**ST LEVAN SCHOOL**

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

**held at the school on**

**Tuesday 4th July 2023 at 15.30**



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

 Vickie Hugh-Jones Paul Yeates

Anya Finch Emma Pascoe

Sarah Shaw Sophia Milligan

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 (please refer to the relevant paragraph in the minutes for detail) |
| **01.00****01.01****01.02** | **Welcome and apologies for absence**The Chair welcomed everyone to the meeting. She stated that there was likely to be many questions about how the governing body and the school works and that it was unlikely there would be time to answer all points today. She suggested that those present go through the process today and then hold an additional meeting for new governors to address particular areas of concern or interest e.g. finance etc. She asked that new governors make notes today to assist this additional meeting.Apologies for absence had been received and were accepted from Chris, Ruth and Geoff Brighton (Clerk – away).  | Clerk to arrange an additional meeting to go through learning points. |
| **02.00****02.01** | **Declaration of Pecuniary Interest** There were no declarations of pecuniary or other conflict of interest made. |  |
| **03.00****03.01****03.02** | **Minutes of the meeting held on:**The minutes of the 9th and 17th May 2023 had been circulated in advance of the meeting and were agreed as an accurate record of these meetings and signed as such by the Chair.***A governor noted that it was unusual to see minutes that did not identify some action and queried if the dates for future meetings were correct.*** The chair explained that the minutes were correct at the time of publication but there are occasionally changes. For example, the first meeting of the autumn term would now be held on the 5th September 2023 and the planned date of 12th September would be reserved for safeguarding training.  | Chair |
| **04.00****04.01** | **Matters arising**All matters arising had either been dealt with or were otherwise on the agenda. | Chair |
| **05.00****05.01****05.02****05.03****05.04****05.06****05.07****05.08****05.09****05.10****05.11****05.12****05.13****05.14****05.15****05.16** | Report of the Headteacher (verbal)The Headteacher circulated to governors a crib sheet he had prepared in advance of the meeting. He highlighted that (in no particular order): End of year results: KS2Reading: 100% GDS: 75% (6/8)Writing: 100% GDS: 50% (4/8)Maths: 100% GDS: 50% (4/8)Science: 100%Multiplication check ( 19+ was taken as the pass rate though there was not one) 75% (19+)Phonics: 80% (76% national average) KS1Reading: 86% (67% national average) GDS 29% Maths: 100% (68% national average) GDS 14%GPS: 71% (72% national average) GDS 14%*A governor asked how have the school had improved maths outcomes* and was advised that the school uses the White Rose booklets, which provide more of a challenge with additional content to learn things from. The Headteacher went on to advise that with regards to staff training the following had been arranged:2 x first aid 18th April 2 x staff prevent 2 x staff keeping children safe online 4 x staff managing sexualised behaviour 1 x staff safeguarding for mental health Relevant staff would receive fire extinguisher and fire marshal training Secretary – single central record/prevent/child protection Sarah – mental health weekly sessions (EMHP) Governor visits had been arranged as follows: History/Geography 9th May 2023 Another governor would be completing a website review this week Another governor would be completing a report relating to the Christmas performance and also perform a mental health visit.In terms of community involvement, the Headteacher advised of the following: Face to face parents evening Little Levans Extra – additional clubs: in the morning (e.g. running), lunch (e.g. biking club), pm (e.g. gardening and code club).Beach clean – Porthcurno.**A governor asked if it were possible to utilise areas from the clubs in the** **curriculum** and was advised this was done through integration with the SIP.Another governor stated that there was an aspiration to add more but planned as part of the curriculum so it is not at the expense of other areas and to ensure blanket quality is delivered.In relation to the recent camp, the Headteacher reported that this had gone well and the children had received a lot of praise. Parent governors observed that transition year 6 our children had befriended other children who did not obviously have a friend and that the children were confident enough to ask questions and ask when they need something. Another parent governor observed that all children came back more confident In relation to the swimming gala it was reported that: The school had competed again and that St Levan children had held their own The Headteacher reported back on a Dandelion Learning Visit, which had many positive outcomes. All children in KS2 when asked said they liked reading. All books offered an appropriate level of challenge. All pupils had read fluently and with expression. All KS1 engaged and were enthusiastic about phonics. This highlighted the strengths in phonics lessons. **A governor asked how about spelling had been prioritised** and was advised by the Headteacher that this had been a focus for last year and that this would be a focus into next year as well It was noted that the SIP partner, Paul Hodson, in his report had suggested several things including a personal development document (available on the website)**A governor asked if** **flexi-schooling was included as an absence** and the Headteacher advised that such absences were coded separately.**Another governor asked about where one child has more absence than others** and was advised by the Chair that such children were monitored closely and staff talked to their family and additionally the Educational Welfare Officer from Cornwall Council (EWO) and to the Headteacher.**A governor stated that a lack of** **rigour in implementing absence policy possibly lets St Levan down whereas another governor opined that all that is good is not always measurable and all that is measurable is not always good.** The Chair answered these points by stating that certain things must not come at the cost of other things. In the past there may not have been enough rigour. However now, this was not the case.   | Headteacher |
| **06.00****06.01****06.02****06.03****06.04****06.05** | **Policies:**It was noted that the following policies had been referred back to the Headteacher from a previous meeting for additional revision:* **Positive Behaviour Policy**
* **Attendance**
* **Health and Safety**
* **First Aid**

The Headteacher reported that he will make the amendments and resubmit each for approval to a later meeting. The Chair advised that a new parent governor had asked about policy formulation and advised each comes from a blue print representing best practice and are adapted to our setting which is why they are large and feel unwieldy sometimes. The Headteacher stated that the Safeguarding Policies must include all of the ones that currently exist.**A governor challenged this by asking if the Headteacher could summarise safeguarding responsibilities in one sentence and if staff could staff also say this** and was informed that this was the expectation and that staff could be quizzed on the policy content.The Chair reminded everyone present to sign the document confirming that they had read the policies and approved them.**A governor asked if it was possible to separate and make clearer the adoption/latest revision date of a policy on any future version of the document governors were being asked to sign** and was advised this was indeed the case. |  |
| **07.00****07.01****07.02****07.03****07.04****07.05** | **Safeguarding** The Headteacher advised that he, the staff, Chair and secretary had all gone through the S175 audit checklist to ensure the school was fully compliant. They had identified that prevent training was needed and this would be provided on 12th September 2023. Governors were advised that the completed S175 document had now been sent to Cornwall Council for comment. The only additional area of concern to the Headteacher related to the opening of the school gates and this was under consideration. ***A governor asked how others felt about the locking of the gate***and thegeneral consensus was very positive. ***Another governor asked about the school’s lockdown procedure and whether or not this should be practised****.* Following discussion it was agreed that this was not presently considered appropriate at St Levan. It was, however, agreed that staff would discuss various lockdown scenarios and check ensure they were confident with implementing a lockdown procedure. The Chair advised that procedures in relation to DBS checks had been introduced, such that re-elected governors (every 4 years) would have a new check. However, teachers/staff/freelancers DBS cycle would be based on continuous service. Freelancers who were new or who had had a break would be have a replacement DBS check when returning.  | Headteacher to arrange staff discussion on lockdown procedures |
| **08.00****08.01** | **School Financial Values Standard** There was nothing to report under this heading. |  |
| **09.00****09.01****09.01****09.03****09.04****09.05** | **Finance matters****Update on budget** – the Chair advised that up to date information (which had not been available when budget was set) had now been received. She went on to explain that the deficit had reduced by £10,000 to around £7,000 as reimbursement had been received from Sennen School for the secondment to them on a temporary basis of a member of staff. The Chair provided a brief overview to recently appointed governors of the way in which school funding is made, how spending is monitored and the role of the governing body in ensuring probity. **signatories**The Chair advised that as authorised Signatories, she and Anya Finch had signed a document to enable the school to set up and electronic BACS payment system. **A governor asked if a card reader be useful** and all agreed it could potentially be useful. **A governor mentioned that it was easy for parents to forget to pay for certain things and if the school could nudge parents to contribute what they were going to contribute to**? The Headteacher replied that Parent Pay had only recently been set up and he will investigate if this can be achieved.  | Headteacher to investigate if Parent Pay can do a chaser to late payers |
| **10.00****10.01****10.02****10.03** | **Governance matters** **Training –** The Clerk had sent out some information on induction training for new governors and was chasing Governor Services at Cornwall Council for available dates to send on to those interested in attending.**Skills Audit –** A skills audit would shortly be sent out to all governors to complete. This will be used to inform filling future vacancies on the governing body. The Chair asked that all governors complete their returns promptly and return to the Clerk for analysis.**Review of curriculum lead roles –** the Chair explained what this role entailed and that allocations to lead roles will be made in the next Term.  |  |
| **11.00** | **Premises****Minibus –** The Chair advised that some customers have taken delivery of their minibus and she would ask when the possible delivery date of the ~St Levan bus would be. Some governors volunteered as bus drivers and some parents would also be sought ton help out.  |  |
| **12.00** | **Date of next meeting, all commencing at 15.30 at the school:**05th September 2023 28th November 2023 16th January 2024 12th March 2024 14th May 2024 and 9th July 2024 |  |