

**Minutes Of A Meeting Of The Full Board Of Governors Of
The Federation Of Boskenwyn And Germoe Schools:**

Held Virtually On Wednesday 16th September 2020 At 18:00

PRESENT:

Dr Russ Monhemius (Chair)
Miss Paula Blackburn (Head teacher)
Charlotte Overton (Clerk)
Naomi Penrose (Vice-Chair)
Denise Rusga
Natalie Thomas
Joanne Nicholas
Anita Care
Brian Toney
Katie Knight
Ruth Gingell

		ACTION
1.	APOLOGIES Received from Wendy Jones and Tom Richardson accepted by Russ Monhemius.	
2.	DECLARATION OF PECUNIARY INTERESTS None	
3.	ELECTION OF CHAIR/VICE CHAIR Clerk confirms nominations have been received for Russ Monhemius to be re-elected as chair and Naomi Penrose for Vice Chair. Panel vote unanimously and Russ Monhemius is confirmed as Chair and Naomi Penrose as Vice-Chair. See Point 11 for replacement of Jay Faust on committee panels.	
4.	MINUTES OF THE LAST MEETING All agreed and signed off by the Chair	
5.	MATTERS ARISING None	
6.	SAFEGUARDING Paula Blackburn confirms that the Section 175 Audit has been completed and uploaded to the website having been approved for both schools. 'My Concern' is still being used to log any safeguarding issues and is proving an efficient reporting mechanism.	

	<p>Governors are informed that throughout lockdown both schools have been taking care of vulnerable families. In addition, Angie Larcombe has been speaking to vulnerable families weekly via telephone.</p> <p>Online learning platforms have been utilised, and any children who were not engaged were contacted to ask if they needed additional support.</p>	
7.	<p>DATA</p> <p>Paula Blackburn confirms to the board that there were no SATs this year. It is not yet clear how data will be captured next year, however one option being discussed would involve giving year 1's a phonics test to assess their present development.</p> <p>Pupils have been informally assessed during this process through the continued monitoring of home learning.</p> <p>Governors ask what the engagement for home learning was during the lockdown period. The answer is that there was 96% engagement which was well above the national average. Natalie Thomas comments this is largely down to the commitment of the staff and the lesson content. She comments for the record that the staff were extremely professional, and this view is shared by parents.</p> <p>Anita Care confirms she was approached today by a parent who wanted to compliment the hard work of all staff across both school settings.</p> <p>Concerns raised by Naomi Penrose over the Friday afternoon early finish, and parents using this time effectively to engage with children. Paula Blackburn confirms that this can be partly used as PE time (1 hour and following teacher guidance) including any physical activity if the children are mentally exhausted from a busy week of learning. The other hour is inquiry based learning around the topic of "Communities Adapt to Change." Any issues parents experience are to be flagged, and she reassured the panel that the school will always help with ideas, and support families who are struggling.</p> <p>Katie Knight states Seesaw can be used as a mechanism to update how the children have spent their afternoon to maintain engagement between staff and pupils.</p>	
8.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>Governors ask when this will be distributed.</p> <p>Paula Blackburn confirms it will be sent out to staff post Governor's meeting. They will add their relevant points and it will then be distributed to Governor's ahead of next scheduled meeting.</p> <p>Paula Blackburn advises that two projects have been approved. One is called 'The Carousel Of True Friendship'. This is collaborative with Italy, Portugal, Turkey, Romania and France. There will be pupil mobility to Romania for that project and staff mobilities for training on anti- bullying and pupil wellbeing.</p> <p>The pupil mobility to Bulgaria under the project 'Taking a learning journey on the STEAM train' has been postponed until further notice.</p> <p>The other approved project is a staff development project to allow staff to complete their training and is STEAM related.</p>	<p>Paula Blackburn/ Charlotte Overton</p>

9.	<p>ATTENDANCE</p> <p>Paula Blackburn informs panel that the majority of children are now back at school. There were isolated issues at each school. One has been resolved, one is ongoing. One family is isolating due to being abroad. A couple of suspected cases were reported, but have proved negative. Governors agree that attendance is inevitably going to waver this term.</p> <p>Paula Blackburn confirms that the existing procedures for absence will be followed if parents do not have a genuine reason for their child/children missing school.</p> <p>Parents have been spoken to today about the ongoing issue of late/poor attendance and it is going to be flagged on the next newsletter.</p> <p>Panel discuss options to act as a deterrent for repeat offenders and agree an offer of help from the educational welfare officer to parents would be an effective solution.</p> <p>Attendance to be further reviewed at the next meeting.</p>	Paula Blackburn
10.	<p>SEND</p> <p>Paula Blackburn states that two applications have been filed for the 'Education Health Care Plan'.</p> <p>All required policies have been sent and Angie Larcombe has updated the Local Offer and SEN Report and sent to governors and posted on websites.</p> <p>Russ Monhemius asks if there has been any additional funding since lockdown for SEND. He is advised there has been none.</p> <p>Paula Blackburn confirms that pupils classed as SEN, vulnerable, or receiving Pupil Premium were meant to get funding for laptops but this has not materialised.</p>	
11	<p>FINANCE AND OTHER COMMITTEE MEETINGS</p> <p>Clerk confirms replacements need to be found for Jay Faust for Health and Safety Committee and Staff Discipline Committee. Panel suggest Tom Richardson would be most suitable to replace him on Health and Safety committee given his interest in these matters at prior meetings. It is agreed the Clerk will contact him to see if he wishes to take up this position.</p> <p>Ruth Gingell confirms she will sit on Staff Discipline Committee</p> <p>Russ Monhemius confirms for the record that there has been a Finance Committee Meeting. The budget for this year has been signed off and no deficit has been identified. Any surplus in the budget is being allocated to both schools.</p> <p>No other committee meetings have sat during this time.</p> <p>Paula Blackburn confirms Teaching and Learning is ongoing and there are daily discussions with all staff. Health and safety risk assessments are regularly being undertaken. Risk assessments have been distributed and necessary parties have been kept informed.</p>	Charlotte Overton

	<p>Brian Toney agrees to give Tom Richardson a tour of both schools (subject to his agreeing to join the H & S Committee), and a report will then be generated and filed.</p> <p>Teaching And Learning Committee needs an additional member: Natalie Thomas is selected to join as the third member.</p> <p>Paula Blackburn asks for a named English Governor within the Teaching and Learning Committee. Natalie Thomas is appointed to the role.</p>	Brian Toney
12	<p>PUPIL PREMIUM</p> <p>Paula Blackburn advises that there were problems with the implementation of the system for children who were eligible for free school meals. This was resolved by Tesco vouchers being purchased and delivered to those eligible families.</p> <p>It is confirmed to the Governor's that all vulnerable families were catered for throughout the lockdown period.</p>	
13	<p>INSET</p> <p>During lockdown all teachers completed multiple staff training. Katie Knight confirms TODDLE was used as the training platform and is used and recognised internationally.</p> <p>Paula Blackburn has been in contact with multiple schools worldwide to share learning practices and UNOS training. Angie Larcombe has completed bereavement training and all teaching assistants have undertaken autism training.</p> <p>Inset day has been set for May half term next year. There will be two weeks off in total - the last week of May and the first week of June.</p>	
14	<p>HEAD TEACHERS REPORT/ REVIEW OF ANNUAL POLICIES</p> <p>This was circulated to Governor's ahead of the meeting by the Clerk.</p> <p>No comments or questions are raised from this document.</p> <p>For review of annual policies see point 17.</p>	
15	<p>HEALTH & SAFETY</p> <p>The policy has been updated and circulated to Governor's.</p> <p>Risk assessments have been drafted and distributed.</p>	
16	<p>CONFIDENTIAL MATTERS</p> <p>None arising</p>	
17	<p>AOB</p> <p>Russ Monhemius asks panel if they approve the policy documents that have been circulated by the Clerk ahead of the meeting. Policies circulated and approved in July were:</p>	

	<p>Children In Care, Intimate Care, Equal Opportunities & Anti-Discriminatory, Sport Premium Planning, Child Protection, Complaints, SEND, SEN information Reports (for both schools), Local Offer (for both schools), Pupil Premium, Equality Act & Accessibility Plan (for both schools), Curriculum, Charging & Remissions, Admissions Arrangements (for both schools).</p> <p>Policies circulated in September were:</p> <p>Prevent, Safer Recruitment, E-Safety, Staff Conduct, Staff Wellbeing, Sun Protection, Whistleblowing, Visitors, Lockdown, Induction, Inclusion, Flexi-School, Educational Visits, Educating Children With Medical Needs, Dignity At Work, Peer On Peer Abuse, Health & Safety, Collective Worship, Attendance, Assessment, Arrival & Collection, Anti-bullying, Acceptable Use.</p> <p>Panel unanimously agree and the documents are approved.</p> <p>Any amendments/small tweaks (namely typos), can be sent directly to Paula Blackburn to correct.</p>	
18	<p>DATE OF NEXT MEETING Wednesday 18th November via Zoom at 6pm</p>	