



MINUTES

Meeting of the Local Governing Board held on
Thursday 4th March 2021 at 4pm Online via Zoom

Local Governing Board meetings are closed to the public

Governors present	Initials	Category
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
Charles Pitman	CP	Parent
Bernie Guthrie	BG	Co-opted
Christiaan Stirling	CS	Parent
Governor apologies accepted	Reason for absence and category of governor	
Emma Cox-Symonds	EC	Co-opted
Mike Baker	MB	Co-opted
Governors with responsibilities	Responsibility	
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 Cox-Symonds	Attendance	
Mike Baker	Teaching & Learning/Curriculum	
Bernie Guthrie	Wellbeing across the school community	
In attendance	Role	
Julia Stoneman	Clerk to the Governors	
Chris Hayter	Head of Finance and Business	
Key: SDP – School Development Plan; SEND Special Educational Needs and Disability; CP Child Protection; CIN Child in Need; CIC Children in Care; 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.	Apologies for absence Apologies were received and accepted from Mike Baker and Emma Cox- Symonds.	
2.	Declarations of interest and confidentiality reminder There were no additional declarations of interest.	
3.	To approve the minutes of the last meeting There was one amendment to be made, as CP was marked as present but not at the meeting. Subject to this change the minutes of the meeting held on 4 th February 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 CP.	
4.	Any matters arising SS had raised the issue of the PP surplus at the Finance Committee meeting. He was told that PP is dealt with at the Educational Standards Committee.	
5.	Finance update Governors confirmed that they had received the finance update from Chris Hayter and he went through this in detail. From this: a. The questions raised at the previous meeting about the variances in the staffing line had been addressed. Following further analysis of the staff cost forecast and re-issue of the	



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	<p>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.)</p> <ul style="list-style-type: none"> b. There is a variance of £25k. Exceptional Covid costs are £31k. This means that all of the £25k is due to Covid. c. The catering deficit is £21k and the reasons for this were discussed at the previous meeting. The deficit was forecast to be £70k, but this will be less when the budget is recalculated as the students are returning to school sooner than expected. d. The spend rate is increasing on PP and catch-up premium. More action plans are needed. PP will be underspent this year but this is a common problem across the Trust. e. A governor pointed out that there are likely to be additional pupil premium needs this summer. CH explained that PP students are getting extra hours with Gemma Parker but at the moment it is unclear what that means in terms of spending. f. CH told governors that he has spent time with Peter? Looking at cutting budgets for the current year. Callington, Coombe Dean and South Dartmoor will be getting together to look at benchmarking, in order to collectively look at how to get the best out of each circumstance. This work has not yet concluded, but when it does CH will feed back that information. CH has also been asked to help mentor South Dartmoor Academy, as Callington has a good understanding of the finances and the processes work well. This should be mutually beneficial. g. A governor asked how concerning the downward trend in pupil numbers is, and whether it will make the job more difficult. CH explained that they are concerned even though this has not yet been defined. Confirmation on the funding statement has not yet been received. WA has been looking into the curriculum mix for next year and this will be the next major factor. Even if the school is successful at getting a share of the feeder schools the total feed is still going to be reduced and this will be a challenge. 	
6.	<p>Principal's update Governors confirmed that they had received the report which had been previously circulated. From this:</p> <ul style="list-style-type: none"> a. Additional staff have been recruited through the Cornwall Volunteer Programme and this help the lateral flow testing run smoothly. A video has been released to parents and students. b. In terms of attendance WA and Andrew Hubert will be monitoring numbers. Gemma Parker has been making phone calls to parents, as many are nervous about the return to school. It would not be a surprise to have 85% attendance. These are generally families with a vulnerable member at home. The DfE has not given a code for those with a vulnerable family member, so their absence will have to be marked as unauthorised. c. A governor asked whether the recent 'Zoombombing' has been reported as an ICO breach. WA said that it has not been reported, but that she will ensure that it is. d. There have been no complaints about the Year 9 options in terms of the pathways, but there have been at 30 complaints about having to do a language. The school has done some research into other schools in the area and found that they all have a mandatory language, so it was decided to go ahead with this. Latin will be offered as an option. This will be taught by Charlotte Campbell and the training will be funded, so costs to deliver will be minimal. Callington will be the only state school in Cornwall to offer Latin. Currently 23 students have selected Latin. Only 10 children have selected drama, so this may not be able to run. It was agreed that WA would come back to governors once they have investigated the reasons why the uptake on languages and drama is so low. e. WA told governors that she had met with Callington Lions and did a presentation on remote learning. They have agreed to help the school with funding and to improve the look of the school. They will help to refurbish at least one classroom. They were also concerned about staff wellbeing and have offered to run a free yoga 	1 WA



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	class for staff.	
7.	<p>Parents' Forum Governors confirmed that they had received the minutes from the parents' forum. WA told governors that they are a great group of people and a useful critical friend and sounding board of the college. It was suggested that the parents' forum could be involved in the recruitment of the parent governor.</p>	
8.	<p>Wellbeing across the school community AW updated governors. She has had a conversation with Lydia Atkins, the new Head of Sixth Form, who is very much into staff welfare. She produces a newsletter and makes sure it is on the SLT agenda every week. Governors discussed mental health first aid for staff.</p>	
9.	<p>Update from safeguarding governor JT reported that there is one active CP case and 90 concerns over 76 students, 9 CIC and 7 with a CIN plan. Eight have needed early help support and Gemma Parker has made 2 referrals to MARU. The number of incidents in Block C has hugely reduced. This demonstrates that the school is in a safe place and is picking up more issues when the children are in school. There is concern that there could be a bottleneck when the school reopens and staff will need to be ready for that. <i>A governor asked where the concerns are being raised and whether there is a breakdown.</i> JT confirmed that there is a breakdown and that 5 students raised concerns about others, 24 raised by teachers, 10 from outside agencies and 12 from parents or relatives. <i>A governor suggested that children are encouraged to look out for their peers.</i> WA confirmed that there will be conversations around this in the inductions. <i>A governor asked whether the school could employ somebody to recommunicate safeguarding expectations.</i> WA explained that Andrew Hubert is putting together a package for the first day back. There will be a focus on wellbeing and looking out for one another. It was noted that the Operation Encompass system goes through a third agency. Gemma Parker is still trying to establish why the incidents are not being picked up.</p>	
10.	<p>Risk management Governors confirmed that they are happy that the measures in place are working effectively. <i>A governor asked what is done with the clinical waste.</i> WA explained that DfE guidance is to treat it as normal waste.</p>	
11.	<p>Health and Safety update SS told governors that he has made contact with Will Cox, the Health and Safety Lead for the Trust. He has visited the school to make sure it is set up for lateral flow testing.</p>	
12.	<p>GDPR WA will report the 'Zoom bombing' incident to the ICO. <i>A governor pointed out that the WEST Data Protection Policy is out of date.</i> TG to chase this up.</p>	2 WA 3 TG
13.	Chair's update	
14.	<p>Governor monitoring It was agreed that BG would come into school to do some wellbeing monitoring of the students.</p>	
	<p>Date of next meeting:- 6th May at 4pm and the 1st Thursday of every month after that. Meetings will be held remotely until guidance changes.</p>	

Action Point	Governor	Action point to be addressed	When	Action update
Actions from this meeting 4th March				
1	Wendy	Report back to governors after		



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		investigating the low take-up of languages and drama		
2	Wendy	Report the 'Zoombombing' incident to the ICO		
3	Tom	Chase up WEST for a updated Data Protection Policy		