



Chacewater C.P. School



Part of the
Truro and Penwith
Academy Trust

Circulation List:

Chacewater Primary School - copy for public access
The Vault – TPAT
Mr Nick Aldworth, Management Accountant, TPAT
School copy – for parental access

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 VIRTUAL LGB MINUTES

Monday 13th July, 2020

Local Governing Board

Typed: 13th July, 2020
Approved for circulation: 24th July, 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:	Monday 13th July, 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	✓		P
Mrs Penny Laban – Co-opted	✓		P
Mrs Polly Langford – Parent	✓		P
Mrs Rachael Curnow – Co-opted	✓		P
Mrs Victoria Sanderson – Co-opted	✓		P
VACANCY – Co-opted	✓		-
Mr Nick Aldworth – Management Accountant - TPAT		Management Accountant	P
Mrs L Cackett		Independent Clerk	P

1	<p>Apologies and consideration of consent for absence</p> <p>The Headteacher thanked the Clerk for recirculating the paperwork, in its entirety, prior to the meeting.</p> <p>No apologies were received, it was noted that Mr Nelson was not in attendance.</p>	ACTION:
2.	<p>An opportunity to declare any additional Business or Pecuniary Interest/s and protocol for virtual meetings</p> <p>No additional declarations were made.</p>	
3.	<p>Constitution</p>	
3.1	<p>Next terms of office to expire</p> <p>The next term of office to expire are:</p>	

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

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<p>3.2</p>	<p>Vacancy</p> <ul style="list-style-type: none"> Mrs K Rice – Staff Governor – 8th September, 2020 – The Clerk explained that the position needs to be advertised, Mrs Rice confirmed that she would be happy to continue if required. An election will be facilitated if there is anyone else interested. Mrs R Curnow – Co-opted Governor – 6th October, 2020 <p>The Clerk reported that there was currently one Co-opted vacancy. The Headteacher has spoken to someone but will put some feelers out for September.</p>	<p>Headteacher</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p>	<p>Minutes of the last meeting – 9th June, 2020</p> <p>Approval of minutes</p> <p>The minutes of the meeting held on 9th June, 2020 were APPROVED as a true and accurate record of the meeting. They will be signed when non-virtual meetings resume.</p> <p>Matters arising</p> <p>Item 4.2.1 – Matters Arising - Headteacher's Update – Re-opening School – The Headteacher reported that the Home School Agreement has been circulated to parents.</p> <p>Item 5.0 – Headteacher's Update – The Headteacher confirmed that the phone calls were all made following the last meeting. This was in relation to children who the school had not heard from. Children that have had limited contact have been flagged. In addition, teachers have added information regarding the engagement of pupils during Covid-19 on the handover document to the teacher in the next class. Governors agreed that this would be important and useful for staff.</p> <p>Mrs Sanderson confirmed that she had sent the Zoom Policy to the Headteacher following the last meeting, the Headteacher added that it had been issued.</p>	<p>Chair</p>
<p>5.0</p>	<p>Minutes of the last Health and Safety Committee Meeting – 17.06.2020</p> <p>The minutes of the Health and Safety Committee held on 17th June were circulated prior to the meeting for the Board's information. It was further noted that:</p> <ul style="list-style-type: none"> The soap dispensers remain to be an issue, the Headteacher is still chasing Interserve, the Board agreed that they must be in place before the school re-opens in September. The building outside has nearly been finished; it now needs to be furnished with the donation. Mr Aldworth asked for a covering letter to accompany the donation. 	

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	<ul style="list-style-type: none">The \$175 feedback has been received there are no action points, just some general pointers re Covid-19. The Headteacher thanked Mrs Burrows for her help in completing it.																																														
6.0	<p>Headteacher's Summary Report – Reopening of whole school in September</p> <p>The Headteacher's Summary Report was circulated prior to the meeting:</p> <p>Key facts: <u>Number of children on roll</u> – 190 – 2 children have joined during lockdown but not in school currently as in Y2 and 3</p> <p><u>Children with EHCP Plan</u> - 4 – 2 in school others self-isolating at home on medical grounds - 1 is part time in school as we do not have the 1:1 provision at all times. Parents supportive of this and has been documented in risk assessment.</p> <p><u>Number of key worker children in school</u> – Peaked at 28</p> <p><u>Children from Year groups in school</u></p> <table><tr><th>Year group</th><th>Number of children in class</th><th>Number in school</th><th>Percentage</th><th>Number of children unable to come in due to self-isolating etc.</th></tr><tr><td>Reception</td><td>30</td><td>19</td><td>63%</td><td>1</td></tr><tr><td>Y 1</td><td>30</td><td>19</td><td>63%</td><td>2</td></tr><tr><td>Y6</td><td>20</td><td>17</td><td>85%</td><td>0</td></tr></table> <p><u>Maximum total - 83</u></p> <p><u>Number of staff in school</u></p> <table><tr><th>Staff</th><th><u>Total usually contracted to school</u></th><th><u>Total in school currently</u></th><th><u>Total not able to work</u></th><th><u>Additional brought in</u></th></tr><tr><td><u>Teachers</u></td><td><u>12</u></td><td><u>11</u></td><td><u>1</u></td><td><u>1</u></td></tr><tr><td><u>TA's</u></td><td><u>12</u></td><td><u>10</u></td><td><u>2</u></td><td><u>2</u></td></tr><tr><td><u>Office Support staff</u></td><td><u>2</u></td><td><u>2</u></td><td><u>0</u></td><td><u>0</u></td></tr><tr><td><u>Lunchtime supervisors</u></td><td><u>6</u></td><td><u>5</u></td><td><u>1</u></td><td><u>0</u></td></tr></table> <p>To support the current provision in “bubbles” and staff absence we are using additional staffing as follows:</p> <p>Additional TA hours – 50 hours per week – currently missing 30 hours of TA support</p> <p>Additional teacher hours - 2 days per week</p>	Year group	Number of children in class	Number in school	Percentage	Number of children unable to come in due to self-isolating etc.	Reception	30	19	63%	1	Y 1	30	19	63%	2	Y6	20	17	85%	0	Staff	<u>Total usually contracted to school</u>	<u>Total in school currently</u>	<u>Total not able to work</u>	<u>Additional brought in</u>	<u>Teachers</u>	<u>12</u>	<u>11</u>	<u>1</u>	<u>1</u>	<u>TA's</u>	<u>12</u>	<u>10</u>	<u>2</u>	<u>2</u>	<u>Office Support staff</u>	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>Lunchtime supervisors</u>	<u>6</u>	<u>5</u>	<u>1</u>	<u>0</u>	
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	<p>Reporting of testing - 5 children have had symptoms during the period and gone for tests all of which were negative. The support of parents has been excellent and beneficial for the testing and collecting children when they have had symptoms.</p> <p>Safeguarding - no VISTS or concerns have been raised since the last governors meeting. A vulnerable family that are working with a Family Support worker are now in school as 1 child is in Year R. Zoom lessons have been invaluable in supporting us with keeping in contact with families.</p> <p><u>On line learning</u> - Staff have been very proactive in making contact with parents who we have not heard from or who are not partaking in school work – zoom lessons have taken place daily for all children in Year 2,3,4 and 5 which has kept children engaged. Cards have been sent to every child not in school. Phone class / emails have been made to parents not heard from. Computers have been lent. School still has concerns about some children but all avenues for support have been taken.</p> <p><u>Finances</u> - the school has been told that if it is projecting not to add to its reserve this year then it can claim for additional costs relating to COVID 19. This is the case for our school and a spreadsheet has been kept for these costs. This should be submitted before the end of term but does not include staffing. It currently totals around £3500.</p> <p><u>SDP</u> – school has identified the following priorities which will form the basis of the SDP for September 2020.</p> <p><u>Curriculum</u> – to continue to refine and develop our curriculum to ensure that it is broad and balanced and also takes into account gaps as a result of COVID. Development of RE and French.</p> <ul style="list-style-type: none"> - Phonics and Spelling - Reading including development of vocabulary - PSHE: including the teaching of RSE, the use of the new mental health building and supporting children returning to school following the COVID outbreak <p>Return to school – this is planned for all pupils from Sept 7th 2020 – full plans from the Government and TPAT have been shared with governors as well as the school plan for a return.</p> <p><u>New building</u> – With the financial support of the Church building has now started and will be completed before the end of term.</p> <p>It was further noted that:</p> <ul style="list-style-type: none"> • The Headteacher wished to give a massive thank you to all staff and governors during the Covid-19 pandemic. • The Zoom lessons have been superb, the Headteacher felt that everything possible that could be done has been. • The Chair wished to thank everyone concerned. • A parent governor wished to express her thanks to staff, her daughter had thoroughly enjoyed Zoom lessons. 	
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Covid 19 Return to school for all pupils September, 2020

The detailed document was circulated prior to the meeting, it was further noted that:

- The plan has been gone through with teaching staff.
- The Headteacher has written to parents with a pracie of what school will look like.
- The greatest challenge has been staffing, part time and flexible working is supported by the school. There have therefore been some major staffing changes for the Autumn Term, these were explained to the Board in detail. There is a slight narrowing of the curriculum but reduced movement of staffing groups.
- A governor asked the impact on a member of staff, it was explained that it meant she would only work with two classes not 180 pupils.
- Currently there are staff shielding, one teaching assistant and one lunchtime supervisor is off. Medical guidance is being obtained for one member of staff regarding her return in September.
- Mr Aldworth asked if the .2 on the budget will be the same, the Headteacher confirmed that it will equate to the same but has just been different members of staff.
- KS2 children will eat in their classrooms, dust busters have been purchased to keep the flooring clean.
- Some parents have expressed concern about the staggered starts and exit/entry points. However, the school has done its utmost to ensure that everything is as effective as possible.
- The Headteacher is concerned about some children who might not return to school, this can only be addressed next term.
- The biggest change is that going forward the school cannot inform parents in bubbles unless there is a positive test. He will no longer tell parents when pupils leave to be tested but will do in the case of the vulnerable pupils.
- A governor asked whether the sanitisers and hand washing facilities were interchangeable. The Headteacher confirmed that they were interchangeable.
- The Vice Chair whether water bottles can be brought in, the Headteacher confirmed pupils must bring minimal things into school but could bring their water bottle and re-fill during the day.
- Lockers are being purchased for KS2.
- If you are not adding to your reserves you can claim funds back on the Covid-19 grant. Mr Aldworth added that it was primarily for additional premises and cleaning costs. Exceptional costs can also be claimed but not day to day running costs. The claim will be submitted next week. A governor asked if you could claim for putting in place things required for bubbles. Mr Aldworth confirmed that he will know more after he has spoken to the auditors and after his team meeting tomorrow.

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	<p>Curriculum Recovery Plans for September 2020</p> <p>The informative and detailed Curriculum Recovery Plans for September, 2020 were circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • The first two weeks will judging where children are, however, there is a core group of children who have not engaged. A governor asked if the core group were pupils who the school previously had concerns with. The Headteacher explained that mainly it was however the has bought into the Education Welfare Service as their services will be required. • The school breaks up this Friday and staff are meeting next week to discuss plans, there will be adjustments made to what is going to be taught. • After School Club will be limited to 16 pupils, it will be run at the parent's decision to the risk, where possible it will meet outside or in the hall. There will however be no After School Clubs in the Autumn Term, but Catch Up Clubs might follow. • The government has mentioned additional funding, no clear guidelines have been given yet. The school has plans within school to support children. Within school the Headteacher knows he has the capacity to use one to one teachers, but the school is unclear at present who those pupils are. • The Pupil Premium pupils are the ones who have not engaged during lockdown. • A governor commented that the information to the parents must be clear regarding drop off times. It will be difficult for siblings; the school will be flexible when required. The main thing will be for parent to be on time! • The Headteacher explained how new reception pupils will be introduced to school. The school has to minimise the risk to all staff. • A governor asked how the Year 6 transition was doing, the Headteacher confirmed that it had been great, five schools involved. Transition has been as good as it can be and Zoom meetings have taken place and gone well. • A governor asked which were the give secondary schools, the Headteacher replied that they were Richard Lander, Redruth, Newquay Tretherras, Truro School and Pencallenick. <p>Staffing Plan for September, 2020</p> <p>The Staffing Plan for September was circulated prior to the meeting, it was discussed in agenda item 6.0.</p>	
7.0	<p>Business critical decisions</p> <p>May 2020 – Management Report</p> <p>The May Management Report was circulated prior to the meeting, it was further noted that:</p>	

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	<ul style="list-style-type: none"> The June report will be issued tomorrow. The Free School Meals have been confirmed on Friday, they are using average figures, the outturn will be in the school's favour. The £30,000 deficit remains static but might be reduced at year end, in reality the Headteacher has to ensure the safety of staff and pupils. The Headteacher informed the Board that hopefully Interserve will pick up the additional cleaning costs until September, from September it will cost £100 per week. The Chair added that the Headteacher must spend what he needs to ensure that staff and pupils are kept safe. 	
8.0	<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>4 children currently on ECHP's, 2 in school at present, there is good communication. To get 3 ECHP pupils back in September the risk assessments will be written in September once the governance guidance is known.</p>	
9.0	<p>Any issues arising from how the building is currently being used and remote working for staff.</p> <p>The Headteacher added that the school must have a massive contingency plan. Funding has been obtained to allow Google Classroom to be purchased, supplemented with Zoom sessions. The focus in September will be to teach all pupils how to use Google Classroom.</p> <p>A governor asked whether risk assessments have come through by Interserve, the Headteacher confirmed that he had seen none.</p>	
10.0	<p>Support being given to parents and carers to help them educate their children at home</p> <p>Covered under agenda item 6.0.</p>	
11.0	<p>Monitoring the wellbeing and welfare of pupils, staff, and stakeholders.</p> <p>The Headteacher added that a very good staff meeting has taken place last week with the teaching staff, the support staff have met today. The first training day on September 4th staff will have to work according to the guidance given.</p>	
12.0	<p>Policies</p> <ul style="list-style-type: none"> TPAT – Social Media Policy <p>The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption by the Board. The Headteacher thanked the</p>	

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	Clerk for circulating it prior to the meeting. He commented that the Intimate Care Policy will need to be updated to include the use of PPE equipment.	Clerk Agenda Item next LGB
13.0	Impact of Meeting The Board felt: <ul style="list-style-type: none"> • The Headteacher and staff are doing an excellent task with the education and health and safety of the pupils. • Staffing for September was clear. • Parents will be well informed before the end of term. 	
14.0	Chairs Report	
14.1	Year 6 Leavers – 11.30 am – Friday 17th July, 2020 The Headteacher updated the Board about how certificates will be presented on Friday, Boom Box and refreshments will be provided. The Board were pleased that there was to be some celebration for the Y6 leavers. Social distancing will be in place and Year 6 pupils parents invited to attend.	
14.2	BBQ – 4.00 pm – Wednesday 22nd July, 2020 Governors were invited to attend a BBQ the following week as Mrs Kate Whitehead was leaving and secured a new job as she was moving out of county.	
14.3	Mr Nelson Mr Murray will be thanked for his work as a governor as he will be leaving the end of term. He will be thanked at the Year 6 Leavers event.	
14.4	Headteacher's TPAT The Headteacher reported that he will be working in a slightly different way for TPAT, his role as Maths Lead will also change in January. The expected £18,000 will increase to £24,000. He will still only be out of school 2 days per week.	
14.5	Thank You to the Board The Headteacher wished to thank all governors for their hard work and support during the year. The Chair thanked everyone including the Clerk and Management Accountant and wished the Board a good summer break.	

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

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14.0	<p>Diary Dates</p> <p>Local Governing Board Meetings</p> <ul style="list-style-type: none"> Thursday 1st October, 2020 at 5.00pm – <i>Paperwork deadline 17.09.2020</i> Monday 7th December, 2020 at 5.00pm – <i>Paperwork deadline 23.11.2020</i> Wednesday 3rd February, 2021 at 5.00pm – <i>Paperwork deadline 20.01.2021</i> Thursday 25th March, 2021 at 5.00pm – <i>Paperwork deadline 11.03.2021</i> Wednesday 19th May, 2021 at 5.00pm – <i>Paperwork deadline 05.05.2021</i> Monday 12th July, 2021 at 5.00pm – <i>Paperwork deadline 28.06.2021</i> <p>Health and Safety Committee Meetings</p> <ul style="list-style-type: none"> Wednesday 11th November, 2020 at 4.30pm – <i>Paperwork deadline 28.10.2020</i> Wednesday 24th February, 2021 at 4.30pm – <i>Paperwork deadline 10.02.2021</i> Wednesday 16th June, 2021 at 4.30pm – <i>Paperwork deadline 02.06.2021</i> <p>The Chair thanked everyone for their attendance, the meeting closed at 6.05 pm.</p>	
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These Minutes were passed as true and accurate at the Local Governing Board Meeting on Thursday 1st October, 2020.

Signed: **Chair**
Mr Terry Lister

Dated: **Thursday 1st October, 2020**

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

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