

**ST LEVAN SCHOOL**

**Notice is hereby given that a meeting of the Governing Body will be held at the school on**

**Tuesday 14th March 2023 at 15.30**

**AGENDA**

**Present:** Sharon Brolly Headteacher

Vickie Hugh-Jones Sophia Milligan

Anya Finch

**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 |
| **01.00**  **01.01**  **01.02** | **Welcome and apologies for absence**  The Chair welcomed everyone to the meeting.  Apologies for absence had been received and were accepted from Ruth and Chris. |  |
| **02.00**  **02.01**  **02.02**  **02.03** | **Declaration of Pecuniary Interest**  There were no declarations of pecuniary or other conflict of interest made.  The Headteacher declared that he had breached this code. He explained that on the first strike day, two families were ill, which required safeguarding visits, one of which involved a child that was at risk or serious harm. As a result, he had no option but to conduct the visit which left no-one to teach classes. Anya was in school and the Headteacher’s wife, Hollie, was brought in on a paid basis to teach in Choughs to avoid school closure. In future, this will be covered by the annual declaration of pecuniary interest completed in September of each year, in the same way as any other declaration of pecuniary interest is made. The Headteacher had been supplied with advisory documentation by the Clerk and had telephoned Governor Services and left a message but his call had not been returned.  ***The Headteacher was asked what would have happened if Hollie had not been brought in*** and was advised that the school would have had to close and this was not considered to be in the best interests of the school community. ***The Headteacher was then asked if the strike days were known in advance and if plans could have been made to avoid a problem on the day.*** It was pointed out that these days were known in advance but not if any individual teacher was intending to strike, that was sometimes not known until the day in question, hence the problem. It was also the case that supply teachers were often not available and demand exceeded supply on strike days. ***The Headteacher was then asked if, in the event of further strikes, Hollie would be brought in,*** but he said he would rather avoid that in future. The Chair concluded the discussion by indicating that the declaration had now been made and recorded. |  |
| **03.00**  **03.01** | **Minutes of the meeting held on 17th January 2023**  The minutes of the meeting had been circulated in advance of the meeting and were agreed as an accurate record and signed as such by the Chair. |  |
| **04.00**  **04.01**  **04.02**  **04.03** | **Matters arising**  ***A governor asked about the catering contract and if there had been any movement on this.*** The Headteacher reported that the existing contract would continue half termly with Chartwells until another supplier had been found. Additional information was awaited from Educatering.  ***Another governor asked about the possibility of bringing the catering service in house,*** but was reminded that under an external contract such management matters as training, health and safety, staff absences etc were all covered leading to less demand on the limited management time. The issue had not been discussed at PET as their last meeting was not quorate.  All other matters arising had either been dealt with or were otherwise on the agenda. |  |
| **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**  **05.11**  **05.12**  **05.13** | **Report of the Headteacher**  The Headteacher had circulated his written report via e-mail and apologised for it being so late.  The breakfast morning with parents had proved very popular with only three families not attending. Comments were made to make it more regular and this is under consideration. The money raised through the family breakfast initiative was initially to purchase ukuleles but a discussion ensued about whether spending this money on that was the best use of its funds, as £700 was needed for 30 instruments. However, the money had been raised for that purpose. Sophia would check the wording of the grant request to see if it could be used, for example, in the teaching of music more widely in the school. The point was noted that such fundraising should be linked to the priorities for the curriculum identified through the SIP and SEF.  There is now one morning club and this will continue.  The data set relating to Choughs class and circulated with the report of the Headteacher was noted.  It was noted that reading and writing leadership had been split between both teachers.  The SIP was in place and reading was going well in the school. ***A governor asked about the Headteacher being concerned about the GDS figures.*** The Headteacher explained this related to the greater depth children and only 5% were currently ready for SATS, but this was not surprising at this time of the year and would build up as the school year progresses.  The Headteacher advised that the strike days had tarnished the term as it was impossible to plan ahead as it was up to teachers to tell the Headteacher when they were striking. He particularly wanted it minute that stated both teachers chose not to verbally inform him of their decision to strike or not (which is their statutory right) causing considerable uncertainty to the school's operations.  ***A governor asked if the strikes continued how this would be planned for.*** The Headteacher advised he was now reluctant to bring in his wife due to the pecuniary interest issue. He went on to explain that other schools had closed.  Reading was now the keen focus with a regular session every morning throughout the week and this had proved to be very popular.  It was reported that both Paula (Secretary) and Jade (NQT) would be leaving to take up other posts and the governing body thanked them for their past endeavours. Only one application had been received for the Secretary role ***and a governor asked if it had been sufficiently widely advertised e.g. through other schools or on Facebook.*** The post had been advertised on Cornwall Council’s website. It was agreed to readvertise and the one candidate would be advised that their application would be held on file and the Headteacher would send the advert to Vickie for her to put on Facebook. Paula would be prepared to provide some interim support.  ***With Jade handing in her notice a governor asked if she could be replaced.*** The Headteacher advised that he did not see this as a priority looking forward and the Chair explained that the surplus that had been used to fund her post during the pandemic had now been eroded and the future budget would not sustain that extra post. Her employment had been justified at the time as it secured additional interventions to aid catch-up post covid.  One area of need was additional support for the arts. ***A governor asked if support from Cape or other institutions would continue to fulfil this need?***  This would be considered.  Leadership time had been under pressure with Jade now leaving to work at St Just and other staff turnover.  A governor observed that it was good to have the newsletter back in the written format.  The Headteacher was thanked for his report, other aspects of which are covered within the paragraphs below. | Sophia to check the wording of the grant request for the ukulele project. |
| **06.0006.01**  **06.02** | **Attendance**  It was noted that averageattendance stood at 91%.  It was not yet known what the intake for next year will be.  ***A governor asked what is involved in emotional learning and support*** and the Headteacher provided a brief outline of the programme. This comprised six sessions per child who were identified by the staff as potentially benefitting from taking part. |  |
| **07.00**  **07.01** | **Premises update**  There was nothing to report under this heading. |  |
| **08.00**  **08.01** | **Policies**  There were none to approve at this meeting.  However, the Headteacher advised that several policies were nearing completion and would be sent to governors after the meeting for their approval. | Headteacher to send out policies nearing completion for governor approval |
| **09.00**  **09.01**  **09.02**  **09.03**  **09.04** | **Safeguarding**  **Safeguarding S175 audit update**  The Headteacher reported that his would be completed on time.  A safeguarding monitoring visit had taken place from County and the recommendations from this had been circulated in advance of the meeting, and were noted.  It was reported that there had been a number of safeguarding issues since the last meeting, which the Headteacher had dealt with. |  |
| **10.00**  **10.01** | **Health and Safety**  A site visit and fire risk inspection had taken place and would be reported upon to a later meeting. |  |
| **11.00**  **11.01** | **School Financial Values Standard**  This would be completed and would be circulated in advance of the next meeting. |  |
| **12.00**  **12.01**  **12.02** | **Finance matters**  **Latest financial statement and narrative -**There was no financial information available to discuss at this meeting.  **Arrangements for the budget year 2023-2024 –** The Chair advised that it may be necessary to hold a single meeting to approve the budget for the next financial year, probably in early May. |  |
| **13.00**  **13.01**  **13.02** | **Governance matters**  **Update on Parent Governor Elections -** The request for nominations had gone out in satchel post and the school secretary had changed the date to facilitate an earlier return as she was leaving the school. Any applications should be kept in a sealed envelope for collection by the Clerk.  Ruth had been asked to take on the role of governor with Mental Health responsibility. The Chair said that she expected to have an overview of any issues arising from this role as part of her responsibility to maintain a general over view. Vickie reported that she worked in mental health and would be happy to provide any additional support. |  |
| **14.00**  **14.01** | **Possible questions from Ofsted**  These had been circulated previously and would form the basis of a discussion at a later meeting. |  |
| **15.00** | **Date of next meeting, all commencing at 15.30 at the school**  **16th May 2023 and**  **4th July 2023** |  |