



## MINUTES

Meeting of the Local Governing Board held on  
Wednesday 23<sup>rd</sup> June 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)
Charles Pitman	CP	Parent
Bernie Guthrie	BG	Co-opted
Mike Baker	MB	
Christiaan Stirling	CS	
<b>Governor apologies accepted</b>	<b>Reason for absence and category of governor</b>	
Emma Cox-Symonds	Work commitments	Co-opted
Steve Squires	Work commitments	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	
Stephen Squires	Finance, H&S	
Emma Cox-Symonds	Attendance	
Mike Baker	Teaching & Learning/Curriculum	
Bernie Guthrie	Wellbeing across the school community/Careers Link	
<b>In attendance</b>	<b>Role</b>	
Julia Stoneman	Clerk to the Governors	
Chris Hayter (to item 4)	Business Manager	
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.	<b>Apologies for absence</b> Apologies were received and accepted from Emma Cox- Symonds and Steve Squires.	
2.	<b>Declarations of interest and confidentiality reminder</b> There were no additional declarations of interest.	
3.	<b>To approve the minutes of the last meeting and any matters arising</b> A governor had pointed out some amendments in terms of responsibilities at the beginning of the minutes. Subject to these amendments, the minutes of the meeting held on 6 <sup>th</sup> May were taken as a true and accurate record of proceedings. This was proposed by CP and seconded by JT.	
4.	<b>Finance update</b> Governors confirmed that they had received the latest accounts. CH went through these, and governors were invited to ask questions. From this: <ul style="list-style-type: none"> <li>a. Against the original budget deficit of (£95k), the current formal forecast is a deficit of (£161k). So, this is £66k worse than budgeted, but £52 better than the previous forecast.</li> <li>b. At 9 months into the year, the actuals are favourable. The budget was a deficit of (£58k) but the actual figure is a lower deficit of (£27k).</li> <li>c. There have been £55,227 additional costs due to COVID. Much of this was testing costs, cleaning, and agency costs for staffing. The school has received two grants from the</li> </ul>	



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	<p>government to offset the costs. The first was £11,880 to cover the extra free school meals vouchers. The second was a flat amount of £29,390 to cover the testing. This more than covers the amount spent on testing and will help compensate for the other COVID costs.</p> <p>d. There is some uncertainty around how much will be refunded for exam fees.</p> <p>e. Summer schools are currently being planned; income will cover costs and may generate a small surplus.</p> <p>f. The school conditions allowance fund has funded replacement of every boiler but one, this year.</p> <p>g. A grant was received to clean up the external tennis courts and re-board the MUGA. It would have cost £60k to completely resurface the tennis courts.</p> <p>h. A deal with Plymouth Argyle for using the premises will generate £18k of revenue next year.</p> <p>i. Governors thanked CH for the clarity of his report</p>	
5.	<p><b>Principal's update</b></p> <p>Governors confirmed that they had received the report, the attendance update and the ICT strategy update, which had been previously circulated. From this:</p> <p>a. The new post in RTL is working well and is reducing behaviour incidents.</p> <p>b. A big risk is IT. The most recent virus should have been preventable by WeST. There was an issue with a kill switch that made Callington and nine other schools vulnerable, because the switch was not on. The system went down as teachers were uploading coursework and scanning/compiling evidence for TAGs (Teacher Assessed Grades) which could have been a disaster.</p> <p>A new network manager has just been appointed.</p> <p>c. Attendance needs addressing as it is not where it needs to be. An Associate Principal will be appointed with attendance as their sole priority. This position will have time to meet with the Heads of Year and ensure that texts are sent to parents, among other things.</p> <p>A governor asked whether there is a pattern. WA explained that there is no obvious pattern, but the greatest number appear to be SEND. There is sometimes a health risk with SEND children, so COVID is playing a part.</p> <p>As the governor responsible for attendance, Emma Symonds will be meeting with Andy Hulbert and will report back to governors.</p> <p>d. Staff morale is good and there are no members of staff on long term sick leave.</p> <p>e. A number of staff are leaving at the end of the year. This will prevent redundancies, as the college was overstaffed. This leaves the college one member of staff short. One member of staff is going on maternity leave and an appointment has been made to replace her.</p>	1 ES
6.	<p><b>Change of day and tutor time proposal</b></p> <p>Governors confirmed that they had received the responses to the proposal. The proposal had also been taken to the parents' forum. Following the feedback, governors agreed unanimously to delay for one year.</p>	
7.	<p><b>SEND update</b></p> <p>JT confirmed that he met with the SENCO. All statutory obligations have now been met. A lot of work has been done on the numbers of students, as there were too many on the SEND register.</p> <p>There will be regular meetings of the Safeguarding Lead and SENCO, as there is so much overlap with social emotional and mental health.</p> <p>It was agreed that governors need to have some objective measures, in order to scrutinise SEND. WA will design a report that the SENCO can fill in monthly, that will set out the key areas and have milestones for governors to monitor.</p> <p>A governor asked whether there would be any support from the WeST SEND Lead. WA confirmed that Richard Woodland had identified Karen Sewell who conducted reviews for the whole Trust. Governors felt they would like him to look at the action plan and make sure that</p>	2 WA 3 WA



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	the college is on track. WA to get in touch with him. Karen Sewell is supporting and mentoring the SENCO. A number of governors recently attended SEND training that had been recommended and delivered by Karen Sewell.	
8.	<b>Safeguarding update</b> A number of governors recently completed Level 2 Safeguarding training. JT reported that there are 458 students on roll with CP/safeguarding records. There are 142 concerns relating to 89 students. Gemma Parker made 5 referrals to MARU. It was noted that national data suggests that 16% of children are likely to have one of the toxic trio situations. Governors were concerned that they may not know all of the children who may be at risk, which would not be a fault of the school but may be worth thinking about other ways of getting data from the outside agencies. Operation Encompass referrals seem to have dropped off. JT reported that there were two referrals from them, so they are trickling through. The college has asked other agencies whether they can flag up issues.	
9.	<b>Health and Safety</b> Nothing of concern was raised.	
10.	<b>GDPR</b> There was nothing to report.	
11.	<b>Chair's update and any correspondence</b> TG confirmed that he meets regularly with WA and JT. There has been an ongoing parental complaint. TG pointed out that there could be more complaints. It will be important to take them to the right channels and try to understand as far as possible the cause of the complaint. They would step in to protect staff and involve the Trust where needed.	
12.	<b>Accessibility Plan</b> This had been circulated via email and some changes had been suggested by governors. The suggested changes were included in the plan. Governors approved the Accessibility Plan. This was proposed by TG and seconded by MB.	
13.	<b>Parents' Forum minutes</b> Governors confirmed that they had received the minutes of the parents' forum, which had been previously circulated. Parent governor recruitment will take place in September.	
14.	<b>Updates from committees and the Trust Board</b> A new governance officer has been appointed to the Trust Board.	
	<b>Date of next meeting:-</b> 1 <sup>st</sup> July at 5pm – Budget Approval 8 <sup>th</sup> July at 4pm – LGB meeting	

Action Point	Governor	Action point to be addressed	When	Action update
<b>Actions from this 23<sup>rd</sup> June</b>				
1	Emma Symonds	Meet with Andy Hulbert to discuss attendance	Summer term	
2	Wendy	Produce a report for the SENCO to fill in monthly for governors to monitor	Summer term	
3	Wendy	Get in touch with WeST SEND Lead	Summer term	