



MINUTES

Meeting of the Local Governing Board held on
Thursday 1st October 2020 at 4.30pm at Callington Community College

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
Christiaan Stirling	CS	Parent
Mike Baker	MB	Co-opted
Charles Pitman	CP	Parent
Governor apologies accepted	Reason for absence and category of governor	
Emma Cox-Symonds	Maternity leave	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 Symonds	Attendance	
Mike Baker	Teaching & Learning/Curriculum	
In attendance	Role	
Julia Stoneman	Clerk to the Governors	
Chris Hayter	Finance Manager	
Key: SDP – School Development Plan; SEND Special Educational Needs and Disability; CP Child Protection; SEF - Self-evaluation Form; PP – Pupil Premium		
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 Emma Cox-Symonds	
2	Declarations of interest and confidentiality reminder Governors had received the Conflicts of Interest Policy for information and the Pecuniary Interests Form to fill in and return to the clerk before half term.	
3	To confirm the code of conduct Governors confirmed that they had read the code of conduct and that they agreed to it.	
4	Minutes of the meeting held on 27th August The minutes of the last meeting 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 SS and seconded by CS.	
5	Any matters arising There were none	



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6	<p>Principal's Report</p> <p>Governors confirmed that they had received and read the report from WA which had been previously circulated. From this:</p> <ul style="list-style-type: none"> a. The report contained a timeline of the Covid response. The food hampers made a big difference to families. There has been good feedback from parents on the support and the work received during lockdown. b. It was noted that a child transferred from another WeST school was a very clear CP case, but due to the lockdown there had been no contact. This has now been addressed. c. There was a dip in attendance due to general coughs and colds. A governor asked what will happen about the attendance figures, as it is likely there will be more dips. AW explained that the school is doing comparatively well compared to other schools in WeST. The flu season will mean that symptoms similar to Covid will be presented and it is better to be risk averse. d. The Nurture Centre is working very positively. The children there have better attainment than last year. Two have returned to the classroom. SEND interventions are continuing to take place. One child who had the most RTLs and was on -453 points, now has 57 positive points. A child who could not manage more than 2 hours in school is now attending full time. e. Daily virtual lessons are provided by Sarah Olsen for those children who are not attending because of living with a vulnerable person. f. A governor asked for data on attendance by groups for the next meeting, so that they can look at a month on month comparison to last year. g. There will be catch up funding available and the school will need to think carefully about how this should be used effectively. Year 7 have not taken their SATs and sessions are already been delivered to account for this. h. The college re-opening has gone smoothly and there has been a very good response from parents and children. i. There will be a health and safety visit following a complaint that the school is not Covid secure. j. A governor asked whether the Covid arrangements have affected behaviour. WA said that generally behaviour has been good. At this point last year there had been more RTLs for fewer children. Eleven children have been sent out and 60% of those were SEND. Teachers need support in meeting the needs of SEND children. <i>Avril Walker joined the meeting.</i> k. TG told governors that WA's performance management meeting was held with an external validator and that she has met all of her targets. It was an exceptional appraisal and the enormity of the tasks she has achieved and the scale of ambition were recognised. She has transformed the school and feedback from the external validator was that she had not seen a principal make such an impact on the level that WA has. Governors congratulated WA. 	1 Clerk WA
7	<p>SEF and School Improvement Plan</p> <p>Governors confirmed that they had received the SEF and SDP. To be looked at in detail at the next meeting. Governors were invited to submit questions in advance</p>	2 all
8	<p>Safeguarding</p> <p>JT gave a verbal update on safeguarding. He has spoken with the safeguarding lead and SEND</p>	



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	<p>coordinator. They were very complimentary about the support and pastoral care that WA gives to the teams.</p> <p>There are no burning issues to report. It was noted that Gemma Parker (Safeguarding Lead and Student Support) is still supporting ex-students.</p> <p>There is only one child on a CP plan.</p> <p>Health and Safety</p> <p>Health and safety audit meeting was held. A new health and safety manager has been appointed for the Trust.</p>	
9	<p>GDPR</p> <p>There was nothing to report.</p>	
10	<p>Finance update</p> <p>Governors confirmed that they had received and read the finance reports, including a report on the catering and sports centre. CH went through it with governors. From this:</p> <ol style="list-style-type: none"> The forecast had been made just before the lockdown. At that point the surplus forecast was £80,000. It is now £121,000. CH explained that although the school has incurred some extra costs because of Covid, the cost of delivering education fell. The biggest change has been in the last 2 months because of a refund for the exam fees. This was £24,000. The school has delivered specific PP projects, including a new locker system with this unexpected surplus. A governor asked whether this is a universal outcome. CH explained that they had erred on the side of caution and that the school does seem to be more favourably affected than others. The income from catering started slowly in the new year and has now begun to pick up. In terms of the sports centre - staff have been furloughed on a part-time basis until external pitches have been opened. There is no sports hall, gym, dance or fitness suite and staff are still having to be paid, so there will be a deficit. SS told governors that the school had been congratulated by the Trust on the way the finances have been managed. A governor asked how the surplus in PP will be spent. WA advised that there will be various projects throughout the year. Some will be spent on tuition and also on ensuring that students can access virtual learning from home or something outside school to support learning. A governor pointed out that in the past there had been a question mark over PP and what it was spent on and asked whether the school is confident now that it is capturing detail and evidence. CH explained that they work with Gemma Patton in terms of PP and with Emma Lawrence re SEND. The school is still trying to set up a system where parents can choose how the money is spent. It has been difficult to get a system that can be accessed more than once. At the end of each term there is a PP report to chart that money and the impact. <p>Governors thanked CH for his very clear report.</p>	
11	<p>Chair's update and any correspondence received</p> <p>The Trust has notified TG to confirm that the lease has been signed to rent the bungalow to Devon and Cornwall Police for 10 years. This will mean around £16,000 a year in rent and they will pay for renovations.</p>	



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	Paperwork has been signed for installing a new mains gas meter to service the gas heating system in the tennis dome. This may lead to disruption on the exit route.	
12	Governor monitoring and training Governors confirmed that they had received and read the monitoring reports from CS, which had been previously circulated. CS will pick up with WA the issue of the Year 9 zone being small and the fire alarm plans.	3 CS WA
10	Policies There were none.	
11	Updates from committees/WeST Trust Board SS confirmed that he is now a voting member of the audit committee.	
12	Governor self-evaluation The governing body has been commended by the Trust on the way it operates and the working relationship with WA. They can now offer support to other schools in the Trust. Governors agreed that they want to continue to be supportive to the school as well as challenging. Governors to complete the skills audit and return to the clerk before half term. A new staff governor will need to be recruited after half term.	4 all
	Dates of next meeting:- Thursday 5th November at 5pm and the 1 st Thursday of every month after that. Meeting will be held remotely until guidance changes. It was agreed to continue with the monthly meetings as it makes it easier to keep abreast of things. Governors were mindful of not impacting too much on WA's time and that of the rest of the staff. It was agreed that the monthly Principal's report can be short. The SLT are stepping up and doing regular reporting.	

Action Point	Governor/Clerk	Action point to be addressed	When	Action update
Actions from this meeting – 1st October				
1	Clerk and Wendy	Data on attendance in groups for the next meeting, in order to look at month by month comparison to last year	Autumn Term	
2	All	Governors to have a good look at the SEF/SDP and email any questions to the clerk prior to the meeting	Autumn Term	
3	Christiaan	Pick up with Wendy on the issues raised during governor monitoring	Autumn Term	
4	All	Return the skills audit and declaration of pecuniary interests to the clerk before half term	Before half term	