

Minutes of Full Governing Board Meeting Penponds School

Meeting Date:	Monday 20 November 2017
Meeting Time:	17:00 – 18:15
Attendees:	Mr A Richards (Head) Mr T Harvey (Chair) Mrs T Watts Ms C Souch Mrs D Partridge Mr G Springer Rev Canon O Stevens Mr D Head Ms A Young
Apologies:	
Absent	
In Attendance	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
1.	<p>Welcome and Apologies The chair welcomed everyone to the meeting and welcomed the new Teacher Governor; Ms C Souch.</p> <p>Pecuniary Interests None.</p>	
3.	<p>Minutes of Meeting held on 3 October 2017 and matters arising</p> <p>The minutes of the meeting held on 3 October 2017 were accepted as a true record, with the following amendment:</p> <p>Item 8 – Justin Bailey should read Justin Floyd.</p> <p>Minutes to be updated and passed to the School Secretary for the Chairman to sign.</p>	HS

	<p>Item 8 – The Performance Review had taken place and the Chairman congratulated the Head Teacher on an extremely satisfying year and confirmed that the Review Group were pleased to recommend proposed developments for this year.</p> <p>Item 4 xi – The Head Teacher advised of the bid submitted for the new extension, highlighting that hardly any playground area would be lost.</p> <p>Item 11 – A letter had been received from Little Acorns attaching the proposed extension to the class area and the car park. Governors had concerns with staff parking, in that 2/3 spaces could be lost. It was noted that if the FGB were to recommend the plan for approval, it would need to be ratified by the MAT Board. At the Planning permission stage parking could also prove an issue. Governors had not been aware of the proposal for an extension to Little Acorns until the letter dated 14/11/17 had arrived with outline plans attached. The extension was to allow for a second exit as an alternative fire escape.</p> <p>It was felt that the FGB needed further information before they could consider the current plans for approval, and that the Head Teacher would go back to Little Acorns seeking more information. Governors felt this should be a recorded vote within their meetings.</p> <p>It was Proposed by Mr Head, seconded by Mr Springer and resolved that the Head Teacher ask Little Acorns for further information.</p>	
<p>4.</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 persistent absentee figure of 5.61%, however this had been due to 6 pupils taking a holiday during September, of which they had all had 100% attendance previously. Holidays were only authorised where pupils had over 96% attendance. ii. There had been one pupil join Year 1, with an appeal for places in Year 1 and Year 6 due to take place shortly. It was noted that both years were oversubscribed and that Head Teacher would be attending the appeals. 	

	<p>iii. Q. A Governor queried if numbers could be looked at across all schools, and if there were plans in place for accommodating increasing numbers, noting the need to consider future years.</p> <p>iv. A It was confirmed that for Penponds there was a need to look at where each class was located within the school and that taking several factors into consideration there could be a need to be creative with teaching space.</p> <p>v. Further discussion took place on the new extension and if it could possibly be extended further and the Head Teacher will approach the architect.</p> <p>vi. The Baseline Data for 2018 reception cohort was explained and noted that this was sent to Cornwall Council who operate a monitoring system. It was hoped that this year would see 100% GLD with the exception of SEN children. This year so far there had been 400 observations made so far, compared to the same time last year where there had been 100. It was recognised that Penponds had an excellent EYFS provision and that Mark Lee's report was very positive. The Head Teacher and reception teacher would be visiting other schools with outstanding EYFS provision to plan the next steps for Penponds.</p> <p>vii. It was noted within Mark Lee's report that when staff had been off sick the level of cover had been commendable. This had been helped by the Aspire Middle Leadership Programme currently being run by Karen Brokenshire.</p> <p>viii. A Governor queried the success of the Middle Leadership Programme.</p> <p>ix. It was confirmed by the teacher governor that it was working well. Relevant Middle Leaders across the MAT had got together and all those involved were engaged and felt the benefits of the inclusive development. The method of Coaching was particularly useful, rather than having observations. Group participation in training was being arranged. The Head Teacher agreed to feed this to the CEO.</p> <p>x. Governors were encouraged with this system, noting the empowerment and ownership it brought to those involved,</p> <p>xi. Governors were advised of an all staff meeting of the MAT on 4 December, 2017.</p> <p>xii. The Chairman advised that his governor visit would be done in the forthcoming week and had been delayed due to teacher absence.</p>	<p>AR</p> <p>AR</p> <p>AR</p>
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<p>5.</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 Reserves spend proposal, highlighting the curriculum costs. ii. The proposed new IT equipment was explained. iii. Discussion took place regarding the costs for Abacus Maths and the other areas of the spend proposal. All agreed the total premises extra spend from reserves, option 2 of curriculum costs from reserves, and the IT costs totaling £11,270. iv. Governors noted that the sport premium would double this year and were advised that the Head Teacher would be looking at this with staff and the School Council. v. The NQT costs would be met from reserves. vi. A Governor queried if any providers had made the MAT aware of any increases across the board for any services. vii. It was confirmed that as any contracts come to an end the MAT would look at purchasing and combining contracts across the MAT. 	<p>AR</p>
<p>6.</p>	<p>Governor Monitoring/skills Audit</p> <ul style="list-style-type: none"> i. The skills audit form will be sent to the Secretary to print for the Chairman to give to Mr Head for completion. ii. All Governors to send forms to the Clerk. 	<p>HS All</p>
<p>7.</p>	<p>MAT Update</p> <ul style="list-style-type: none"> i. The next Board meeting is 29 November, 2017. ii. There had been no further discussions regarding collaboration. iii. Rainbow MAT is seen as a top grade MAT. iv. There could be internal pressures with numbers rising, which could lead to modifications and staff changes. 	
<p>8.</p>	<p>Key Dates for second half of Autumn Term</p> <ul style="list-style-type: none"> i. The Head Teacher highlighted dates for the Carol Concert, the Christmas Nativity and the Christmassy Christmas Show with Squashbox Theatre. ii. The Chairman was proud to advise of the Music Festival he attended where Penponds got a highly commended which was an excellent achievement with Penponds having entered younger children. 	

<p>9.</p>	<p>Policies</p> <p>The following were agreed:</p> <ul style="list-style-type: none"> • Child Protection/Safeguarding • Whistleblowing <p>Both of these had been written by CAPH for all schools within Cornwall.</p>	
<p>10.</p>	<p>Safeguarding/Health & Safety</p> <ol style="list-style-type: none"> i. A recent visitor had commended the robust door entry system with the challenge from the Secretary. ii. A stress workplace risk assessment would take place with a Governor and Head Teacher. iii. A Health & Safety Inspection would be completed by the Premises Manager. 	
<p>11.</p>	<p>AOB</p> <ol style="list-style-type: none"> i. 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. ii. Q - A Governor queried if the information pack referred to by Karen Brokenshire was available. iii. A - It was confirmed that following completion of the school evaluation form this would be issued to Governors. 	<p>HS</p>
<p>11.</p>	<p>Date of next Meeting Monday 22 January, 2018 at 17:00.</p>	

Signed:.....

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