

## MINUTES OF FGB MEETING HELD ON 13<sup>th</sup> JULY 2021

### Venue: Haven

Committee members Present: Mrs Jane Briggs (JB), Mr Simeon Leete (SL (Vice Chair)), Mrs Laura Mead (LM (CHAIR)), Mr Barclay Millar (BM), Mrs Alice O'Reilly (AOR), Mrs Michaela Pay (MP), Mrs Frances Perkin (FP), Mr Jay Turner (JAT), Dr Mary Welford (MW), Mr Dom Wilkes (DVW).

Apologies: Mrs Hetty Thompson (HT)

In Attendance: Mrs Clare Brown (CLB (CLERK)), Mrs Michele Bacchus (MB (Business Manager))

DVW opened the meeting by informing the Governors that the 'Notice of Financial Concern' has been lifted. Governors congratulated DVW on an amazing achievement.

LM introduced MB and everyone at the meeting introduced themselves.

Item	Topics Discussed	Result/Action
1. Apologies	As above	<b>Noted and accepted.</b>
2. Declaration of Pecuniary and/or Professional Interest	Governors reminded to declare pecuniary interests considering the agenda or as soon as it becomes apparent that one exists as discussions progress.	<b>DVW &amp; JAT declared a professional interest.</b>
3. Minutes and Confidential Minutes of Meeting on 31.03.2021 and Matters Arising	<p>a. The Part One minutes having been circulated were approved and signed as a correct record.</p> <ul style="list-style-type: none"> <li>• Matters arising from the minutes. <ul style="list-style-type: none"> <li>➤ <b>5.b. The National Training Programme.</b> <i>SL asked if the rest of the teaching profession agreed that it wasn't brilliant. DVW confirmed not known. Better value for us to use the money to increase hours of our own part time staff.</i></li> <li>➤ <b>5.i. Toilets.</b> <ul style="list-style-type: none"> <li>❖ MB confirmed in desperate need of refurbishment</li> <li>❖ 4 toilets (2 in the MFL corridor and 2 by the John Ward Hall) have been identified to be refurbished this summer/October half term.</li> <li>❖ order needs to be replaced this week</li> <li>❖ <b>Governors asked what was going to be done.</b> <i>MB confirmed new cubicles with solid grade laminate as more robust (SL confirmed this had been discussed at length and agreed at the last FSPC meeting)</i></li> </ul> </li> </ul> </li> </ul>	<b>Approved by FGB and signed by LM</b>

<p>JP = Jacqui Piper (Head of Service for School Effectiveness)</p>	<ul style="list-style-type: none"> <li>❖ <i>Aiming to make it a nice environment that pupils will look after.</i></li> <li>❖ <i>DVW confirmed that JP had seen them on her last visit and is trying to get us some more funding so that they are all fit for purpose</i></li> <li>❖ <i>Best quote received = £67,000. MB confirmed this would have been less if she had project managed in-house but unable to do this (again discussed and agreed at FSPC)</i></li> <li>❖ <b>Governors asked if there were any more quotes expected.</b> MB confirmed 2 comparable quotes received plus one if project managed in house.</li> <li>❖ <b>Governors asked who was paying for the refurbishment.</b> MB confirmed we are, but JP trying to help with the toilets as well as the overall deficit.</li> <li>❖ <b>Governors asked if any improvements will take place in the other toilets.</b> MB confirmed they are to be painted plus lighting to be improved to help in the interim.</li> <li>❖ <b>Governors asked if low energy bulbs will be used.</b> MB confirmed yes.</li> <li>➤ <b>5.j. SEND audit. Governors asked for an update –</b> DVW confirmed covered in his report.</li> <li>➤ <b>6.f. Safeguarding.</b> <ul style="list-style-type: none"> <li>❖ <b>Governors asked for an update on the use of police/police dogs in school.</b> <ul style="list-style-type: none"> <li>○ DVW explained that as we are part of a pilot for ‘Team around the School’, a new local police officer has been appointed to be on site at the start and end of each day when he can. Next year hoping that he can pop in during lunchtime to walk the corridors/talk to students when able too.</li> <li>○ Police see this as information gathering and confirmed really useful for them.</li> <li>○ DVW confirmed good as a now and again presence, rather than having a police officer based on site. We will not use him to talk to our students as we have processes in place for this.</li> <li>○ <b>BM asked if there was a cost involved.</b> DVW confirmed not.</li> </ul> </li> <li>❖ <b>Safeguarding report</b> <ul style="list-style-type: none"> <li>○ Policies and procedures to be updated so staff know what to do, and when.</li> </ul> </li> <li>❖ <b>Safeguarding Audit.</b> DVW confirmed need to revisit to ensure still relevant and produce an action plan if needed.</li> </ul> </li> <li>b. The Part Two minutes having been circulated were approved and signed as a correct record. <ul style="list-style-type: none"> <li>• Matters arising from the minutes. <ul style="list-style-type: none"> <li>➤ Point 9. <b>Governors asked for an update on ICT replacements.</b> <ul style="list-style-type: none"> <li>❖ MB confirmed that she had been in touch with Mr Belling who was keen to fund IT development in</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>Governors agreed quote was good value for money and agreed that the order should be placed (proposed by LM and seconded by SL)</p> <p>Approved by FGB and signed by LM</p>
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	<p><i>school (already funding IT in other Cornish schools and some in London).</i></p> <ul style="list-style-type: none"> <li>❖ <i>Mr Belling due to visit school on 17.08.2021.</i></li> <li>❖ <i>SL confirmed that Mr Belling has previously supported primary schools with grants for ICT equipment with NCI being the common link.</i></li> <li>❖ <i>MB working closely with NCI to confirm 'shopping list' (upgrade WiFi, upgrade teacher's lap tops which will then be recycled to use in classrooms)</i></li> <li>❖ <b><i>Governors asked if we were expecting enough support to do what we want to do. MB confirmed it will be a good way towards what we need and hopefully more over the next 2 years.</i></b></li> </ul> <p>➤ Point 4. Historical complaint</p> <ul style="list-style-type: none"> <li>❖ <i>LM confirmed that she had had a positive meeting with the parent and DVW</i></li> <li>❖ <i>Parent happy with what school is doing with regard to her issues and keen to support by looking though policies.</i></li> <li>❖ <i>DVW spoken to member of staff so they are aware didn't handle the issue appropriately</i></li> </ul>	
4. Correspondence	<p>Notice of Financial Concern. As above</p> <ul style="list-style-type: none"> <li>a. <i>Governors expressed their thanks to everyone involved.</i></li> <li>b. <i>DVW confirmed team effort (Debbie, Rachel Holborow (County Finance Technician) and Jacqui Piper (Head of School Effectiveness))</i></li> </ul>	
5. Safeguarding – from JAF = Jim Francis	<ul style="list-style-type: none"> <li>a. <i>Nothing to report over and above report given to SISC.</i></li> <li>b. <i>As Safeguarding is a Standing item on the FGB agreed report comes to these meetings and updates to SISC</i></li> </ul>	<b>Report attached to FGB minutes</b>
6. Headteacher's Report led by DVW	<p>Previously circulated. Points of note:</p> <ul style="list-style-type: none"> <li>a. Covid <ul style="list-style-type: none"> <li>i. <i>DVW Updated governors on what 'years' have had to isolate</i></li> <li>ii. <b><i>Governors asked if there had been any reports of positive cases in the students sent home. DVW confirmed none had been reported</i></b></li> <li>iii. <i>September. Staggered start to take place in September to allow the new Yr 7, 12 and also Yr 8 to have the site to themselves (Yr8 missed out last year and have only ever seen the part of the school that is in their 'bubble'). MP agreed this would be really good as a parent of a current Yr7 student.</i></li> <li>iv. <b><i>Governors asked if School had any idea of the % of students who did their LFD tests. DVW unable to confirm but feel is has tailed off and may be quite low.</i></b></li> <li>v. <b><i>LFD tests. Governors asked what the school's role was and how proactive it was to get the message across.</i></b> <ul style="list-style-type: none"> <li>• <i>DVW confirmed that test kits are delivered to the students in their classrooms and believe school is very proactive</i></li> <li>• <i>JAT felt we have a good balance and added that although optional, staff still wore masks as before and so helping to set high expectations.</i></li> </ul> </li> </ul> </li> <li>b. <i>New staff /staff roles– as per report. DVW added:-</i> <ul style="list-style-type: none"> <li>i. <i>MB has made an amazing start and very pleased</i></li> </ul> </li> </ul>	

<p>RSM = Rachel Miller</p>	<ul style="list-style-type: none"> <li>ii. Pauline Westwood (Deputy Headteacher) popping in next week as not seen the school as interviewed remotely</li> <li>iii. Mark Baker (Head of Science). DVW explained possible delayed start due to family circumstances</li> <li>iv. Alex Prophet (Music teacher). <b>Governors asked if he was full time.</b> DVW confirmed 0.80FTE as also some RE. (total in music = 1.400 FTE)</li> <li>v. ART. Internal appointments made for Head of KS3 Art and Head of KS4/KS5 Photography.</li> <li>c. Buildings – as per report <ul style="list-style-type: none"> <li>i. Pearl Bamford Garden. MW updated Governors and explained that the project has stalled due to Covid and as it was being led by RSM who hasn't been well</li> <li>ii. The garden is being funded separately from school and MW offered to liaise with the Pearl Exchange Group for updates</li> <li>iii. MW suggested it needs to be kept on the agenda</li> </ul> </li> <li>d. Teacher Assessed Grades (TAGs) <ul style="list-style-type: none"> <li>i. Announced today that a list of exam topics will be shared with schools in the Spring so students don't have to revise everything</li> <li>ii. <b>Governors asked what guidance had been given this year and how TAG's compared with last year.</b> <ul style="list-style-type: none"> <li>• DVW confirmed guidance was followed to the letter and applied strictly across all areas</li> <li>• A Level still looking to be in the top 20%</li> <li>• Some external moderation done and nothing came back so DVW pleased</li> <li>• DVW explained there was one staffing issue over marking but on investigation found it was due to lack of annotation and is now sorted</li> <li>• DVW explained the TAG process. If students didn't achieve what was expected they have the opportunity to re-do the assessments so have the best possible chance of achieving their potential</li> <li>• <b>Governors asked if there had been an increase in the gap between students due to Covid and how will they catch up?</b> <ul style="list-style-type: none"> <li>➤ JAT confirmed that some students had been negatively impacted.</li> <li>➤ DVW confirmed he had spoken to SAH and most important thing for SEN students is really good 'quality first teaching'.</li> <li>➤ Can't catch up with everything but reading and literature is key in order for students to access lessons so money has been put into this area.</li> <li>➤ Free CPD from County on 'Stretch and Challenge' to be delivered on INSET day.</li> </ul> </li> </ul> </li> </ul> </li> </ul>	<p>See confidential minutes.</p> <p>DVW/LM thanked MW for doing this. Governors agreed</p>
<p>SAH = Sally Hague (SENDCo)</p>	<ul style="list-style-type: none"> <li>e. <b>Exams. Governors asked if there was any more news on the expected refund.</b> MB explained that 50% refund had been confirmed but Unions are pushing for more.</li> <li>f. <b>Culture and Ethos</b> – DVW confirmed will be properly launched in September and there is already a buzz amongst staff about it.</li> <li>g. <b>School Priorities</b></li> </ul>	<p>Governors agreed they are a good set of values with everything based on 'Care'.</p>

<p>KLH = Kirsten Hilton (Head of PE)</p>	<ul style="list-style-type: none"> <li>• Resilience needs to be built back up again – this will be ongoing.</li> <li>• SEND and Equality and Diversity Audit due to take place on 14.09.2021.</li> <li>• Attendance – made some good gains and especially with Yr10.</li> <li>• CEIAG – highlighted as a beacon in Cornwall</li> <li>• <b>Governors asked DVW to share with Governors how these priorities will be achieved and how he will show progress and impact.</b> DVW confirmed that the 'School Improvement Plan' will be shared with Governors in September (Departmental Improvement Plan has just been shared with Middle Leaders and this will feed into the SIP)</li> </ul> <p>h. <b>Governors asked DVW to explain the changes to the House System.</b> DVW explained:</p> <ul style="list-style-type: none"> <li>➤ House system run by KLH</li> <li>➤ Some inconsistencies with current House Leaders</li> <li>➤ Looking to appoint new leaders following the appointment of Head of Yr8 and Yr9 (some staff applied for both)</li> <li>➤ <b>Governors asked if there were going to be new 'House' names.</b> DVW confirmed 'Yes'. List of names have been agreed by Heads of Years and then given to the Tutor Representatives for a short consultation period so ready for September.</li> <li>➤ <b>Governors asked what they will be doing.</b> DVW confirmed it is purely a positive forum and they will organise events and fund raising etc.</li> </ul>	
<p>7. Health and Safety Report. Led by MB</p>	<p>School Premises Health and Safety Compliance Audit previously shared.</p> <ol style="list-style-type: none"> <li>a. Audit undertaken by Phil Rundle from County</li> <li>b. Audit took place in the 2<sup>nd</sup> week after MB started and when Site Manager off work</li> <li>c. 32 red areas identified</li> <li>d. Action Plan in place to address areas identified</li> <li>e. 'Every' system has been put in place which reminds people when things need to be done/checks due for contractors as well as staff. DVW confirmed it is a brilliant system</li> <li>f. <b>Governors asked if there were any serious areas on concern.</b> MB confirmed weekly Fire checks didn't seem to be taking place or not being recorded as being done.</li> <li>g. <b>Governors asked if the H &amp; S audit picked up building works such as the Fire breaks.</b> MB confirmed that this is part of the 'backlog maintenance' being undertaken.</li> </ol>	
<p>8. Report from SISC. Led by AOR</p> <p>AOD = Anthony O'Dwyer</p>	<p>Main points discussed:-</p> <ol style="list-style-type: none"> <li>a. Presentation by AOD on             <ol style="list-style-type: none"> <li>i. PSHE, including the booklets produced and the support signposting included. The booklets can be adapted to include current issues</li> <li>ii. Equality and Diversity. AOD felt confident that the subject delivery was working, as students felt comfortable in the lessons to disclose/discuss concerns. Need to look at equality for all and not just girls following the Sarah Everard case.</li> </ol> </li> </ol>	<p><b>Examples of booklets to be given to Governors</b></p>

PW = Pauline Westwood	iii. Good engagement from parents b. Behaviour panel to be revisited with PW when she starts in September	
9. Report from FSPC led by FP	Main points discussed a. Notice of Financial Concern removal b. Substantial decrease in the deficit. MB added that she has budgeting software which enables her to model different scenarios. c. 2021-22 on track at the moment d. Recruitment and staffing discussed but covered by the Headteacher's report	
10. Laura Mead	a. LM's Term of Office due to expire on 31.08.2021. b. LM happy to stand for another term of office and left the room whilst governors discussed appointment c. Governors all happy to invite LM to stay for another term office	<b>LM accepted</b>
11. Report from the Chair	a. Disciplinary report b. New Governor Recruitment. i. LM and MP attended a NGA Governor Recruitment training. ii. Working over the summer to produce an advert to try and get more Governors on board.  c. SL stepping down as Governor. LM thanked him on behalf of the FGB for all the work he had done to support her and the school during his time as a Governor. d. Governors to have more input into parents evenings/careers events etc. e. Flexible Working Policy	<b>See confidential minutes</b> <b>See confidential minutes</b>      <b>See confidential minutes</b>
f. Date of next meeting	TBC	

DVW thanked Governors for all the support they have given school over the past 12 months

Meeting finished at 7.30pm

Signed by:

(Chair of Governors)

Date: