

**Trannack Primary School**  
**Local Governing Body meeting**  
**Thursday 24<sup>th</sup> September 2020 from 4.30pm**  
**Online meeting due to the Covid 19 pandemic**

	<p>1. <u>ATTENDING</u> :</p> <p>Mrs E Stritt (Executive Headteacher), Dr L Jenkin (Chair), Mrs R Hill, Mr P Woods,          Mr R Ashmore,</p> <p>In Attendance          Mrs S Bennetts (Clerk)</p>	
	<p>2. <u>APOLOGIES</u> :</p> <p>Apologies were received from Mrs S Sedgewick and Mrs D Hoskins</p>	
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
	<p>Governors were welcomed to the meeting.</p> <p>Governors were asked to complete the Declaration of Pecuniary Interests forms for the year 2020/21.</p> <p>LJe informed the governors that she is willing to continue as Chair of Governors for one more year and this was unanimously agreed. LJe further informed the governors that due to the Cornwall Council elections in April/May 2021, her availability as Chair of Governors will be restricted. It was unanimously agreed that PWo take the role of Vice Chair for the year 2020/21.</p> <p>Governors were asked to return signed copies of the declaration by the end of the week, confirming they have read and understood the KCSIE document.</p> <p><b>ACTION: Governors to return signed declaration.</b></p> <p><u>Q: Are record keeping documents and policies kept in school, particularly the Safeguarding Policy?</u></p> <p>A: Yes. A number of policies are on the website while others are available from the school. Any governor wishing to receive a copy of any policy should email EST.</p>	ALL GOVS
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
	<p>The minutes of the meeting of 14<sup>th</sup> July 2020 were agreed as a true record.</p> <p>LJe informed the meeting that as a governor of another school, she has signed up to My Concern. It was discussed that to maintain confidentiality, governors would only use this for raising concerns and not for monitoring purposes.</p>	

	There were no further matters arising that would not be discussed as an agenda item.	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
	There were no matters raised with the trust board at the last meeting.	
6.	<u>FEEDBACK FROM THE FORUM</u>	
	<p>Forums have been suspended during the closure period. Governors discussed ways in which the new parents could be introduced to the governors ensuring that there was an appropriate route for communication. It was agreed that an introduction to the governors be included in the newsletter.</p> <p><b>ACTION: ESt to introduce the governors in the newsletter.</b></p> <p>ESt</p> <p>Governors further discussed their DBS checks and whether they would still be valid despite not being able to make visits to the school. Governors concluded that they were still carrying out their role even though remotely.</p> <p><b>ACTION: ESt to get clarity on governors' DBS checks</b></p> <p>ESt</p> <p>There was discussion around individual governors being available in the playground at the end of the school day but this could possibly encourage groups of people and guidance states that visitors should not come onto the school site.</p> <p><b>ACTION: ESt to check with DBr.</b></p> <p>ESt</p>	
7.	<u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u>	
	RHi informed the governors that due to her change in personal circumstances, she will be resigning as a governor of the school with effect from the end of the autumn term 2020. RHi was thanked for her contribution and support of the school.	
8.	<u>HEADTEACHER'S REPORT</u> including the support being given to parents and carers to help them educate children at home	
	<p>The headteachers' report had been circulated to the governors prior to the meeting. ESt highlighted the following points.</p> <p>The number on roll has slightly dropped. Reasons for children leaving have been included so that any patterns can be picked up.</p> <p><b><u>Q: Is it a growing trend that children are being home educated?</u></b></p> <p>A: It is not known whether there is a trend across other trust schools but this was a personal decision for the families at Trannack. It is possible one child may return.</p> <p>Usually assessment rolls over from July to September but as no assessments were made in July and there was such a range of access and engagement to home learning, a baseline for the internal tracking will be submitted in October.</p> <p><b><u>Q: Are you aware of any safeguarding issues over lockdown?</u></b></p> <p>A: There were no major issues involving referrals. The school has regularly communicated with vulnerable families. We are as confident as we can be that there have been no issues that have been kept hidden.</p> <p>Some pupils have found the transition challenging, particularly the middle age class. The younger children have not really noticed the changes and the older have been more able to process what has happened.</p> <p><b><u>Q: The children appear to be really happy when they are playing in the field. Does that show a true picture?</u></b></p>	

	<p>A: In that sense they have returned really well. The first day went well but as they are settling in, a few 'wobbles' are becoming apparent. Staff are being reminded of the importance and need for good mental health to enable the children to engage in their learning.</p> <p>The school will receive catch up funding of £80 per pupil. After discussion it has been agreed that the best use is for intervention, in and out of the classroom for pupils most in need. There will be a focus on maths, read write inc and possibly draw and talk style sessions.</p> <p>Core skills will remain a priority but it is the intention to deliver a broad curriculum including art, PE etc.</p> <p>Google Classroom is up and running.</p> <p><b><u>Q: Are the children using Google Classroom?</u></b></p> <p>A: The older children are using it.</p> <p>A small number of children are still shielding and the school ensures they have access to Google Classroom for their learning.</p> <p><b><u>Q: Are any families struggling with it?</u></b></p> <p>A: All families have signed up to it.</p> <p><b>ACTION: Est to remind families via the newsletter that they need to log in to Google Classroom to ensure they can access home learning if necessary.</b></p> <p>Governors thanked staff for setting this up whilst being mindful of their well-being with the additional work involved.</p> <p>Two members of staff are due to attend 10 days of online Trauma Informed Schools training. All staff will receive a half day on-line training.</p> <p>Provision for SEN children has continued with reviews and meetings taking place remotely.</p> <p>Actions on the S175 are ongoing with key additions of Trauma Informed Schools and the return to school.</p> <p>Some vulnerable members of staff continue to be anxious.</p> <p><b><u>Q: Has any member of the school community needed a Covid test?</u></b></p> <p>A: Yes 5 families (either a child, parent or member of staff) have had tests which have all had a negative result. This has impacted on staff and pupils and the absence of staff will have a cost implication and implications on the continuity of the curriculum. Some families have had problems obtaining a test but if this is experienced for five days, the school can provide a testing kit. There is now a portal for key workers. The school has not yet received the code for ordering further tests.</p> <p><b><u>Q: How have the SEN children coped with the return to school?</u></b></p> <p>A: Their return has been incredibly positive.</p>	Est
9.	SAFEGUARDING GOVERNOR'S REPORT [STRUCTURED QUESTIONS] [TERMLY]	
	<p><b><u>Q: Is face to face Prevent training still taking place?</u></b></p> <p>A: Some training is face to face but most training is currently on line.</p>	
10.	HEALTH AND SAFETY UPDATE including any issues arising from how the building is currently being used and remote working of staff	
	<p>Est and PWO carried out a virtual tour of the building. LJe and PWO carried out a Health and Safety visit before the re-opening.</p> <p>The office has now been divided which has had a huge positive impact. There is a SEN room and an additional adult toilet. The hall is currently used for storing art and DT</p>	

	<p>equipment but is only being used for lessons during one afternoon a week. The library is being used as a temporary staff room/intervention space. The work on the extension was the main reason for the visit as there has been a delay caused by issues with the roof. The weather is now causing further delays.</p> <p><b><u>Q: It seems that a drain has been covered. Does this cause the area to flood?</u></b></p> <p>A: yes. This has been noted and will be rectified.</p> <p>The outdoor reception area has been finished although there are a few snags which have been posted on Parago.</p> <p>The Portreath outdoor area has a temporary fence which is scheduled to be made permanent but will need further fundraising. Staff are also keen to have a covering for this area which will then provide an all weather play area.</p> <p>LJe informed the meeting that all Cornwall Councillors have a Community Chest and that Coastline will match fund any awards.</p> <p><b>ACTION: LJe to send the link for Cerri Gendall</b></p> <p>The storage of coats and bags have the potential to cause a trip hazard and under the present circumstances should not be touching. It was suggested that they be kept in the classrooms but there is less room there than there normally would be. This situation needs to be monitored.</p> <p><b>ACTION: Monitoring of coat and bag storage.</b></p> <p>Godrevy back door has not been fitted yet but has been posted on Parago.</p> <p>PWo offered his services to wash and clean the exterior of the old building so that it is in keeping with the new build. This work is also on the estates list.</p> <p><b><u>Q: Will the work on the extension roof be done during term time?</u></b></p> <p>A: Yes. It will be started next week.</p> <p>PWo carried out a virtual Health and Safety visit.</p>	<p>LJe</p> <p>Est/PWo</p>
11.	<u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u>	
	<p>Outcomes – progress and attainment</p> <p>See head’s report.</p> <p>Behaviour, Attendance &amp; Wellbeing</p> <p>See head’s report.</p> <p>School Development Plan</p> <p>The School Development Plan for 2019/20 with evaluations has been circulated to governors. The School Development Plan for 2020/21 is almost complete.</p>	
12.	<u>FEEDBACK ON GOVERNOR MONITORING VISITS</u> – suspended during closure period	
	<p>Monitoring visits are currently suspended but governors discussed the possibility of telephone conversations with subject leads.</p> <p>It was agreed that DHo carry out a Pupil Premium monitoring visit and PWo a virtual Sports Premium visit.</p> <p><b>ACTION: DHo and PWo to arrange monitoring visits</b></p> <p>Circulation of the School Development Plan, Headteacher’s Reports and SIP Reports are ways in which governors can be kept informed.</p> <p>Governors would like staff to know that they are available to talk to if needed.</p> <p><b>ACTION: Est to inform staff of the offer to talk to governors.</b></p>	<p>DHo/PWo</p> <p>Est</p>

	It was agreed that after half term, one or two governors at a time attend a remote staff meeting and use this as an opportunity to talk to subject leads or reading, writing and maths. Questions could be taken from the SDP.	
13.	<u>MONITORING THE WELL-BEING AND WELFARE OF PUPILS STAFF AND STAKEHOLDERS</u>	
	<p>Staff are currently required to eat their lunch in the classrooms and this is having a massive impact on their time. If they choose not to eat their lunch at the same time as the children or they are unable to because of the need to supervise the children, they have much less time to prepare for the afternoon session.</p> <p>Staff are also having to take into account the staggered opening and closing times of their own children's schools which is adding to the impact. ESt is having to come up with a solution.</p> <p>The trust has said that the school should have class bubbles. Some staff teach across bubbles and some behaviour issues cause a lack of social distancing.</p> <p><b><u>Q: Have the trust said that in the event of a child contracting Covid 19, the bubble should be sent home?</u></b></p> <p>A: This will need to be discussed with Public Health who will advise.</p> <p>The school wants to avoid treating the whole school as a bubble but this may change. The situation is being constantly reviewed. It will become unmanageable if more than one class teacher is off work.</p>	
14.	<u>MONITORING HOW THE SCHOOL IS CONTINUING TO PROVIDE CARE FOR CHILDREN WHO ARE VULNERABLE, CHILDREN WITH EHCP PLANS, CHILDREN OF KEY WORKERS AND ASSOCIATED RISKS OF THESE</u>	
	Care of these groups continues as normal. Remote meetings are being held. Work with external professionals continues.	
15.	<u>RECOVERY PLANNING REPORT</u>	
	Donna Bryant has made an Executive Lead Health and Safety visit.	
16.	<u>FOCUS ITEMS AND UPDATES</u>	
	This item has already been covered.	
17.	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BODY SINCE LAST MEETING</u>	
	LJ and PWO have carried out responsibilities regarding Health and Safety including discussions with the trust and monitoring of risk assessments.	
18.	<u>URGENT MATTERS FOR DISCUSSION</u>	
	There were no urgent matters to discuss	
19.	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
	Is there a trust policy on governor visits?	
20.	<u>DATES OF FUTURE MEETINGS</u>	
	<p>A remote curriculum monitoring meeting will take place on Nov 18<sup>th</sup> 3.30 – 5.00. ES to circulate the link.</p> <p><b>ACTION: ESt to circulate link to curriculum monitoring meeting</b></p> <p>The next LGB meeting will take place on Tuesday 9<sup>th</sup> February at 4.30pm.</p>	ESt

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_