



**MINUTES OF THE ONLINE MEETING OF THE  
GOVERNING BODY HELD ON 13<sup>TH</sup> OCTOBER 2020 AT 6:00PM**

**Present:**

Linda Hodgson - Chair	Frank Batt
Chris Roynon - Headteacher	Mary-Louise LeVesconte
Eryl Williams	Tim Pullen
Alex Mullaney	Eugene McFadden

**In attendance:** Nigel Carter - Minutes {part in attendance and recorded}

**Apologies received:** None

Item		
01.00 01.01	<b>Welcome and Apologies</b> The Chair and Headteacher welcomed everyone to the meeting using TEAMS due to the coronavirus social distancing restrictions.	
02.00 02.01 02.02	<b>Election of Chair and Vice-Chair</b> The Clerk took the chair and informed governors that two nominations each had been received for the Chair and Vice-Chair. It was unanimously agreed that LH should continue for another year as Chair and EW should continue for another year as Vice-Chair.	
03.00 03.01 03.02	<b>Governor Vacancies</b> The Clerk informed governors that there were currently vacancies for a parent, trust and staff governors. The Chair informed governors that Margaret Byrne had stepped down as a Trust governor due to personal reasons. Natasha Ferguson did not wish to stand again as a Parent governor at the end of her term of office. Alex Mullaney was happy to continue as a Staff Teaching governor but Paula Brocklesby wished to step down as Staff Non-Teaching governor due to other commitments. The Chair thanked those governors who were leaving for their work and commitment. It was agreed to present Margaret Byrne with a bouquet of flowers to thank her for her many years of service to school.	<b>Action: LH</b>

03.03	After discussion, it was agreed to review the Skills Audit before conducting a Parent governor election. The Headteacher to speak to staff regarding filling the post of a non-teaching governor. LH to speak with FB regarding from a Co-Opted governor to fill the vacancy of a Trust governor.	Action: CR & LH
04.00 04.01	<b>Declaration of Business and Pecuniary Interest</b> The annual Declaration of Business and Pecuniary Interests was collected by the clerk of governors. The DfE portal will now be updated along with the information on the school website.	Action: NC
05.00 05.01	<b>Minutes of meetings</b> The minutes of the 13 <sup>th</sup> May 2020, previously distributed, were confirmed as a true record and will be signed in due course.	
06.00 06.01	<b>Matters Arising</b> There were no matters arising.	
07.00 07.01 07.02	<b>Headteachers report</b> The Headteachers report, previously distributed, was presented to governors. Of particular note was the operational pressures arising from the Covid-19 restrictions, staffing structure, continuation of the two 'bubbles' and the ever changing political direction.	
08.00 08.01 08.02 08.03	<b>School Self Evaluation {SEF}</b> The Primary School Self Evaluation Summary 2020-2021 document, previously distributed, was presented to governors. The Chair thanked the Headteacher for presenting this comprehensive overview of the school and curriculum. The Headteacher noted that the next school development plan would be completed and submitted to TPAT annually.	
09.00 09.01 09.02 09.03	<b>Governor monitoring</b> The following reports, all previously distributed, were presented to governors. <ul style="list-style-type: none"> <li>• Creativity</li> <li>• Science and Technology</li> <li>• Health and Wellbeing</li> </ul> After a brief discussion, the reports were accepted by governors. The Headteacher informed governors that monitoring proposed dates would be arranged in consultation with respected governors and would take place using TEAMS, staff members and groups of children.	Action: CR
10.00 10.01	<b>Management accounts</b> The latest financial report up to 31 <sup>st</sup> July 2020, previously distributed, was presented to governors.	

10.02	It was noted that projected outturn was based on a full complement of staff, having 103 pupils on role and was considered very positive.	<b>Action: CR</b>
10.03	The Headteacher informed governors that a replacement mini bus had been purchased part funded by {Friends Of Mousehole School} FROMS and the remaining by school. The purchase had been made in consultation with the CEO of TPAT, as per the scheme of delegation, Chair and Finance Lead governors.	
10.04	The increased charges by Chartwells for meals provided for Free Meal Children had been queried and was awaiting further investigation.	
10.05	It was also confirmed that the £32,000 balance from Mousehole Mice Pre-School had now been transferred and was forming part of the school accounts.	
11.00	<b>Policies</b>	<b>Action: CR</b>
11.01	The following policies, previously posted on the school website for inspection, had been reviewed by the Chair and were recommended for acceptance by governors: <ul style="list-style-type: none"> <li>• COVID-19 School Closure Arrangements for Safeguarding and Child Protection</li> <li>• Prevent Duty Policy</li> <li>• TPAT Pay Policy</li> <li>• Teacher Appraisal Policy</li> <li>• Keeping Children Safe In Education Child Protection and Safeguarding Policy</li> <li>• Remote Learning Policy</li> <li>• Primary Assessment Policy</li> <li>• Social Media Policy</li> <li>• Performance Management Policy Support Staff</li> <li>• Staff Attendance Policy</li> </ul>	
11.02	It was noted that the School Admissions Policy for 2022-2023 was due for consultation and renewal.	
12.00	<b>Property update</b>	<b>Action: CR &amp; NC</b>
12.01	The Headteacher informed governors that the school had been repainted internally using Rebuild South West, an ex-military retraining project and looking very good.	
12.02	The Community Garden Project is also coming together thanks to the work of Dax Ansell - Teaching Assistant and support from the Solomon Browne Hall. A small group of volunteers have also been getting involved with supporting the project.	
12.03	The Headteacher informed governors that the school would be looking at replacing the side and main entrance gates and fencing. Some funding via TPAT is also available for security.	
13.00	<b>TPAT Update and Trustee Minutes</b>	
13.01	The Clerk reported that no new minutes had been published but would check again for the next full governors meeting.	
13.02	The Headteacher reported that there was a possibility that more schools would be joining TPAT.	

<p><b>14.00</b></p> <p><b>14.01</b></p> <p><b>14.02</b></p> <p><b>14.03</b></p>	<p><b>Safeguarding</b></p> <p>The Headteacher reported that the S175 self-declaration form had been completed and submitted to Cornwall Council.</p> <p>It was noted that Mrs Kerry Kemp, the Pre-School Leader, would continue being the safeguarding lead for Mousehole Mice Pre-School.</p> <p>The Headteacher informed governors that all staff had completed their online safeguarding update training.</p>	
<p><b>15.00</b></p> <p><b>15.01</b></p>	<p><b>Correspondence</b></p> <p>The Chair reported that there was no correspondence to report.</p>	
<p><b>16.00</b></p> <p><b>16.01</b></p>	<p><b>Chairs report</b></p> <p>The Headteacher requested governors approval to purchase 30 new iPads costing £8,000 replacing outdated models. This was agreed by governors. It was noted that the old iPads would be allocated to families during lockdown for home learning.</p>	<p><b>Action: CR</b></p>
	<p><b>Date and time of next meeting:</b></p> <p><b>Full Governing Body - Tuesday, 9<sup>th</sup> February 2021, time to be confirmed</b></p> <p><b>Full Governing Body - Tuesday, 8<sup>th</sup> June 2021, time to be confirmed</b></p>	