

MINUTES of a meeting of the Full Governing Board of the Boskenwyn and Germoe Schools Federation held at Boskenwyn School at 6.00pm on 23rd November 2016

PRESENT: Mrs Claudia Hiscott-Walsh  
Mrs Jo Nicholas  
Mrs Paula Quinney (Head)  
Mrs Tracey Stevens  
Dr Russell Monhemius (Chair)  
Mrs Wendy Jones  
Mr Brian Toney  
Mrs Donna Bennetts  
Miss Sam Prescott

IN ATTENDANCE: Mr Luke Haslam (Clerk)

		ACTION
1.	<p><b>APOLOGIES</b></p> <p>Governors were advised that Mrs Bushell had submitted her resignation to the Chair owing to a shift in her work taking her further away from Cornwall.</p> <p>Governors received and accepted apologies from Mrs Rusga.</p> <p>No apologies were received from Miss Easterbrook.</p>	
2.	<p><b>DECLARATION OF BUSINESS &amp; PECUNIARY INTERESTS</b></p> <p>No new declarations were made at this meeting.</p>	
3.	<p><b>MINUTES OF THE LAST MEETING 28.09.2016</b></p> <p>Governors agreed the previous minutes as a true record and the chair signed them as such.</p>	
4.	<p><b>MATTERS ARISING FROM THE PREVIOUS MINUTES</b></p> <p>Governors <b>RESOLVED</b> to appoint Mrs Hiscott-Walsh as a Foundation Governor.</p>	
5.	<p><b>GOVERNOR RESPONSIBILITIES &amp; COMMITTEE MEMBERSHIP</b></p> <p>Governors discussed developing new roles, filling vacancies and how to best utilise the skills of individual governors. Then <b>RESOLVED</b> to make the following appointments:</p> <p>English Governor - Mrs Tracey Health &amp; Safety Governor - Mr Toney Whistleblowing Governor - Dr Monhemius Sports Premium Governor - Mrs Bennetts Appointed Mrs Hiscott-Walsh to the Finance and Premises Committee Appointed Mrs Bennetts to the Grievance &amp; Pupil Discipline Committee Appointed Mrs Jones to the Teaching and Learning Committee</p>	

	<p>Governors discussed recruitment and prospective governors.</p> <p>Governors agreed to arrange a day of governor training for Fri 27th January 2017 at 9.30am. Planned to take place at Sainsburys in Helston with a focus on the School Development Plan and Governor Development.</p>	
6.	<p><b>REVIEW COMMITTEE TERMS OF REFERENCE</b></p> <p>Governors resolved to retain their existing Terms of Reference, the chair resolved to update these documents with new membership.</p>	RM
7.	<p><b>DATA &amp; ASSESSMENT</b></p> <p>The head presented governors with headline data for each school, governors suggested including some training on assessment as part of the development day.</p> <p>Governors discussed key data points noting attainment at the end of Keystage 2 was sitting above the national average in Reading and Maths but below the average for writing in both schools, governors discussed this with staff and established that within this small cohort - despite attainment scores - progress measures remained strong.</p> <p>Staff advised governors that approaches to writing moderation appeared to have varied between schools, there had been some question about whether a "best fit" approach (i.e. 15/17 criteria met) could be applied to writing assessments and whether handwriting criteria was essential to have met the overall target, in this Federation students may have been judged more harshly than some of their peers.</p> <p><u>Governors asked staff for an evaluation of pupil performance under more leniant criteria,</u> staff responded that revised scoring left 50% of pupils meeting the expected criteria - within expectations due to heavy weighting given to each pupil.</p> <p><u>Governors asked where projections were for the current year,</u> staff responded that current predictions were cautious due to a large number of SEND pupils in the current Y6 cohort. Governors discussed shifting expectations in writing and how assessment criteria has changed, the possibility of holding a parent-information evening was raised.</p> <p>The head advised governors that external assessors (SIP, CC moderators) had commented positively on strong child-led education witnessed at Boskenwyn, they had been surprised when SEND was raised with them.</p> <p>Governors felt the key priority coming out of the review was pupils Writing, this fed into the appointment of a governors with responsibility for this area.</p>	
8.	<p><b>CONTINUING PROFESSIONAL DEVELOPMENT</b></p> <p>The head advised governors she would circulate a report on a CPD visit undertaken to Worthing to explore the Reggio Emilia approach to learning and outlined the strategy for governors.</p>	

9.	<p><b>NURTURE GROUP/ARB</b></p> <p>Governors received an update on development of this project at Germoe:</p> <ul style="list-style-type: none"> <li>• Space established and in active use for small group interventions, Cornwall Council's Behaviour Support will provide a staff member to support setting up an ARB.</li> <li>• A local free school is expected to support 12 spaces for children with SEMH difficulties, unclear what ages this will target but the focus at Germoe should be on Keystage 1.</li> </ul> <p>Governors noted their support for the project and asked when it would be likely to see referrals, the head advised this was subject to when ARB status was awarded to the unit, the interest had been made very clear with SEN officials within Cornwall Council.</p> <p><u>Governors asked if there was data available to support the need for an ARB, the head responded that - since there was a lack of providers - schools typically did not indicate an interest when completing EHCPs.</u></p>	
10.	<p><b>SAFEGUARDING</b></p> <p>WRAP training for governors had been held immediately prior to this meeting.</p> <p>Governors discussed the revised Keeping Children Safe in Education document and asked that a register for governor completion be brought to the next meeting.</p>	LH
11.	<p><b>PUPIL &amp; SPORTS PREMIUM</b></p> <p>Governors shared an updated Pupil Premium statement.</p> <p>There was no update on sports premium at this time.</p>	
12.	<p><b>INVENTORIES AND DISCHARGE REPORTS</b></p> <p>Governors accepted the discharge reports presented by members of the former individual governing boards and received inventories of IT assets across both schools.</p>	
13.	<p><b>POLICIES</b></p> <p>Governors noted some minor corrections to and resolved to accept the following policies/documents:</p> <ul style="list-style-type: none"> <li>Assessment</li> <li>Collective Worship</li> <li>Equality Act</li> <li>History Policy</li> <li>Keeping Children Safe in Education</li> <li>RE Policy</li> </ul> <p>An action was recorded to raise Finance Policies ahead of the next full board meeting.</p>	PQ
14.	<p><b>CONFIDENTIAL MATTERS</b></p> <p>No confidential matters were raised during this meeting.</p>	

15.	<p><b>ANY OTHER BUSINESS</b></p> <p>Parent governors offered feedback that involving children in parent-teacher meetings was felt to be real strong positive. Governors discussed including this area in the next parent questionnaire.</p> <p>Governors discussed parking and drop-off arrangements at Germoe School, consideration was given to possibilities for improving the flow of traffic, governors considered closing the car park to parents but felt this to be a last resort if safety became an issue.</p> <p>Governors noted they were keeping future options for partnership and forming/joining a MAT under review.</p>	
16.	<p><b>DATE OF NEXT MEETING</b></p> <p>8th Feb 2017 6.00pm</p>	

The meeting concluded at 8.05pm

<p><b>Summary of Action Points</b></p>
<ul style="list-style-type: none"> <li>• Chair to update Terms of Reference</li> <li>• Register for Keeping Children Safe in Education to be drawn up for next FGB.</li> <li>• Finance Policies to be raised for next FGB</li> </ul>

SIGNED .....

DATED.....