cornwall.  The Headteacher demonstrated on the white board how the final plan might look, including ensuring that all objectives are SMART. The Chair reiterated that the plan comprises actions that are already in place but provided a mechanism for the needed evidence to be summarised in one place.  The Chair summarised that most work had already been completed on the Plan and the revised version would be sent out by the Headteacher | Headteacher to add measurement objectives where missing and complete limited redrafting of the SIP by Monday 11th September and recirculate to governors.  Headteacher to make contact with Gill Mulholland. |
| **06.00**  **06.01**  **06.02** | **Report of the Headteacher**  The Chair advised that no formal report was expected from the Headteacher this early on in the term. Nonetheless, he advised that some safeguarding issues had arisen since the last meeting. He went on to state that four new children had started today, but the reception intake was two. This takes the school population to 35.  It was noted that the Ukuleles had arrived and were awaiting tuning.  He concluded that overall, it had been a good start to the year and would provide a fuller report to the next meeting. |  |
| **07.00**  **07.01**  **07.02**  **07.03**  **07.04**  **07.05** | **Safeguarding**  The safeguarding document check form (S174 audit) had been sent out last term and all governors were asked to check they had signed and sent back their return.  The Headteacher went on to state that the two model policies from CAPH used for safeguarding had not been made available yet and the school was still working with the old ones.  The Headteacher reported that he had provided the changes from the Keeping Children Safe In Education (KCSIE), which included the following:  The 2023 guidance introduces changes to KCSIE from 1 September 2023 as set out below:  *Filtering and monitoring*  The updated guidance makes it clear that all staff should receive training on the expectations, applicable roles and responsibilities in relation to filtering and monitoring. The designated safeguarding lead should take lead responsibility for understanding the filtering and monitoring systems and processes in place. Information on school child protection policies should include information on appropriate filtering and monitoring on school devices and school networks. The guidance signposts the Department for Education’s new filtering and monitoring standards (DfE, 2023b), which support schools to have effective systems in place. Schools and colleges should consider meeting the DfE’s Cyber Security standards for schools and colleges (DfE, 2023c).  *Children absent from education*  The updated guidance highlights that being absent, as well as missing, from education can be warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation or child criminal exploitation.  *Recruitment*  Updated guidance states that schools and colleges should inform shortlisted candidates that online searches may be done as part of pre-recruitment checks.  *Organisations or Individuals using school premises*  Updated guidance includes information on responding to allegations relating to incidents occurring when an individual or organisation uses a school’s premises. As with all safeguarding allegations, schools should follow their safeguarding policies and procedures, including informing the Local Authority Designated Officer (LADO). A full list of changes can be found in Annex F of the Keeping children safe in education 2023 (DfE, 2023a).  It was also noted that the Headteacher had been in direct contact with NCI, the school’s internet provider, regarding the KCSIE changes and was awaiting a reply from them. |  |
| **08.00**  **08.01** | **School Financial Values Standard**  There was nothing to report under this item. |  |
| **09.00**  **09.01** | **Finance matters**  The Chair proposed that at the meeting to be held on 12.09.23 that governors look at Finance as part of ongoing training to new and experienced governors. The opportunity would also be taken to look at a document formulated by Paul about the vision for the school. |  |
| **10.00**  **10.01**  **10.02**  **10.03**  **10.04**  **10.05**  **10.06**  **10.07**  **10.08**  **10.09**  **10.10**  **10.11**  **10.12** | **Governance matters**  **Training – the** Clerk reported that nothing had moved on since the last meeting. He had asked Governor Services for dates of governor induction training (for new and experienced governors) and was still waiting to hear about dates, in spite of further chasing.  **Skills Audit –** This form had been sent out before the start of term and most governors had replied. Those who had not sent in their completed return were asked to do so as soon as possible.  **Committees –** It was agreed that the following committees would comprise the governors listed: **First (Personnel/Dismissal) Committee** (also acting as Staffing /pupil discipline/complaints):  Sharon Brolly Vickie Hugh - Jones Sarah Shaw  **Second (Personnel/Dismissal) Appeals Committee:**  Sophia Milligan Paul Yeates Emma Pascoe  It was noted that Ruth Caird would deputise on either the First or the Second Committee as required  **Headteacher’s Performance Management:**  Sharon Brolly Sophia Milligan  SIP - Advisory  **Curriculum leads were allocated as follows:**  English - Sharon Brolly  Maths - Paul Yeates   Science - Sarah Shaw  Humanities ( History/Geography/RE) - Sophia  Milligan  Art & DT - Sophia Milligan  Creative Arts - Ruth Caird  PE - Vickie Hugh-Jones  EYFS - Vickie Hugh-Jones  SEND - Sharon Brolly  Flexi-Schooling - Vickie Hugh-Jones  Mental Health and Well Being - Ruth Caird, Sharon Brolly  Attendance - Sharon Brolly  Health and Safety - Paul Yeates  The Terms of reference for committees had been circulated in advance of the meeting and their content would be updated by the July governors’ meeting  It was agreed that an outgoing governor would hand over to the incoming governor for the respective curriculum area.  The Headteacher advised that a considerable number of governor visit report forms were held on file.  **Annual Declaration of Pecuniary Interest –** the Clerk asked that these be completed and returned to him as soon as possible.  **New governor vacancy –** The Chair advised that Chris South had resigned as Local Authority nominated Governor and expressed thanks to him for his past service. An individual from the Parish Council would be interested and it was agreed that the Chair should talk to him about the appointment, subject to his skills set falling within the analysis of the skills audit. | Governors yet to send their skills audit to do so without delay |
| **11.00**  **11.01**  **11.02** | **Premises**  It was noted that the minibus is now in production and would likely to be ready sometime this term. Sophia would resend the details of the livery through to Sharon to send on to the supplier.  There was nothing else to report under this heading. |  |
| **12.00** | **Date of next meeting, all commencing at 15.30 at the school**  12th September 2023  28th November 2023 – move to December date  16th January 2024  12th March 2024  14th May 2024 and  9th July 2024 |  |