

Minutes of Full Governing Board Meeting Penponds School

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| Meeting Date: | Monday 9 July 2018 |
| Meeting Time: | 17:00 – 18:05 |
| Attendees: | Mr A Richards (Head) Mr T Harvey (Chair) Mrs T Watts Mrs S Davies Mrs D Partridge Mr D Head Mr G Springer Rev Canon O Stevens Mrs C Souch |
| Apologies: | Mr J Floyd |
| Absent | |
| In Attendance | Helen Snell (Clerk) Mrs A Young |

| ITEM No. | MINUTES | ACTION |
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| 1. | Welcome The Chairman welcomed everyone to the meeting. | |
| 2. | Apologies The apologies were noted as above. | |
| 3. | Pecuniary Interests None declared. | |
| 4. | <p>Minutes of Meeting held on 14 May 2018 and Matters Arising</p> <p>The minutes and confidential minutes of the meeting held on 14 May 2018 were accepted as a true record and signed by the Chairman.</p> <p>Item 5.22 – Quotes for the video system had been received at £700 for picture only and £1200 for recording. After discussion it was agreed that although the system was useful it was not a necessity and so would not be purchased at the moment. There was no new funding for the foyer but a further bid would be submitted next year and funding from elsewhere could also be explored.</p> <p>The Chairman advised of the 'Youth Speaks' competition and how the school had performed well, as did the MAT as a whole.</p> | |

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| <p>5.</p> | <p>Heads Report</p> <p>The Heads Report had been previously circulated.</p> <p>During discussion, the following issues were raised:</p> <ol style="list-style-type: none"> 1. The numbers for Reception intake in September are 20, 5 over PAN of 15. 2. Two classrooms would now hold 34 and 35 children. These rooms would have several adults and activities. 3. As last year, there will be a dedicated Year 1 teacher in the mornings. 4. One SEN child would be joining the school and their background was described to Governors, together with the need to paint kerbs yellow to aid their movement around the school. 5. Four members of staff had been trained in Makaton, with remaining staff being trained on the inset day on 4 September, 2018. 6. The new intake had enjoyed several stay and play sessions and would also join the school on Friday 13 July for the food tasting session led by Chartwells and family festival. 7. Within EYFS, 94% had achieved a good level of development, with the National Average at 70%. This was a fantastic result and the Head reported on the County Moderators visit. A teacher Governor reported that the Moderator had said the school was a shining example and had nothing to query with regard to teacher judgements. 8. Year one phonics were 84% with the National average at 81% and the Year two phonics were 100% (two pupils). 9. KS1 results were Reading at 75% Age Related Expectation (ARE) with 38% at Greater Depth (GD). Writing was 75% ARE with 25% at GD. Maths was 81% ARE with 31% at GD. These figures were just over the National Average. 10. Y6 SAT's data analysis would take place tomorrow after the results have been published. 11. Reading for year 3 girls and year 4 boys would be extensively targeted. 12. The priorities for next year would be discussed at a meeting with the CEO and the SIP on 10 July 2018. 13. Mrs Howe and Mrs Evans would be retiring this term, with the finance hours being covered through the MAT. 14. Miss Marsh's temporary contract had ended and she was congratulated for being instrumental in achieving the Healthy Schools Award and how she had engaged the parents with completing the school garden. 15. Miss Smith would be covering class 3 each morning and for three afternoons each week, with Miss Percy and Mrs Watts undertaking the two remaining afternoons. | <p>AR</p> |
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| | <p>16.The sports PE apprentice post has been appointed to and they would undertake a 2 year qualification during this time.</p> <p>17.The Governors were made aware of the incident of the tragic death of a girl in Camborne and discussion took place regarding the importance of PHSE within schools.</p> <p>18.The Chartwells tasting is scheduled for Friday 13 July, 2018 and they would bring all the menus planned for the School. Free catering equipment had been secured and this would be installed on the last day of term. Existing staff would remain in post with Chartwells. The challenge will be to increase numbers taking schools dinners and this would be promoted within assemblies. The Head thanks Mr Springer for his assistance with securing Chartwells.</p> <p>19.Q – A Governor enquired about the Nursery extending their opening hours.</p> <p>20.A – It was confirmed that the Nursery was a separate entity and this Governing Body had no power to alter the opening times, and that a Director level discussion would be more appropriate.</p> | |
| <p>6.</p> | <p>Healthy School Award A letter confirming the award had been circulated with the agenda and noted by the Governors.</p> | |
| <p>7.</p> | <p>PADL Award A letter confirming the Bronze Status Award had been circulated with the agenda and noted by the Governors.</p> | |
| <p>8.</p> | <p>School Development Plan The Head advised that this would be reviewed with the SIP on 10 July, 2018 and that one of next year’s priorities would be to work for the Primary Science Quality Mark.</p> <p>Q - A Governor enquired about the NESSY reading/spelling system and how it had made an impact.</p> <p>A – The NESSY system and ‘third space’ learning had started on 4 January 2018 and the Head would be conducting an impact assessment to present to the next meeting. It was reported that children were engaged with both systems.</p> | <p>AR</p> |
| <p>9.</p> | <p>Finance Update The MAT Finance Officer attended the meeting and circulated the up to date finance report and advised that the overspend had come in at £2925, which could be justified with the money spent on curriculum and the results achieved.. The forecast for Reserves being carried forward is £73,538 and the income from the sickness insurance policy had yet to come in.</p> | |

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| | <p>Q – A Governor queried if there had been anything known about that would have a significant impact on next year’s budget.</p> <p>A – The Finance Officer confirmed that there wasn’t.</p> <p>Discussion took place regarding spending £1000 on reading books as the current ones were worn out and most of them were now beyond repair, at four years old. Match funding had been looked into locally but had not been obtainable for the reading books, only general books. The Head advised that he was going to ask the ‘Friends of Penponds’ to contribute towards the books. It was agreed that if alternative funding could not be sourced elsewhere that the £1000 approx spend could be met from within the budget and that Miss Souch could place the order on Friday 13 July, 2018, to secure delivery in time for next term.</p> <p>The Head advised that he was keen to have an underspend in the next financial year so that the school could be repainted as there was no rolling programme for decorating.</p> | CS |
| <p>10.</p> | <p>MAT Update</p> <ol style="list-style-type: none"> 1. The date for the Cream Tea event was now moved to September and not on 18th July, 2018. A firm date had yet to be fixed. 2. The Chairman had attended a Finance meeting and advised Governors that the budget was on track. 3. St Meriadoc Infants had a new Head of School. 4. The Chairman had attended a Sports Presentation evening during weekend ending 7 July, 2018 at Camborne School. | |
| <p>11.</p> | <p>Staffing Update</p> <p>This had been included in the Heads Report.</p> | |
| <p>12.</p> | <p>Policies – PE Policy</p> <p>The draft PE Policy had been previously circulated and it was explained that this was an integrated policy and that PE was compulsory and formed part of lesson planning. It was reported that children had been loving PE. All agreed and accepted the Policy.</p> | |
| <p>13.</p> | <p>Safeguarding/Health & Safety</p> <p>The Head advised that:</p> <ol style="list-style-type: none"> 1. the Safeguarding Director had visited and went through all the documents that had been included within the S.175 assessment. 2. On 3rd September, 2018 there was a new Government initiative coming out on ‘Keeping Children Safe’. Staff training | |

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| | <p>on this would be completed on 4 September, 2018. The document had been summarized for Penponds School.</p> <ol style="list-style-type: none"> 3. The Head and Miss Percy would be updating their level 3 qualifications in safeguarding. 4. A 'summary' of the Schools Summary would be provided to Governors. | AR |
| 14. | <p>AOB</p> <ol style="list-style-type: none"> 1. GDPR was being dealt with centrally by the MAT, with a Director within ICT4 being appointed as the Data Protection Officer for the MAT, with each School Secretary being the local point of contact. 2. The Family Festival was taking place on Friday 13 July at 3:30, to which Governors were invited. Posters advertising the event were on display and there is to be a full afternoon/evening of entertainment with various food vans, a BBQ and Ice creams available. 3. Chartwells food tasting was taking place on Friday 13 July at 3:00 and Governors were invited. | |
| 15. | <p>Date of next meeting Monday 8 October, 2018 at 5pm</p> | |

Signed:.....

Date: