

**Coverack, Manaccan and St Keverne Schools**

**LGB Meeting**

**Wednesday 3<sup>rd</sup> February 2021 5.30pm via Google Meet**

<p><b>1. <u>ATTENDING</u> :</b></p> <p>Susan Fawcett (Vice Chair)          Tom Hackett          Tina James          Joanna Knights          Jill Ludbrook, (Chair)          Lisa Newberry (Executive Head teacher)          Katie Nightingale          Joe Rainbow</p> <p><b>In Attendance:</b>          Pat Nicholas, Clerk          Sean Davis, Linked Trustee (joined the meeting at 6.15pm)</p>		
<p><b>2. <u>APOLOGIES</u> :</b></p> <p>Received and accepted from Kirsty Smith.</p>		
	<b><u>ACTION</u></b>	
<p><b>3.</b></p>	<p><b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b></p>	
	<p>Mrs Ludbrook welcomed everyone to the meeting. Staff governors declared an interest as paid members of staff. No new interests were declared.</p>	
<p><b>4.</b></p>	<p><b><u>MINUTES FROM THE 23.9.20, 15.10.20 and 21.10.20 MEETINGS &amp; MATTERS ARISING (not on this agenda)</u></b></p>	
	<p>The minutes from the meeting held on 23<sup>rd</sup> September 2020, and the EGM minutes on the 15<sup>th</sup> and 21<sup>st</sup> October 2020, were agreed as an accurate record and would be signed by the Chair at the earliest opportunity.</p>	

	<b>Item 9 (from the minutes of the 23<sup>rd</sup> Sept):</b> The catch up funding had been received by the school and would be paid in 3 instalments. The catch up action plans were published on all websites and were bespoke to each school.					
<b>5.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD (received Oct 2020 re 15.10.20 meeting)</u></b>					
	<table border="1"> <tr> <th colspan="2"><b>COVERACK, MANACCAN AND ST KEVERNE</b></th> </tr> <tr> <td> <p><b>None at this time.</b></p> <p><b>Post LGB meeting: Separate discussions held asking for clear financial information; more involvement of the LGB when key decisions were being made in respect of the school. The LGB would also like a Linked Trustee to attend an LGB meeting.</b></p> </td> <td> <p>The Board are clear that engagement with the LGB at an early stage is important if there are key matters affecting the school.</p> <p>The Trust CFO will attend a meeting of the LGB to talk through the finances and accompanying documentation.</p> </td> </tr> </table> <p>Governors expressed frustration at the lack of communication from the Trust, as there had been no Executive Lead newsletters or weekly bulletins since the lockdown started. In addition, governors felt that Gmail should be included in the overall set up to make communication easier.</p>	<b>COVERACK, MANACCAN AND ST KEVERNE</b>		<p><b>None at this time.</b></p> <p><b>Post LGB meeting: Separate discussions held asking for clear financial information; more involvement of the LGB when key decisions were being made in respect of the school. The LGB would also like a Linked Trustee to attend an LGB meeting.</b></p>	<p>The Board are clear that engagement with the LGB at an early stage is important if there are key matters affecting the school.</p> <p>The Trust CFO will attend a meeting of the LGB to talk through the finances and accompanying documentation.</p>	
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<b>6.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>					
	NA					
<b>7.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>					
	<p>Emma Gooding and Rev Mike North had resigned from the LGB since the last meeting.</p> <p>There had been no newly appointed governors since the last meeting.</p>					
<b>8.</b>	<b><u>HEADTEACHER'S REPORT</u></b>					
	<p>Mrs Newberry's report had been circulated with the agenda in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> <li>Coverack's number on roll was 35. Governors were informed that 11 Y6 pupils were leaving at the end of the summer term, but early indications were that only one child was joining in YR in September 2021.</li> </ul> <p>Q: Governors were concerned that the agreed marketing of Manaccan Preschool did not include the wider community, and that prospective parents were being offered limited spaces.</p> <p>A: Mrs Newberry reminded the meeting that there needed to be 4 children at each session to meet costs. A good deal of work had been done, and promotion of the preschool was ongoing. Mrs Newberry had shown families round wherever possible, but this was difficult during the current lockdown. In addition, parents were keeping children at home if they could. Virtual visits were discussed and agreed, and staff would be consulted. Governors were reassured that there were no plans to close the preschool; in fact, the Trust were committed to keeping the provision open, and the estates team had looked at making improvements to the space.</p> <ul style="list-style-type: none"> <li>The breakfast club had reopened at Manaccan. A second staff member had been recruited, and had agreed to assist with the marketing for the breakfast club when they took up their post.</li> <li>Performance Management interviews with all support staff was carried out by the Assistant Head Teachers. Governors heard that the current situation had made it difficult to action and indeed, achieve some targets, so this will need to be taken into consideration when they are reviewed.</li> </ul>					

	<ul style="list-style-type: none"> <li>Numbers attending school were low, enabling staff to work on a rota, supporting pupils from home when not in school.</li> <li>Teachers were much more confident with Google Classrooms, and the engagement with remote education in all schools was very good. Extra support had been provided to pupils with no internet or suitable devices. Protocols for remote education were available on the websites.</li> <li>INSET training planned for the 22<sup>nd</sup> February had been cancelled.</li> <li>All statutory tests and assessments scheduled for the summer term had been cancelled.</li> </ul> <p>Mrs Ludbrook thanked Mrs Newberry for her report.</p>	
<b>9.</b>	<b><u>SAFEGUARDING (GOVERNOR'S) REPORT</u></b>	
	<p>A safeguarding audit was undertaken by the Trust Safeguarding Lead in the Autumn Term 2020 as a virtual meeting with the DSL &amp; DDSL from each school. The feedback in all 3 schools was very positive, <i>'The school has robust policies and procedures in place for safeguarding. The DSL and DDSL have a sound understanding of their roles and they work closely with staff to ensure that safeguarding is a shared responsibility.'</i></p> <p>Mrs Ludbrook had seen and monitored the audit, and found no issues arising from it.</p>	
<b>10</b>	<b><u>HEALTH &amp; SAFETY UPDATE</u></b>	
	Covered under item 8 – Head teacher's report	
<b>11</b>	<b><u>STRUCTURED QUESTIONS</u></b>	
	<p><b>Staff wellbeing</b> Covered under item 8 – Head teacher's report</p> <p><b>Curriculum</b> Covered under item 8 – Head teacher's report</p> <p><b>Training &amp; Development of the LGB</b> Q: Were there any upcoming training opportunities for governor?</p>	<p>A: Trust led governor training dates for the academic year had been set and shared with governors. The Trust had recently agreed to join the NGA (National Governors Association), which would also offer training opportunities for governors.</p>
<b>12</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<p>There have been no governor monitoring visits since the last meeting.</p> <p>Governors heard that Ofsted were planning remote visits to focus on the provision of remote education. At the most recent Chair of Governors meeting with Donna Bryant, the importance of monitoring was discussed, however staff workload and wellbeing must be taken into account.</p>	

	<p>Mrs James agreed to take on the responsibility for Maths and carry out a monitoring visit.</p> <p>Mrs Fawcett agreed to accept the H&amp;S governor role.</p> <p>Dr Hackett agreed to accept responsibility for Pupil Premium.</p> <p>Mrs Newberry confirmed that Mrs Fawcett was indicated as whistleblowing governor in all three schools.</p>	
<b>13</b>	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	<ul style="list-style-type: none"> <li>● <b>Finance</b> - Mrs Ludbrook offered to put together a guide for governors, to help them navigate the Google drive and locate the management accounts and three year forecast budget. Mr Rainbow offered to help fellow governors with any Google access issues. A date would be set for the budget meeting with Sean Pinhay at the end of the meeting.</li> <li>● <b>Operational risk register Covid19</b> – Covered under item 8 – Head teacher’s report.</li> <li>● <b>Governor responsibilities</b> – Covered under item 12 – Feedback on governor monitoring visits.</li> <li>● <b>Approval of policies</b> - all policies presented were agreed by governors.</li> </ul>	
<b>14</b>	<b><u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>● Governors had assisted in the policy review process.</li> <li>● Mrs Knights sourced a COVID hardship grant and a donation from the Parish Council to secure enough funds to run breakfast club provision at Manaccan for a term.</li> <li>● Mrs Knights and Mrs Nightingale had worked to promote the Manaccan preschool in an effort to increase numbers attending.</li> </ul>	
<b>15</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	None.	
<b>16</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	<ul style="list-style-type: none"> <li>● Governors were still concerned about the ongoing issues relating to governor access to the Google platform.</li> </ul>	
<b>17</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>Wednesday 24<sup>th</sup> February 2021 5.30pm (Budget meeting with Sean Pinhay and Donna Bryant)</p> <p>Wednesday 16<sup>th</sup> June 2021 5.30pm (formal meeting)</p> <p><i>Trust Board meetings for 2020 – 2021</i></p> <ul style="list-style-type: none"> <li>● 22<sup>nd</sup> October 2020</li> <li>● 28<sup>th</sup> January 2021 (AGM followed by Trust Board)</li> <li>● 18<sup>th</sup> March 2021</li> <li>● 13<sup>th</sup> May 2021</li> <li>● 8<sup>th</sup> July 2021</li> </ul>	

**The meeting concluded at 6.50pm**

SIGNED:

DATED: