

## Reporting a Governor visit to Kea School

<b>Name:</b> Clara White	<b>Date:</b> 12 <sup>th</sup> & 26 <sup>th</sup> November 2021
<b>Purpose of visit</b> Safeguarding and Attendance Governor – Visit to the Headteacher & School Administrator	
<b>Links with the School Improvement Plan / 20 Questions</b> Twenty Questions 3. Effectiveness: Are we as effective as we could be? Do we understand our roles and responsibilities?	
<b>Governor Observations and Comments</b> <b><u>Single Central record</u></b> <ul style="list-style-type: none"><li>• The SCR follows the LA Template.</li><li>• The School Administrator has created a new appointment checklist which covers all categories required by the SCR in a systematic way.</li><li>• The School Administrator had SCR update training earlier this term. She regularly checks for updated guidance.</li><li>• The SCR was last checked by an external person with expertise prior to the Covid-19 pandemic.</li><li>• The record of the last person employed by the school was checked, with all paperwork in place.</li></ul> <b><u>Policies related to Safeguarding</u></b> <ul style="list-style-type: none"><li>• Policies are in place and displayed in the staffroom.</li><li>• Medical alerts/allergy action plans are on display in the staffroom.</li></ul> <b><u>Keeping Children Safe in Education</u></b> <ul style="list-style-type: none"><li>• The SCR indicates whether staff and governors have read Keeping Children Safe in Education; staff and governors are required to confirm via email that they have read the document each year.</li></ul> <b><u>Staff training in safeguarding</u></b> <ul style="list-style-type: none"><li>• The SCR indicates staff who have received safeguarding training; dates are evident and colour-coding would show if anyone's training has lapsed, should that become applicable. Whole-staff tier 2 safeguarding training is scheduled for January 2022.</li><li>• Mrs. Hunkin has completed a full day of 'train the trainers' safeguarding training this term.</li><li>• Mrs. Drzymala is mental health/wellbeing lead. Mr. Barritt is internet safety lead.</li></ul> <b><u>Governor and safeguarding</u></b> <ul style="list-style-type: none"><li>• Governors will be invited to attend the Tier 2 Safeguarding Training in January.</li><li>• The Full Governor Meetings will include additional safeguarding training and input (beginning 6<sup>th</sup> December 2021).</li><li>• The Governor Visit Report template is being redesigned but will maintain a focus on safeguarding.</li><li>• I hope to attend 'GOV9 The safeguarding responsibilities of the governing body' training offered by Cornwall County Council (January 2022).</li></ul> <b><u>Attendance</u></b> <ul style="list-style-type: none"><li>• Attendance figures for the autumn term were reviewed. Overall attendance: 96%. Seventeen pupils have attendance under 90% - the majority for Covid-related reasons; none</li></ul>	

cause for concern. Ninety-six pupils have had a Covid-related absence (varying from missing one session – half a day – for a PCR test to a longer absence for those testing positive).

- There is a pattern of some pupils being consistently late, possibly linked to the number of cars queuing for drop-off. Reminders sent to parents via email.

**Behaviour**

Mrs. Hunkin and I visited all classes. Pupils were focused and engaged across all year groups. Foundation pupils were about to go outside for play time, doing so in a safe, orderly manner. Y4 were in a PE lesson; again, all behaved safely and sensibly.

**Safeguarding**

See above.

**Any issues for the governing body**

A lunchtime supervisor has been advertised for, although with no applications so far, meaning office staff and the headteacher are covering for that absence in order to make sure pupils are adequately supervised.