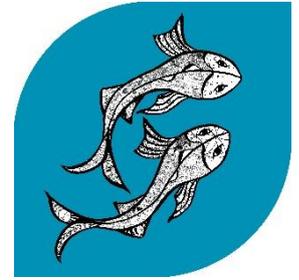


## ST LEVAN SCHOOL

**Notice is hereby given that a meeting of the  
Governing Body will be held at the school on  
Tuesday 25<sup>th</sup> January 2022 at 15.30**



**Present:** Sharon Brolly                      Mark Francis  
                  Vickie Hugh-Jones                  Anya Finch  
                  Susie Chaikin                                Sophia Milligan

Item		Action
01.01	<b>Welcome and apologies for absence</b>	
01.01	The Chair welcomed Mark Francis, the new Head, to his first meeting of the governing body.	
01.02	Apologies for absence had been received and accepted from Chris, Katie, Ruth and.	
02.00	<b>Declaration of Pecuniary Interest</b>	
02.01	There was no declaration of pecuniary or other interest declared.	
03.01	<b>Minutes of the meeting held on 7<sup>th</sup> December 2021</b>	
03.01	The minutes were agreed as an accurate record of the meeting and signed as such by the Chair.	
04.00	<b>Matters arising</b>	
04.01	All matters arising had been dealt with or were otherwise on the agenda.	
05.00	<b>Report of the Headteacher</b>	
05.01	Mark tabled the slideshow he had presented to staff at a recent inset day.	
05.02	The Headteacher next presented a table of Key Leadership Aims for January. He explained that PE had not been included on the curriculum list on the school's website, but this had now been corrected. He has been unable to locate a School Improvement Plan and will write one for the next meeting of the governing body, based on this handout.	Head to present SIP to next meeting of the governing body
05.03	<i>A Governor asked how many Little Levans would attend the global celebration week and was advised the group is currently about 4, but that number is growing. The advert in the Cornishman to promote Little Levans will continue, but most contact had come from recommendations. Little Levans now also receive the weekly school bulletin as a means of keeping up contact. A governor suggested that Year 6 pupils be offered the chance to remain on the list after they leave the school; firstly, to keep them feeling involved, but also to continue to promote the school. This was agreed.</i>	

05.04	It was reported that the previous parent survey had been very positive.
05.05	<b>The Head was asked how flexi schoolers were being counted.</b> The Head advised that attendance is improving, having increased from 93.2% in December 2021 to 95.2% at the time of the meeting. <b>A governor asked what 100% attendance minus those who are flexi schooled would look like.</b> The Head replied he would look at this figure and would also be refreshing the flexi school contract with relevant parents as a priority. Governors reaffirmed their commitment to using flexi schooling as a means to encourage children out of school back into school, an aim that was particularly important given the County-wide number of absentees post covid.
05.06	Governors discussed tapping into the home school groups in order to provide local informal support, for example in the arts and PE. It was noted that the school has two students who were previously home schooled.
05.07	<b>A governor highlighted in the Leadership Aims document about community involvement and wondered if the school facilities such as the field and pavilion could be made more accessible.</b> This was generally thought to be a good idea and the Chair and Head would give it some thought.
05.08	The Head presented to governors the folders he and staff were compiling to evidence interventions in key areas of the curriculum, such as Maths. He went on to explain that individual student support plans had been returned by parents and lesson observations had begun. There is now also a weekly staff meeting.
05.09	There is an evidential folder for every foundation subject, demonstrating progress, through inclusion of progression documents. These folders are also on the curriculum section of the school website.
05.10	Several local schools have been inspected by Ofsted and any lessons to learned from these had been considered by the Head. <b>Governors decided that they needed to prepare for any imminent inspection,</b> and again, the Head and Chair would give this some thought.
05.11	The Head observed that given all the staff have had to contend with over the last two years, it is evident they have done an excellent job. This sentiment was echoed by all present.
05.12	The Head mentioned the GIAS website required to be updated every 60 days and he had just done so.
05.13	<b>A governor mentioned the timing for art lessons, favouring ensuring art is not pushed to the end of the day and week.</b> Anya reported there were now focussed art sessions in the school and governors were invited to come and observe these and also to see Maths and English being taught in a creative way.
05.14	The Head also drew governors' attention to the blue-sky thinking questions he had posed for himself. These were: <ul style="list-style-type: none"> <li>✓ Parental viewpoint and improvement</li> <li>✓ An overhaul of premises and use of space and making best use of all space</li> <li>✓ Can we add to inset outcomes and if so, how?</li> </ul>

<p>05.15</p> <p>05.16</p>	<ul style="list-style-type: none"> <li>✓ Do we have an over inflated/accurate view of the school? Is their enough rigorous evolution of systems and processes</li> <li>✓ How do we make our systems and processes work for us?</li> </ul> <p>In terms of leadership, the staff responsible were identified as:</p> <ul style="list-style-type: none"> <li>✓ Anya - Maths, Science, History and Geography</li> <li>✓ Jess - SENDCo, English, EYFS</li> <li>✓ Mark - Music, Computing, PE, MFL, RE, PSHE, DT, Art, Assessment</li> </ul> <p>The Head tabled Teacher Assessments, Autumn, 2 Years 3,4,5 and 6 for Puffin Class. This showed reading to be strong e.g., national average, Reading GDS is 24% but at St Levan, it is 39%. Other results were also strong. A further assessment report would be provided to the next meeting.</p>	<p>Head to present further report on assessment.</p>
<p>06.00</p> <p>06.02</p>	<p><b>Attendance</b></p> <p>This item was dealt with under the Head's report.</p>	
<p>07.00</p> <p>07.01</p> <p>07.02</p> <p>07.03</p> <p>07.04</p>	<p><b>Governance matters</b></p> <p>The proposed Governing Body Monitoring Plan had been circulated in advance of the meeting, and was noted.</p> <p>The governor grid including governor monitoring responsibilities will be circulated prior to the next meeting.</p> <p>Chris South's GAD form relating to his reappointment had now been submitted to County for processing.</p> <p>The clerk reported that Ruth and Brigit's terms of office are up for renewal as co-opted and foundation governor respectively. Their reappointment was approved unanimously.</p>	<p>Chair to circulate governor monitoring grid.</p>
<p>08.00</p> <p>08.01</p> <p>08.02</p>	<p><b>Finance matters</b></p> <p>The latest financial statement and narrative was tabled and showed the school would finish the year with a £84k reserve. Use of this surplus would need to be judicious to ensure best value for money. Governors were reminded that savings had been made due to the previous Head being long-term absent and other staff savings.</p> <p>The minibus would be ready for delivery after June, and in the meantime a bus was being hired in on an as and when basis.</p>	
<p>09.00</p> <p>09.01</p>	<p><b>School Financial Values Standard</b></p> <p>This was currently in the process of being drafted and would be circulated in advance of the next meeting.</p>	
<p>10.00</p> <p>10.01</p> <p>10.02</p> <p>10.03</p>	<p><b>Premises update</b></p> <p>It was reported that the leak in the roof had been fixed.</p> <p>A number of backlog maintenance items were planned for over the summer holidays and a full list will be provided to a later meeting.</p> <p>The canopy income had all been collected in now.</p>	

10.04	A governor had a summer house/yurt and offered this to the school. This offer was gratefully accepted, subject to planning etc. It was proposed that a meeting should be set up down in the Quillet with the National Trust to cut back some of the overgrown undergrowth, in preparation for the arrival of the yurt.	
11.00 11.01 11.02 11.03	<p><b>Safeguarding</b></p> <p>The Head reported that one family was currently being supported on a day-to-day basis, and may need assistance with local accommodation.</p> <p>A Governor was keen to host another breakfast meeting for parents and children to be held in the school. Governors considered the safeguarding, public health and health and safety concerns and agreed this event might be better held after half term, and a final decision would be taken then.</p> <p>There was nothing else to report under this heading.</p>	
12.00 12.01 12.02 12.03 12.04	<p><b>Health and Safety</b></p> <p>Weekly testing of the fire alarm had been reinstated, timed for before the children arrived with a written log kept.</p> <p>All staff had received paediatric first aid training.</p> <p>Risk assessments needed to be updated on the school website.</p> <p>It was reported that there had been 44 accidents, of which 34% were bumps and bruises and the remainder were cuts and grazes. This was statistically a good outcome, with no learning points identified.</p>	
13.00 13.01 13.02	<p><b>Policies</b></p> <p>The Head was reviewing all policies and the policy review list would be updated accordingly.</p> <p>The Chair now had a new school-based email address and this would be circulated in due course.</p>	
14.00	<p><b>Date of next meeting, all commencing at 15.30 at the school</b></p> <p>15<sup>th</sup> March 2022 17<sup>th</sup> May 2022 5<sup>th</sup> July 2022</p>	