



Southerly Point
Co-operative
Multi-Academy Trust

**Helston Community College
Local Governing Body Meeting
8th October 2020 at 4.30pm
Remotely by Google Meet**

ATTENDING : Chris Webb (Chair) Wayne Jenkins, Chris Leathley, David Hearne, Rod van der Lem, Barry Drew, Patrick Foster, Martin Higgs, David Miller NOT ATTENDING: Graham Vallender In Attendance: Sarah Bayes (Clerk), Eugene McFadden		
2. <u>APOLOGIES :</u> There were apologies from Graham Vallender		
		<u>ACTION</u>
3.	<u>WELCOME AND DECLARATIONS OF PECUNIARY INTERESTS</u>	
3.1	There were no new pecuniary interests declared.	
4.	<u>MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING</u>	
4.1	The minutes of the meeting held on 11 th June 2020 were signed as a true and accurate record.	
4.2	7.1 Skills set for Governors. The Chair reminded the Governors that they had agreed to fall in line with Trustees to defer terms of office until January next year, and then to look at possibly transferring Parent Governors to other roles, such as Community Governors. The Chair will look at the skills sets for January.	
5.	<u>FEEDBACK FROM THE TRUST BOARD</u>	
5.1	There was no feedback	
6	<u>HEADTEACHER'S REPORT</u>	
6.1	<p>The Head apologised for the delay in sending the report out.</p> <p>The Head reported on how the day-to-day running of the College is going. Opening up to Year 10 and 12 went very well in the summer term and was a safe way to bring students back. It is a challenge to follow government guidelines whilst trying to keep teaching and learning as good as possible, balancing curriculum delivery with health and safety. A zoning system would not work well at Helston so SLT had made the decision to base teaching staff in their rooms and have the students move. Class sizes were back to normal so there is limited social distancing in classrooms and corridors. Students and staff are required to wear facemasks in communal areas and the College is having to provide 20-30 masks a day to meet this requirement. The Covid Risk Assessment is updated every week and is checked by the Trust. Staff provide feedback through a Google form and there has been very little to resolve. Staff keep their own rooms clean</p>	

	during the day, and cleaners look after door handles, communal areas and toilets etc.	
6.2	Meeting the demands of the DfE guidance has meant that some of the staff have had very little holiday since February.	
6.3	<p>The A-Level results process was poorly managed by Ofqual and the DfE. Fortunately, all of our students who intended to go to university met the admission requirements for the course of their choice. GCSE results data was better than last year due to the process of awarding Centre Assessed Grades. The appeals process was very limited and very few students queried their results.</p> <p>The Head standardised the results with the Data Manager so that they aligned with previous years. This was in agreement with Ofqual guidelines.</p>	
6.4	South Site – installing the new heating system took far longer than expected but it was ready for when the students returned.	
6.5	The Government recommended that schools should stagger the school day, but the majority of students travel by bus and they all arrive at similar times. The duration of period 1 has been adjusted for different year groups to introduce a stagger. There are one-way systems on both sites and between sites. Councillor Thomas assisted with safety measures for the additional road crossing. A stabilised aqueous ozone spray is used for sanitising classrooms, which is active for 24 hours. Staff are using trigger spray bottles for this.	
6.6	There are communication challenges created by not having assemblies and whole staff meetings. This makes it more difficult to ensure consistency in terms of expectations. The first socially distanced assembly was held yesterday in the Sports Hall for Year 7.	
6.7	Public Health Guidance can be conflicting and sometimes requires several phone calls to get clarity. Testing and tracing is also inefficient at present.	
6.8	SLT are working operationally rather than strategically at the moment as much of their time is spent keeping everyone safe by supervising corridors, bus parks, lunch halls etc. PSAs are also finding the current situation challenging. The main hall on North Site and the gym on South Site have been set up for packed lunches. With lessons being taught all day due to staggered lunches, this helps minimise disturbances around the building and classrooms.	
6.9	Sadly, the school nurse left a couple of weeks ago and the College is struggling to fill this post. Agency staff are being used until a permanent appointment can be secured.	
6.10	There are successes – the staff are overwhelmingly supportive and the outcomes of the Trust staff survey was positive. With teachers based in their own rooms, lessons seem to be purposeful.	
6.11	<p>Staff absence has been manageable to date but numbers are increasing slightly. We are looking to recruit another cover supervisor because agency staff may be difficult to book in the future.</p> <p>Our main goal is to operate a full timetable for students and for teachers to be able to teach the planned curriculum, and this is happening.</p> <p>The Staff Governor reported that some children are anxious but they have responded quite well. It is strange not to be able to walk around the classrooms to help students and check that they are progressing with their work. Some assessments are now taking place in maths so these will be a good indicator of how the system is working.</p> <p>The Chair thanked the Head for giving Governors such a good insight into the day-to-day running of the College.</p>	

In terms of localised tracing, are you able to identify if you have a positive test how many people they have been in contact with? Yes, all teachers have a seating plan and there are bus bubbles. At lunchtimes students sit in friendship groups. We can do the investigative work required to minimise numbers needing to isolate.

I take it there have not been any cases at school yet? What precautions are in place for teachers, such as wearing face visors and zones in the classroom? Students have to sanitise on entry and exit, and there is a 2 metre teacher zone at the front. Some vulnerable staff wear visors or have perspex screens. Desks are sanitised between every lesson. Teachers keep their own computers and work areas clean. The health and safety of staff is paramount. In terms of resources, e.g., a paper test has to be left for 48 hours before being handled. Very little practical work is going on and there is much more demonstration. Equipment is left for 72 hours before being used again unless it is sanitised.

What additional measures will be in place for pastoral support? We have employed a new PSA and an Inclusion Manager. The Inclusion Manager will start after half term. We need to begin more 1:1 therapeutic work with our most vulnerable students.

There is a requirement to provide immediate remote learning. What is the College doing about this? All staff are using Google Classroom, so a parallel remote curriculum is available, with the same lesson materials online as being delivered in class. If a whole bubble is off, online lessons would be made more interactive, but the majority of lessons would not be live. The most popular online lessons during lockdown were recorded presentations, with teachers narrating and explaining each slide. This allows students to access the presentation at a convenient time and to view it more than once.

Do you know how many students do not have access at home to the curriculum? We have added several questions on the annual data collection sheet to ask if students have access to an appropriate device and suitable broadband. We loaned out many Chromebooks during lockdown and will look to do the same again.

You mentioned balancing H&S with maintaining the normal curriculum. Have you seen any impact on how the normal curriculum is being delivered? From what I see, staff are following the standard curriculum. For Year 11, the first lesson of the day is longer to be able to do 25 minutes of catch-up on that subject.

Do you have the ability to do the learning walks and quality assurance? No, but all doors are open and we can see into classes as we walk around the site. Behaviour in classes generally seems to be very good.

There has been a 2.4% drop in attendance levels. In general do you have any concerns with attendance levels? Early into the term, the attendance team had a meeting with the EWO and we were 2nd in County for attendance. Generally the Head is happy with the attendance figures in the current circumstances. Some parents are cautious and keep students off for colds and other illnesses.

Most of the students have missed a term and a half in general terms, but should have been doing remote learning; we know there is a dip between Yr 6 and Yr 7. Have you been able to assess how much learning the different year groups have missed out on, especially for Yr 11 and Yr 13? Are there plans to cut things from the syllabus? We are waiting for the Government to decide if they will postpone the exams by a few weeks. Currently there are only a few adjustments to examinations so we are hesitant to remove anything from the syllabus. In Maths, for example, all the content still needs to be covered. The Head would prefer to have exam papers with optional questions to cater for any further

	<p>disruptions to learning. Yr 13 had a reasonable number of lessons in summer term so should not have fallen too far behind. The College has now reached an assessment period and this will reveal gaps in learning. The KS3 reading test is currently being analysed.</p> <p><u>Have Yr 11 students been learning the same this half term as they would have been learning at this stage without the lockdown or is there some coverage of the summer's curriculum?</u> We have started with new topics to give students confidence and a fresh start, but we will be interleaving other topics that were delivered online. The Government has given us £90K for catch-up so we will look at providing extra Maths and English tuition in the first instance. It is likely that there will be additional after school catch-up sessions following the October half term.</p> <p>David Miller thanked the staff for the wonderful job they were doing and wanted them to know that the wider community appreciates it.</p>	
7.	<u>UPDATE ON OUTCOMES FROM SUMMER EXAMS</u>	
7.1	Data was provided but there was no time to discuss at this meeting.	
8.	<u>STAFFING UPDATE</u>	
8.1	The College has advertised for a new Head of Faculty in Mathematics to start in January.	
8.2	As mentioned above, a new PSA and a new Inclusion Manager have been appointed.	
9.	<u>SAFEGUARDING GOVERNOR'S REPORT</u>	
9.1	<p>The Chair had spoken to Designated Safeguarding Lead on Monday. All staff had received tier 2 training for safeguarding during the inset days at the beginning of term. This was approached specifically through the lens of Covid, with a focus on how students were coping, particularly during the last 6 months, which were spent at home.</p> <p>Staff had also had a session on how to make the classroom an emotionally safe place.</p>	
9.2	CAMHS is in great demand and only the most serious cases are being referred, hence it is very difficult to get immediate help.	
9.3	<p>The mental health and mood in general of students is positive. However, there is an emerging need to provide focused support for small groups of students.</p> <p><u>Are you using agencies for this?</u> Yes, we use a range of external agencies depending on the specific issue and need.</p>	
9.4	MyConcern – on average there are 110 referrals per month on this system. In September there were 147, the highest number so far. Although this is concerning, it is a good indicator that safeguarding training has been effective. Most referrals are low level but still need recording. It is very encouraging that staff are doing this.	
9.5	The Chair asked the Head to inform staff that they are doing a tremendous job with safeguarding, for which he thanks them.	

10	<u>IMPACT AND EFFECTIVENESS OF LOCAL GOVERNING BOARD SINCE LAST MEETING</u>	
10.1	The Chair has attended the College for one meeting with the Head using appropriate safety protocols.	
10.2	Governors were keen to have contact with their linked departments, either remotely or visiting after school when students had returned home. David Miller would like training in using Google and his College email account. The Chair will speak to the IT department about this.	
10.3	<u>Until there is a clear steer from the Trust, what do you feel in this difficult period we could do to help?</u> Focus on wellbeing - getting in touch with staff and asking them how they are. This is a very challenging time for all.	
10.4	<u>You've mentioned a few times about the pressure on SLT; maybe we need to ask what support is there for the SLT and is the support from the Trust?</u> There is support from the Trust. They have agreed that we can buy in extra help such as the new PSA. The Head's biggest worry is the staff and their wellbeing. The Head is now line managing the Nursery Manager, Catering Manager and Lead Caretaker. The Chair will raise this at the Standards and Practices meeting next week and feedback that the current situation is unsustainable in the long term. Support needs to be there, either budget, additional workforce or individual support. David Hearne is currently assisting with collecting food parcels for isolating students on free school meals and offered his time practically if needed. Action: Chair to speak to IT regarding Google training for Governors	Chair
11	<u>MATTERS TO BE RAISED WITH THE TRUST BOARD</u>	
11.1	Please see Item 10.4 above.	

The meeting ended at 6.00pm

The next meeting will be towards the end of November – date to be confirmed.

Chair's Signature _____ Date _____