



Chacewater C.P. School



Part of the
Truro and Penwith
Academy Trust

Circulation List:

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Mr Nick Aldworth, Management Accountant, TPAT
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Governing Board

Mr Chris Gould - Headteacher	Headteacher
Mr Murray Nelson	Co-opted
VACANCY	Co-opted
Mrs Julia Bruce	Co-opted
Mrs Nichola Burrows	Co-opted
Mrs Penny Laban	Co-opted
Mrs Victoria Sanderson	Co-opted
Mr Terry Lister	Co-opted – Chair
Mrs Rachael Curnow	Co-opted – Vice Chair
Mrs Nicola Soutar	Parent
Mrs Polly Langford	Parent
Mrs Kerry Rice	Staff
Mrs Jo Hunt	Staff

CHACEWATER SCHOOL MINUTES

Wednesday 23rd April, 2020

Local Governing Board

Typed: 23rd April, 2020

Approved for circulation: 27th April, 2020

Linda Cackett – Independent Clerk

LOCAL GOVERNING BOARD VIRTUAL MEETING MINUTES

School:	Chacewater Community Primary School
Quorum:	5/12 – 40% - 1 vacancy at present
Chair:	Mr Terry Lister
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 22nd April, 2020 at 5.00 pm
Venue:	Virtual meeting facilitated by Zoom

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Mr Chris Gould - Headteacher	✓		P
Mr Murray Nelson – Co-opted	✓		A
Mr Terry Lister – Co-opted – Chair	✓		P
Mrs Jo Hunt – Staff	✓		P
Mrs Julia Bruce – Co-opted	✓		P
Mrs Kerry Rice – Staff	✓		P
Mrs Nichola Burrows – Co-opted	✓		P
Mrs Nicola Soutar – Parent	✓		Ap
Mrs Penny Laban – Co-opted	✓		P
Mrs Polly Langford – Parent	✓		P
Mrs Rachael Curnow – Co-opted	✓		P
Mrs Victoria Sanderson – Co-opted	✓		P – in part
VACANCY – Co-opted	✓		-
Mr Nick Aldworth – Management Accountant - TPAT		Management Accountant	P
Mrs L Cackett		Clerk	P

1	Apologies and consideration of consent for absence Apologies were received, considered and accepted from: <ul style="list-style-type: none"> • Mrs Burrows It was noted that Mr Nelson was not in attendance.	ACTION:
2.	An opportunity to declare any additional Business or Pecuniary Interest/s and protocol for virtual meetings No additional declarations were made. The Board APPROVED the Housekeeping document circulated prior to the meeting.	
3.	Constitution	
3.1	Next terms of office to expire The next terms of office to expire are: <ul style="list-style-type: none"> • Mrs K Rice – Co-opted Governor – 8th September, 2020 	

These minutes are agreed as an accurate reflection of the meeting.

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<p>3.2</p>	<ul style="list-style-type: none"> Mrs R Curnow – Co-opted Governor – 6th October, 2020 <p>Vacancy</p> <p>The Clerk reported that there was currently one Co-opted vacancy. The Headteacher reminded the Board that Mr Nelson will be retiring at the end of the summer term also, the Board agreed to start the recruitment process immediately.</p>	<p>All governors</p>
<p>4.0</p>	<p>Headteacher's Update</p> <p>The Headteacher circulated an update to the Board prior to the meeting. It was agreed that he would cover this in the next five agenda items and for the budget to be tabled after Item 7.0.</p>	
<p>5.0</p> <p>5.1</p>	<p>Business critical decisions (e.g. budget approval, ratifying school leadership appointments etc.)</p> <p>Budget 2020/21 – tabled after Item 7</p> <p>The Headteacher explained why the draft budget has been set and Mr Aldworth explained what the accounts were looking like at the end of March. Naturally, there will be lots of things that will impact the budget further during the lockdown and once normality resumes, whenever that will be. There have been additional costs not budgeted for e.g. the recent deep clean of the school. Hopefully at year end the school will be where it hopes to be.</p> <p>Mr Aldworth explained the proposed budget to the Board:</p> <ul style="list-style-type: none"> The central funding from the government has increased this year, future projections were given. Teachers pay grants will continue next year but then fall out of the equation. Teachers pension grants were committed for 3 years and then probably fall out of the equation or will become part of the central funding. Infant Free School figures based on 80% on census day numbers. Next year the Headteacher has been included to work a further year for the Maths Hub. The Headteacher explained that Mrs Buckingham's maternity had to be announced sooner than expected. He explained that Mrs Buckingham will leave as it is the end of her contract. Miss Hoare wishes to return at .6 FTE. All the current teaching staff will be as they are at present, the Headteacher explained all the proposed staffing arrangements to the Board. Questions were invited, there were none. PPA cover was then explained. The Headteacher has asked for teaching assistant staff to be in the budget as they are now, he is passionate that staffing will be adequate when pupils return. He explained the funding changes 	

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	<p>to the Board, if one pupil leaves there is one teaching assistant who will be happy to leave.</p> <ul style="list-style-type: none"> • A governor asked if the one-day cover teachers are happy with the proposals, the Headteacher confirmed that they were. The Headteacher confirmed that Mrs Law will not be Year 6 and is quite happy with the decision. Long term planning of classes will be and needs to be quite flexible. A governor asked about the apprentice, the Headteacher confirmed that the school had invested in her and she will be kept on until July. • Mr Aldworth explained the three teaching pay increases to the Board, the budget is based on a middle %, 2% increase for teaching assistants, there needs to be a difference from TA Band 1 and Band 2 so Band 2's will be given an additional small pay rise as from 1st April. • Staff sickness insurance has had a significant number of claims so budgeted higher as the premium is likely to increase. • Additional costs for pensions incorporated within the budget. • The 2.7% PFI increase has been included. • The insurance for the mini bus of £1000 will be covered by the PTA. The Headteacher explained that he is taking the mini bus home every two weeks to ensure that it is ticking over and kept running. The Chair asked whether the £1000 might be an issue as the PTA are unable to fundraise at present. The Headteacher agreed that this might change the following year. • TPAT now have a deal on cloud-based telephone systems which will reduce telephone expenses. • If the school stays as at it was at the end of March the budget is being set with the Headteacher's income for another year. The Chair asked whether the curriculum budget needs increasing as more pupils on roll. This was agreed and APPROVED to be increased. <p>The Board APPROVED the proposed budget subject to the agreed small changes.</p> <p>The Headteacher explained that as everything is so up in the air it was important that support staff hours were also protected. The Headteacher asked about external service providers, Mr Aldworth explained that the furloughing of staff is only being considered but TPAT do not want to put staff at a financial disadvantage. If agency supply was being brought in on a committed supply basis then they will require paying, TPAT is however seeking legal advice. A governor commented that she thought the school would have a duty of care, the Headteacher replied that they had already been paid more than the number of hours they were already contracted for. A governor asked whether if they were going to be paid that they could they be included on the staff rota. The Headteacher explained that he did not think they would be keen to come in. The Headteacher agreed that guidance needs to be sought and followed.</p>	
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	Mr Aldworth was thanked for his work on the budget, a governor wished to thank all the staff for the hard work being undertaken at the school, everyone was amazing.	
6.0	<p>Monitoring how the school is continuing to provide care for children who are vulnerable, children with ECHP plans the children of key workers, associated risks, issues etc.</p> <p><u>Care for Key Workers</u></p> <p>The Headteacher circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • School has been operating for key workers since the shutdown – numbers from Monday to Wednesday are higher with up to 12 children, Thursday less around 8 and Friday 4. This is supplemented by some staff children. Relatively high numbers, parents are nurses, supermarket workers, care workers, NHS employees, nursery workers. Relatively high relating to other schools. All children attending are key workers children, there are no children with ESHP's in attendance and risk assessments have been undertaken by the Headteacher. The Headteacher explained the risk assessments undertaken but that the school is not the right environment for these children at present. • Staff are on a rota system now Easter has passed. Teachers 1 in 4, TA's proportionate to hours - only 4 staff in per week, SMT - Danni Monday, Claire Tuesday, and the Headteacher Wednesday to Friday. • The school had a scare and shut down for a deep clean just before Easter, the school was open all over Easter. • Mrs Law returning to work on May 1. The Headteacher added that she won't be coming into school but will be working from home. • Staff have daily briefing from SMT about ensuring their safety – regular washing of hands. Typical day 1 hour in, 1 out, ½ in, lunch, 1 hour in, then out and finish with film. The Headteacher explained the daily routine for the school to the Board. In reality to keep a 2m distance in school is very difficult, the children are outside as much as possible. The Headteacher reiterated that the school staff have been amazing. • All staff are receiving any updated advice from TPAT and government - this comes out daily. • Many returns for school to send in daily – numbers of children to DFE, Local Authority, SEND returns. • The Chair wished to thank all the staff and Headteacher for their hard work over this difficult time. • The staffing is working is very well but if a vulnerable child attends then staffing ratios and rotas will need to be changed. 	

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	<p><u>EHCP children and Safeguarding</u></p> <p>The Headteacher circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • 4 children on EHCP – risk assessments have been undertaken for all 4. Constant communication from Government to ensure that we are offering them opportunity to be in school. The SENDCO is ringing them each week. All are happy not to be in school and for their health issues this is appropriate. There is a very good narrative between the school and the parents. There will be an additional cost for one month regarding SEND due to Mrs Law's return. • No children under Social Care although the school has had 2 VISTS during the closure and 1 parent asking for referral to Family Support Worker. 1 of VISTS has resulted in the children being invited in for support as the family are perceived vulnerable. The Headteacher explained that the family have been offered to bring their children in and will decided by tomorrow whether the return will happen. • SENDCO is ringing weekly all children on register. • SMT /office ringing all vulnerable weekly as well as FSM weekly, so all children the school is worrying about are being carefully monitored, the Headteacher explained that he can only ask on the phone and hope that he is being correctly informed. • FSM vouchers – very challenging and time consuming. The Headteacher explained that the Admin of the FSM system is horrendous and very time consuming. There have been major issues with the system and the Headteacher has had to reissue vouchers to one parent. A governor asked where the vouchers can be spent, the Headteacher explained that there were several shops and there were no concerns, Aldi had come on board today also. 	
7.0	<p>Any issues arising from how the building is currently being used and remote working for staff.</p> <p>The Headteacher reported that the school is using two rooms at present, the children sit at separate desks. Children bring their own packed lunches into school each day.</p> <p>Staff working remotely have read the latest policy and DSE risk assessments have been undertaken by all staff. The cleaners clean the rooms used on a daily basis.</p> <p>The Headteacher reminded the Board about the outbuilding, the order is being kept but unable to be delivered at present. For the building to be erected it will cost nearly £7,000 so another quotation is now being sought. He was hopeful that this could be put in place as soon as possible. Mr Aldworth explained the £6,900 quotation to the Board, hopefully the Trust will be able to find an alternative answer. The Chair confirmed that the costs were a lot higher than originally anticipated. A governor asked whether the school is committed to Dunster House, Mr Aldworth explained</p>	

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	<p>that the school had paid up front to benefit from a discount. He felt that if the order is cancelled the costs should be recoverable. The Headteacher felt that the school had been misled and that originally, they were led to believe that the amount paid included the erection and completion of the building.</p> <p>The Headteacher added that the school does not know when children will return, he is worried that parents need supported and if children return in September they will be 24 weeks behind. He has assured parents there will be no testing, there will be a lot of pupil conferencing. The school will have to change the curriculum, he felt that it will be changed to meet the needs of the children. Things will look very different if children return in June if it is delayed until September the picture will be entirely different.</p> <p>5.46 pm – Ms Sanderson joined the meeting.</p> <p>A governor asked whether there will be a phased return to school via year groups. The Headteacher replied that guidance will be sought, he really does not know at this time, it is guesswork and speculation at present.</p> <p>The Vice Chair commented that the unions will be involved to ensure staff are kept safe, unions have already said what they want put in place. A governor commented that there are so many unknowns that until unions can say how staff can return to a safe environment no one can predict what will happen. The Headteacher assured the Board that staff will come in an prepare before pupils return.</p>	
8.0	<p>Support being given to parents and carers to help them educate their children at home.</p> <p><u>Support to parents and carers</u></p> <ul style="list-style-type: none"> • The School has produced a very supportive video, the video was excellent. • All work is set daily on school website under Work from home. This has continuously been communicated from school via all methods – some parents still missed this – SMT has chased up – heard from 92% of parents. There are some still not accessing the resources and they were sent a text yesterday. Every day there is set work by teachers and they can be communicated with via email. The Headteacher explained that it is difficult to pitch, some parents are finding it more difficult, the school is trying very hard. Some schools are teaching via Zoom, the Headteacher felt that this would be looked at again if the lockdown continues for a long time. • Teachers communicating really effectively with parents via email. • Challenges – pitch and support – aiming for the middle - some doing a lot, some not as much - other challenges school needs to be aware of for families • Staff are also challenged - working from home / their own children? 	

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	<ul style="list-style-type: none"> • Reports for Autumn and Spring will go out in next few weeks when staff have completed them. • FSM - 17 children – had 1 application during the crisis - now at 18. Always put in the newsletter / computers have been lent to parents during the crisis <p>The Chair asked what happens to Year 6, the Headteacher hopes that some transition will take place.</p> <p>Parent governors were asked for their opinions, a governor commented that the work was excellent and the work and feedback has been amazing from her perspective. Mr Aldworth asked whether IT was an issue, the Headteacher confirmed that he has lent out 7 Chromebooks to pupils and this was being monitored. Another governor commented that she felt that the work was being pitched correctly and not putting pressure on parents was the way forward. She felt that there was a lot of resources available and having good contact with the teachers was really good. Another governor also agreed with all the positive comments already made. The amount of information being sent might vary if you have more than one child but she can see that everyone is working very hard to provide excellent resources, the video was lovely and important for pupils to see!</p> <p>The Headteacher is going to add some more ideas for parents on this week's newsletter to help parents. A governor commented that seeing the photos was brilliant, it was lovely that they evidenced the whole range of robots being created! Sharing everything would help parents understand that not everything has to be 100%</p>	
9.0	<p>Monitoring the wellbeing and welfare of pupils, staff and stakeholders.</p> <p><u>Future considerations</u></p> <ul style="list-style-type: none"> - No data collections this year - How we support children returning to school – very different focus on curriculum - Mental support – English, Maths and reading focus – abridged version – need to support catching up – no mass testing. 	
10.0	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> • Wednesday 20th May, 2020 at 5.00 pm - Paperwork deadline 08.05.2020 • Monday 13th July, 2020 at 5.00 pm - Paperwork deadline 01.07.2020 <p>Health and Safety Committee Meetings</p> <ul style="list-style-type: none"> • Wednesday 17th June, 2020 	

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	<p>It was agreed that the Board might need to meet virtually for an additional Local Governing Board meeting if more clarity is given by the Government before the next meeting date.</p> <p>The Chair thanked everyone for their attendance and the meeting closed at 6.25 pm.</p>	
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These Minutes were passed as true and accurate at the Local Governing Board Meeting on Wednesday 20th May, 2020.

Signed: **Chair**
Mr Terry Lister

Dated: **Wednesday 20th May, 2020**

These minutes are agreed as an accurate reflection of the meeting.

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