

## Godolphin

### Local Governing Body meeting

Thursday 17<sup>th</sup> June 2021

4pm at Godolphin Chapel

<p><b>1. <u>ATTENDING :</u></b></p> <p>Antony Foden Becky Hosking (Vice Chair) Emma Ivey (Chair) Sarah Knight (left the meeting at 5.20pm) Lizzie McIntosh (joined the meeting at 4.55pm) Richard McKie Steve Polglase Lucy Wandless (Executive head teacher)</p> <p><b>In Attendance:</b> Pat Nicholas (Clerk to the Governors)</p>		
<p><b>2. <u>APOLOGIES :</u></b></p> <p>Received and accepted from Holly Williams.</p>		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTEREST</u></b>	
	Mrs Ivey welcomed governors to the meeting. Staff governors declared an interest as paid members of staff. No other new interests were declared.	
<b>4.</b>	<b><u>MINUTES FROM THE 11.2.21 MEETING AND MATTERS ARISING</u></b>	

	<p>The minutes and confidential minutes of the 11.2.21 meeting were signed by the Chair as an accurate record.</p> <p><b>Item 6:</b> The meeting heard that there had been a number of Google surveys sent, so it was possible that parents were no longer engaging with them. It was suggested that another survey go out in September, to include any new families joining the school.</p> <p><b>Item 16:</b> There was positive feedback from the survey, parents felt overall that there was a good balance of work provided.</p>					
<b>5.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>					
	<table border="1"> <tr> <td colspan="2" style="background-color: #ffffcc;"><b>GODOLPHIN</b></td> </tr> <tr> <td style="width: 50%;"> <p>Governors felt that the system of separate email and google accounts was complicated and not 'user-friendly', and could potentially cause governors to be less willing to engage with their role.</p> <p>Would there be another Trust-wide remote education survey for parents?</p> </td> <td style="width: 50%;"> <p>Emails are linked into the Domain, which is MS Office 365, and this is the reason for the Office email address. It would not be straightforward to change to Gmail so schools will continue to be Office because of the Network Environment.</p> <p>Since the LGB meeting, schools have fully reopened so remote education is no longer taking place [except in the case of CEV pupils] but Donna Bryant is to rerun the Trust-wide remote education survey for parents to gather feedback post the most recent lockdown.</p> </td> </tr> </table>	<b>GODOLPHIN</b>		<p>Governors felt that the system of separate email and google accounts was complicated and not 'user-friendly', and could potentially cause governors to be less willing to engage with their role.</p> <p>Would there be another Trust-wide remote education survey for parents?</p>	<p>Emails are linked into the Domain, which is MS Office 365, and this is the reason for the Office email address. It would not be straightforward to change to Gmail so schools will continue to be Office because of the Network Environment.</p> <p>Since the LGB meeting, schools have fully reopened so remote education is no longer taking place [except in the case of CEV pupils] but Donna Bryant is to rerun the Trust-wide remote education survey for parents to gather feedback post the most recent lockdown.</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>					
	There had been no resignations or newly appointed governors since the last meeting.					
<b>8.</b>	<b><u>HEADTEACHER'S REPORT</u></b>					
	<p>Mrs Wandless' report was circulated by email in advance of the meeting. The main points discussed were:</p> <ul style="list-style-type: none"> <li>● Attendance is still good. Mrs Wandless had met with the EWO, who advised that there may be a dip by the end of the term. There had been holiday requests made, but these were not authorised. Governors heard that there could be an increase in holiday requests for September/October, if restrictions eased.</li> <li>● The 'Everyone's Invited' agenda feedback would be shared with parents in a letter to go out next week, and this would stress that the Trust takes safeguarding very seriously.</li> <li>● Mrs Wandless gave a PE update from Mr Snook; the document would be shared with governors. There would be a focus on active playtimes and active lessons. The Sports Premium funding had been guaranteed for another academic year.</li> </ul> <p>Q: What monitoring had been done?</p>					

	<p>A: Data analysis was ongoing. Mrs Knight had carried out some pupil conferencing. Regular assessments using the PiRA (Progress in Reading Assessment), and PUMA (Progress in Maths Assessment) had been completed, to help teachers to ‘fine tune’ the support that is put in place.</p> <p>Q: Had these assessments been used before? A: No, but they would be used again. While teachers don't teach children to take a test, it is useful to help children recall their test techniques.</p> <ul style="list-style-type: none"> <li>• The reading deep dive with Richard Lawrence (earlier in the day) was very positive. Mrs Wandless would circulate the report when it became available.</li> </ul> <p>Mrs Ivey thanked Mrs Wandless for her report.</p>	
9.	<b><u>SAFEGUARDING (GOVERNOR'S) REPORT</u></b>	
	<p>There was no report available for this meeting</p> <p><b>Action: Mrs Ivey will find out when the last SCR check took place, and ensure that one is scheduled for this term.</b></p> <p>Q: Were there any safeguarding concerns? A: There were no significant concerns to report.</p>	El
10.	<b><u>HEALTH &amp; SAFETY UPDATE</u></b>	
	<p>The meeting heard that it was the responsibility of the Trustees to carry out an H&amp;S audit, and local governors to ensure that any actions identified as the result of the audit were carried out.</p> <p><b>Action: Mr Foden to carry out a basic health and safety walk round to familiarise himself with the layout of the school.</b></p>	AF
11.	<b><u>STRUCTURED QUESTIONS</u></b>	
	<p><b>Staffing</b></p> <p><b>Policy implementation</b></p> <p>Q: Have all staff signed confirming that that they have read the key Trust policies as per the list?</p> <p>Q: What is the programme for reminding and explaining key aspects of these policies?</p>	<p>Covered under item 8: head teacher's report.</p> <p>A: Yes. As and when the policies are updated, staff are signposted to the correct area on Google Drive.</p> <p>A: Where updates are needed, staff are consulted and involved in developing the key aspects of the policy.</p>

	<p>Q: Was there any feedback from the RSE/PHSE policy consultation and, if so, did it impact on the policy?</p> <p>Q: How is staff wellbeing?</p> <p>(Mrs McIntosh joined the meeting at 4.55pm)</p> <p>Q: How often did staff appraisals take place?</p> <p>Q: How does the school decide on what CPD is required?</p> <p>Q: What about the head teacher's CPD?</p>	<p>A: Yes, feedback was taken on board, although there had been no feedback from Godolphin parents. Both policies are now on the school website.</p> <p>All staff seem very positive, and looking forward to having a more normal September. Mrs Wandless checks in with staff regularly, as not all issues affecting staff are related to school. Governors were asked to consider that for some staff and pupils, returning to normal could be in itself overwhelming, and this would be monitored closely.</p> <p>A: Teachers were appraised every October, and teaching assistants every February. Any targets that could not be achieved because of the Covid19 restrictions would be carried over to the next year.</p> <p>A: The priorities in the SDP help to inform the requirements for CPD. Individual staff can also identify their own development needs. This is not always training courses; sometimes staff visits other settings to observe good practice, for example.</p> <p>Mrs Wandless explained that she had been able to attend more training this year as most of the courses were online e.g. SEN and Safeguarding. Leadership training was set up and led by the Trust.</p>	
12.	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>		
	<ul style="list-style-type: none"> <li>● Catch up plans - The plans were available on the school website. Interventions were reviewed regularly and adjusted accordingly. The catch up funding amounted to around £50 per child, and would be used to support the existing plans.</li> <li>● At the informal meeting held on the 29th April, governors put together a plan for governor monitoring for the rest of the term. Mrs Hosking had completed her SEN, Pupil premium and catch up plans visit, and would submit her written report as soon as possible.</li> <li>● 1.4.21 Staff Wellbeing - Mrs Ivey</li> <li>● 1.4.21 and 27.4.21 Pupil conferencing - Mrs Ivey</li> <li>● 29.4.21 Second school closure - Mrs Ivey.</li> </ul>		

	Governors received and noted the visit reports as presented.	
<b>13.</b>	<p><b><u>FOCUS ITEMS AND UPDATES</u></b></p> <ul style="list-style-type: none"> <li>Operational risk register</li> </ul> <p>Covered under item 8: Head teacher's report.</p> <ul style="list-style-type: none"> <li>Equality Governor - Governors were asked to access the 'Go Policies and Documents' section of the Google shared area, to find the school's equality policy and accessibility plan.</li> </ul> <p><b>Action: Governors to consider taking on the role of equality governor.</b></p> <p>(Mrs Knight left the meeting at 5.20pm)</p> <ul style="list-style-type: none"> <li>Staffing -(see confidential minutes dated 17th June 2021)</li> </ul>	<b>All</b>
<b>14.</b>	<b><u>IMPACT &amp; EFFECTIVENESS OF LGB SINCE LAST MEETING</u></b>	
	<ul style="list-style-type: none"> <li>Monitoring standards by carrying out regular governor visits with subject leaders.</li> <li>Monitoring staff wellbeing by keeping in touch regularly with the staff and headteacher.</li> <li>Improving skills and knowledge by attending relevant training.</li> </ul>	
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	<ul style="list-style-type: none"> <li>CASH and CAPH had set up a crowdfunding page to raise funds to support schools with remote learning and had raised £72,000. Cornwall Council were charged with allocating the funds to schools and have awarded £800 to Godolphin. The money will be used to buy more Chromebooks.</li> <li>The Trust had become a member of the NGA. Each governor had been sent an email invitation to sign up.</li> <li>Governors were reminded to complete the survey on governance recently sent out; the deadline was the 21st June.</li> <li>Governors were reminded about the Trust Ofsted training on the 30th June.</li> </ul>	
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	Governors had learned that the Trust was planning to provide minibuses for its schools; would Godolphin School be able to have their own bus paid for by the local community?	
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>Wednesday 22nd Sept 2021 7pm <b>informal</b></p> <p>Wednesday 6th October 2021 4pm <b>formal</b></p>	

The meeting concluded at 6.15pm

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

<b><u>SUMMARY OF ACTIONS</u></b>		
<b>Action</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>
<b>Find out when the last SCR check took place, and ensure that one is scheduled for this term.</b>	<b>Emma Ivey</b>	<b>29.6.21</b>
<b>Mr Foden to carry out a basic health and safety walk round to familiarise himself with the layout of the school.</b>	<b>Antony Foden</b>	<b>29.6.21</b>
<b>Governors to consider taking on the role of equality governor.</b>	<b>All</b>	<b>29.6.21</b>