



Southerly Point  
Co-operative  
Multi-Academy Trust

**Helston Community College**  
**Local Governing Body meeting**  
**27<sup>th</sup> February 2020 at 4.30pm**  
**In En5, HCC**

<p><b><u>ATTENDING</u></b> : Chris Webb, Wayne Jenkins, Chris Leathley, David Hearne, Martin Higgs, Graham Vallender, Rod van der Lem, Barry Drew</p> <p><b><u>NOT ATTENDING</u></b>: Patrick Foster</p> <p><b>In Attendance</b>: Sarah Bayes (Clerk), Eugene McFadden</p>		
<p><b>2. <u>APOLOGIES</u> :</b></p> <p>There were no apologies</p>		
		<b><u>ACTION</u></b>
<b>3.</b>	<b><u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u></b>	
<b>3.1</b>	There were no new pecuniary interests declared.	
<b>4.</b>	<b><u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u></b>	
<b>4.1</b>	The minutes of the previous meeting were agreed and signed as a true and accurate record.	
<b>4.2</b>	Action – The Chair had been unable to attend the forum to publicise parent governor vacancies The Head reported that the forum was well attended, and he has subsequently emailed the attendees to enquire about the possibility of interested parents joining the LGB.	
<b>4.3</b>	There was discussion on promoting governor vacancies, either through the website or social media.	
<b>5.</b>	<b><u>HEADTEACHER'S REPORT</u></b>	
<b>5.1</b>	The Head had circulated the front page of the summary data produced for the Trust. Student numbers were slowly improving coming into KS3. The PAN is 250 but the ideal number is 240; 8 classes of 30. There are currently 230+ applications for next year so will potentially reach the PAN. There are several children with extra needs who may need nurture group provision. Migration is good – positive in compared to migration out. There was a lot of movement in the summer term. <b><u>Was that because they were not happy where they were or because they think we are good?</u></b> Both, and also because we have a reputation as being inclusive. <b><u>Are we taking on students who have been off-rolled from other schools?</u></b> Sometimes, but they usually settle in well. Some have no issues and have just moved in to the area.	
<b>5.2</b>	The college would like to raise numbers in P16 to 240. <b><u>Has the outreach to Mullion worked?</u></b> Hopefully – we may have to consider having further open evenings through the year, not just at the beginning of Yr 11.	

5.3	<p>Attendance is still a concern, especially with Yr 8 persistent absentees (attendance below 90%). This is being closely monitored currently with a view to a new policy. A new attendance officer is in post who is gradually getting to grips with what needs to be done. <b><u>Is the college prepared to prosecute?</u></b> Yes, we have had two successful prosecutions this year. <b><u>Do we have a problem with holidays?</u></b> Yes, about 0.4% of overall absence (0.24% not agreed). <b><u>Do we approve holidays in term time?</u></b> Sometimes, if it is exceptional. If it is military we ask for the commanding officer to support it. Parents working in holidays because of tourism work are not approved. Sometimes approval is given on compassionate grounds. <b><u>Is there a Trust policy?</u></b> Yes, and it seems to be consistent across the Trust.</p> <p>The Head showed the new data spreadsheet for attendance and behaviour which is updated daily. This is easily accessible by tutors, PSAs and support champions to pick up issues quickly and intervene before escalation.</p>	
5.4	<p>Exclusions – in Yr 10 it is mainly 4 students causing concern, one of whom has now been permanently excluded. <b><u>The number of SEN/FSM seems quite high?</u></b> Yes, but the students have significant issues that are affecting their behaviour. SEN/FSM students are likely to be the same students in some of these figures. There was an initial spike in Year 9 but that has now settled.</p>	
5.5	<p>Well-being. There is an improvement from last year. Yr 11 is a more stable group in terms of mental health. However, there are a very small number of students currently with serious issues.</p>	
5.6	<p>Staff numbers are down from this time last year. Currently have 77 FTE compared to 80 this time last year.</p>	
6.	<b><u>SELECTED TOPICS FROM STRUCTURED QUESTIONS</u></b>	
6.1	<p><b>a) Review of College Development Plan (WJe)</b></p> <p>Each faculty has same strategic objectives but with different actions. Focusing on just 8 objectives means progress has been made. <b><u>Curriculum – what is vertical integration?</u></b> Checking that the concepts and big ideas in a subject are taught in a logical sequence of order. <b><u>What is SISRA?</u></b> A new on line data system for recording assessment data and analysing it. Can be used by teachers to see who is making progress, who is not, and where to target intervention.</p> <p>The college has concerns over some aspects of the PSHE programme. For example, Brook, who are supposed to providing the Sex Education are proving difficult to liaise with.</p> <p>Governors agreed that the format of the Development Plan was good. <b><u>Is there a section that looks at success criteria?</u></b> Yes there is a final sheet which looks at outcomes. <b><u>For number 8</u></b> (Tutor time: To develop and implement an effective tutorial programme that supports our desired culture of excellence and community) <b><u>what are you measuring this against? How do you know you have achieved it?</u></b> Tutor time is focusing on reading and PSHE – PRe will be evaluating feedback for reading and PLa for PSHE.</p> <p><b><u>With regards to implementation is there an expectation for the time line?</u></b> Yes, the front page indicates in which year the strategies are being developed, implemented, or embedded.</p>	
6.2	<p><b>b) Budget and Staffing</b></p> <p>The Head went through some of the figures on the monthly management accounts (Narrative) which he tabled. <b><u>Are the SEN issues taken into account by County when deciding on pupil funding? Why do we have less funding per student than other local schools?</u></b> County will provide some funding for students</p>	



7.3	<p><b><u>Is there any quantitative evidence that shows that low level misbehaviour has reduced?</u></b> No, it is an issue that needs tackling on a daily basis, but the number of students who only go once to the Rtl room is large. Those who need additional support are sometimes given a time out card to allow them to have 5 minutes to refocus and then rejoin the lesson. Staff are very happy with the system but there needs to be consistency.</p> <p><b><u>When a student is sent to the RTL who is supervising the room?</u></b> The PSAs have a rota so there is one in the room and another nearby to talk to students about why they have left the classroom.</p> <p>The Head agreed that some of the work provided is not suitable and that is being looked at.</p>	
7.4	<p><b><u>The Head requested that the Governors carry out a review of the policy.</u></b> Governors agreed.</p> <p>ACTION – MHi and DHe to attend college on Friday 6<sup>th</sup> March to hold initial review meetings with staff and students. CWe to meet with PSAs, Thrive and Learning support Champions.</p>	MHi/DHe/ CWe
7.5	<p><b>b) Health and Safety update</b></p> <p>Training had been provided which emphasised role of the H&amp;S governor, and there is a checklist for H&amp;S governor to fill out. The Head would like the H&amp;S governor to carry out the audit with him. He reported that the Power point from training was very good.</p>	
7.6	<p>A glass pane had come out of one of the fire door windows during a storm when the door was blown shut. BAM are liaising with suppliers. When very windy, doors and stair wells are closed at present.</p>	
7.7	<p>Health care professionals had raised concerns over the height of balustrades. They are legal, but the college is investigating adding another bar. Any alterations would have to be funded by the college or MAT.</p>	
7.8	<p>Asbestos had been found on the old site but BAM were removing it safely and intensive checking revealed no issues.</p>	
7.9	<p>Next week the main entrance will be closed due to the demolition of corner of old C block. Visitors will have to use student entrance.</p>	
7.10	<p>ACTION – Chair to contact H&amp;S governor to arrange for him to do audit.</p> <p><b>c) Safeguarding</b></p> <p>Since the last LGB the Chair has not been able to see DLe. However, he can report that safeguarding in college is in a strong place at the moment. The S157 is due in next few weeks. There will be a MAT document which individual schools can adapt. An Assistant Head from Mullion undertook a safeguarding audit and DLe reciprocated. The Personnel Officer and DLe had a Single Central Record compliance meeting last half term, which was positive.</p> <p>Mental health – there have been fewer high end cases and a drop in overall CAMHS referrals. MyConcern is showing more concerns this year but this is a positive as more staff are noticing and reporting. Seems to be working well. WJe told governors how good the staff are with safeguarding issues and how they go way beyond their remit to keep students safe. The governors wanted their thanks transmitted to staff.</p>	CWe

	<p><b>d) Google Drive access</b></p> <p>The Head showed governors how to access Google Drive, where governance documents will now be stored. The school email and password will be used to sign in. Go to 9 dots in square and find Google drive. Go in to 'Shared with me' on the left. Documents will be put in there in future rather than emailed out.</p> <p><b>ACTION – Head to send out screenshots.</b></p>	WJe
<b>8.</b>	<b><u>IMPACT AND EFFECTIVENESS SINCE LAST MEETING</u></b>	
8.1	Meetings had been booked in. Parents forum. Pupil Premium review. Oxbridge interviews.	
<b>9.</b>	<b><u>URGENT MATTERS FOR DISCUSSION</u></b>	
	Governors approved educational visits to Iceland, Spain and New York, given that all checks and tick boxes are completed.	
9.1	<b><u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u></b>	
	Governors asked Trustees to look at their concerns regarding finance.	

The meeting ended at 6.45pm

Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_