

Porthleven School

Local Governing Body meeting – held online via googlemet

28th September 2020 from 6pm

	<p>1. <u>ATTENDING</u> :</p> <p>In Attendance</p> <p>Mark Richardson (Chair)</p> <p>Julie Power</p> <p>Rob John</p> <p>Sally Riding</p> <p>Duncan Ratcliffe (Exec Head)</p> <p>Dan Clayden (Head)</p> <p>Kristen Pryor (Link Trustee)</p> <p>Lorna Kite</p> <p>Clare Kendle - Clerk</p>	
	<p>2. <u>APOLOGIES</u> :</p> <p>Philippa Mina (Vice-Chair)</p>	
		ACTION
<p>3.</p>	<p><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></p> <p><u>ELECTION OF CHAIR & VICE-CHAIR</u></p>	
	<p>The Chair welcomed all governors to the meeting and noted that governor recruitment is ongoing an update would be given at the meeting.</p> <p>The Chair and the Head teacher would be working with any governors who weren't able to access Google drive so that governors were able to access all the documents.</p> <p>The current Chair was resigning at the end of this meeting from his role as Chair and Governor to the school.</p> <p>There were no governors who felt experienced enough to take on this role and the link Trustee will support the governing body in the interim.</p> <p>The current Vice-Chair has needed to step aside from her role due to personal circumstances.</p> <p>There were no new pecuniary interests to note at this time.</p> <p>The governing body were updated on the Trusts work to overhaul governance as there are other governing bodies in this position too,</p>	
<p>4.</p>	<p><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></p>	

	<p>The minutes from the last meeting were agreed as a factual account and were signed by the Chair.</p> <p>Matters arising; The head teacher has made amendments to the work flow and the school development plan, these will be updated and have been uploaded to the LGB googledrive.</p> <p>Action: to present to the governing body in November, governors will be kept up to date.</p>	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	The link trustee updated the governing body on the work that had been undertaken during the lockdown period as Trustees had met regularly and reviewed all schools risk assessments, procedures and processes for re-opening.	
7.	<p><u>GOVERNANCE</u></p> <p><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></p> <ul style="list-style-type: none"> ● Governor roles – MR document ● New governors ● Monitoring roles ● KCSIE ● Code of Conduct 	
	<p>MF has resigned since the last meeting.</p> <p>MR has resigned as Chair and Governor.</p> <p>A new governor application is being pursued currently, an update will come to the next meeting.</p> <p>The governing body were content to adhere to the Trusts Code of Conduct for governors.</p> <p>KCSIE 2020; Governors had read and understood their role and would complete the declaration that the Clerk has sent round. The declarations will be kept on the schools googledrive.</p> <p>MR had submitted a document (Governor Roles) for governors to read prior to the meeting on governor roles, this was agreed unanimously by those present and it was the view of governors that it made the role clearer and gave a greater understanding for others.</p> <p>Governor monitoring;</p> <ul style="list-style-type: none"> ● Whistleblowing Governor – Prospective chair ● DSEN (DSENG) – Philippa Mina ● Vulnerable Pupil Governor (VPG) [Pupil Premium Plus -Looked after Children and Previously Looked After, Pupil Premium – Free School Meals (FSM) Free School Meals Ever 6 (FSM6)] - Lorna Kite ● Collective Worship/RE Governor [Values Governor (VG)] ● Safeguarding (SG) – Lorna Kite ● Curriculum governors (CGs) [English, maths, EYFS, PE] – to be decided when the monitoring process has been decided. ● Health and safety (H&SG) - sally Riding 	
8.	<u>HEADTEACHER'S REPORT [TERMLY, INCLUDING FRONT PAGE SUMMARY DATA]</u>	

	<p>The report was made available prior to the meeting and the following questions raised by governors;</p> <p>The chair was thanked for his time in his role and all the work he had put in to the governing body in the time that he had been a governor.</p> <p>Q. How is the school budget looking?</p> <p>A. The finances are looking ok, the school has dropped a class. The staffing has been set according to the numbers of pupils in the school. The catch up funding will be utilised to aid pupils as best as possible.</p> <p>Q. Are the catch up funding priorities similar for you to other Heads in the Trust?</p> <p>A. I cannot speak for all Head teachers but there are a number of schools in the Trust who wish to aid pupils to close the gap and support pupils to achieve their best.</p> <p>Q. Will all children have access to catch up funding?</p> <p>A. Tutoring through phonics will be used, this will be communicated across the school in a reasonable manner.</p> <p>Q. How are you addressing progress after lockdown with all children?</p> <p>A. The school was proactive in contacting and trying to work with pupils across all the year groups. The school development plan addresses this (which is on googledrive), the school is keeping a broad and ambitious curriculum as normal.</p> <p>Q. Can you clarify how you intend to collaborate the work flow and the school development plan, so that governors know when the actions are being completed, what remains to be done, how can governors be clear on what the priorities?</p> <p>A. DC presented the SDP so that governors could see the actions, the priorities and the clear evidence that would be collated to evidence this. Governors were able to understand the quality first learning that is rolled out in the school. How the school is utilising the funding available and how they could best support the school in their role; governors were encouraged to check the milestones, the log of work and to question.</p> <p>Action: KP & RJ to meet to look at the SDP in more detail.</p>	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]</u>	
	The S147 was returned and there were no actions returned.	
10.	<u>HEALTH AND SAFETY UPDATE</u>	
	The risk assessments are being updated and checked on a regular basis, these are being sent to the Trust.	
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	Questions were part of the Headteachers report.	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u>	
	On hold currently but being reviewed across the Trust and the possibility of monitoring online.	
13.	<u>FOCUS ITEMS AND UPDATES [Eg. policies; changes to the curriculum; etc]</u>	
	<ul style="list-style-type: none"> ● Strategic plans – 3 year 	
	This will be reviewed next term.	
14.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	

	<ul style="list-style-type: none"> • Governors met at the end of last term to discuss September re-opening • A new governor has been sought and the application is being processed. 	
15.	<u>URGENT MATTERS FOR DISCUSSION</u>	
16.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	<p>Governors requested information for the roles of governor monitoring to give a clearer remit.</p> <p>KP gave thanks to the school on the risk assessments and the aligning of the 'bubble groups'.</p>	
17.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>30th November @ 6pm</p> <p>8th February 2021 @ 6pm</p> <p>21st June 2021 @ 6pm</p> <p>Meeting finished at: 7.30pm</p>	

Chair's Signature

Date

Head Teacher Signature

Item	Actions arising from the meeting	Who
Headteachers report	KP & RJ to meet to look at the SDP in more detail.	
Matters arising	To present to the governing body in November (Workflow, SDP).	
Matters arising	Vacancy of Chair and Vice-Chair	