

## Minutes of Full Governing Board Meeting Penponds School

<b>Meeting Date:</b>	Monday 14 January, 2019
<b>Meeting Time:</b>	17:00 – 18:40
<b>Attendees:</b>	Mr A Richards (Head) Mr T Harvey (Chair) Mr J Floyd Mrs S Davis Mrs D Partridge Mr D Head Mrs T Watts Mrs C Souch
<b>Apologies:</b>	Mr G Springer Rev Canon O Stevens
<b>Absent</b>	
<b>In Attendance</b>	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
<b>1.</b>	<p><b>Welcome</b> The Chairman welcomed everyone to the meeting.</p> <p><b>Apologies</b> The apologies were noted as above.</p>	
<b>2.</b>	<p><b>Presentation on proposed new Little Acorns Building</b> Governors received details of the proposal and drawings of the existing and proposed plans were tabled. The new proposal would be about half as big again as the current building with an internal room within the larger room which would have a multi-purpose use. The construction would be of timer frame and constructed offsite.</p> <p>During discussion, several issues were raised, which included the following:</p> <ul style="list-style-type: none"> <li>i. The £100k approx. build costs would need a funding grant. Prior to this planning permission would need to be obtained and a tendering process undertaken for the work.</li> <li>ii. The Rainbow MAT held the lease on the building and Little Acorns were 15 years into their 25 year lease. All lease</li> </ul>	

	<p>matters were dealt with by the Financial Officer of the MAT. It was noted that a new 25 year lease may need to be arranged to support the grant application.</p> <p>iii. This would need to be an item on the MAT Board of Directors meeting with a positive and supportive response from Penponds Governors.</p> <p>The Chairman thanked Thomas Collet and Frank Burberry for their presentation, and they left the meeting.</p>	<p>TH</p>
<p><b>3.</b></p>	<p><b>Pecuniary Interests</b> None declared.</p>	
<p><b>4.</b></p>	<p><b>Minutes of Meeting held on 8 October and 14 November, 2018 and Matters Arising</b></p> <p>The minutes held on 8 October 2018 and 14 November, 2018 were accepted as a true record and signed by the Chairman.</p> <p>The Head advised that under the IT Service level agreement that all quotes now go through Glynn.</p>	
<p><b>5.</b></p>	<p><b>Governor Visits</b></p> <p>The Head thanked all Governors who had visited the school and commended the quality of the visits and invited each Governor to outline their visit, as not all had completed a report for circulation.</p> <p><u>Mrs Partridge</u></p> <p>EYFS within the school is strong with and child centered environment and child initiated learning is well documented. A comparison was given of last year to this year and it was encouraging that those more capable were moving at a further pace. The next steps would be a visit in the classroom and looking at the outdoor area. It was noted that the mud kitchen needed replacing.</p> <p><u>Mr Floyd</u></p> <p>This report had previously been circulated and Mr Floyd highlighted the board on the wall detailing each pupil and their attainment levels and visual impact this had. The HT had regular meetings with teachers about pupil progress and advised that classroom monitor maybe worth considering being replaced.</p> <p>The Head advised that a Excel grid-bases system is going to be used which would mean less labour intensive work to complete, but ensures assessment coverage remains the same. This system is</p>	

	<p>known as the Jason Hurr Trascing System and by the end of the Summer Term would be used by the MAT and was on the next agenda of the staff meeting.</p> <p><u>Mrs Davis</u></p> <p>A visit had been made and it is extremely positive and useful that Phonics is time tabled throughout the school at the same time, to allow for pupils to be placed in groups according to ability. A weekly boys reading workshop had been suggested to link their writing with reading to enable further progress. Six males have been identified to assist with this motivational reading concept.</p> <p>There has also been writing about film clips, Tea Parties with the Head, Spelling Bees, noting the quality of the finalists. Visits from poets and authors was also suggested.</p> <p><u>Mr Head</u></p> <p>A visit to the year 5/6 maths was undertaken and the maths ladders were seen being utilised. It was questioned why this age group had a table chart in the back of their books to refer to.</p> <p>The Head advised that the key thing is that this age group can recall tables quickly and are moving onto harder tables soon. It was also noted that an on-line times table test for year 4's would be introduced next year.</p> <p>An explanation of the fast learning system was given to Governors together with details of the key attainment and progress group.</p> <p>The maths mastery programme was highlighted and the Head advised that £1k had been received for being part of the programme together with a further £1k to purchase resources.</p> <p>The Chairman praised staff for their efforts, especially the involvement with those with an SEN. The SEN lead is engaging and liaising with all staff.</p>	
<p><b>6.</b></p>	<p><b>Head Teachers Report</b></p> <p>The Head Teacher advised on an Admissions Appeal hearing that he had attending together with the Chief Executive and read the decision letter to Governors. The new pupil will commence straight away and will therefore be included within the forthcoming census and so funding would be allocated for next year.</p>	

	<p>Discussion took place regarding various building developments within the local area and the impact this could have on future number of pupils.</p> <p>During discussion, Governors were advised:</p> <ul style="list-style-type: none"> <li>i. Good progress had been made with termly tracking.</li> <li>ii. Year 5 were struggling with attainment, but the reading had increased to 66% compared with 40% last year, and the small cohort would be where they should be by the end of next year as there has been extra intervention.</li> <li>iii. Q – it was queried why the Year 5 writing had reduced to 50%. A – this had been due to increased difficulty within the objectives set and the high % of SEN chn in this cohort.</li> <li>iv. There had been some anomalies within the year 3/4 data so figures shown were not robust as the teacher was leaving.</li> <li>v. The School Improvement Partner had normally visited each term but did not complete a visit in the autumn term as the Heads of Penponds, Troon and St Meriadoc Juniors were undertaking the termly visits and using the same criteria for assessment. This is known as HIP (Heads Improvement Partner). The Head of St Meriadoc Infants report on Penponds was included within the report circulated, and proved really useful.</li> <li>vi. The Seesaw App recommended by the Head of St Meriadoc Infants which is a free tool is going to be implemented on all the school's ipads.</li> <li>vii. The behavior monitoring process was explained. The process is – hard look/verbal warning/second verbal warning/time out. The data within the report had been cases where the Head had been involved and a red letter had been sent home. Q – Why had numbers in reception been high? A – Children getting used to the rules in school.</li> <li>viii. Q – What interventions were happening in Year 3? A – A key TA had been moved into the class as it was not clear if interventions over the last half term had been as effective as they could be. Now daily interventions are now being done by one teacher, following through with 1:1 sessions in the afternoon, picked up by the distance marking sheet.</li> </ul>	
7.	<p><b>School Development Plan and Rainbow MAT Monitoring Timeline</b></p> <p>Reports had been circulated and noted.</p>	

8.	<p><b>MAT Update</b></p> <p>The Chief Executive and Finance Officer were moving from the Nexus Offices, which will also provide a meeting room.</p> <p>The Board have a meeting later in the term.</p>	
9.	<p><b>Staffing Update</b></p> <p>See confidential minutes.</p>	
10.	<p><b>Policies</b></p> <p>The assessment, reporting and recording policy would be emailed to governors and linked to the new marking strategy 'fit for feedback', which was a series of coloured stamps together with verbal feedback. Also coloured 'stick men' would be used.</p> <p>This policy had also included teachers making a list (distance marking) during the day for Learning Assistant's to address the following day.</p>	AR
11.	<p><b>Safeguarding/Health &amp; Safety</b></p> <p>All staff had completed the Level 2 update focusing on neglect and child exploitation.</p> <p>Prevent training had been through Devon and Cornwall Police and had been a joint training with Roskear School staff and International Terrorism had been on the agenda.</p>	
12.	<p><b>AOB</b></p> <p>There were no items for discussion.</p>	
14.	<p><b>Date of Next Meeting</b></p> <p>Monday 11 March, 2019 at 17:00.</p>	

Signed:.....

Date: .....