

## Minutes of Full Governing Board Meeting Penponds School

<b>Meeting Date:</b>	Monday 12 March 2018
<b>Meeting Time:</b>	17:00 – 19:05
<b>Attendees:</b>	Mr A Richards (Head) Mr T Harvey (Chair) Mrs T Watts Ms C Souch Mrs D Partridge Mr J Floyd Mr D Head Mr G Springer
<b>Apologies:</b>	Mrs S Davies
<b>Absent</b>	Rev Canon O Stevens Mrs S Davies
<b>In Attendance</b>	Helen Snell (Clerk) Amanda Young (Finance Officer – MAT)

ITEM No.	MINUTES	ACTION
<b>1.</b>	<b>Welcome and Apologies</b> In the absence of the Chairman at the commencement of the meeting, the Vice-Chairman welcomed everyone to the meeting and took the Chair.	
<b>2.</b>	<b>Pecuniary Interests</b> None.	
<b>3.</b>	<b>Minutes of Meeting held on 22 January 2017</b>  The minutes of the meeting held on 22 January 2017 were accepted as a true record and signed by the Vice-Chairman.  Item xii – The anonymised provision map had been circulated with an extra column added to the HT report. Item 11 v – Following on from the consultation a known child would be joining in September 2018. The Head would be attending a TAC meeting and then looking into levels of support required.	

4	<p><b>Proposal to Extend Chairpersons Term of Office</b></p> <p>The term of office actually expires in April, in line with the MAT coming into existence. Therefore this would be an item for the next agenda to elect a Chairperson. To date there is one nomination.</p>	HS
5.	<p><b>Heads Report (incorporating SIP Report, Aspire Report and attainment and progress update)</b></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"> <li>1. EYFS Reception Baseline and progress made, noting that figures are above the national and Cornwall and that there are four young summer term born children within reception.</li> <li>2. Q it was queried if there was a comparison done to last year. AR confirmed that there hadn't been, but one would be prepared.</li> <li>3. The current reception teacher had been selected for external moderation for EYFS and had worked extremely hard to ensure correct EYFS provision, being commended as outstanding by Mark Lees and Karen Brokenshire.</li> <li>4. Following a visit to Grampound Road School one idea now being implemented had been that of parent engagement which had made the Tapestry plan at home easier.</li> <li>5. Q it was queried if reading/writing had been on track for EYFS A Yes and other schools are now being recommended to look at Penponds as a good example.</li> <li>6. Q Clarification was sought on the Health &amp; Social Care EYFS figures A It was confirmed that there had been an issue with one young child.</li> <li>7. The good practice within EYFS this year will be maintained by a good handover and adhering to the whole school teaching and learning policy.</li> <li>8. The Headteacher addressed key issues and gave an update on progress for each of years one to six, together with rationale behind the figures in the termly tracking report previously circulated.</li> <li>9. Q For Year two it was queried if same day interventions take place A It was confirmed that they did, as did every class.</li> <li>10. Q A Governor asked for clarification on the Year 3 SEN progress and support received from the MAT. A The school had been supported by the SENCO from St Meriadoc junior school whilst our SENCO has been off work. This teacher has helped considerably with the SEN paperwork and chairing meetings. LB will resume SENCO duties on her</li> </ol>	AR

return 26<sup>th</sup> March. Having the SENCO at another school at present was not as beneficial as one placed within the school, and this issue had been raised to the Chief Executive. It was advised that the Classroom Monitor had not tracked SEN progress as well as it could and that this was being worked on with learning from other schools within the MAT.

11.Q It was queried if there was a contingency plan relating to staff sickness and how this is being monitored.

A It was confirmed that the Chief Executive had been involved and the level of cover provided was explained to the Governors.

Q A Governor enquired if years five and six had been improving in maths and if the children were enjoying the subject.

A It was confirmed that same day interventions had been a huge help and the TA's were looking at what was required the day before and working with Troon School staff who had experience in this area. Also visits had been made to Launceston and Chacewater Schools by the maths subject leader to view Singapore maths. This subject is moving apace and we have been invited to be part of the SSIF maths mastery project.

12.Q Clarification was sought on if enough Maths was being undertaken at home by years five and six.

A It was confirmed that there had been a 43% take up of 'Active Learn' and explained that this system set homework according to maths being learnt in school. There was also a maths homework club at lunchtimes, attendance at which was voluntary.

13.Q It was queried if children signed themselves up to same day interventions.

At present the teaching staff identify what children need extra help. Soon children will be able to by writing their name on a board. Children enjoy the culture of being responsible for their own learning, creating independence and giving them confidence – a boost of their own learning.

14.Q An update on science was requested.

A The Head Teacher advised that a Science book look was being undertaken and that six pieces of science were undertaken each term using topic books and floor books. This was also recorded in class books and had been externally verified. The school hopes to apply for the Primary Quality Science Mark in the summer term.

15.The catering contract applications had been submitted and a governor advised the meeting of a recent interaction with the current company regarding dietary requirements and expressed his dissatisfaction with the service.

	<p>16. It was felt that a good use of reserves could be to buy an oven which could also be used for the cookery club.</p> <p>17. An update of GDPR was given by the Finance Officer, and the policy across the MAT had been updated. ICT4 were updating encryptions.</p>	
<b>6.</b>	<p><b>Finance Update</b></p> <ol style="list-style-type: none"> <li>1. The Chief Financial Officer of the MAT referred to the latest Management Account Report, confirming that certain finance functions were now being centralised and that they were going to shadow the current finance assistant to ensure a smooth process going forward.</li> <li>2. It was confirmed that the ordering system was changing and that improvements would be made.</li> <li>3. The income is as expected and the % spent on staffing is within the expected range of 75 – 80%.</li> <li>4. Library funding was being looked into and the Premises Manager was looking at a grant to cover insulation costs.</li> <li>5. The CIF funding tender process was explained</li> <li>6. <b>Q It was queried if there is anything that needs purchasing from the reserves.</b> <b>A Discussion took place about purchasing Numicon visual maths strategy system, and the Headteacher agreed to obtain costings and to contact the Head at Troon who had experience of the system.</b></li> </ol>	AR
<b>7.</b>	<p><b>Vision Statement 2018</b></p> <p>The Headteacher explained how everyone needs to be aware of feeding into the overall school vision and advised of the vision/values board in the reception area. Governors were requested to write down where they want the school to be in five years' time.</p>	All
<b>8.</b>	<p><b>School Self Evaluation and Desk Top Monitoring Document</b></p> <ol style="list-style-type: none"> <li>1. The Headteacher referred to the Self Evaluation update report previously circulated, its links to the Ofsted criteria and how it was essential that all judgements made needed to be backed up with evidence.</li> <li>2. Governors were advised of the reasons why leadership and management were not yet outstanding, and referred to the impact the ASPIRE programme has had on middle leaders.</li> <li>3. Personal development and welfare, along with EYFS were outstanding and there was evidence to back up this</li> </ol>	

	<p>judgement. It was noted that if two areas are outstanding there is a good chance that the overall ranking would be outstanding.</p> <p>4. Older children within the school know the school values completely.</p>	
<b>9.</b>	<p><b>MAT Update</b></p> <ol style="list-style-type: none"> <li>1. The interviews for the Head of School for St Meriadoc Infants were due to take place next month.</li> <li>2. The Chief Executive is encouraging across MAT involvement and will be asked to a Penponds meeting to give a presentation.</li> <li>3. The middle leader initiative is working well and sharing across the MAT is encouraging.</li> <li>4. The Rainbow MAT is seen as a flagship across the South West, with Regional Commissioners asking Rainbow to look at taking on other schools.</li> <li>5. Part of the MAT is being looked at as a teaching school or center of excellence which could attract funding.</li> <li>6. Governors at Penponds who also sat on the Board encouraged everyone to let them have any aspects of challenge that needed taking to board level.</li> </ol>	<p>AR</p> <p>All</p>
<b>10.</b>	<p><b>Policies</b></p> <p>The First Aid Policy, SRE Policy and Charging and Remissions Policy were noted. It was confirmed that the school vision and aims had now been included in all policies.</p> <p>Governors noted that all staff within the school were now being trained First Aid Pediatrics to level three on the spring term INSEt day.</p>	
<b>11.</b>	<p><b>Safeguarding Update</b></p> <p>The Headteacher advised about the new Safeguarding document from the DfE 'Working Together in Partnership' which was under consultation and being published in May 2018.</p>	

	<p><b>Health &amp; Safety</b></p> <p>The CIF bid had been submitted and the issue with the front door had been resolved.</p>	
<b>12.</b>	<p><b>AOB</b></p> <ol style="list-style-type: none"> <li>1. The Headteacher advised of a meeting with Sarah Newton MP and had been pleased by how much she had listened, especially in regards to funding.</li> <li>2. Feedback was given on the extreme weather and the school closure during the snow. The need for a shelter around the front of the school was identified. The Headteacher will arrange for a quote.</li> <li>3. The Parent Action Group were purchasing benches, relining the playground and looking at exterior number boards.</li> </ol>	AR
<b>11.</b>	<p><b>Date of next Meeting</b></p> <p>Monday 14 May, 2018 at 17:00.</p>	

Signed:.....

Date: .....