

Minutes of Full Governing Board Meeting Penponds School

Meeting Date:	Monday 30 November 2020
Meeting Time:	17:30 – 19:00
Attendees:	Mrs J Lamb (Head) Mr T Harvey (Chair) Mr G Springer Rev Canon O Stevens Mrs S Davis Mr M Glasson Mrs A Holmes Mrs T Watts
Apologies:	Mrs C Souch
Absent:	
In Attendance	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
1.	Apologies Apologies noted as above.	
2.	Pecuniary Interests None declared.	
3.	Appointment of Governor Sarah Davis was reappointed for a further period of four years until 29 November 2023.	
4.	Minutes of the Meeting held on 5 October 2020 and Matters Arising The minutes of the meeting held on 5 October 2020 and the confidential minutes were accepted as a true record and signed by the Chairman. <u>1. Budget Update</u> There had been a slight overspend so far which had been acknowledged by the Finance Directors of the MAT and had been due to issues about maternity pay which had now been adjusted. Staffing pay had been 16.4% of the spend with 'other spend' totaling 20.07%, which was slightly high to date, however several expenses	

	<p>had been paid upfront for the year. Overall, there had been no concerns about the budget.</p>	
<p>6.</p>	<p>The Headteacher gave the following updates:</p> <p>1. COVID-19 update</p> <ol style="list-style-type: none"> 1. During lockdown parents had been asked to wear masks at drop off and collection. 2. Shields had been used by staff for close up work with children and 1:1 sessions. 3. Visors had not been worn by staff when two meters apart. 4. Numbers had been limited in the staff room. <p>2. Catch-up Funding</p> <ol style="list-style-type: none"> 1. The Headteacher had met with the governor responsible for maths and discussed the proposed spend. 2. The main priority for catch up is writing and therefore the largest spend is in this area. 3. There was £9,200 available which had been put in the plan, the details of which had been shared with Directors and staff. 4. Catch-up sessions had commenced with pupils. <p>3. Safer Recruitment</p> <ol style="list-style-type: none"> 1. The addendum to the report circulated had referred to recruitment via MS Teams and candidates had taught to the camera during the interview process. 2. On-line safety would be discussed at the next meeting. 3. On-line safety information had also been included within the newsletter. 4. It was noted that there maybe something online via ICT4. <p>4.RHSE Policy</p> <ol style="list-style-type: none"> 1. The Draft RHSE Policy was approved. 2. This would be sent to parents for consultation as had included sex education. 	<p>HS</p> <p>JL</p>
<p>6.</p>	<p>RWI Update</p> <p>The Headteacher gave the following update:</p> <ol style="list-style-type: none"> 1. All staff had received updated training during an Inset day and a twilight session. 2. Access had been always available on-line. 	

	<p>3. A face-to-face development day is scheduled for March 2021, at a reduced cost as the day was being shared with Troon School.</p> <p>4. Miss Souch had completed the national training.</p>	
<p>7.</p>	<p>Governor Monitoring</p> <p>1. <u>Maths</u></p> <ul style="list-style-type: none"> • The Responsible governor advised that the Headteacher had produced graphs detailing progress. • The catch-up plan was working well. • The Headteacher was aware of weak areas. • Some year groups are weaker than others. Year one had been challenging but are now being taught in smaller groups. <p>2. <u>Early Years</u></p> <ul style="list-style-type: none"> • Lots of information had been captured within the school newsletter with aspects of parenting support being advertised. • Early years children had settled in well. • Nativities/ Christmas performances were taking place with each class doing something towards the on-line Christmas celebration. • The early Years Governor to research further the Royal Foundation Research for Under 4's being led by the Duchess of Cambridge. <p>3. <u>RE and New Curriculum</u></p> <ul style="list-style-type: none"> • The Governor had discussed the new Agreed Syllabus with the Headteacher. • Spirituality and the broader faith would be included in the Agreed Syllabus. • It had not been possible to hold a Christingle or visit local churches. • Christingle bags had been made for children to make at home and would be delivered to school next week. <p>4. <u>PE</u></p> <ul style="list-style-type: none"> • Current provision and sports premium funding had been displayed on the website. • This was a key area of learning and something that Ofsted monitor. • Further engagement with parents of younger children needs development. • Access to specialist providers had been less over the lockdown. • 10 pupils had trained to become sports leaders. • Children would return to swimming next Spring depending on advice. 	<p>MG</p> <p>AH</p> <p>OS</p> <p>GS</p>

	<ul style="list-style-type: none"> • Mrs Watts had put a huge effort into PE and had identified those pupils with specific ability in different sports. • Class teachers had also been taking on some PE related activities in their bubbles. • Due to less competitions within the Camborne Sports Alliance, the school had not signed up this year. • Extracurricular activities were discussed, and this was on the headteachers agenda for their meeting in December and would depend on advice at the time. <p>5. <u>Pupil Premium</u></p> <ul style="list-style-type: none"> • This had been discussed with the headteacher and the PP strategy is available on the school website. <p>All Governors were asked to provide written reports for the evidence file.</p>	<p>SD</p> <p>ALL</p>
<p>8.</p>	<p>MAT Update</p> <p>The Chairman advised that a Standards Committee meeting had taken place, where Headteachers were praised for their efforts of going above and beyond during lockdown. The Chairman asked the Headteacher to pass on his and the Standards Committee to other Headteachers. The Board were due to meet on Wednesday 2 December 2021.</p> <p>A Finance meeting has also taken place and Governors were advised:</p> <ol style="list-style-type: none"> 1. That in order to have a balanced budget it could be necessary to use reserves. There had been extra costs involved due to COVID-19. 2. Central Government funding formulae had not always matched local need, however CIF funding would continue to be applied for. 3. The development at Boundervean could attract funding and there is also a new development in Barripper. <p>Mr Springer would be writing a BID for a village project and in doing so would also see if there was anything relevant to Pendonds School that could be applied for.</p>	<p>JL</p>
<p>9.</p>	<p>Staffing (see confidential minutes)</p>	

<p>10.</p>	<p>Safeguarding</p> <p>The Headteacher gave the following update:</p> <ol style="list-style-type: none"> 1. No referrals had been made and there were no concerns to report. 2. A parent had arranged hampers for families in need. Families in need had been approached and if there were any goods remaining, these would be donated to the food bank. It was noted that several families were currently struggling. <p>The Headteacher will extend thanks to the parent who came up with the hamper idea for their kindness.</p>	<p>JL</p>
<p>11.</p>	<p>Premises Update</p> <p>The Headteacher advised:</p> <ol style="list-style-type: none"> 1. The electric changing station had been fitted. 2. The guttering had been repaired. 3. Fire extinguishers and lights had all been tested. 4. A fire drill had been completed. 5. The cost of repairs to the boy's toilets which had flooded had been £847.20 with a £500.00 excess to pay. 	
<p>12.</p>	<p>Any Other Business</p> <p>There had been no items of any other business.</p>	
<p>13.</p>	<p>Date of Next Meeting</p> <p>Monday 22 February 2021 17:30. Virtual on-line meeting via MS Teams.</p>	

Signed:.....

Date: