

Minutes of Full Governing Board Meeting Penponds School

Meeting Date:	Tuesday 9 May 2017
Meeting Time:	17:00 – 18:15
Attendees:	Mr A Richards (Head) Mr T Harvey (Chair) Mr D Head Mrs T Watts Mrs S Davis
Apologies:	Mrs D Partridge Miss J Smith Mr G Springer Mr J Floyd
Absent	
In Attendance	Helen Snell (Clerk)

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, Mr G Springer, Miss J Smith and Mr J Floyd.</p> <p>Pecuniary Interests None</p>	
2.	<p>Minutes of Meeting held on 9 May 2017 and matters arising</p> <p>The minutes of the meeting held on 9 May 2017 were accepted as a true record and signed by the Chairman.</p> <p>There were no matters arising.</p>	

<p>3.</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 a confidential matter – see confidential minutes. ii. Premises update – over the summer it was proposed that the exterior woodwork, the Carn Brea class exterior wood and the plans for the front entrance be completed at a cost totaling £9770. All governors were in agreement for this to go ahead. iii. Discussion took place regarding class sizes and the structure of a split cohort for year 1. After looking at several options for accommodating a further year 1 space and extra teaching provision so that they did not remain with the reception class, it was thought that the best option would be an additional temporary part-time year 1 teacher concentrating on reading, writing and maths in the mornings, with children undertaking their topic work in the afternoons. All agreed this was an excellent solution and approved the appointment, which would be reviewed at Easter 2018. iv. It was queried in which room the new teacher would be placed, and confirmed that this would be in the current room, making use of the library in the morning, but with two teachers, so as a separate group. The total of both groups, with two teachers would be 35. In the afternoon Miss Souch would be responsible for all the children with two Learning assistants. They will be registered as two separate year groups. v. Discussion took place regarding a 7 class school in the future in view of new housing developments and schools being over sub-scribed. The Head teacher advised that a feasibility study would need to be undertaken and further discussion with an Architect needed. All agreed for the Head teacher to take this forward. vi. Provisional unvalidated data was tabled regarding the KS2 SAT’s results, indicating above average attainment for reading and writing. The Head teacher advised that some remarking in maths had been requested as three pupils had not performed as predicted with two missing the pass mark by 1 mark. AR also shared the detail of some individuals who had 	<p>AR</p>
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	<p>done exceptionally well and highlighted the priorities for next year (maths, spelling and grammar at KS2)</p> <p>vii. Head Teacher Report – Questions from JF</p> <p>viii. There's a record of a pupil with Persistent Absence. What is happening with them?</p> <p>ix. The PA relates to 1 child who is unable to get into school when her sister is ill – she has type 1 diabetes. I have held attendance clinics with the parent and offered to come and get her in the morning if this continues. From September both girls are moving schools, one into year 7 and the younger sibling into a school closer to home.</p> <p>x. If this is a previous pupil who has now left, why are they still reported on?</p> <p>xi. It is a different pupil. That pupil was transferred to alternative educational provision by the Education Welfare Officer and SEN team at Cornwall council.</p> <p>xii. IT equipment has been purchased but not installed, why is that?</p> <p>xiii. The new server install requires that all staff laptops are handed in to allow them to be set up – this would cause too much disruption in term time so the engineer will 'change everything over' to the new server when we break up for the summer holidays. The new laptops will be completed at the same time.</p> <p>xiv. Once the laptops have been installed for the pupils what is the schools strategy to use them and encourage IT take up?</p> <p>xv. 2 staff meetings in the autumn term (including a Twilight session) will be put aside to provide training on the new laptops and how to integrate them into lessons. I will be setting up a Code Club at lunchtimes for children to start learning coding. AR will lead and implement the new IT curriculum.</p> <p>xvi. What has happened to the Penponds School Improvement Plan 2016-2017, we've not had an update since March?</p> <p>xvii. The evaluated plan will be presented at the autumn term Governors meeting along with the new improvement plan currently being written in conjunction with Mark Lees and Karen Brokenshire.</p> <p>xviii. What impact do SEN pupils have on year 3 and how will this be mitigated?</p>	
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<p>xix. The Year 3 boys have a high percentage of SEN which impacts their attainment, however, their progress from their own starting points has been good. Targeted interventions such as RWI phonics as detailed on the school provision map are having a positive impact.</p> <p>xx. I would like to see included in the HT reports comparison data of attainment and progress for cohorts potentially generated from Classroom Monitor. This will allow the governors to see progress and to highlight areas of concern.</p> <p>xxi. The head-teachers are developing a standardised HT report for the MAT which will aid this comparison. At present the only cohorts we can compare are YR, Y1 Phonics, Y2 and Y6 as these are the cohorts that have to be reported nationally.</p> <p>xxii. Why is the year one teacher position only temporary?</p> <p>xxiii. This position is being funded by reserves and is not sustainable in the long term unless the school expands.</p> <p>xxiv. Can you go in to more detail about the "strongest Learning assistants" ?</p> <p>xxv. The Learning assistants with the most experience in KS1 with the most relevant training.</p> <p>xxvi. What has been happening with e-Saftey since my visit?</p> <p>xxvii. Miss Percy continues to run e cadets with an assembly due towards the end of term. Miss Percy and I will monitor the internet logs once the new server has been installed.</p> <p>viii. Summer Visit Report from Mark Lees questions</p> <p>xxix. Why are there inconsistencies in marking and what can be done about it?</p> <p>xxx. Mark Lees and I noted several inconsistencies across the classes mainly in topic books. Literacy and Maths books continue to be on a high standard. At the September INSET day, I will lead training to eliminate these inconsistencies and next term conduct a book look every 3 weeks with staff bringing work books to each staff meeting. Printed WALT's and SC will also be used in Literacy and Topic to further aid children self assessing their learning.</p> <p>xxxi. The report states "There have been positive improvements in most areas of the school in writing". What areas has there not been positive improvements and what's being done to improve these areas? The main area for focus is EYFS for two reasons; the year 1 children in reception have not made good progress and the reception children haven't been stretched and</p>	
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	<p>challenged enough. This term the following has been implemented:</p> <p>xxii. New resources such as a woodworking bench have been purchased to improve fine motor control and risk taking.</p> <p>xxiii. Learning Assistant hours have been increased to cover an hour after school to help set up all the areas for the next day – this was on advice from Troon School’s practice.</p> <p>xxiv. Myself and Miss Percy have visited other schools to look at their provision to adjust ours.</p> <p>xxv. I have increased my own knowledge of EYFS by further reading and researching good provision.</p> <p>xxvi. We have appointed a very experienced Learning Assistant (who is a qualified teacher) to cover a new reception child with an ECHP. Miss Toy is a former lecturer in early years development and will help Miss Percy in rapidly improving the provision.</p> <p>xxvii. We are recruiting a new Year 1 teacher which will enable us to teach the year 1 as one discreet group instead of splitting the cohort. The current Year 1 split has been inconsistent between two classes. The previous teacher left on maternity leave at Easter.</p> <p>xxviii. How are more able pupils now being challenged in years prior to 5?</p> <p>xxix. Mrs Lawlor has shared her good practice with the other teachers and mastery checkpoints have been introduced in maths. Accelerated Reader, Topic work, Youth Speaks, the school council, learning ambassadors and a planned spelling Bee will all challenge the children further in September.</p> <p>xl. What has happened to the introduction of “Science books”?</p> <p>xli. Each child now has a separate science book from their topic to show progress, curriculum coverage and learning over time. These books will follow the children through the school.</p> <p>xlii. “Year 1 pupils in the EYFS class have not made the progress expected of them considering their prior attainment” Why do you think this is and what can be done to improve progress?</p> <p>xliii. EYFS “Progress in writing and maths are not sufficient at this stage of the year” what is the plan to improve?</p> <p>xliv. “The leadership of the EYFS needs further development.” What is the plan to develop EYFS</p> <p>xlv. See above comments</p>	
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	<p>xlvi. What impact has there been on the school with the SENCO not undertaking the National SEN Qualification until the next school year?</p> <p>klvii. It is recommended that new SENCO's compete the SEN Qualification within three years of being in post. Miss Smith started the role in May and will begin her SEN qualification this September.</p> <p>lviii.</p>	
4.	<p>Finance Update</p> <p>i. The Management Account Report was tabled and Governors were reminded that at the previous meeting spending had been approved from the Private Fund, and that there were still items to be purchased.</p> <p>ii. It was noted that the TA salary overspend had been mainly due to an increase in national wages, and the additional 1:1 support.</p> <p>iii. There had been no-one available to give an update from the MAT Finance Committee.</p> <p>iv. It was noted that the MAT Standards Committee and Full Board would take place next week.</p>	
5.	<p>Premises Update</p> <p>This had been included within the Head Teachers Report.</p>	
6.	<p>MAT Update</p> <p>None reported</p>	
7.	<p>Staffing</p> <p>i. Governors were advised that in addition to the Year 1 appointment, there would be the need for another 1:1 learning assistant and an outline was given of the pupils needs and that the interviews would be held next week, noting that this funding would be 'topped up' from the Local Authority as this pupil has a full Education, Care and Health plan allocation for Autistic Spectrum Disorder.</p>	AR

8.	Safeguarding This had been deal with under the Heads Report (see confidential minutes).	
9.	Health and Safety With the production the forthcoming summer musical, the hall had been checked ensuring everything was in working order, including emergency lighting.	
10.	AOB None	
11.	Date of next Meeting The clerk to advise on dates for next year.	HS

Signed:.....

Date: