

MINUTES of a meeting of the Full Governing Board of Parc Eglos School
held at the school on Tuesday 8th March 2016 at 5.00pm

PRESENT: Mr John White (Chair)
 Mr Brett Dye (Head)
 Mr Dave Reynolds
 Mr Tom Tripp
 Mrs Karen Harrison
 Mr Stewart Paterson
 Mr Marc Talbot
 Mrs Julia Worsdell

IN ATTENDANCE: Mr Luke Haslam, Clerk

		ACTION
1.	<p>APOLOGIES</p> <p>Apologies were received and accepted from Jason Harris, Andrew O'Neill, Andrew Simpson and Peter Jenkinson, governors heard that Julia Worsdell had sent apologies but would attempt to attend.</p>	
2.	<p>DECLARATION OF BUSINESS AND PECUNIARY INTERESTS</p> <p>No additional declarations were made at this meeting.</p>	
3.	<p>MINUTES OF THE LAST MEETING</p> <p>FGB 08.12.2015 Governors agreed the minutes as a true record with minor corrections, chair to sign amended minutes.</p> <p>EGM 05.02.2016 Governors agreed the minutes as a true record with minor corrections, chair to sign amended minutes.</p>	
4.	<p>MATTERS ARISING</p> <p>FGB 08.12.2015 Secure area on the school website discussed, governors asked for further development of this facility. Clerk to contact NGA and update governor details. Mr Simpson had been unable to take the role of attendance governor due to a conflict of interest.</p> <p>EGM 05.02.2016 Mr White had met with other co-op trust governors and Steve Burgess from Neopeople to ensure due process over the interim CEO appointment for the proposed MAT.</p>	BD/LH

	<p>Mrs Banner and Mr Talbot have collaborated to update the governor monitoring visit proforma, plan to be trialled for the summer term, to be presented at next full board meeting.</p> <p>The Chair thanked BD for his report.</p>	MT
6.	<p>COMMITTEE REPORTS</p> <p>Teaching & Learning 26.01.2016 Coaching project has been successfully trialled, rolling out to Y5 in summer term, followed by extension to Y7. Staff coaching one of the five priorities on the SDP, governors discussed measuring success in the projects, BD noted measurables hard to determine but responses from staff should denote success.</p> <p>Pupil progress from autumn term had appeared to be below expectations but this was identified as being the result of miscommunication over how to report on progress (staff delivered actuals based on the time of year rather than predictions for the end of year based on progress at the time. BD noted his report to governors held revised data and projections.</p> <p>Mrs Worsdell joined the meeting at this point.</p> <p>Attendance had been identified as an area for development during the recent inspection, governors heard that Mrs Dyer had been appointed as attendance coordinator and was working closely with Mrs Banner to improve aspects of this, Mr Stewart Paterson agreed to stand as attendance governor.</p> <p>The Chair thanked Mr Talbot for his report.</p> <p>Finance & Premises 24.02.2016 A drop in funding and increase in costs for the coming year could lead to a deficit, income streams are being looked at closely, Mrs Collins and the finance committee would be monitoring this closely. Survey of swimming pool ceiling to be issued to governors. Mr Harris had produced a health and safety report for the committee, governors had discussed a digital defect book and Mr Tripp presented this to the full board. Mr Pennell will be attending the next Premises meeting for a site maintenance update. Quotes are being obtained for the security gate issue highlighted by Ofsted. IT working group being reestablished. Finance and Premises committee agreed a writeoff of aged debtors of £789.60, important to note that this is in the context of what were once much larger debts. SFVS is being addressed by Mr Tripp and Mrs Collins and on target for completion.</p> <p>The Chair thanked Mr Tripp for his report.</p>	BD

7.	<p>COMMITTEE TERMS & BOARD MEMBERSHIP</p> <p>The chair had written to Lt Cdr Laurence to thank him for his time on the board.</p> <p>Mrs Wallens-Hancock had declined to join the board due to an increase in responsibilities at work.</p> <p>The Clerk was asked to redistribute the governor class list.</p> <p>Governors agreed committee terms with some additions & corrections: Pupil Discipline Committee to convene within 14 days to hear any appeals relating to exclusions. Appeals Committee to include reference to pupil appeals.</p>	LH
8.	<p>SCHOOL DEVELOPMENT PLAN</p> <p>Governors offered thanks to Mrs Banner on her work on the SDP and incorporating SMART objectives. BD invited governors to submit any queries, view the SDP on the school website or on the SDP wall at the school (green room office).</p>	
9.	<p>SAFEGUARDING</p> <p>Governors discussed safeguarding training and investigating individual training with Chris Powley. The Chair asked if all relevant staff were up to date with safeguarding training? BD confirmed this was the case.</p>	
10.	<p>PUPIL & SPORTS PREMIUM</p> <p>Governors noted pupil premium statements on the school website were out of date and asked for this to be investigated, BD agreed to review. Governors asked if the school website should be updated with regards to the change in name of the Cooperative trust? BD suggested this process would be best looked at after MAT consultation has finished to avoid repeating it. Governors requested that additional photos be added to the website for the swimming pool, MUGA, Woodland walk and also that a Staff Gallery be added.</p> <p>Mrs Harrison left the meeting at this point.</p>	BD
11.	<p>POLICY REVIEW</p> <p>Governors flagged several policies on the website as needing updating as a matter of urgency, staff agreed to investigate.</p> <p>Behaviour Policy Governors resolved to adopt the policy with minor changes. Governors recommended adjustments to stage 3 and 4 on the policy to reflect increasing severity.</p>	BD/LH

	<p>Behaviour Change Support Policy Governors resolved to adopt the policy with changes. Governors discussed including reference to PBS pro, Mr Tripp was asked to liaise with Mrs Banner over this. Governors requested inclusion of procedure for what the headteacher should do if they require support with an incident.</p> <p>Pay Policy Governors resolved to adopt the policy as presented.</p> <p>Governors requested that they be presented with a policy overview/review schedule.</p> <p>Governors asked if anti-radicalisation was being considered in policy review/writing? BD responded that staff had received full training and this was being factored into policies as they come up.</p>	<p>TT</p> <p>BD</p>
12.	<p>CONFIDENTIAL MATTERS</p> <p>BD related to governors the rationale and history behind the fixed-term exclusion noted in his head's report and other measures being taken in school, meeting and discussion taking place with family involving Neil Goddard from Cornwall Council Behaviour Support.</p> <p>Governors asked if comprehensive records were in place with a clear timeline? BD indicated this was the case, files have a summary front sheet within them.</p>	
13.	<p>DATE & TIME OF NEXT FGB MEETING</p> <p>Tuesday 10th May 2016, 4.00pm</p>	

The meeting concluded at 6.50pm

<p>Summary of Action Points</p>
<ul style="list-style-type: none"> • Gobs secure area on school website to be developed - BD/LH • Clerk to contact NGA, update contacts and recipients of Governing Matters. • Clerk to distribute working party updates. • Clerk to update governor photo board. • Governor monitoring proforma to be presented for next FGB - MT • Clerk to circulate class governor list. • Head to review pupil premium statements on school website. • Policies on website to be updated/reviewed. • Mr Tripp to liaise with Mrs Banner over Behaviour Support Policy. • Governors requested a policy overview/review schedule be presented - BD

SIGNED

Chair's Initials.....

DATED.....

Chair's Initials.....