

Minutes of Full Governing Board Meeting Penponds School

Meeting Date:	Monday 8 October, 2018
Meeting Time:	17:00 – 18:40
Attendees:	Mr A Richards (Head) Mr T Harvey (Chair) Mr J Floyd Mrs S Davies Mrs D Partridge Mr D Head Mr G Springer Rev Canon O Stevens Mrs C Souch
Apologies:	Mrs T Watts Mrs A Young
Absent	
In Attendance	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
1.	<p>Appointment of Chairperson and Vice-Chairperson Mr T Harvey was appointed Chairperson and Mrs D Partridge was appointed as Vice-Chairperson.</p> <p>Appointment of Headteacher Appraisal Panel Governors appointed were Mr T Harvey, Mr J Floyd and Mrs S Davies. The Panel will meet on 26 November, 2018 at 15:15.</p>	
2.	<p>Welcome The Chairman welcomed everyone to the meeting.</p> <p>Apologies The apologies were noted as above.</p>	
3.	<p>Pecuniary Interests None declared.</p>	
3.	<p>Minutes of Meeting held on 9 July 2018 and Matters Arising The minutes held on 9 July 2018 were accepted as a true record and signed by the Chairman.</p>	

	<p>Item 4 – Quotes for the video system had not been recommended at the last meeting. CIF Funding was referred to and the fact that the lack of a system had proved a risk. All agreed for the Headteacher to get further quotes for a monitoring system only and to email these to Governors for a decision.</p> <p>Item 5.5 – The Makaton training had proved useful and the Chairman thanked staff for attending.</p> <p>Item 5.6 – The food tasting went well and was enjoyed. It was noted that the allergy information/declarations had not been sufficient and needed updating. These need to be sent out to parents with the next menu update.</p> <p>Mr Springer had attended the Finance meeting.</p> <p>The Headteacher had attended the Sports Presentations.</p> <p>The Family Festival had a been a great success and the Headteacher was asked to pass Governors thanks to parents at their next meeting.</p>	<p>AR</p> <p>AR</p> <p>AR</p>
<p>5.</p>	<p>Heads Report The Heads Report had been previously circulated.</p> <p>During discussion, the following issues were raised:</p> <ol style="list-style-type: none"> 1. KS1 – there had only been one child not achieving EYFS Good Level of Development, leaving 94% that did. National figure for 2017 was 70%. 2. Year 1 – 84% passed Phonics Screening Check and 100% for Year 2. 3. Greater Depth had been achieved in all subjects above the national average which had shown good progress. 4. KS2 – test results had been excellent with 100% at ARE in Reading and Maths and 87% in Spelling and Grammar. 5. Penponds had been placed 21st in the County for Reading, Writing and Maths. 6th in Maths, 7th in Reading and 89th for Writing. 6. It was noted that progress from individual starting points was very important, with the progress score above the national average. There had been less progress in writing, which had been by teacher assessment, which was noted as being tough but thorough and robust. 7. Q – What was assessed within the writing assessment? 8. A – Examples included sentence structure, vocab and punctuation. DfE 2017 writing examples of Age Related Expectations and Greater Depth Year 6 writing would be provided to governors as an example by the next meeting. 	<p>CS</p>

	<p>9. Writers Block had been an initiative used and although three boys did not achieve ARE they did pass the SPAG tests.</p> <p>10. Q – It was queried how maths progress had increased so much.</p> <p>11. A – This had been due to same day intervention, learning ladders, fast learning, third space learning and an unrelenting focus on diagnostic formative assessment, then quality first teaching to fill gaps as required. The Y6 cohort had also been explicitly taught 9 different ways of problem solving with specific strategies to recognize exactly what a question was asking them to calculate.</p> <p>12. For Reading there has been accelerated reading, Read Write Ink, phonics interventions and catch up sessions and the Head advised that the current Year 6, (Year 5 last year) are another strong cohort with good progress and attainment data combined with a large % of chn aiming for Greater Depth.</p> <p>13. One focus this year is spelling which would help with writing and three teachers would be undertaking a RWI spelling course in Plymouth next week.</p> <p>14. Boys spelling in general were discussed, noting that it had been a national issue. Pupil conferencing had been undertaken and feedback given.</p> <p>15. The Headteacher advised of the gap between boys and girls writing and that he could confirm in November what this had been like compared to the National Average.</p> <p>16. Q – It was queried if this had carried through to secondary school and if there had been any best practice elsewhere?</p> <p>17. A – The Headteacher would look at other schools, and make a comparison within the MAT data at the next HT meeting</p> <p>18. It was noted in a desktop monitoring exercise that boys progress in writing had been less than girls and staff are working hard to close the gap. There maybe a need to look outside the County for best practice and inspiration.</p> <p>19. Pupil Premium pupils had achieved well in progress and attainment, especially in reading.</p> <p>20. It was noted that the current year five results at the end of the Summer Term had looked exceptionally good and it was felt this had been due to consistency with Read Write Ink from their reception year. It could also be other influences (such as small cohort size) and the Headteacher agreed to do some research.</p> <p>21. Governors were advised of the Admission Appeals during the summer holidays and the increase of ten new pupils (including 5 over PAN for the new reception cohort) and the rearrangement of learning assistants to help with learning interventions, especially in year 3/4.</p>	<p>AR</p> <p>AR</p> <p>AR</p>
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	<p>22. There had also been three other requests for pupils to attend Penponds with the main reason being that families were moving into the catchment area with school age children.</p> <p>23. Penponds capacity was 105 pupils and there are currently 115 children. Capacity issues were discussed and the use of available space. The MAT had been reviewing their admissions policy.</p> <p>24. The Head advised of an example of the Council front funding a bulge of admissions in a nearby town a few years previous. It was felt an extra-ordinary meeting to discuss long-term strategic planning was needed.</p> <p>25. The sponsored football kit had arrived and both girls and boys teams had just won both their football games 8 – 0.</p> <p>26. The MAT gala performance was due to be held on Tuesday 26 March, 2019 at the Regal Cinema, Redruth and tickets would be £5 each.</p>	
6.	<p>Governor Monitoring Focus Week Governors were reminded to email relevant staff week commencing 5 November, 2018 and to prepare reports for the next full FGB.</p>	ALL
7.	<p>School Development Plan and Rainbow MAT Monitoring Timeline Reports had been circulated and noted. The Headteacher advised of improvement visits to other schools within the MAT which would be quality controlled by the School Improvement Partner.</p>	
8.	<p>Finance Report The Head advised of meeting with the Finance Officer due to take place on 9 October.</p> <p>The School was hoping to become a Maths Mastery School which would attract an income.</p> <p>The Family Festival had raised £1600.</p> <p>Three Quotes had been obtained for staff laptops it was agreed to purchase from NS Optimum.</p> <p>See also confidential minutes.</p>	AR
9.	<p>MAT Update The Chairman advised of a lengthy strategic meeting, highlighting the following:</p> <ul style="list-style-type: none"> • Excellent impact of the new Head at St Meriodoc Infants, with the Chief Executive also as Head of the School. 	

	<ul style="list-style-type: none"> • The four schools together as a MAT had made good progress and made use of the sharing of resources, teaching and staff. • FGB's had provided good governance and oversight within each school and the Headteachers had been held to account. <p>A Governor advised that the MAT had also looked at the overall vision statement and that the MAT was seen as a beacon within this community where children left as well rounded individuals with huge opportunities ahead of them.</p> <p>The MAT has nearly 800 pupils and approximately 100 staff and would be arranging more joined up events and a media/marketing campaign.</p> <p>The new vision statement was 'Building a Brighter Future Together'.</p>	
10.	<p>Staffing Update</p> <p>There had been a change of a lunchtime supervisor.</p> <p>A new keen and enthusiastic Sports Apprentice had been appointed who would assist at lunchtimes and with clubs.</p>	
11.	<p>Policies</p> <p>Keeping Children Safe in Education – Child Protection and Safeguarding had been previously circulated for adopting. The Chairman highlighted cyber-bullying extremism and criminal exploitation.</p> <p>It was noted that staff would be undertaking a training update in January 2019. The Head plus one other teacher would be undertaking further training in child sexual exploitation and e-safety information would be included within a future school newsletter.</p> <p>GDPR also plays a part in safeguarding and Governors were advised that children's personal information taken out of the school on trips had now been contained on a password protected ipad.</p> <p>There is also going to be another level 3 trained member of staff in addition to the four members of staff already trained.</p>	AR
12.	<p>Safeguarding/Health & Safety</p> <p>Recruitment training was discussed and the Head and the Chairman would undertake refresher training in this area.</p>	AR/TH
13.	<p>AOB</p>	

	There were no items for discussion. The meeting was reminded of the need to put these items onto the agenda 48 hours prior to the meeting with the Chairman's approval.	
14.	<p>Date of Next Meeting Wednesday 14 November, 2018 Extraordinary Meeting 17:00 Monday 14 January, 2019, FGB meeting at 17:00</p>	

Signed:.....

Date: