

Godolphin

Local Governing Body meeting

Monday 29th June 2020

4pm via Google Meet

<p>1. <u>ATTENDING :</u></p> <p>Antony Foden Becky Hosking (Vice Chair) Emma Ivey (Chair) Sarah Knight Richard McKie (left the meeting at 6pm) Lucy Wandless (Executive head teacher) Holly Williams</p> <p>In Attendance: Pat Nicholas (Clerk to the Governors) Kevin Thomas, (Linked Trustee)</p>		
<p>2. <u>APOLOGIES :</u></p> <p>Received and accepted from Joe Pickles, Pam Forrester and Steve Polglase.</p>		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTEREST</u>	
	Staff governors declared an interest as paid members of staff.	
5.	<u>MINUTES FROM THE 26.2.20 MEETING AND MATTERS ARISING</u>	
	The minutes of the 26.2.20 meeting were accepted as an accurate record, and would be signed by the Chair at the earliest opportunity.	
	Item 9: Number on roll for YR in September had increased since the last minutes	

	<p>from 6 to 8 with a possible 9th going through the application process. Admissions were moving forward, but a 20 day delay was still in place and these additional pupils may not be confirmed before the summer break.</p> <p>Item 9: There had been no further developments on the Trust policy on term time holidays. Schools were not required to report on attendance at the present time, and no attendance information would be included in the end of year school reports.</p> <p>Mrs Wandless had read an update which seemed to suggest that attendance fines would be reinstated when schools returned in September; this would be investigated further.</p> <p>Item 12: PHSE teaching would be statutory from September 2020. In a letter to schools, written on the 3rd June 2020, the DfE said RSE would still be statutory from 1st September 2020. However, if schools felt 'they have been unable to adequately meet the requirements because of the lost time and competing priorities [brought about by the Covid-19 response]' they could delay teaching the new curriculum until the summer term 2021.</p>	
6.	<p><u>FEEDBACK FROM THE TRUST BOARD</u></p> <p>None.</p>	
7.	<p><u>FEEDBACK FROM THE FORUM – suspended for this meeting</u></p>	
	<p>NA</p>	
8	<p><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS/RESIGNATIONS</u></p>	
	<p>Mrs Nicholas advised the LGB at the last meeting that, under the Scheme of Delegated Authority (SoDA) there were too many staff governors.</p> <p>Governors heard that Mrs Forrester and Dr Pickles had indicated that they planned to resign; no official notification had been received at the time of the meeting.</p> <p>There had been no newly appointed governors since the last meeting.</p> <p>Governors in post when the school converted to academy on the 1st June 2017, began a new three year term, which ended on the 31st May 2020. Community governors were asked to continue for a further three years; parent and staff governors would normally need to stand for re-election, but in the current circumstances this would be postponed until the end of the autumn term.</p> <p>Action: The meeting agreed to look at recruitment late in the autumn term and arrange elections where appropriate.</p>	
9.	<p><u>HEADTEACHER'S REPORT</u></p>	
	<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"> • There had been small changes to the numbers attending since the report was circulated. The school was not anticipating any more requests for spaces. It had been suggested that Y6 and the key worker children could move to Helston Community College to make space for more pupils, but it was felt that this would add to the pressure on staff and so it was resolved to keep all the children at Godolphin. 	

Q: How are the bubbles working at present?

A: The bubbles were working well; staggered start and pick up times, lunch and break times were operating effectively. TAs were used as 'floating' staff to cover break times and give staff in the bubbles time for a break. A new walkie-talkie system had been put in place and worked well.

- Mrs Wandless had been informed earlier in the day that the preschool would not return this term.
- Disadvantaged/vulnerable children had weekly contact with school staff and learning packs were adapted to suit the individual needs of pupils. Risk assessments had been put in place and were reviewed weekly by staff and senior leaders.
- Mrs Wandless informed the meeting that... 'staff had been amazing throughout'. This situation had been a massive challenge for staff, including the work at the Wendron hub when school was closed, writing school reports, preparing the home learning, regular meetings with the head teacher, and follow up with parents.
- Weekly SLT meetings and staff meetings had been held since the end of March.
- The majority of parents had embraced the home learning and were very supportive but some were not as happy. Staff investigated the difficulties that parents were reporting, especially access to the necessary technology. Where needed, staff made work packs and delivered them to the family home. Staff had also personalised the learning to help to keep children engaged. Some parents expressed their frustration that their children wouldn't do the tasks with them. Live lessons were now an option, (parent consent and a code of conduct would be required) but for a variety of reasons were not possible at the beginning of the school closure.

Q: What if parents don't give their consent for live lessons?

A: The lessons would continue, but only with those who have consent. Staff had welcomed Google Classroom, and it was hoped to use it a lot more in the future e.g. snow days and other closures.

- Governors heard that the school had a duty of care to report to the EWO (Education Welfare Officer) where no contact had been made with a family for 10 days.
- Mrs Wandless, by necessity, was based at Cury, as staff numbers were low and there was no admin/office cover. Mrs Wandless was in daily contact with Mrs Thomas, the secretary and Mr Snook, the AHT, and had visited the school as often as possible, but not making a long stay to reduce any risk. Mrs Wandless offered her thanks to the staff for their support.
- Staff wellbeing was being monitored. Governors heard that it could be possible to close each Friday afternoon to allow the teachers some PPA time.
- Parental engagement in the home learning was high in comparison to the Trust overall.
- For those families who don't have the necessary devices, 20 Chromebooks had been ordered through the Trust and would be paid for with DFC

	<p>(Devolved Formula Capital). These devices can be used in school, but would be available to relevant children if the home learning carries on into September. It was unclear when these would be delivered, hopefully by September. The meeting heard that the laptops could not be loaned out due to GDPR.</p> <ul style="list-style-type: none"> • The hard copy work packs did incur a cost, but as there were no exercise books being used, this had little impact on the budget. • Governors heard that there had been negative and aggressive comments made on Facebook. This had been dealt with now, effectively and quickly, thankfully. Mrs Wandless conceded that the school staff don't always get it right, but deserve respect at all times. The meeting heard that most parents didn't agree with the comments made, and they do have a right to express concern, but must use the right channels. <p>Q: Should governors communicate with parents via letter?</p> <p>A: The meeting agreed to send a letter to parents, encouraging them to use the correct channels if they have any concerns. Mrs Ivey would prepare a draft, and circulate to governors for approval. That said, governors wished to record that they understood the pressure some parents were under in the current situation.</p> <ul style="list-style-type: none"> • Google Classroom would be a priority for Y6 and Y5 to make them familiar with the content ready for secondary school. Google Classroom would also be used for transition 'tutor time' for HCC and Mullion School. • H&S, Behaviour and Safeguarding policy addenda were circulated and the changes were discussed. • Prevent and epilepsy training had been completed by all staff. Mrs Wandless had completed DSL training, and was currently undertaking safer recruitment training. <p>Mrs Ivey thanked Mrs Wandless for her report.</p>	
10.	<u>HEALTH & SAFETY UPDATE – suspended for this meeting</u>	
	Covered under item 9: Head teacher's report	
11.	<u>SAFEGUARDING (GOVERNOR'S) REPORT</u>	
	<p>Mrs Williams referred governors to the bereavement policy implemented by the Trust in light of Covid19.</p> <p>The S157 visit took place during the last days before closure, and the audit was submitted on time. The quality assurance had not yet been received.</p>	
12.	<u>STRUCTURED QUESTIONS</u>	
	<p>Staffing</p> <p>Q: Is Mrs Wandless happy that there are enough staff?</p>	<p>A: Yes for now, but not for another bubble. The government stated that staffing should not cost any more than usual.</p>

	<p>Q: What about staffing with a potential wider opening in September?</p> <p>Q: All staff comfortable with the online learning?</p> <p>Policy implementation</p> <p>Q: Have staff signed the new policy addenda?</p>	<p>A: It was still unclear what would happen. School staff were confident that the current 'bubble' arrangement would work. If all staff were needed in the classrooms, then there could be no floating cover. Despite the Trust stating that staff would not be expected to work during the summer break, it would be important to keep in touch with families over the summer.</p> <p>A: Staff were comfortable, but children could find it difficult having their parents there during an online lesson.</p> <p>A: Staff had received copies, and had emailed to say they had read and understood. All staff had returned the information, and Mrs Wandless had kept a record. Staff were happy that while they were Trust policies, they did apply to school and were not too generic.</p>	
13.	<i>FEEDBACK ON GOVERNOR MONITORING VISITS –suspended for this meeting</i>		
	<ul style="list-style-type: none"> <i>Monitoring the wellbeing of staff, pupils and stakeholders</i> <p>Mrs Ivey had initiated a staff questionnaire and half of the staff had responded.</p> <p>The wellbeing of those children who had not returned would be monitored; the wellbeing of the children who had returned was not a cause for concern.</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>		
	Covered under item 9: Head teacher's report		
15.	<u>Recovery Planning Report (if not included in the Head's Report)</u>		
	<p>Recovery planning had been completed. When children return in September, there would be a focus on wellbeing, settling in, team work and class bonding. Routines were important, so school would need to help children with the changes and help to establish new routines. Support could possibly be more pastoral than academic, initially.</p> <p>A staggered return could be possible given the need for transition/ reintegration after a long time out of school.</p> <p>EYFS teachers in the Trust had held a meeting to discuss transition for September's YR, and a heads meeting was scheduled for the 30th June, and all would be fed back to</p>		

	<p>the Trustees.</p> <p>Q: Could YR start part time in September?</p> <p>A: Yes, and not just for Covid19, this had always been an option for parents.</p> <p>(Mr McKie left the meeting at 6pm)</p>	
16.	<p><u>FOCUS ITEMS AND UPDATES</u></p> <ul style="list-style-type: none"> • <u>Operational risk register</u> <p>The risk register had been revised to address the reopening of the school. This was a dynamic risk assessment, reviewed weekly and then shared with trustees.</p> <ul style="list-style-type: none"> • <u>Class Structure for 2020</u> <p>Governors discussed the class structure for next academic year. There were lots of factors to consider, but it was apparent that splitting the year 2s across two classes was the more reasonable and workable option. Split year groups had worked well in the past, and school would consult with parents before a final decision was made.</p>	
17.	<p><u>IMPACT & EFFECTIVENESS OF LGB SINCE LAST MEETING</u></p>	
	<ul style="list-style-type: none"> • Mrs Ivey and Mrs Wandless had kept in regular contact during the school closure. Mrs Wandless offered her personal thanks to Mrs Ivey for her support. • Mrs Ivey had initiated a questionnaire to monitor staff wellbeing. 	
18.	<p><u>URGENT MATTERS FOR DISCUSSION</u></p>	
	<p>None.</p>	
19.	<p><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></p>	
	<p>None.</p>	
20.	<p><u>DATES OF FUTURE MEETINGS</u></p> <p>Monday 13th July 2020 4pm informal (via Google Meet)</p> <p>Monday 28th Sept 2020 4pm formal</p> <p>Trust Board meetings for 2019-20</p> <ul style="list-style-type: none"> • 31 October 2019 • 19 March 2020 • 16 July 2020 	

The meeting concluded at 6.30pm

Chair's Signature _____ Date _____