



**St Germans Primary School**  
Governing Body

**Minutes of a full governors' meeting held on Wednesday 13<sup>th</sup> September 2023 at 6pm at St Germans School**

**Present:** Karen Evans **KE**  
Scott Horner **SH**  
Phil Hewlett **PH**  
Donna Orphan **DO**  
Evelyn Reed **ER**  
Claire Brewis **CB**  
Georgina Reid **GR**

**Apologies:** Donna Orphan **DO**  
Chris Harris **CH**

**In attendance:** Julia Stoneman (Clerk to the Governors)  
Lloyd Halliday (Prospective Co-opted Governor)

| Key   |
|---|
| KCSIE – Keeping Children Safe in Education                  |
| SEF – Self-evaluation Form                                  |
| SDP – School Development Plan                               |
| SIP – School Improvement Partner                            |
| GDS – Working at greater depth within the expected standard |
| SEC – School Effectiveness Cornwall                         |
| CPOMS – Child Protection Online Monitoring System           |
| ARB – Area Resource Base                                    |

|   |   | Action Point |
|---|---|--------------|
| 1. Welcome and apologies for absence          | Apologies were received and accepted from Donna Orphan and Chris Harris. CH had tried to join via Teams but there were technical issues. Governors welcomed Lloyd Halliday, who was attending as an observer and prospective co-opted governor.   |              |
| 2. Safeguarding                               | <p><i>Safeguarding training update</i></p> <p>Governors had been given Level 2 safeguarding training the previous year. IB gave an update on the changes to KCSIE 2023. Governors received the safeguarding document from the NSPCC with the updates.</p> <p>IB told governors that teachers have had their safeguarding training, but the TAs have not been updated yet as it has been difficult to fit it in. <b>A governor asked whether there is a whole school inset day. IB explained that there is not, as TAs are not paid for inset days. Governors queried whether they should attend the inset day, as it is safeguarding and because they work with children. Although it is not within their paid hours they may need to engage outside of their time. IB will arrange to do it after school as soon as possible.</b></p> <p>Governors confirmed that they had received the new KCSIE 2023 and that they had read and understood Part 2, the management of safeguarding.</p> <p>Governors confirmed that they had received the CAPH child protection and safeguarding policy, which had been previously circulated.</p> <p>It was confirmed that the S175 had been signed off in the summer. SH had carried out a random audit on paperwork and a few amendments had been made.</p> <p>It was agreed that governors would do the safeguarding through governor services. The clerk to send the link to governors and all to confirm with the clerk once they have done this.</p> | 1 All        |
| 3. To approve the minutes of the last meeting | The minutes of the meeting held on 19 <sup>th</sup> July were taken as a true and accurate record of proceedings.   |              |
| 4. Any matters arising                        | <ul style="list-style-type: none"> <li>a. Pupil premium effectiveness will be moved to the November meeting.</li> <li>b. SH will put something in the newsletter towards the end of term, as there is already a lot going on in school at the beginning of term.</li> </ul>   |              |

|  |   |            |
|--|---|------------|
| 5. SDP                                   | <p>The SDP is still being finalised. IB had put together the key points and went through these with governors. From this:</p> <ol style="list-style-type: none"> <li>a. The SDP is aligned with the Ofsted Inspection Handbook. Ofsted are likely to come before January 2025.</li> <li>b. The SEF highlighted that the results of the multiplication checks were not good. The year group had 42% SEN. A governor asked what is being done to address this. IB explained that there have been interventions for maths, and they are pleased with the progress, but they are slow processes. The approach is not rigorous enough and the school is relying on what is being done at home. This needs looking into, along with the starting point at KS1.</li> <li>c. As a result of feedback from the peer review, the new SDP will have less priorities in order to have more focus. This year there will be a focus on history, geography and science. The teachers were involved with this decision.</li> <li>d. A governor asked why behaviour and relationships need developing further. IB explained that the policy needs embedding. It is much less punitive than the previous policy. Governors noted that this is much better in terms of inclusion. If there are ways and means of keeping children in the classroom that is a much better outcome than exclusion. No children have been sent to IB, which is excellent. A vote of thanks was given to the staff for managing the children with behaviour issues so well.</li> <li>e. A governor asked IB how she feels THRIVE is going. IB explained that it is essential to the work the school is doing and they wish they could do a lot more of it. There is a lot of hidden deprivation and emotional need within the community, and this comes out in the children. The school models how to talk about emotions and this works well. A parent recently commented that the intervention has helped her child, and they can now articulate why they feel angry.</li> <li>f. A governor asked whether the mental health practitioner comes into school. IB confirmed that they do.</li> <li>g. In terms of leadership and management, a challenging budget will drive a lot of what the school can do. SH and IB had discussed the budget issues with Graeme Plunkett (Senior School Effectiveness Officer). One suggestion was an ARB. There would be space for this in the school, so this is a possibility. Governors discussed this and noted that it could be a huge impact on the other children if not managed well. Specialised members of staff would be needed, as they would be dealing with high need and children who are not suitable for mainstream education. This would need to be considered carefully. The local authority would pay for facilities and equipment. They are aware that the school has a big site and falling numbers. The closest ARB is Burraton School in Saltash. It was suggested that a discussion could be had with them to get some advice. Governors agreed that they are all on board for this to be investigated further.</li> <li>h. A governor asked whether the school should be looking into two-year-old funding. IB stated that they had spoken to Graeme Plunkett about this. She will look into it further and ask to part of a wraparound care pilot.</li> <li>i. A governor suggested that the wider school leadership could be involved in working with the local authority to plan and implement changes determined by the challenging budget. The SLT could be given different areas to look into.</li> <li>j. The school has lost four children and gained three. A governor asked the reason for this. IB told governors that there had been a complimentary email from a parent and that the child had loved the school, but the social side was an issue. Two of the children who left were SEN. A meeting will be held with the parent of the other child to find out the reason they left.</li> </ol> | 1 IB       |
| 6. SEN Information Report and SEN Policy | The SEN policy and information report will be circulated for review at the next meeting.  | 2 IB<br>ER |
| 7. Governance matters                    | <p><i>Governor Code of Conduct</i><br/>Governors agreed to abide by the code of conduct. This was the latest one from the NGA and the changes had been highlighted.</p> <p><i>Declaration of Interests</i><br/>Governors filled in their annual declaration forms and returned them to the clerk for the register.</p> <p><i>Terms of Reference</i><br/>The clerk had circulated the curriculum and personnel terms of reference. KE to get the finance and premises TORs and circulate them for discussion at the next committee meeting.</p> <p><i>Governor Responsibilities and Committee Membership</i></p>   | 3 KE       |

|                              |  |      |
|------------------------------|--|------|
|                              | <p>Governors reviewed and confirmed their committees and responsibilities, and these are set out in the updated list.</p> <p>Governors were reminded that it is important to get into school as much as possible and focus on those areas.</p> <p>It was agreed to have a rolling chair for personnel.</p>   |      |
| 8. Governor strategic vision | <p>Governors confirmed that they had received the draft strategic vision from SH and the annual business planner from the clerk. From this:</p> <ol style="list-style-type: none"> <li>It was agreed that SH would take a lead on budget management. Governors were reminded that the forecast is for a six-figure shortfall and that the budget needs monitoring carefully.</li> <li>Communication and governor presence is important due to Covid and the change of leadership. PH will help with this. It was suggested that PH and ER could be present as parents come to pick up children. If parents raise concerns, they could be registered and passed on.</li> <li>SH will be involved with headteacher appraisal and make sure that it is on track.</li> <li>CH will lead on the website and social media and work with IB on this. The school's presence online needs improving, and communication maximized. A quote has been received for a new website. CH has been communicating around this. He has an idea around building a new website. He will report back on this.</li> <li>CB will work on the staff wellbeing surveys and ensure that staff can voice their concerns. It was agreed that it would be useful for CB to be on the personnel committee, as personnel and wellbeing are closely linked. If required, an appropriate governor could be found to deal with any appeals. It was noted that sliding scales are useful for staff surveys to give quantitative data for benchmarking. There is always the option for a second part of a survey where staff can give longer answers. GR will share the questions used at her school.</li> <li>ER will continue to work on SEN provision. There is a difficulty with this currently due to staff illness.</li> <li>It was agreed to have academisation as a standing item on the agenda going forward. Governors felt that it needs to be on the table and that it might be necessary to take advantage of economies of scale. They felt they would like to be ahead of the curve, rather than be forced into a situation.</li> <li>A governor is needed to look into increasing pupil numbers and retention. There is a new housing development being built in Polbathic, which would potentially bring in more children. The local authority has predicted one extra child per year as a result of this. Governors felt it could be more and that they need to take advantage of this. The Parish Council are one of the major drivers of a new footpath from Polbathic to St Germans. If this goes ahead it should have a positive impact on numbers. Governors agreed to support with the proposed footpath in any way they could.</li> <li>PH will take the lead on curriculum enhancement and improvement. He has a contact who is a retired HMI and is happy to advise on this.</li> </ol> | 4 GR |
| 9. Questions to the chair    | <p>Governors agreed to co-opt Lloyd Halliday.</p> <p>Governors discussed training. It was agreed that everyone would do GOV1, the induction training.</p>  |      |

In order to evidence that governors are providing challenge to leaders in the school, these questions are highlighted in the minutes

The meeting was closed at 8.10pm

| Action Point                                 | Governor/Clerk    | Action point to be addressed                                       | Action Update |
|--|-------------------|--|---------------|
| Actions from 13 <sup>th</sup> September 2023 |                   |  |               |
| 1  | Ingrid            | Contact Burraton School to get more information on ARBs            |               |
| 2  | Ingrid and Evelyn | SEN Information report for next meeting                            |               |
| 3  | Karen             | Circulate finance and premises terms of reference for next meeting |               |
| 4  | Georgie           | Share staff survey questions                                       |               |