

MINUTES of a meeting of the Full Governing Board of Parc Eglos School  
held at the school on 7th December 2016 at 5.00pm

PRESENT:                    Mr Marc Talbot (Chair)  
                                 Mrs Julia Worsdell  
                                 Mr Peter Jenkinson  
                                 Mr Brett Dye (Head)  
                                 Mr Stewart Paterson

IN ATTENDANCE:        Mr Steve Parry (Prospective Governor)  
                                 Mrs Samantha Campbell (Prospective Governor)  
                                 Mr Luke Haslam (Clerk)

		ACTION
1.	<p><b>APOLOGIES &amp; DECLARING AOB</b></p> <p>Apologies were received and accepted from Mrs Karen Harrison, Mr John White, Mr Tom Tripp and Mrs Jayne Banner (Deputy Head).</p> <p>No apologies were received from Mr Andrew O'Neill.</p> <p>It was requested that two items be raised under AOB: Academy Update A request for a reduction in hours</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 PREVIOUS MEETING 20.09.2016</b></p> <p>Governors agreed the previous minutes were a true record and the chair signed them as such.</p>	
4.	<p><b>MATTERS ARISING</b></p> <p>Governors reviewed health and safety certifications held by the board, noting that while many governors held qualifications from the military or civil service few held qualifications that were compliant with civilian regulations.</p> <p>Governors were advised that emails for a dedicated school email address would be circulated to them and that a dedicated governors area would be available on Onedrive through the same login.</p>	
5.	<p><b>HEAD'S REPORT</b></p> <p>The Head advised governors that there was a small decline in NoR anticipated due to a number of military families moving out of the area, some admissions applications had been accepted to fill some places which offset this to a degree.</p>	

<p>The head reported to governors that he felt the funding for SEND and one to one support remained a major concern in terms of the amount of funding expected to come directly from the school. He gave governors examples of specific needs in the school and advised that implementing sufficient support would see an impact on the TA budget area.</p> <p><u>Governors asked when the next window to bid for extra one-to-one support funding would be.</u> The head advised that a meeting was anticipated in mid January to determine the outcome of a current application.</p> <p>Governors head that all 15 schools working towards MAT status have agreed to go forward with conversion, a letter would be going to parents this week.</p> <p>Governors discussed the trustee vacancy within the SPCMAT board.</p> <p>The head updated governors on the West Cornwall Teaching School:</p> <ul style="list-style-type: none"> <li>• Recently attended meeting with established Teaching Schools, pleased that our work matches the calibre of work from more established schools.</li> <li>• Bidding for £200,000 research grant, another Teaching School supports writing the bid but will not share the funding, though there will be a cost if successful.</li> <li>• Have been working with two schools to help them move out of Requires Improvement status.</li> <li>• Appointing new SLEs from other schools in the area.</li> <li>• Providing a Maths update programme to staff through Plymouth University to strengthen teaching in this area, being undertaken through twilights/INSETS.</li> <li>• Teaching Assistant Audit - project being undertaken to study effectiveness of these staff and develop strategies to focus work on the areas where TAs are most effective. Improving working practice with TAs also forms part of Teacher performance management targets for the year.</li> <li>• Autumn assessment report suggest the Boy's Writing programme is having an impact already.</li> </ul> <p>The chair advised prospective governors that the board's responsibility was to ensure the pupils of Parc Eglos get the best schooling possible and that they had set a mandate that staff should not be taken away from their regular class for the purpose of external Teaching School projects.</p> <p>The head reported to governors that Mark Lees had been welcomed back as the SIP for Parc Eglos and would be visiting again in early March. Governors noted receipt of the latest SIP report and the headline that the school was working towards Outstanding criteria, the head noted that no schools in Cornwall had been judged outstanding under the latest framework despite numerous former outstanding schools being inspected.</p> <p>The head advised that the Sports Premium report had been completed and uploaded to the school website, governors requested that Pupil Premium be completed and added ASAP.</p> <p>Governors asked that their thanks be passed on to staff for their work and the positive SIP report.</p>	<p>BD</p>
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6.	<p><b>COMMITTEE REPORTS</b></p> <p>Finance and Premises Governors noted that the light replacement project had stalled due to a surge in cost caused by emergency lighting requirements on the new units.</p> <p>Governors queried the matter regarding the height of bamboo stalks outside Year 3 classes and whether this had been addressed, the head advised that Y3 teachers had made suitable adjustments shortly after it was raised at the meeting.</p> <p>Teaching &amp; Learning Members of the committee advised governors that the autumn assessment report suggests progress is already being made in the areas discussed as concerns at the last Teaching and Learning Meeting. Governors noted the outcomes of the attendance review and SDP SDP had been discussed.</p> <p>Personnel Governors heard that the committee had reviewed and accepted performance management recommendations for mainscale teaching staff, upper pay scale teaching staff and the Deputy Headteacher's performance review. The Committee had also discussed and resolved to implement: <ul style="list-style-type: none"> <li>• A flat 1% increase to all Teaching and Leadership scales in line with STRB recommendations for 2016/17.</li> <li>• An inflationary pay award for Support Staff recommended by Cornwall Council's green book review, scaling from 2.6% for the lowest paid members of staff to 1% for higher paid grades.</li> </ul> <p>Confidential Personnel Minutes detailing the agreed pay reviews were made available for governors to view.</p> </p>	
7.	<p><b>SAFEGUARDING</b></p> <p>Governors discussed the role of the safeguarding governor and asked the head to clarify if links had been established between the school safeguarding coordinator and the safeguarding governor.</p>	BD
8.	<p><b>PUPIL &amp; SPORTS PREMIUM</b></p> <p>Governors were advised that reports had now been completed. Sports premium was already on the website and pupil premium would follow.</p>	
9.	<p><b>POLICIES</b></p> <p>Governors requested policies be shared in advance of the January board meeting.</p> <p>Governors raised nursery policies on the website as being out of date and asked staff to investigate this.</p>	BD

10.	<p><b>CONFIDENTIAL MATTERS</b></p> <p>The personnel committee members sought clarification over a UPS pay award that had been authorised subject to meeting criteria for substantial and sustained contribution to the school. The Head advised that additional responsibilities had been agreed and the award administered accordingly.</p>	
11.	<p><b>DATE AND TIME OF NEXT FGB MEETING (5.00pm 26th Jan 2017)</b></p> <p>Governors confirmed the date and time of the next full board meeting.</p>	
12.	<p><b>AOB</b></p> <p><b>Academy Matters</b> Governors were advised conversion was expected to take place on 1st February 2017. The chair advised governors that Mr Tripp had met with the CEO of the SPCMAT over their concerns about indemnification within the CTA under 7.1 and 7.1.4. Governors were reassured that the document was a prescriptive transfer agreement for maintained schools and that the indemnification clause existed to have some recourse against the governor role as an agent of the Local Authority, rather than directly from the board or individual governors.</p> <p><b>Part-Time Request</b> The Head advised governors he had received a request for a reduction to two days work from Mrs Vivian on her return from Maternity leave, Governors asked about the implications of this and how the school could accommodate the request. The Head advised governors that the arrangement could be accommodated as the teaching partner to another member of staff who already had a part-time arrangement without increasing the number of job-shares in the school.</p> <p>Governors thanked the head for raising the matter with them and voiced their support for his proposal meeting the needs of both staff and pupils.</p>	

The meeting concluded at 6.10pm

<p>Summary of Action Points</p>
<ul style="list-style-type: none"> <li>• Updated Pupil Premium report for 2015/16 to be displayed on school website. - BD</li> <li>• Clarification to be sought over establishing active links between the safeguarding coordinator and safeguarding governor. - BD</li> <li>• Policies to be presented in advance of next FGB. - BD</li> <li>• Code of Practice declarations to be reviewed and completed. - LH</li> </ul>

SIGNED .....

DATED.....

Chair's Initials.....