

## Landewednack LGB meeting

Minutes of a meeting held on Thursday 10<sup>th</sup> June 2021

at 4.30pm at Landewednack School

<p><b>1. <u>ATTENDING</u> :</b></p> <p><b>Landewednack</b> Elaine Broscomb Claire Harriman Rachel Holder (Chair) Louise Jones (Head teacher) Alix Lord Alison Newman</p> <p><b>In Attendance:</b> Pat Nicholas, Clerk</p>		
<p><b>2. <u>APOLOGIES</u> :</b></p> <p>Received and accepted from Lynne Chandler (Vice Chair) and Phil Burgess.</p>		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
	<p>Staff governors declared an interest as paid members of staff. No new interests were declared.</p> <p>Mrs Harriman was welcomed to the meeting as a newly appointed governor.</p>	
<b>4.</b>	<b><u>MINUTES FROM THE 25.2.21 MEETING AND MATTERS ARISING (not on this agenda)</u></b>	
	<p>The minutes from the meeting held on Thursday 25<sup>th</sup> February 2021 were agreed as an accurate record, and signed by the Chair.</p> <p><b>Item 8:</b> The issues with the county services had not changed. Schools had recently been informed that speech and language services would be cut back.</p>	

	<b>Item 9:</b> All DBS checks had been updated.	
<b>5.</b>	<b><u>FEEDBACK FROM THE TRUST BOARD</u></b>	
	None.	
<b>6.</b>	<b><u>FEEDBACK FROM THE FORUM</u></b>	
	NA  Governors heard that the Forum meetings can be held as a coffee morning or other less formal event, if required.	
<b>7.</b>	<b><u>NOTIFICATION OF ANY NEWLY APPOINTED GOVERNORS / RESIGNATIONS</u></b>	
	There were no resignations since the last meeting.  Mrs Harriman was welcomed to the meeting as a newly appointed parent governor.	
<b>8.</b>	<b><u>HEADTEACHER'S REPORT</u></b>	
	<p>The head's report was circulated ahead of the meeting.</p> <p>The main points discussed were;</p> <p>Q: Had the minibus been repaired?</p> <p>A: The minibus had been disposed of as it was not financially viable. The Trust is looking at leasing buses for all schools.</p> <p>Q: How will the school use the Starfish Project funding?.</p> <p>A: School has identified those for whom the project will make a real difference and help to get them on the right track.</p> <p>Q: What is the current situation regarding nursery staffing?</p> <p>A: Mrs Jones was awaiting the outcome of the budget setting meeting which would confirm the costs, but a provisional plan was in place. Ideally, there would be flexible provision to cover all needs.</p> <p><b>Action: Governors to convene a working party to explore in more detail staffing options relating to nursery and wrap around provision.</b></p> <p>Q: Was the school equipped to implement changes announced within the EYFS framework?</p> <p>A: Yes, staff will be ready. Training was being undertaken, and the changes were seen as a positive step.</p> <ul style="list-style-type: none"> <li>• Governors added their thanks to the person responsible for the anonymous donation of £2,000.</li> </ul> <p><b><u>Q: Governors asked why there were highlighted sections on the pupil premium grant spending report on the website.</u></b></p> <p><b><u>A: Mrs Jones agreed to check and amend as appropriate.</u></b></p> <p>Q: Were there any issues relating to the catch up programme?</p> <p>A: No. The children were confident about their learning. Interventions and assessments were being used to identify where children needed additional support.</p> <p>Ms Holder thanked Mrs Jones for her report.</p>	<b>All governors</b>

<b>9.</b>	<b><u>SAFEGUARDING (GOVERNOR'S) REPORT</u></b>	
	<p>There was no report available for this meeting.</p> <p>DBS checks for staff had been updated.</p> <p>Mrs Johnson had been taking responsibility for safeguarding across both schools; Mrs Newman offered to take on the responsibility for safeguarding at Landewednack.</p> <p>Mrs Newman will arrange a check on the SCR (Single Central Record) with support from Mrs Johnson.</p>	
<b>10.</b>	<b><u>HEALTH &amp; SAFETY UPDATE</u></b>	
	<p>Concerns had been raised by parents about parking and traffic during the staggered pick up and drop off times. Mrs Jones continued to report any dangerous parking driving to the police.</p> <p>Mr Burgess has completed a health and safety visit; a report to follow. No significant issues were reported.</p>	
<b>11.</b>	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
	<p><b>Staffing</b></p> <p><b>Policy implementation</b></p> <p>Q: Do school policies reflect current practice?</p>	<p>Covered under item 8: Head teacher's report</p> <p>A: Yes, and where there are changes the policy is updated e.g. behaviour policy which was up for review.</p>
<b>12.</b>	<b><u>FEEDBACK ON GOVERNOR MONITORING VISITS</u></b>	
	<ul style="list-style-type: none"> <li>● A curriculum and standards meeting had been held on the 13<sup>th</sup> May 2021.</li> <li>● The importance of recording monitoring visits on the appropriate form was discussed.</li> <li>● Ms Holder met with Sam Kennedy, RE and Science lead on the 1st April 2021.</li> <li>● Mrs Lord will arrange a visit to Little Lizards.</li> </ul>	
<b>13.</b>	<b><u>FOCUS ITEMS AND UPDATES</u></b>	
	<ul style="list-style-type: none"> <li>● Operational risk register – Covid19</li> </ul> <p>The operational risk register had been regularly reviewed and updated.</p> <ul style="list-style-type: none"> <li>● C&amp;S meeting 13<sup>th</sup> May 2021</li> </ul> <p>Covered under item 12.</p> <ul style="list-style-type: none"> <li>● Mrs Harriman agreed to take on responsibility for equality.</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>• Holding school leaders to account by holding regular meetings of the curriculum and standards committee.</li> <li>• Meeting health and safety responsibilities by completing a health and safety visit.</li> <li>• Supporting the school through governor involvement in the recruitment of the assistant head teacher.</li> </ul>	
<b>15.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	The announcement that both Cury C of E and Coverack Schools would be closing their KS2 provision would likely have an impact. Parents from both schools affected by this, had been offered places at Mullion Primary, but had been looking at other local schools.	
<b>16.</b>	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	None.	
<b>17.</b>	<b><u>DATES OF FUTURE MEETINGS</u></b>	
	<p>Tuesday 28th September 2021- 4.30pm</p> <p>Curriculum and Standards meeting - TBC</p> <p>Trust Board meetings for 2020 – 2021</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>	

<b><u>SUMMARY OF ACTIONS</u></b>		
<b>Action</b>	<b>Responsible Person[s]</b>	<b>Date for Completion</b>
<b>Governors to convene a working party to explore in more detail staffing options relating to nursery and wrap around provision.</b>	<b>All governors</b>	<b>17.6.21</b>

**The meeting concluded at 5.50pm**

**SIGNED:**

**DATED:**