



MINUTES

Meeting of the Local Governing Board held on
Thursday 6th May 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	Co-opted
Bernie Guthrie	BG	Co-opted
Governor apologies accepted	Reason for absence and category of governor	
Emma Cox-Symonds	Work commitments	Co-opted
Mike Baker	Work commitments	Co-opted
Christiaan Stirling	Work commitments	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	
Andrew Hulbert	Assistant Principal	
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.	Moving tutor time forward and change of day proposal AH introduced himself and explained that he is overseeing the behaviour welfare aspect of the school. He explained the proposal to change the day and tutor time. Governors confirmed that they had received the proposal, which had been previously circulated. From this: <ul style="list-style-type: none"> a. The pastoral care aspect is important for students to reach their full potential. b. The tutor is the main point of contact and a strong relationship is beneficial with both students and parents. c. Students have been lining up in year group areas and this has been very positive. It has enabled staff to check in with them and set expectations, and to ensure that they are ready for the day. d. Tutors will take more responsibility for students' behaviour, outcomes and attendance as part of an approach to improve the culture in the college. e. There will be an assembly programme, a group culture morning for every year group 	



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	<p>and a reading programme.</p> <p>f. Along with the proposal for tutor time at the end of the day, this will ensure contact and wraparound care.</p> <p>g. A governor asked what the biggest risk is. AH said that there could potentially be negative feedback. When rolled out they will make sure that the students have a good understanding of why this is being done.</p> <p>h. A governor asked what a good tutor looks like. AH explained that they would like to tutors to be consistent and make sure there are simple habits that everyone can buy into, to make it easier to quality assure. Simple routines will improve the experience and will provide high expectations and rigour for every child. WA explained that implementation is key. This is crucial, because the biggest risk is that the school already has two types of tutors. One half is exceptional and knows the children inside out. The others do not and there is no middle ground. The SLT will get training modelling to ensure that everything is clearly understood, and people are held to account.</p> <p>i. A governor asked whether the system has worked elsewhere. AH said that he has had experience in schools of a similar nature, and it has had a good impact. There has been a lot of research around the reading element, and this has shown good impact, especially around the disadvantaged.</p> <p>j. A governor asked how the school will know that it is working. AH explained that there are a number of factors, including attendance at lessons and behaviour outcomes. Tutoring has a big impact on whether students want to come to school. Reading has a big impact on life chances, hence the reading element of the tutor session. Focusing on those key areas will have an impact on how they develop as people. WA pointed out that they will be introducing a pastoral support plan that will have outcomes and the tutors will be responsible for creating this and they will be the first port of call with the family.</p> <p>k. A governor asked whether it might be worth asking for volunteers at tutor time to help with support. AH explained that they are well covered in terms of each group. There has already been some great support with the most vulnerable students and that nurturing element is an important part of the plan within the tutor groups. In terms of the relationship they need a key figure and to get that right and build a relationship with the family. Tutors will have sole ownership of this role. The tutor role is a part of teacher training.</p> <p>l. TG asked governors whether they agree in principle with the intent to change the school day. All agreed unanimously to this.</p> <p>m. AW raised a concern that in terms of catering they are not able to produce good quality food because of the year groups being separated. It was agreed that AH would come back to governors in the summer term to update them on the implementation plan and to revisit the mixing of year groups.</p>	1 AW/ AH
4.	<p>To approve the minutes of the last meeting The minutes of the meeting held on 4th March were taken as a true and accurate record of proceedings. Proposed by BG and seconded by SS.</p>	
5.	<p>Any matters arising</p> <p>a. WA confirmed that she had reported the Zoom incident to the ICO.</p> <p>b. TG has asked WEST for the updated data protection policy.</p> <p>c. See part two proceedings.</p>	
6.	<p>Principal's Report Governors confirmed that they had read the report which had been previously circulated. From this:</p> <p>a. In terms of summer school, the government funding is for Year 6 transition to Year 7. There is likely to be a strong uptake.</p> <p>b. See part two proceedings.</p>	
7.	<p>Remote Education Review</p>	



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	Governors confirmed that they had received and read the quality assurance review on remote education, which had been previously circulated.	
8.	SEND update Governors confirmed that they had received the SEND Review SEF, which had been previously circulated and the SEND governor monitoring report from JT.	
9.	Finance update Governors confirmed that they had received the finance reports from Chris Hayter, who was unable to attend the meeting.	
10.	Summer 2021 assessments WA confirmed that assessments are going well. The results will be in by 18 th June. It was agreed to look at this further at the next meeting.	2 JS
11.	Wellbeing across the school community Governors thanked BG for her wellbeing reports, which had been previously circulated. <i>A governor asked how the school community is after the recent loss of Becky Maitland, who lost her battle with cancer the previous week.</i> WA told governors that she had emailed Cornwall Council on Saturday to ask for support and advice and heard nothing until 9.30 on Monday morning. By which time she had already informed the school community. Monday had been very sombre and the room that was used as a memorial to Becky was very well used. AW commented that the support for staff and students was incredible. Governors thanked WA for managing to do this without any support.	
12.	Safeguarding JT updated governors on safeguarding. Currently there are no active CP cases. There are 128 concerns from 94 students. It was noted that Gemma Parker is doing a great job and that the school needs to ensure that she is supported closely. One issue raised was that GP had a conversation with a Child Sex Abuse Lead, who advised that any sexually active student under 16 needs to be reported to Social Services. GP will discuss this further, as it raises all sorts of implications. Governors were worried that they are still not receiving all the information on concerns. Although JT had a few to report there seemed to be not many. JT will make enquiries about this and report back. It is possible that information is being picked up by the statutory partners and not being fed back to the school. JT pointed out that GP is constantly raising this issue of communication.	3 JT
13.	Health and Safety update SS told governors that he will be meeting with the Health and Safety Executive on 17 th May.	
14.	Risk management There was nothing to discuss.	
15.	GDPR It was agreed that contact form enquiries should go to the clerk only, to forward on to the relevant person.	
16.	Governor monitoring Governors thanked BG for her report on careers.	
17.	Admissions policy It was confirmed that the Admissions Policy had been approved via email prior to the meeting, in order for it to be published on the website. Governors had suggested some changes.	
18.	Chair's update and any correspondence TG confirmed that he has resigned from the Trust Board.	
	Date of next meeting:- To be confirmed via doodle poll.	



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Action Point	Governor	Action point to be addressed	When	Action update
Actions from this meeting 6th May				
1	Avril/Andy	Update on implementing the plan and revisit when year groups can mix	Summer term	
2	Clerk	Agenda item- assessment results	Next meeting	
3	Jon	Make enquiries about the lack of safeguarding data		