



Minutes of Full Governing Board Meeting	
Penponds School	
Meeting Date:	Tuesday 9 May 2017
Meeting Time:	17:00 – 19:25
Attendees:	Mr A Richards (Head) (AR) Mr T Harvey (Chair) (TH) Mr J Bailey (JB) Mr D Head (DH) Miss J Smith (JS) Mrs T Watts (TW) (left at 19:00) Mr J Floyd (JF) Mr G Springer (GS) (Arrived at 17:50) Mrs S Davies SD) Miss C Souch (CS) Mrs L Lawlor (LL) Helen Snell (Clerk)
Apologies:	Mrs D Partridge

ITEM No.	MINUTES	ACTION
1.	<p>Welcome and Apologies The chair welcomed everyone to the meeting, and apologies were received and accepted from Mrs D Partridge.</p> <p>Pecuniary Interests None</p>	
2	<p>Reports from staff Key Leads</p> <p>2.1 The Literacy Lead tabled the Impact/Review report and explained each issue within the report, highlighting the following:</p> <ul style="list-style-type: none"> • Progress in reading for pleasure. • The poetry book created for years 3 – 6. • The focus for this term was writing targets and the need to set up the OWL targets within the next few weeks. • Read/writer training to be set up for six staff in KS1. 	

During discussion, the following points were noted:

- i. Six staff had attended the Read Write Inc training following a recommendation with the report written by Mark Lees.
- ii. **Q – Noting that the Writers Block initiative targeted weaker readers/writers, what other initiatives were there to help others that were struggling?**
- iii. **A – Writers Block had come from Kernow Arts, and several last year had gone to see Oliver Jeffers. Also outside projects could be taken advantage of and in school progress was monitored, extra policies created, one to one tuition and pre-reading.**
- iv. **Q – Was there a budget for this?**
- v. **A – A % of the budget could be put aside for Literacy and also there was the pupil premium money.**
- vi. **Q – It was queried how this is measured as successful.**
- vii. **A – This is evidenced within the progress made within books, with the impact being seen now which would be backed up with evidence seen in the next data analysis.**
- viii. Mastering writing and for longer periods of time was in the Literacy Plan for the following year.

2.2 The Assessment for Learning 2017 report was tabled, with each action explained, highlighting the success of the Math's mastery and that the MAT as a whole was looking at ways to improve literacy mastery.

During discussion, the following points were noted:

- i. The parents evening had been redesigned, with children rather than the teachers proudly presenting their work to the parents.
- ii. There had also been a formal parent evening with 10 minute slots.
- iii. An Achievement Team meeting would be held to determine what level of information would be sent to parents as interim reports. It was felt that the data generated by Classroom Monitor could give parents a guide on progress and be useful if sent home a couple of weeks before a parents evening.

Commented [HS1]: Adam – not sure if this is spelt right?

	<p>2.3 The Learning Environment/Learner Voice/PE report was tabled, with each action explained.</p> <p>During discussion, the following points were noted:</p> <ul style="list-style-type: none"> i. Q - It was queried if there had been any other PE equipment available. ii. A – This had been provided by the Huff and Puff Club, where it was the Play leaders responsibility to ensure lunch times had been fun. iii. Q – Confirmation was sought on the children’s university progress. iv. A – Passports and stamps had been distributed to a range of clubs within Camborne, with the ultimate award being graduation at Tremough. <p>All key staff were thanked for their reports.</p>	
<p>3.</p>	<p>Minutes of Meeting held on 6 March 2017 and matters arising</p> <p>The minutes of the meeting held on 6 March 2017 were accepted as a true record and signed by the Chairman.</p> <p>TH referred to item 7 and read a report recently written by Sarah Mewton MP, concluding that as a small school the level of cuts may not be as high as originally anticipated, and that demand exceeded places in most local schools.</p> <p>Item 8 – an update on the policies had been circulated and noted.</p>	
<p>4</p>	<p>Heads Report</p> <p>The Heads Report had been previously circulated together with each year group attainment data. AR highlighted that each term teachers had updates from Classroom Monitor, work is progressing within Maths and writing was good.</p> <ul style="list-style-type: none"> i. Year 1 - Q – it was queried what is being done for the more able in Maths? ii. A – The less able had been taught within the Reception class and the more able into a Year 1 / 2 class, where the Learning Ladder had been used. There was also an investigation day each week where teachers share planning and had time to 	

	<p>discuss pupils progress, which is crucial in this year with the way the group is split. Specific topics within Math's is being taught to small groups taken out of class to enable them to catch up and therefore reduce the gaps in this year group.</p> <ul style="list-style-type: none"> iii. Year 2 – reading had been progressing with daily reading to adults, the use of flash cards and daily library reading time. iv. Year 3 – concern within this year's boys was expressed, with additional support and intervention being provided via individual programmes. Pupil premium money had also been used to provide a life coach one hour a week which had boosted confidence in the children. Learning ladders were being used to fill gaps in maths knowledge and the Accelerated Reader programme had seen improved success. v. Year 4 – performing well with vast improvements and should all be at age related expectations by year 6. vi. Year 5 – Venn diagrams as a tool were used as were boy-friendly teaching techniques i.e. Rocket cars. It was noted presentation within books had rapidly improved and groups were given real live issues to focus on i.e. newsletter articles. vii. Year 6 – Currently undertaking SAT's tests which do not appear as difficult as last year, however some will still be below target. It was felt the key thing was to make a difference and encourage a positive attitude towards SAT's and this had been in the form of a Year 6 breakfast. viii. GS advised of a MAT meeting and how much the current government had been driven by results/data/benchmarks. ix. TH gave an update on the School's interaction with Trevithick Day celebrations. x. SD advised on an inter-school competition for all schools within the MAT and how a joint sports day would be a good idea. xi. TH noted that all Heads had worked together within the MAT and supported each other when there had been Ofsted Inspections. 	
<p>5.</p>	<p>Finance Update</p> <p>AR tabled the Management Account Report and advised that the server had been purchased and that a quote for work on the hall had been obtained, and that there was money within reserves to be spent.</p>	



	<p>During discussion, the following had also been noted:</p> <ul style="list-style-type: none"> i. There is also an architect conducting a feasibility study of the main entrance and coming back with quotes and drawings which could be completed within 8 – 10 weeks of plans being approved, noting that the fee was approx. £60 per hour. This could be combined with the CIF funding bid to secure money from the DfE. Several options were discussed for improving the reception area, which also included identified weak points within Carn Brea. ii. It was suggested that rather than repairing the hall with wood, to get a quote for plastic replacement soffits, AR to obtain and e-mail governors. iii. A quote had been obtained for new single molded plastic chairs for Class 2,3 4 and the hall at a cost of £3148.90. AR had seen samples. iv. It was noted that the private fund was available to spend, and agreement in principle for AR to purchase goods to the value of approx. £11,000 v. Other purchases were discussed, including a Goblin car, furniture for the Library, Poly Tunnels for the Gardening Club, and Rugby posts. 	<p>AR</p> <p>AR</p>
<p>6</p>	<p>Premises Update</p> <p>This had been included within the previous item – Head Teachers Report.</p>	
<p>7</p>	<p>MAT Update</p> <p>TH updated the meeting regarding integration with surrounding schools, as discussed at the previous MAT meeting.</p> <p>GS advised that Rainbow MAT was secure and there was no pressure to actually take any action at present with regards to any further amalgamation. It was felt the Rainbow MAT was in a powerful position with three graded schools and one outstanding and they are within the top 20 MATs in the country, with a good group of heads, teachers and buildings all with future potential.</p> <p>GS explained that the way the finances are managed need to be looked into over the summer, in that all four schools are currently managed separately, and there could be merit in centralising some</p>	

	<p>core functions ensuring higher efficiency. The meeting was assured that little would be changed over the next 12 months and the day to day running of each school would remain the same, and everyone would be kept updated with any changes.</p> <p>GS was working on a 3 – 5 year strategic plan and would welcome ideas and feedback from everyone.</p> <p>Discussion took place regarding sponsorships from local businesses, purchasing of goods with joint resources and in-school catering was also mentioned.</p>	ALL
8	<p>Governor Training</p> <p>AR advised that he would distribute the files and KB would undertake the training.</p>	AR
9	<p>Policies for Approval</p> <p>The following were approved:</p> <ul style="list-style-type: none"> i. Asthma Policy ii. Medical needs Policy iii. Intimate Care Policy 	
10	<p>Safeguarding/Health & Safety</p> <p>JB advised that the quality assurance form had been completed, as had the audit form on safeguarding, which had been submitted one month early.</p>	
11	<p>AOB</p> <ul style="list-style-type: none"> i. TH wished JB good luck for his future and thanked him for all his hard work on the governing body, particularly in relation to Health & Safety. ii. AR floated the idea regarding changing some of the school times, with possibly ending the day at 3:15 and making the lunch hour shorter, making the finishing time more aligned to other local schools. This would also allow after school clubs to finish earlier, give teachers more planning time. Any changes would need consultation with parents, teachers and the governing body. Several options were discussed, together with advantages and disadvantages and the possibility of an afternoon break. It was recognised that any changes would need to commence from a new academic year, which did not 	



	allow for a thorough consultation. So, although the governing body were interested in exploring this, they requested further information and a more detail of the consultation and its process.	AR
	Date of next Meeting Monday 3 July 17:00 at Penponds School	

Signed:.....

Date: