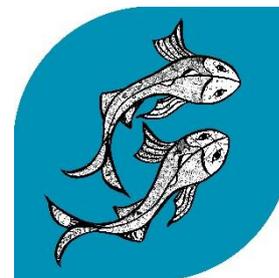


**ST LEVAN SCHOOL**  
**Minutes of a meeting of the Governing Body**  
**held at the school on**  
**Tuesday 27<sup>th</sup> September 2022 at 16.00**



**Present:** Sharon Brolly                      Chris South  
                   Vickie Hugh-Jones                    Anya Finch  
                   Sophia Milligan                           Ruth Caird  
                   Susie Chaikin                                Headteacher

*Sentences in blue indicate decisions of the governing body, whereas those in bold italics denote questions or challenges put by governors to the Headteacher.*

Item		ACTION
01.00	<b>Welcome and apologies for absence</b>	
01.01	The Chair welcomed everyone to the meeting and noted that there were no apologies for absence.	
01.02	<b>To appoint the Chair for the 2022-23 academic year</b> The outgoing Chair vacated the room for this item, which was taken by the Clerk. He advised that the election is normally held at the last of meeting of the last school year, but that this meeting had been cancelled. He then confirmed there were no other nominations but that Sharon Brolly had indicated her willingness to stand for another term of office. Susie proposed and Chris Seconded that Sharon Brolly be elected as Chair of the Governing Body for the 2022-23 school year, <i>and Sharon's re-appointment was agreed unanimously.</i>	
01.03	Sharon Brolly the re-joined the meeting and assumed the Chair.	
02.00	<b>Declaration of Pecuniary Interest</b>	
02.01	There were no declarations of pecuniary or other conflict of interest made.	
02.01	<i>It was agreed that the annual declaration of pecuniary interest would be issued for completion at the same time as the parent governor elections (see later).</i>	
03.00	<b>Minutes of the meeting held on 10<sup>th</sup> May 2022</b>	
03.01	These 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 either been dealt with or were otherwise on the agenda.	

<p><b>05.00 Report of the Headteacher</b></p> <p><b>05.01</b> The Headteacher's report had been circulated in advance of the meeting and read by governors. He referred to work done previously by earlier school leaders to the curriculum content and mentioned how this work was being developed. Current priorities included identifying weaker subjects and how these could be strengthened.</p> <p><b>05.02</b> The Headteacher invited governors to identify what they thought were the strengths and weaknesses in the school curriculum. Governors identified that PHSE and RE were strong. Another area identified as strong was History. One governor thought that art was not as strong as it could be. Another governor thought that there could be more done with PE and use of the field, as well as link to the tennis club and other community facilities. Most children come to school by car and an early morning shake and wake would help with general alertness. A general discussion ensued about fitness and wellbeing, and how PE can support mental health well-being.</p> <p><b>05.03</b> A governor observed that the range of clubs was very impressive for a school of this size.</p> <p><b>05.04</b> The Headteacher went on to report that 3 additional children had joined the school since the beginning of the year and all have settled in really well. These additional children took the school community up to 36.</p> <p><b>05.05</b> The Headteacher was currently working on the School Self Evaluation Form which will be finished soon and circulated to the governing body for their comment.</p> <p><b>05.06</b> The remainder of the Headteacher's report was noted.</p>		<p>Headteacher to circulate the SEF to governors once completed</p>
<p><b>06.00 Attendance</b></p> <p><b>06.01</b> The Headteacher reported that attendance stood at 93% in the first few weeks of the term.</p>		
<p><b>07.00 Governance matters (Standing Item)</b></p> <p><b>07.01</b> Governor roles and responsibility were discussed and it was agreed that the following governors would take on the link responsibility roles listed:  Sharon - Literacy  Vickie - Science, early years  Sophia - Maths  Katy/Vickie/Susie - PE  Katy - languages  Sophia - Humanities/languages  Susie - Art/Mental Health and well being</p> <p><b>07.02</b> It was noted that the terms of office of Sophia, Susie and Vicki would shortly expire. It was agreed that elections for parent</p>		<p>Headteacher to consider training on mental health and well-being for the linked governor</p>

<p>07.03</p> <p>07.04</p> <p>07.05</p> <p>07.06</p> <p>07.07</p> <p>07.08</p> <p>07.09</p> <p>07.10</p> <p>07.11</p> <p>07.12</p> <p>07.13</p> <p>07.14</p> <p>07.15</p>	<p>governors should take place this term and confirmed that existing parent governors were free to stand for re-election.</p> <p>It was agreed that Sharon Brolly be reappointed to a further four year term of office as Foundation Governor.</p> <p>It was agreed that Susie Chaikin should be re-appointed as a co-opted governor for a further term of four years.</p> <p>It was proposed by a governor that additional meetings outside of the governing body that were aimed at being creative with the curriculum would assist in developing the provision. This was generally considered to be a good idea. Another idea related to the engagement between parents and staff and the possibility of having open afternoons for parents to drop in and see what was happening in school.</p> <p>It was mentioned that in the past, parents used to come in and help with reading and also for collection at home time, which resulted in greater interaction of the whole school community. However, the reasons for introducing more structured measures at the beginning and end of the school day were considered more necessary.</p> <p>A discussion ensued about the taking of temperature as a covid prevention measure and the Headteacher said continuance of this would depend on how the covid situation evolved and would be kept under review.</p> <p>The spelling audit and parental survey was noted.</p> <p>It was noted that the school improvement plan was based on outcomes from last year, as were actions and objectives for the future.</p> <p><i>A Governor asked if a new copy of the School Improvement Plan could be recirculated</i> and this was agreed.</p> <p><i>A Governor asked if they could have access to the Key</i> and was advised that this was possible. The clerk also suggested the NGA website as a source of information.</p> <p><i>Governors agreed that the First (disciplinary/appeals) Committee would comprise:</i> Sharon, Susie and Vicki</p> <p><i>Governors agreed that the Second (disciplinary/appeals) Committee would comprise:</i> Sophia, Katy and Chris</p> <p><i>It was agreed that Ruth would stand in as a substitute for either of the First or Second Committees</i></p> <p><i>It was agreed that the Performance Management Committee would comprise:</i> Sharon and Sophia</p>	<p>Headteacher to email out the School Improvement Plan</p>
<p>08.00</p> <p>08.01</p>	<p><b>Finance matters</b></p> <p>The latest financial statement and narrative for July was tabled for governors' consideration. The forecast showed a c£60k surplus for the current school year. However, it would be updated once the new bursar had met with the Headteacher later on in the month and so provide a better barometer of the schools finances in time for the next meeting of the governing body.</p>	

<p>09.00 09.01</p>	<p><b>School Financial Values Standard</b> There was nothing to report under this heading.</p>	
<p>10.00 10.01 10.02</p>	<p><b>Premises update</b> The Headteacher reported he had undertaken a number of courses relating to health and safety. It was noted that the new school minibus had not yet been delivered and was subject to what the supplier had called an 'indefinite delay'. The Chair had looked at alternative providers to see if a new bus could be obtained more quickly from elsewhere, but another company had confirmed there were delays and the earliest they could deliver was April 2023. Governors recognised that the school was at the top of the list with the initial company and it was agreed to remain with the initial company and review progress later on in the year.</p>	
<p>11.00 11.01 11.02 11.03</p>	<p><b>Safeguarding</b> All governors had attended safeguarding training on 26<sup>th</sup> September 2022. The Headteacher advised that the S175 audit was now peer reviewed by Headteachers from other schools and this system had worked well in 2022. The Headteacher tabled the document 'Keeping children safe in education 2022' and governors signed to demonstrate that they had received the document.</p>	
<p>11.00 11.01</p>	<p><b>Health and Safety</b> This item was covered under the report of the Headteacher.</p>	
<p>12.00 12.01 12.02 12.03</p>	<p><b>Policies</b> The Headteacher pointed out that during a recent audit, it became apparent that some of the school's policies were out of date. This had led to a number of policies being reviewed including:  <ul style="list-style-type: none"> <li>○ Staff acceptable use of ICT</li> <li>○ Low level concerns policy</li> <li>○ Behaviour policy</li> <li>○ Staff code of conduct</li> </ul> These would be circulated to governors and later approved by the governing body. It was suggested that the School Bus had a very effective school policy management system and the Headteacher would look into the usefulness of this tool.</p>	<p>Headteacher to circulate policies for consideration by governors</p> <p>Headteacher to consider making use of The School Bus</p>

13.00	<b>Date of next meeting, all commencing at 15.30 at the school</b>  29 <sup>th</sup> November 2022 17 <sup>th</sup> January 2023 14 <sup>th</sup> March 2023 16 <sup>th</sup> May 2023 and 4 <sup>th</sup> July 2023	
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