

MINUTES of a meeting of the Full Board of Governors of Parc Eglos School
held at the school on 20th September 2016 at 4.00pm

PRESENT: Mr Peter Jenkinson
 Mr Tom Tripp
 Mr Brett Dye (Head)
 Mr John White
 Mr Marc Talbot (Chair)
 Mrs Julia Worsdell
 Mr Andrew O'Neill

IN ATTENDANCE: Mrs Jayne Banner, Deputy Head
 Mr Luke Haslam, Clerk

		ACTION
1.	<p>APOLOGIES</p> <p>Apologies were received and accepted from Mr Simpson, Mr Paterson and Mrs Harrison.</p>	
2.	<p>ELECTION OF CHAIR AND VICE-CHAIR</p> <p>Governors unanimously resolved to elect Mr Talbot as chair of governors and Mr Paterson as Vice-Chair.</p> <p>The Chair offered thanks to Mr White for his time served as chair of governors and all his work on behalf of the school, The Head seconded this and offered personal thanks to Mr White.</p>	
3.	<p>SDP PRESENTATION</p> <p>Mrs Banner (JB) presented the updated SDP to governors: Five Key Priorities remain the same as 2015/16, outcomes have been developed for the new academic year.</p> <p>Ensuring at least good progress for all Addressing any gaps in assessment. Closing of the gender gap. Raising boys attainment (while boys do not perform badly they are typically behind girls at Parc Eglos). Monitoring this term being used to develop these goals. As an outcome of the TA audit planning is now being shared with TAs every week. Developing Grammer and Spelling an area of focus.</p>	

	<p>Creative curriculum adaptation Continuing to develop a bespoke curriculum for Parc Eglos, sharing good practice from other schools to build on existing practice. Curriculum leadership being handled by small teams rather than individuals.</p> <p>Reflection & Progress Building on current strategies to ensure accurate self-assessment. Wider use of "fuzzy groups" in the classroom.</p> <p>Pupil Welfare & Wellbeing Pupil coaching & mentoring continues to be developed. Staff coaching project being expanded to TA staff.</p> <p>Behaviour and Safety New policy has been shared with staff and is in common practice.</p> <p>Teaching School research projects have fed into a lot of the developing strategies at Parc Eglos, ITT training provided through the Teaching School is feeding into the Cooperative Trust.</p> <p>Governors asked what current impact Teaching School projects were having on staffing within Parc Eglos, BD responded that it would not impact teaching time at the school as staff who did have involvement had planned time each week outside of their regular classrooms, much of the provision comes from external SLEs (Specialist Leaders in Education).</p>	
4.	<p>DECLARATION OF BUSINESS AND PECUNIARY INTERESTS</p> <p>Governors reviewed declarations of interest for 2016/17.</p>	
5.	<p>MINUTES OF THE PREVIOUS MEETING 10.05.2016</p> <p>Governors approved the previous minutes as a true record and the chair signed them as such.</p>	
6.	<p>MATTERS ARISING FROM THE PREVIOUS MINUTES</p> <p>Governors asked the clerk to review the Health and Safety qualifications submitted by the board.</p>	LH
7.	<p>GOVERNOR RESPONSIBILITIES</p> <p>Governors reviewed responsibilities for 2016/17, see appendix.</p>	
8.	<p>COMMITTEE MEMBERSHIP</p> <p>Governors reviewed committee membership for 2016/17, see appendix.</p>	

9.	<p>ANNUAL CODE OF PRACTICE DECLARATION</p> <p>Annual code of practice declaration was circulated and signed by those present.</p>	
10.	<p>HEADTEACHER'S REPORT</p> <p>The head updated governors on ASA provision being utilised this year and talked through headlines from his report.</p> <p>Teaching School headlines: CEO of Truro & Penwith Academy Trust (former director of Cornwall Teaching School) recently visited to meet and discuss Teaching School provision, pleased with the developments made in two years as a Teaching School.</p> <p>Undertaking a one year project to research boy's progress and attainment with potential to roll out to other schools in future. Governors asked how soon it would be anticipated to see impact/results from the project. BD indicated he hoped to see positive outcomes in the first year, boys typically perform well but behind the performance of girls in the same cohort.</p> <p>Governors queried the timeline and continuation of Teaching School funding. BD responded that funding was expected to remain in place until at least the end of this parliament. Four schools had improved from "Requires Improvement" status with support from the Teaching School. Funding expected to persist at £30,000 per year.</p> <p>Governors asked if contracts had been issued to staff regarding new hours for 2016/17. BD responded that staff had been advised of their new hours, admin staff had completed contract changes and that he felt staff were satisfied with the changes.</p>	
11.	<p>COMMITTEE REPORTS</p> <p>Premises BD advised governors that discussions were being held with a neighbour who was concerned about cracking on their patio next to a school boundary wall, an independent report had been commissioned investigate the causes and concerns.</p> <p>Governors queried whether this posed any safety risk from the weight on the wall. BD advised the issue was not believed to be any risk on the school side but that the report would indicate if there was a risk to the school.</p> <p>Nursery Management Staffing changes undertaken over summer to incorporate full time teacher in Nursery staff (Mrs Busby) who has restructured Nursery layout, staff seem to be responding positively to the change. Number on roll for the Frogs class is less than historically the case, however tadpoles numbers are higher than previously.</p>	

	<p>New staff toilet now in place, some additional modification to the door required.</p> <p>Revised Logo and renaming being undertaken this term.</p> <p>School security gates in place but still being developed.</p> <p>The Nursery is being signed up to "Nippers' Nutrition" a council programme to deliver a balanced & nutritious diet to under 5s.</p>	
12.	<p>SAFEGUARDING</p> <p>The head advised governors of developments made to secure the school site, this remained in development after initial installation was completed.</p> <p>Governors asked if staff safeguarding training was up to date, BD replied that existing staff held valid training and that new trainees and staff had been inducted on 19th September.</p> <p>Governors enquired how staff competency was monitored following training. BD indicated he felt this was an area for further development.</p> <p>A governor asked if the school had access to the Cornwall Council Safeguarding E-learning resource, Staff agreed to look into the availability of this for the school.</p>	
13.	<p>PUPIL & SPORTS PREMIUM</p> <p>The head advised governors reports for pupil & sports premium should be available for the Autumn Teaching and Learning Committee meeting.</p>	
14.	<p>ACADEMY MATTERS</p> <p>The chair outlined the current timeline for conversion, noted that conversion had been postponed from October 2016 to February 2017 after pressure came from governors across the trust to ensure due diligence was completed before converting.</p> <p>Next major deadline - Browne Jacobson will require authorisation from governors to draft and prepare the legal documents for transfer.</p> <p>Mrs Harrison joined the meeting at this point.</p> <p>Governors agreed to hold a non-staff governor meeting on Tues 27th September at 5.30pm to discuss academisation.</p> <p>The head thanked Mr White for his input and support at a cooperative trust heads/chairs meeting on developing the articles of association and scheme of delegated authority.</p> <p>Governors discussed seeking independent legal advice and agreed to take the matter to the cooperative trust working group.</p>	

15.	POLICIES Governors approved the Admissions Policy for 2018/19 as presented.	
16.	DATES & TIMES OF MEETINGS FOR THE YEAR Tuesday 27th September 5.30pm - non-staff governors meeting at Atkins Ferrie Offices to discuss academisation Tuesday 1st November 8.30am - Personnel Committee meeting to review performance management & teacher pay Tuesday 1st November 10.30am - Finance and Premises Committee Wednesday 7th December 5.00pm - Full Board Meeting Thursday 26th January 5.00pm - Full Board Meeting	
17.	ANY OTHER RELEVANT BUSINESS Governors area on website and dedicated email addresses to be arranged by the clerk.	LH

The meeting concluded at 5.55pm

Summary of Action Points
<ul style="list-style-type: none"> • Governors asked the clerk to review the health and safety qualifications submitted by the board. • Governors area on website and dedicated email addresses to be arranged by the clerk. • Teaching and Learning Committee meeting date to be agreed.

SIGNED

DATED.....

Appendix

COMMITTEE MEMBERSHIP 2016/17			
Teaching & Learning	Finance & Premises	Staffing (Appointments)	HPRG
Andrew O'Neill Julia Worsdell Stewart Paterson Chair/Vice Chair	John White Peter Jenkinson Tom Tripp Julia Worsdell Chair/Vice Chair	Stewart Paterson Julia Worsdell Peter Jenkinson Chair/Vice Chair	John White Marc Talbot Tom Tripp Peter Jenkinson
Personnel	Appeals	Pupil Discipline	
Tom Tripp Peter Jenkinson Marc Talbot John White (Julia Worsdell)	Andrew O'Neill Stewart Paterson Julia Worsdell	Stewart Paterson John White Julia Worsdell	

GOVERNOR RESPONSIBILITIES - 2016/17	
Maths	Marc Talbot & Peter Jenkinson
Literacy	Marc Talbot & Peter Jenkinson
SEND	Andrew O'Neill
ICT	Peter Jenkinson
EYFS	Stewart Paterson
Pupil Premium	Karen Harrison
Sports Premium	Karen Harrison
Safeguarding	Andrew O'Neill
Community	John White
Finance	Tom Tripp
Premises (Health & Safety)	John White
Whistleblowing	Marc Talbot
Attendance	Stu Paterson