



## Part 1 Minutes of The Cornerstone LSB of The YES Trust

<b>Date:</b>	9 <sup>TH</sup> November 2021 at 5:00 pm	
<b>Venue:</b>	Virtual video conference meeting	
<b>Present:</b>	Damien Sweeney (DS) Darren Gallimore (DG) Jo Bain (JB) Juliet Jones (JJ) Kathryn Ollier (KO) Paul Forsyth (PF)	Headteacher Governor Governor Governor Governor Governor
<b>Apologies:</b>	None	
<b>Absent:</b>	Sarah Bond (SB)	Governor
<b>In attendance:</b>	Tony Smith (TS) Chris Heptinstall (CH) Helen Phillips (HP)	Acting Chair Acting Clerk Director of Education (joined at 5:45 pm)

<b>AGENDA ITEM 1</b>	<b>WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE</b>		
<b>Discussion:</b>	<p>TS introduced himself and asked everyone else to do the same around the room.</p> <p>TS extended a welcome and thanks for joining the Cornerstone LSB and attending its first formal meeting as a separate Board.</p>		

<b>AGENDA ITEM 2</b>	<b>DECLARATIONS AND CONFLICTS OF INTEREST</b>		
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• Declarations of Interest (NGA template)</li> <li>• All Governors to declare verbally now, the following Governors declared as follows: <ul style="list-style-type: none"> <li>JB – Governor at Excalibur (foster carer)</li> <li>JJ – Head at Excalibur</li> <li>KO – Admin at Middlewich Primary</li> <li>PF – Bentley Motors</li> <li>DG – Federation of small businesses</li> <li>SB – N/A</li> </ul> </li> </ul>		
<b>Actions:</b>	<b>What:</b> <ul style="list-style-type: none"> <li>• CH to send out declarations of interests via DocuSign. All to declare verbally now.</li> </ul>	<b>By Whom:</b> CH	<b>By When:</b> ASAP



<b>AGENDA ITEM 3</b>	<b>LSB ORGANISATION, RESIGNATIONS, APPOINTMENTS AND VACANCIES</b>
<b>Discussion:</b>	<p>Standing item to keep up to speed with recent governance/trust developments. Appointments – all new.</p> <p>Vacancies – left open to consider new applications that might add knowledge and strengthen the LSB. We'll always endeavour to hold meetings in school (subject to Covid and other restrictions).</p> <p>Governors also encouraged to visit schools at other times and drop in to speak to Head, staff and pupils.</p>

<b>AGENDA ITEM 4</b>	<b>ROLE OF THE LSB</b>
<b>Discussion:</b>	<p>TS talked through the Trust SoD document – Members, Directors, ELT, and Headteachers. LSB focus – outcomes for the pupils and how we deliver them. Constructive support and challenge, adding oversight and support in equal measure. 6 main areas of responsibilities.</p> <p>TS added that we are still young as a Trust (6 years from inception) and still learning and tweaking areas to improve processes.</p>

<b>AGENDA ITEM 5</b>	<b>GOVERNOR RECORDS and USE OF GVO</b>
<b>Discussion:</b>	<p>Central system for governance documents. Controlled by permissions (data protection). Reports and weekly update showing things that have changed in the last week.</p> <p><i>Helen Phillips joined meeting – 17:45</i></p> <p>Governor link roles - key areas of oversight – Safeguarding for example, gives more buy-in to certain areas and shows a degree of willingness to give their time to help the school.</p> <p>DS stated that he wants governors to visit as much as they can and be part of the school community, seeing site, staff, pupils, etc.</p> <p>HP – putting on a short training session on what sort of things visits could cover – training and prep to be able to add value, and to assist with external agencies like Ofsted.</p> <p>DS – we did have a visit from Ofsted due to pupils on roll at other schools.</p>



	<p>Link roles TBC – DS: KO – finance; JB – Safeguarding; JJ – Curriculum; DG and PF TBC, possibly health and safety, management processes, etc.</p> <p>TS, it would be good for someone to be involved in the metrics for showing outcomes to gain a better understanding of data and why we ask for certain pieces of information.</p> <p>JB discussed the benefits of dual roles and multiple people taking on important roles –</p> <p>JB – possibly SEN link governor also.</p>		
<b>Actions:</b>	<p><b>What:</b></p> <ul style="list-style-type: none"> <li><b>Outline of GVO and Demo on GVO system from CH to follow or individuals to contact CH for a demo.</b></li> </ul>	<p><b>By Whom:</b> CH/individual Governors</p>	<p><b>By When:</b> Date TBC</p>

<b>AGENDA ITEM 6</b>	<b>GOVERNOR INDUCTION AND TRAINING</b>		
<b>Discussion</b>	<p>TS, governor training links document – Mandatory training for safeguarding and prevent to be completed via DocuSign unless already completed in the last 12 months.</p> <p>We encourage all governors to attend the CE governance training – JB commented that it's been very useful in the past. We think it's currently deferred to the Spring/Summer term so governors can access other online training and re-visit option of the CE training in the Spring / Summer term.</p> <p>JB/JJ to provide previous certificates.</p>		
<b>Actions:</b>	<p><b>What:</b></p> <ul style="list-style-type: none"> <li><b>To check access for EduCare and NGA websites.</b></li> </ul>	<p><b>By Whom:</b> CH</p>	<p><b>By When:</b> ASAP</p>

<b>AGENDA ITEM 7</b>	<b>ELECTION OF THE CHAIR (to take effect from the Spring Term)</b>		
<b>Discussion:</b>	<p>TS – we do need to appoint a Chair to take effect from the Spring term. Asked if people can reflect on the requirements – have a chat with me, or DS. I'm very happy to help the process and attend the next meeting.</p> <p>DG – is everyone happy to share phone numbers? All agreed they are happy to share via a document on GVO – CH to update.</p> <p>Chair – interested parties to contact DS by the end of November, and document to go on GVO before Xmas confirming the Chair. Vote held on GVO if required.</p>		
<b>Actions:</b>	<p><b>What:</b></p> <ul style="list-style-type: none"> <li><b>Add contact details to a document on GVO</b></li> </ul>	<p><b>By Whom:</b> CH</p>	<p><b>By When:</b> ASAP</p>



AGENDA ITEM 8	COVID 19 UPDATE		
<b>Discussion:</b>	<p>TS – LSB to consider the format of reports and meetings. TS suggested comments and questions should be raised prior to meeting via GVO comments, to speed up reports at future meetings.</p> <p>DS – uploaded lots of reports covering academic and PSED data. Every 6 weeks we do a 'data drop' – this is due to the often short term nature of placements, and also the starting points of the children. Often have to build the social and emotional side before any academic progress can be made (Boxhall profiles)</p> <p>JJ – how do you validate baselines?</p> <p>DS – discussions with teachers; Cornerstone teachers will go and visit the class teacher in the home school, and agree the baseline. Also use Boxhall assessments.</p> <p>DS then talked about Class dojo – class-based rewards system and communication system for home. Parents can see what their child is achieving, as can governors.</p>		
<b>Actions:</b>	<b>What:</b> <ul style="list-style-type: none"> <li>To set up access on class Dojo for LSB Governors.</li> </ul>	<b>By Whom:</b> DS	<b>By When:</b> ASAP

AGENDA ITEM 9	SCHOOL PERFORMANCE		
<b>Discussion:</b>	<p>TS – School development and planning headlines? DS – would be keen to see JJ SEF and SDP – JJ liked format of SEF and level of detail. DS – importance of key documents on the website (currently all being updated), Ofsted – then phone call, etc, etc.</p> <p>Format of the ADP – priorities are Reading, (JJ – phonics – are you using letters and sounds? Criticised by DFE. DS – it's working for us due to short term nature of placements). Haven't yet looked to move away yet – read writing in place at Excalibur and working really well. JJ to facilitate HP/DS to see it in practice.</p> <p>SEF – Reporting as 'Good', and previous SIP report agreed with self-judgement.</p> <p>JB – another session with LSB would be helpful to go through the data and reporting side of things. Suggested buddying up governors with less knowledge. KO – would like to understand Boxhall – training to be arranged following meeting by DS.</p>		



<b>AGENDA ITEM 10</b>	<b>FINANCE</b>
<b>Discussion:</b>	CH Update – refer to written report.

<b>AGENDA ITEM 11</b>	<b>QUALITY OF TEACHING</b>
<b>Discussion:</b>	None - DS covered in items 8 and 9

<b>AGENDA ITEM 12</b>	<b>SCHOOL DEVELOPMENT PLAN</b>
<b>Discussion:</b>	None – DS covered in items 8 and 9

<b>AGENDA ITEM 13</b>	<b>POLICIES</b>		
<b>Discussion:</b>	<p>All approved by Trust Exec Leaders and Ofsted when provision was registered in Sep 2020. Trust level policies approved by YES Trust. Cornerstone policies to be added to GVO and first 4 to be approved before end of December – Safeguarding, Curriculum, Admissions and SEN.</p> <p>Suggested schedule of:</p> <p>Spring Term – Anti Bullying, Behaviour, Safe Touch, CCTV and <i>E-Safety</i></p> <p>Summer Term – Exclusions, Charging and Remissions, SRE, First Aid and Supporting Pupils with Medical Conditions</p>		
<b>Actions:</b>	<b>What:</b> <ul style="list-style-type: none"> <li><b>Policies all on to GVO by end of next week</b></li> </ul>	<b>By Whom:</b> <b>CH</b>	<b>By When:</b> <b>By end of w/c 15/11/21</b>

<b>AGENDA ITEM 14</b>	<b>DATE OF NEXT MEETING</b>
<b>Discussion:</b>	Tuesday 9 <sup>th</sup> March 2022 - to be confirmed when Trust schedule – CH and DS to communicate out meeting. Best time? 5pm – 5:30pm



<b>AGENDA ITEM 15</b>	<b>DECLARATION OF ANY OTHER BUSINESS</b>
<b>Discussion:</b>	None, but move agenda item AOB to start of the agenda.

DocuSigned by:  
*Tony Smith*  
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24-May-2022