

Minutes of Full Governing Board Meeting Penponds School

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| Meeting Date: | Monday 22 January 2018 |
| Meeting Time: | 17:00 – 18:30 |
| Attendees: | Mr A Richards (Head) Mr T Harvey (Chair) Mrs T Watts Ms C Souch Mrs D Partridge Mr J Floyd Rev Canon O Stevens Mr D Head Ms A Young |
| Apologies: | Mrs S Davies |
| Absent | Mr G Springer |
| In Attendance | Helen Snell (Clerk) Amanda Young (Finance Officer – MAT) |

| ITEM No. | MINUTES | ACTION |
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| 1. | Welcome and Apologies The chair welcomed everyone to the meeting, including guests from Little Acorns. | |
| 2. | Pecuniary Interests None. | |
| 3. | Minutes of Meeting held on 20 November 2017 and matters arising The minutes of the meeting held on 20 November 2017 were accepted as a true record and signed by the Chairman. Item 4 xi – The MAT staff meeting took place as planned on 4 December, where staff enjoyed a talk from the performance coach from the British Cycling Team. There is to be all MAT staff meeting each term. | |

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| | <p>Item 11 – The Clerk advised that after checking the Chairman’s term of office had been until April 2018 (four years after the MAT formed). Therefore, the post of Chairman would not need to be voted into the Governor’s meeting until the May meeting.</p> | |
| <p>4</p> | <p>Little Acorns Proposal</p> <p>A representative from Little Acorns advised the Governors of their proposals:</p> <ul style="list-style-type: none"> • An extension due to number of pupils • Rearrangement of internal layout • Whole building to be clad to match Carn Brea class • Change of kitchen • Formation of a staff room • Reinstatement of a baby group • Fire escape from premises within the fenced area • Request for approx. 2m of the grass area • A 25m² extension subject to necessary planning permission <ol style="list-style-type: none"> i. Governors queried if bollards/fence would be required and Little Acorns advised that they would be prepared to do as requested. ii. Little Acorns advised that the timescale had not been immediate as plans had to be drawn up, Council approval obtained and a successful tender process. They had hoped to start during Summer 2018. iii. Reference was made to a feasibility study which had taken place regarding future school expansion and the need for careful consideration to this request. iv. Discussion took place regarding the need for car parking and use of the grass area in the summer period. v. Consideration was also given to promoting an outside play area. vi. The Chairman thanked those from Little Acorns for attending. vii. Consideration to the proposal was given during a confidential session – see confidential minutes. | |

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| <p>5.</p> | <p>Heads Report</p> <p>The Heads Report had been previously circulated.</p> <ul style="list-style-type: none"> i. The Governors were advised of the Reception Baseline and the 16 early learning goals. ii. Q. A Governor queried why there had not been as much progress in reading, writing and maths. iii. A It was explained that the spring term had been identified as the term to expand in these areas. The winter term had got the children ready for school. There was a goal and expectation that by the end of the Summer Term Reception children would be writing whole sentences, and that a further update would be given at the next meeting. iv. Discussion took place regarding last year's new teacher appointment to address the split cohort and how the success of this had showed in classroom monitor with 94% of Year 1 reading and writing on track and 89% for maths. v. Q. It was queried if children had individual read/write time. vi. From Year 1 onwards, children undertake 'read write inc' in groups and that the accelerated reader scheme was across all year groups. Children are encouraged and some are placed with other year groups according to ability to enhance learning. vii. Governors were advised that Ofsted's recent focus had been on same-day interventions, and it was explained how this was arranged. Each day teachers had a designated list to identify which children were struggling in which area, which was used the next day by the teaching assistants (TA) to reaffirm learning. This was staffed by having a full-time TA in each class and making use of every window of opportunity; for example whilst getting changed for swimming. viii. The Nesy on-line software was explained which had been invaluable, especially for those showing dyslexic tendencies. Children using this system were excited to learn and are making good progress. ix. Year 4 data was explained with figures due to the numbers of pupils and those with an SEN. All were making progress which had been evident by their work books. x. Year 6 data was explained and that as they were a high performing group at the end of year 2, this had to continue to | <p>AR</p> |
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| | <p>the end of year 6. Several interventions to achieve this were taking place with some pupils attending Nexus for maths booster lessons and the Headteacher providing daily teaching. This group achieved 58% of last year's SAT's test in December 2017 and over half of the pupils are expected to get above age related expectations by the end of the year.</p> <p>xi. The targeted 1:1 online learning had now commenced and was proving successful with those using it blossoming. Each child had a different tutor, with results e-mailed to the Headteacher, homework was tailored to each individual, live interaction was available for pupils and tutors had checked that teaching methods were the same as those taught in school.</p> <p>xii. Q A Governor asked if an additional column could be inserted into performance data to show progress in this area and if they could have details of the interventions.</p> <p>xiii. It was confirmed that further reports would include additional performance data and that an anonymised intervention map would be made available.</p> <p>xiv. An update on E-Safety was given, advising of the safer internet day on 6 February, 2018, an assembly focusing on 'cookies' and the setting up of bubble accounts to enable e-cadets to interact with other schools.</p> <p>xv. The behavior chart was shown and its use explained to ensure consistency in how information is recorded, which had been entered into the SIMS system to enable successful analysis. Two incidents of bullying were explained. Children are also now self-evaluating each other in this area.</p> <p>xvi. It was asked if bullying and e-safety could be a regular update within the Head Teachers Report and that sections 5 and 7 within the Behaviour Policy needed updating to be tailored towards Penponds, as did the Whistleblowing Policy.</p> <p>xvii. It was explained that Mark Lees had advised that vision values and aims should be on all documents. Some Policies were also written by the CE of the MAT to be for all schools.</p> | <p>AR</p> <p>AR</p> |
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| <p>6.</p> | <p>Finance Update</p> <ul style="list-style-type: none"> i. The Chief Financial Officer of the MAT referred to the previously circulated Management Account Report, and the tabled update for January, 2018, highlighting the year end reserves, teachers' pay rise, and that budgets were currently being worked on for the next MAT Finance Board, with an update being provided to Governors at their next meeting. ii. It was confirmed that any sickness costs would be covered by the insurance. iii. The recent issue with heating failure had been fixed and had not been too expensive. iv. Q. A Governor queried SEN funding levels. v. It was advised that a full and detailed list had been available in the office and that there was a Pupil Premium Strategy document also available. <p>It was agreed for the Chief Financial Officer to receive a copy of the Governors crib sheet and minutes of Governor meetings.</p> | <p>AR</p> <p>AR HS</p> |
| <p>7.</p> | <p>Governor Terms of Office</p> <p>See matters arising (item 3 above)</p> | |
| <p>8.</p> | <p>MAT Update</p> <p>The Chief Executive and Chief Financial Officer are moving to the King Edward Mine Office. Board meetings would also take place there.</p> | |
| <p>9.</p> | <p>Policies</p> <ul style="list-style-type: none"> i. Calculation – this was explained. ii. SEND information report – yearly document for information only. iii. Behaviour Policy – discussed in item 5 above. iv. Whistleblowing – discussed in item 5 above. v. Staff Code of Conduct – this was published each year on the website and all staff signed up this annually. | |
| <p>10.</p> | <p>Safeguarding</p> <p>Staff training to take place on 31 January 2018. The Vice-Chairman is booked onto the next course.</p> | |

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| | <p>Health and Safety</p> <p>The broken fencing and roof tiles had been repaired.</p> | |
| 11. | <p>AOB</p> <ul style="list-style-type: none"> i. Staffing update – see confidential minutes ii. It was noted that the Chairman’s term of office was due to expire on 3 March 2018. Election of Chairman to be put on the next Agenda. iii. Q - A Governor queried if the information pack referred to by Karen Brokenshire was available. iv. A - It was confirmed that following completion of the school evaluation form this would be issued to Governors. | HS |
| 11. | <p>Date of next Meeting</p> <p>Monday 12 March, 2018 at 17:00.</p> | |

Signed:.....

Date: