



## MINUTES

Meeting of the Local Governing Board held on  
Thursday 4<sup>th</sup> February 2021 at 4pm Online via Zoom  
*Local Governing Board meetings are closed to the public*

<b>Governors present</b>	<b>Initials</b>	<b>Category</b>
Wendy Ainsworth	WA	Principal
Tom Godwin	TG	Co-opted (Chair)
Jon Tilbury	JT	Co-opted (Vice-chair)
Avril Walker	AW	Staff (Support)
Steve Squires	SS	Co-opted
Mike Baker	MB	Co-opted
Bernie Guthrie	BG	Co-opted
Emma Cox-Symonds	EC	Co-opted
Christiaan Stirling	CS	Parent
<b>Governor apologies accepted</b>	<b>Reason for absence and category of governor</b>	
Charles Pitman	CP	Parent
<b>Governors with responsibilities</b>	<b>Responsibility</b>	
Jon Tilbury	Safeguarding / PP / SEND / CiC / LAC	
Charles Pitman	Deputy Safeguarding / PP / SEND	
Avril Walker	Staff Wellbeing	
Christiaan Stirling	Parent/Community Engagement	
Tom Godwin	GDPR / Careers Link /Trustee for SEND	
Stephen Squires	Finance, H&S	
Emma Symonds	Attendance	
Mike Baker	Teaching & Learning/Curriculum	
Bernie Guthrie	Wellbeing across the school community	
<b>In attendance</b>	<b>Role</b>	
Julia Stoneman	Clerk to the Governors	
Chris Hayter	Finance Manager - for section 7	
Key: SDP – School Development Plan; SEND Special Educational Needs and Disability; CP Child Protection; SEF - Self-evaluation Form; PP – Pupil Premium; KCSIE – Keeping Children Safe in Education		
In order to evidence that governors are providing challenge to leaders in the school, these questions are highlighted in the minutes		

1.	<b>Apologies for absence</b> Apologies were received and accepted from Charles Pitman.	
2.	<b>Declarations of interest and confidentiality reminder</b> TG declared that he has joined the board for First Light, a support service for domestic abuse.	
3.	<b>To approve the minutes of the last meeting and any matters arising</b> <ol style="list-style-type: none"> <li>The minutes of the meeting held on 7<sup>th</sup> January were taken as a true and accurate record of proceedings and will be signed at the next face-to-face meeting. This was proposed by JT and seconded by SS.</li> <li>JT confirmed that he has spoken to Gemma Parker regarding Operation Encompass and there has only been one case. So it seems that it is not operating as it should be.</li> <li>In terms of Health and Safety update, SS confirmed that he has found out that the new Head of Health and Safety is Liam Cox and he has been on site already and for a check and has visited the test centre.</li> <li>TG confirmed that he has been through the website and found some changes to be made. He will make sure that they are sent to the appropriate person to update.</li> </ol>	
4.	<b>Principal's Report</b> Governors confirmed they had received and read the report which had been previously circulated. From this:	



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	<ul style="list-style-type: none"> <li>a. An Assistant Principal for teaching and learning has been appointed. This is very significant and a great gain for the school. WA told governors that Michelle Inga will start at Easter. She has previously done some big pieces of work around cultural capital.</li> <li>b. The test centre has been set up and nearly all of the EduCare children have been through it.</li> <li>c. There has been a favourable response to the distance learning.</li> <li>d. A letter had been received outlining a number of observations of the home learning. WA has addressed these points and went through these with the governors.</li> <li>e. The school is doing everything it can to monitor whether students are accessing the learning at home. Fast registers are used and it transpires that Callington is the only school in the Trust to do this and it ensures that the records are accurate. There is still some work to do on getting the disengaged families to engage and the school is working hard on this.</li> <li>f. A governor asked whether the school has identified yet all of the families in need of a device for accessing the home learning. WA explained that they have done a survey and also the tutors are phoning those students who are not joining the lessons. Another 40 devices have just been ordered and all of the PP families have a laptop each.</li> </ul> <p>Governors had received the responses from WA to their questions on how the school is mitigating the effects of the pandemic. See Appendix 1.</p>	
5.	<p><b>Remote learning update</b></p> <p>Governors confirmed that they had received the Parents' Survey, the Remote Learning update and the Laptop update, which had been previously circulated. From this:</p> <ul style="list-style-type: none"> <li>a. It was agreed to have 'remote learning' as a standing item on the agenda.</li> <li>b. A governor asked whether there will be an external validation on the remote learning. WA explained that they have professional support from the Trust to do this in May and there will be a focus on the virtual learning offer. Governors will see the report and will be able to ask questions.</li> <li>c. A governor asked whether it would be possible to get laptops through schemes to save money. WA explained that Charlotte Campbell has a list of all the students who have received laptops and where they came from. Some were from the DfE, some from the PP pot and some from the community. A fundraising project led by Liskeard School brought in £45k for laptops for schools across Cornwall. There are other revenue streams the school can tap into.</li> </ul>	
6.	<p><b>Curriculum update</b></p> <p>Governors confirmed that they had received the curriculum plan for September 2021. The key difference is a change in the choices process following a fallow Year 9. The new plan is much more nuanced and the biggest difference is that it will be a pathway delivery. The most able will be offered the most breadth and will access 4 options as well as triple science. The middle pathway students will have 4 option choices as per previous cohorts, but there will be guided variations within these. Lower ability students will have a more bespoke pathway (the nurture pathway). They will still complete the same number of qualifications but will be able to pick vocational ones suited to the local sector.</p> <p>There will be separate options evenings for the different pathways. This new plan sees a much better fit for the students and should lead to better outcomes.</p> <p>A governor asked how the transition from 3 years to 2 years will be managed. WA explained that the students will have had 3 years to find a level. Two years is not long enough to know a subject of choice.</p> <p>A governor asked whether this could be tricky with parents in terms of the different pathways and how this will be managed. WA confirmed that it could be difficult, but that the school will have had 3 years to get the data and ensure that each student is placed on the right pathway.</p> <p>This curriculum model also enables the school to deploy staff in an appropriate way. Governors agreed that the ideas within the 4<sup>th</sup> option block are very exciting and that vocational subjects linking to the local environment is an excellent idea and something to be celebrated.</p>	
7.	<p><b>Finance update</b></p>	



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	<p>CH updated governors on finance. From this:</p> <ol style="list-style-type: none"> <li>The deficit to date is £28,772. This is £20,208 worse than budgeted. The full-year deficit is now predicted to be £213,538. This is £118,520 worse than previously budgeted.</li> <li>During the 4-month period the school has incurred exceptional net costs of £23,268 due to Covid. However, it may be possible to recover these.</li> <li>Catering is currently at a deficit of £18k. Over the full year this is likely to amount to £70k because of the shutdown in the spring term and still having to remain open to provide for EduCare students. Although all of the school was present in the Autumn term, the separate catering stations added extra cost. On a normal day catering would take £1,500. In December this was reduced to £1,100 a day, but now this has dropped to £100 per day, so this is a huge drop in income. AW told governors that some caterers are appealing to the government to help catering in schools. It was agreed that TG would raise this at the next Trust board meeting and find out what support might be available from the Trust.</li> <li>A refund on summer exam fees of £21k is forecast, which will help slightly.</li> <li>A new finance planning software system is being implemented by WeST that will enable a forecast of individual staff member costs and will help with planning in the future. This is not up and running yet.</li> <li>A governor asked why the teacher line is overspent at £39k more than budgeted. CH explained that this figure is more like £23k as £16k had been double counted. This is partly due to 4 TLRs (Teacher and Learning Responsibilities) plus the impact of NI and pension contributions. A governor asked whether the finances are checked before a TLR is agreed to, as this seems a high overspend. CH explained that even small changes can cause a big swing, but the new planning software will address this and make it easier to budget. WA explained that the overspend is a result of restructuring. There have been no new TLRs rewarded but the leadership scale has been extended and that has made a difference. Some of the additional costs are due to staff picking up additional hours. It was agreed that CH and WA would look into this further, as £39k is very high and needs identifying.</li> <li>An action plan needs to be put together to spend pupil premium. The fund balance remains high and £66k had been carried forward from the previous year. There have been discussions about redirecting existing staff into a PP funded area to bring enhancement to literacy, reading and nurture support. They are already being identified and there is plenty of headroom, but it has been difficult to spend on PP when the children are not in school.</li> <li>The 6<sup>th</sup> form bursary also needs a plan for spending and the school is looking into the best way and who qualifies. Rather than waiting for qualifying students they are looking into giving them an allowance and proactively encourage them to apply for their area of need with a suggested payment plan.</li> <li>In terms of the Covid catch-up funding the next £8k may possibly be spent on small group tutorials in Maths and English to enhance understanding and aid the catch-up.</li> <li>A governor had asked questions prior to the meeting. See Appendix 2.</li> </ol>	<p>1 WA CH</p>
<p>8.</p>	<p><b>Safeguarding</b> JT updated governors. There are no new individual concerns. Although the vulnerable are checked upon regularly, this is not the same as having them in school all day. Not seeing them every day means that the school is unclear what damage is happening in lockdown. There is concern that when the school reopens there may be an increase in concerns once the students have the opportunity to make disclosures.</p>	
<p>9.</p>	<p><b>Health and safety</b> SS will email the report to governors when he has had an update.</p>	
<p>10.</p>	<p><b>Risk management</b> Governors confirmed that they had received the updated risk assessments which had been previously circulated. Governors were satisfied that the measures in place are working effectively. It was agreed to have this as a standing item on the agenda.</p>	



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11.	<b>GDPR update</b> There was nothing to report.	
12.	<b>Chair's update and any correspondence</b> TG explained that he has been attending a working party with the Trust Board and this will get ratified at the next meeting. There will be greater governor training around Ofsted visits.	
13.	<b>Governor monitoring</b> TG thanks governors for their reports. Governors discussed wellbeing. A governor suggested first aiders for mental health. WA agreed that they could push for this. It was agreed to have wellbeing as a standing item on the agenda. A governor pointed out that in terms of wellbeing across the whole school, statistically heads and senior leaders are most at risk and reminded governors that they need to be aware of this.	
14.	<b>Any policies for approval</b> The following policies which had been previously circulated were approved (proposed by BG and seconded by SS): <ul style="list-style-type: none"> <li>• Updated Annex to the Child Protection Policy</li> <li>• Attendance Policy</li> <li>• CIC and LAC Attendance Policy</li> <li>• Behaviour Policy</li> <li>• Anti-bullying Policy</li> </ul> Governors also approved the term dates which had been previously circulated.	
15.	<b>Updates from committees and the Trust Board</b> SS updated governors on the recent Audit Committee meeting. Finance is being reviewed at Callington and another school in the Trust before the next Trust Board meeting. Although Callington had done well in turning the budget around, there have been recent issues outside the school's control.	
	<b>Date of next meeting:-</b> <b>4<sup>th</sup> March at 4pm</b> and the 1 <sup>st</sup> Thursday of every month after that. Meetings will be held remotely until guidance changes. It was agreed not to have a meeting on 1 <sup>st</sup> April for wellbeing reasons and because this is the first day of the Easter holidays.	

**NB update to section f: following further analysis of the staff cost forecast and re-issue of the forecast schedules** – Teaching costs are expected to be higher due to £20k additional in-house supply hours (covering teacher absences), £29k additional Assistant Principal post after Easter and £21k additional Assistant Curriculum Lead for Maths after Easter. These costs are expected to be partly offset by the net savings gained from a settlement agreement: £50k less the £32k cost of the severance.)

Action Point	Governor	Action point to be addressed	When	Action update
<b>Actions carried forward from meeting held on 7<sup>th</sup> January</b>				
1	Chris	Look into whether PP could be used for free breakfasts	Jan-21	Yes, we can, with a view to implementing in summer term. We are updating the cashless system in readiness.
2	Chris	Check with HR whether it would be possible to get cheaper staff absence insurance as a group via the Trust		A number of schools have looked at this independently and found, as I did, that the premia are very expensive to cover absences of up to 3 days. The more effective return is for longer periods of sickness with no pre-conditions recorded. The best approach would be at WeST level via Peter Gregory, rather than HR
3	Steve	Check with the Trust whether the surplus could be used on providing devices for pupils for home learning		



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5	Steve	Health and safety update from Trust		
<b>Actions from this meeting 4<sup>th</sup> February</b>				
1	Wendy and Chris	Look further into why the teaching line is £39k overspent	5-Feb-21	Done, see footnote and the revised forecast schedules issued on 5th Feb

### Appendix 1

**Responses to governors' questions on how the school is mitigating the effects of the pandemic**



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- 1) **How is the separate stream for Covid-related costs, being financed?**  
Some will be recovered centrally by WeST. For eg, Mark Bullard has arranged centrally, deliveries of PPE. Not all will be recuperated (for example, the plastic screens in the testing site)
- 2) **Thank you for providing a detailed explanation of the spending so far of the Catch up Premium; what were the attendance figures like for 2020's October Census Day compared to previous years?**  
900 compared to 924 the previous year. We lost some students to EHE (elective home education) – 1/3<sup>rd</sup> of these re-joined us in January.  
17.6% of our current is FSM (free school meals) compared to 12.2% in 2019. The same number of students (21) have an EHCP.
- 3) **Have you noticed an impact on pupils' mental health following two Covid lockdowns? Have you had to use some of the Catch up funding to support mental health?**  
There is a greater level of anxiety – particularly amongst the older students, who are worried about their exams (even yr 10 students). We have utilised funding for counselling sessions and Emotional Logic sessions. We have also updated our pastoral systems to ensure we don't miss students (tutor period each morning, Friday assemblies, tutor phone calls and RAGGED pastoral lists)
- 4) **Does the £63k quoted include the 16-19 Tuition Fund money?**  
No – This is a separate funding pot. This is utilised on supporting books, software etc to support their studies.
- 5) **What impact has Cornwall moving from Tier 1 to Tier 3 in a very short space of time had on the College?**  
New events have superseded this!
- 6) **Has the delayed re-opening of secondaries given you a better opportunity to plan the introduction of Lateral Flow Testing? Is this still expected of schools?**  
Efforts were focussed on EduCare initially and so had no urgency in the first week of lockdown. Since then, we have put LFD testing into place. Duncan Newman is the lead co-ordinator. It is being used to test the students in EduCare and staff.
- 7) **Has the announcement in the Press yesterday that Callington Primary School were shutting for an extra two weeks initially, had an impact on the College?**  
As we went into lock down on the INSET day, this event was superseded.

### Appendix 2

#### Responses to governors' questions on the budget



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- 1) **Our Census figures from Oct 2020 are down 24 (I believe) on the previous year** - Yes, the Oct-20 census drive our GAG income for next year and that showed an annual drop of 24 students to 900. I attach the Oct stats showing movements by year group. The later Jan-21 census showed an annual drop of 26 to 904 (the absolute numbers in Jan tend to be a bit higher than Oct).
- 2) **due to Covid home schooling** - the reductions are due to a variety of factors, home schooling being just one of them. The best indicator of real underlying change is the comparison between the Oct-20 census and our budget for this year (28 down). The largest year-group loss (13 in Yr12) is about decisions not to progress education into our 6th form - maybe selecting other providers.
- 3) **I believe the minimum funding per head is £4,800**, - for Yrs 1-11, min funding is £4,250 this year, plus our deprivation factors => £4,530, plus our other prior attainment factors => £5,010 per pupil. Post-16 funding is £4,530 per pupil.
- 4) **therefore, will we be £115,200 down on our next amount of funding?** - Yes, we will be down by £100k to £120k, subject to the special funding factors involved. Some of this is due to Covid.
- 5) **Is there anything that can be done about this** - I don't think so, other than getting a 'good' Ofsted rating in the longer term, to increase confidence and grow new Yr7s and increase conversion of Yr11s.
- 6) **have other secondaries in our MAT had the same problem?** I don't know - Steve may be in a better position to ask via the WeST Finance Committee.
- 7) **can WeST appeal any loss in pupil funding due to Covid?** - It would be hard to identify the precise loss due to Covid. This is a national problem and can only be addressed nationally.