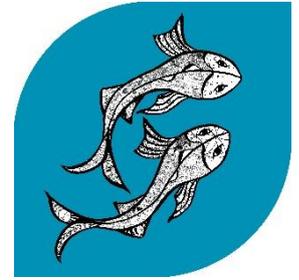


ST LEVAN SCHOOL

**Minutes a meeting of the Governing Body held at the
school on
Tuesday 22nd March 2022 at 15.30**



Present:

Sharon Brolly	Mark Francis
Vickie Hugh-Jones	Anya Finch
Sophia Milligan	Ruth Caird
Chris South	

Item		Action
01.01	Welcome and apologies for absence	
01.01	Apologies for absence had been received and were accepted from Katie, Brigit and Susie.	
02.00	Declaration of Pecuniary Interest	
02.01	There were no declarations of conflict or other pecuniary interest declared.	
03.00	Minutes of the meeting held on 25th January 2022	
03.01	These were agreed as an accurate record of the meeting and signed as such by the Chair.	
04.00	Matters arising	
04.01	All matters arising had been dealt with or were otherwise on the agenda.	
05.00	Report of the Headteacher -	
05.01	Headteacher's Plan - This mainly focused around attention to detail within the curriculum planning. The Headteacher had contacted West Cornwall Home Schooling Association to touch base with them and gauge how interested they were in being contacted by the school and to see if the school could provide any support to their members in terms of structure and content of home schooling. No response had been received to date.	
05.02	School Improvement Plan - This had been provided in advance of the meeting and was noted.	
05.03	The Headteacher advised that there had been no reports of new Covid infections this week.	
05.04		

<p>05.06</p> <p>05.07</p>	<p>Governors were pleased to note that £665.80 raised had been raised by the children through the Read for Good initiative to provide reading materials for children in hospital.</p> <p>It was agreed that the moving of the library from its present location up a floor required additional thought to ensure accessibility and the Head would apply his mind to ensure how it remained truly available to all.</p> <p>The family who had received support from the school having been made homeless arising from the recent storm continued to receive appropriate support on an as and when basis.</p>	
<p>06.00</p> <p>06.01</p> <p>06.02</p> <p>06.03</p> <p>06.04</p>	<p>Curriculum Monitoring</p> <p>Local Authority visit report - The Headteacher reported that this visit had gone really well as reflected in the report provided by County and circulated to governors. He thanked all the staff for their input into achieving an excellent outcome.</p> <p>Maths link governor's report - Sophia had completed a Governor visit on Maths, which had been circulated to governors, and which was noted.</p> <p>SEND Information Report - This report was noted.</p> <p>Anya presented a folder that comprised the entire curriculum planning for science, which included content, progress and evidence from work completed by children. A similar folder had been compiled for other foundation subjects as part of a whole curriculum review and demonstrating the split in shared learning groups and evidence of linked learning.</p>	
<p>07.00</p> <p>07.01</p> <p>07.02</p>	<p>Attendance</p> <p>Covid letter to parents - The Headteacher had written to parents to advise them of the latest government guidance. There had been no response from any parent.</p> <p>Attendance letter - The Headteacher had written to all parents with their attendance rate in some detail. Analysis of the total school figures indicated an average attendance of 96.6%. This was a great improvement on historic figures and compares well to other schools.</p>	
<p>08.00</p> <p>08.01</p>	<p>Governance matters</p> <p>The reappointment application for Chris South was in the process of being processed by the local authority, which had confirmed receipt with a comment that they were a little behind in processing paper applications.</p>	
<p>09.00</p> <p>09.01</p> <p>09.02</p>	<p>Finance matters</p> <p>Latest financial statement and narrative - The latest report was noted. This showed a closing positive balance of £105,400 in surplus, primarily for the reasons given to previous meetings, including the lack of permanent Headteacher and other savings.</p>	

09.03	<p>Governors were advised that it was necessary to bring forward the May meeting to sign off the budget from the 17th to the 10th May 2022.</p> <p>It was noted that the school was in the process of setting a budget for the forthcoming year. The Chair mentioned that during the Covid period pressures on staffing had demonstrated that the Headteacher completing the morning interventions was not sustainable and the work had been delegated to Mark Fletcher, in order to maintain quality. When the last interim left, the decision had been taken to keep another supply teacher on for a while, Jade, but she has now been offered and accepted a fixed term role at St Just. It was proposed that there was a need to fill the gap in intervention support and also for some additional teaching time and to deal with the chronic lack of supply staff. Jade had been approached to see if she was interested in a role at St Levan as a means to complete her post qualifying period statutory requirements. The surplus permitted for a role to be created for a time limited basis of 2 years and, subject to other budget considerations, would be included for 2022-23. This approach was supported by the governors and was seen as good value in use of funds whilst sustaining positive outcomes for the children through continuity in staff and interventions.</p>	
10.00 10.01	<p>School Financial Values Standard</p> <p>This annual audit check would be circulated to governors and indicated no areas of concern.</p>	Chair
11.00	<p>Premises update</p> <p>Premises compliance report - A compliance report had been compiled and presented to the meeting. This was noted.</p> <p>The school lease is up for renewal in 2022 and the rent has been professionally revalued from 2023 and will double to £22,500 per annum until the next review in 10 years. The Chair has written to the local authority to see if the rent is additional to the core grant but this is not completely clear. The Head of Finance in the local authority had written asking for evidence of rent increases and the school would write to advise him of the increase and receive his feedback. A governor suggested that one solution might be to request a longer lease.</p> <p>Governors noted that the school did not comply with the Disability Discrimination Act, but as a Grade 2 Building, County noted that full access was not possible and had been recorded. The Chair would check the school website to ensure this information is included in an appropriate format.</p>	
11.00 11.00	<p>Safeguarding</p> <p>S175 Audit update - This year the school is able to do a self-evaluation for the audit, which is being completed as part of the PET collaboration. A meeting is planned with other PET schools for the 3rd June 2022 to complete the process.</p>	

12.00	Health and Safety	
12.01	This item had been covered within the report of the Headteacher.	
13.00	Policies - standing item	
13.01	School Policy Review - This policy had been circulated in advance of the meeting and was approved.	
13.02	Data Protection Policy - This policy had been circulated in advance of the meeting and was approved.	
13.03	Employment Equality Policy - This policy had been circulated in advance of the meeting and was approved.	
14.00	Date of next meeting, all commencing at 15.30 at the school	
	10 th May 2022 5 th July 2022	