

MINUTES of a meeting of the Full Governing Board of Parc Eglos School
held at the school on 8th December 2015 at 5.00pm

PRESENT: Mr John White (Chair)
Mr Andrew Simpson
Mrs Julia Worsdell
Mr Marc Talbot
Mr Peter Jenkinson
Mr Stewart Paterson
Mr Brett Dye (Head)
Mr Andrew O'Neill
Mr Dave Reynolds

IN ATTENDANCE: Mrs Jayne Banner (Deputy Head)
Mrs Vicky Wallens (Prospective Governor)
Miss Katie Bevan (Teaching School Lead)
Mr Luke Haslam (Clerk to Governors)

| | | ACTION |
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| 1. | <p>Teaching School Presentation</p> <p>Governors received a presentation from the Teaching School Lead, Miss Katie Bevan who outlined the six key areas for the teaching school and some of the projects currently being undertaken:</p> <ul style="list-style-type: none"> • Coaching Project across groups of children (Y7,5,3) being undertaken by Vicky Otter (outside teaching time), planning to roll it out to other HCC feeder schools over time. • Coaching Project for staff, broad focus partnering staff from across the school. Planning to roll this out to the trust and beyond over 3 years. Separate one to one coaching project to be formalised next year. • Rachael Giddings and Simon Rigg working on a low entry - high ceiling maths project around "Fuzzy Groups" encouraging children to choose their own ability level (with observation/encouragement from teachers) and recognise the different strengths in themselves and others. <p>S2S Support - links to NLE role held by BD, supporting schools with advice and bid writing without leaving Parc Eglos, two schools receiving this support have moved from RI to Good, sharing practice also benefitting Parc Eglos.</p> <p>SLE roles - Four Specialist Leaders of Education appointed from Parc Eglos, governors asked what the impact of this would be in terms of teachers leaving their classes? Miss Bevan indicated she was out of class for a fixed two days a week for the teaching school role, SLE work typically undertaken outside teaching time.</p> <p>Governors noted they were wary of the potential impact on teaching at Parc Eglos and queried the agreement made in the summer FGB meeting regarding this. BD indicated he was judging this carefully and some work had been refused to avoid negatively impacting Parc Eglos.</p> | |

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| | <p>The inspection had focused on Behaviour, Security and KS1 Standards, and while the outcome had not yet been formalised BD indicated it had been largely positive, strong support had been received from LA officers.</p> <p>Three areas were highlighted as a concern:</p> <ul style="list-style-type: none"> • Bottom gate access needs to be more secure - governors suggested falmouth schools who had undertaken similar action might be worth consulting with. • Attendance - A number of late arrivals were observed by the inspector, this was felt to require action. • Attendance - Persistent absentees below 90% attendance noted as a concern, BD indicated the school was tackling the most concerning cases, Mrs Kate Dyer had been appointed as an attendance officer following the inspection to work on this, BD advised governors incorporating fines into school policy may have to be considered. <p>Governors discussed parking issues and the possibility of a staggered start to the school day, governors were advised to make contact with Mrs Dyer with any suggestions.</p> <p>Governors offered their congratulations to all staff on the successful inspection.</p> | <p>KD</p> <p>ALL</p> |
| <p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> | <p>Committee Reports</p> <p>First Committee 05.11.2015 Governors heard that the First Committee had met with the head and deputy and agreed their recommendations for teaching staff pay review following completion of performance management.</p> <p>Teaching & Learning Committee 1.10.2015 & 24.11.2015 The committee had received a presentation on REALPE from Mrs Karen Harrison, noted the sports premium statement is available on the website for all to view.</p> <p>Governors thanked Jayne Banner for her presentation on the SDP and recommended all governors to familiarise themselves with the document.</p> <p>The pro-forma for governor monitoring visits is being updated.</p> <p>Assessment headlines:</p> <ul style="list-style-type: none"> • EYFS strong, KS2 improving and on an upward trend. • KS1 a concern but a lot of work going into this area, Phonics on an upward trend but behind national levels. BD indicated new assessment makes judgements in this area difficult, governors suggested progress should still be evident over the year. • Service Premium pupils typically performing above the curve. • SEN Support flagged as below national level, BD indicated his staff had looked at this more closely, primary area of concern appears to be KS1, monitoring this closely. <p>Finance & Premises 03.12.2015 Governors heard that the committee had discussed site issues and the latest budget report:</p> <ul style="list-style-type: none"> • Tree Survey required regarding tree and wall near bottom gate. • SEN room on hold, not a H&S issue but causing issues due to available spaces. • Pool roof to be assessed. | |

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| 8.4 | <ul style="list-style-type: none"> • Audit of private fund being sourced. • 3 Year forecast indicates drop in funding and increase in staff costs, committee will closely monitor this. • Finance training to be offered to all governors (19th January 2016). <p>Pathways Management Group</p> <ul style="list-style-type: none"> • Re-registration had been discussed and raised at EGM. • Staff toilets were raised as an issue and brought to F&P. | |
| 9. | <p>Committee Terms & Membership</p> <p>Governors discussed the existing committees and their responsibilities. Committee membership and governor responsibilities were reviewed (see appendix), class responsibilities reviewed and to be distributed.</p> <p>Governors heard that Mrs Sarah Goldsworthy had resigned her term as staff governor, this had been due to end in late 2015 but was extended due to reconstitution. Staff election taking place this month.</p> <p>Governors thanked Mrs Goldsworthy for her service.</p> | LH |
| 10. | <p>School Development Plan</p> <p>Mrs Banner updated governors on the School Development Plan, of the 38 statements on school priorities around 50% had been started or achieved, much of the process for the rest of the year will be monitoring this.</p> <p>Perspective performance management had been implemented for the 2015/16 performance management cycle.</p> <p>Governors were invited to join the school mentoring programme for y6 pupils as more mentees still required.</p> <p>Mrs Julia Worsdell left the meeting at this point.</p> | ALL GOVS |
| 11. | <p>Safeguarding</p> <p>A governor asked where the school stood in terms of the PREVENT duty and awareness of Early Intervention. BD indicated all staff had received PREVENT training and were aware of the processes for making disclosures and Early Intervention. Staff training up to date and on a rolling programme for renewal.</p> <p>There were no safeguarding reports for this meeting.</p> | |
| 12. | <p>Pupil & Sports Premium</p> <p>Governors discussed the January Census and deadlines for submitting pupil/service premium returns.</p> <p>Governors asked to ensure the school website is up to date for current PP/SP information.</p> | |

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| 13. | <p>Policy Review</p> <p>Governors discussed a number of policies, due to need for urgent review governors RESOLVED to review Pay and Performance Management Policy by email, to be distributed once finalised and given a two week window for feedback.</p> <p>Policies on the website were discussed, it appeared some of the website policies were not the most recent version, governors asked that this be reviewed with some urgency.</p> | <p>BD/LH</p> <p>JB</p> |
| 14. | <p>Feedback from meeting of 24.11.2015 RE: Academisation</p> <p>Governors heard that a number of Parc Eglos governors had attended the most recent SPCEt meeting on academisation on 24th November, BD asked governors to confirm that as a board they were willing to continue to engage with the process, The Chair of Governors had signed on behalf of the board to agree in principle to engage with the process to allow exploration of the process to continue. Governors RESOLVED to continue in principle as long as the option to withdraw from the process remains.</p> <p>Governors queried what the impact would be on the Teaching School, BD indicated it would still need to be kept separate.</p> <p>Governors heard that a working group was being established to explore the process further and firm up the existing proposal, a skills audit had been sent out to governors of all involved schools calling them to show willingness to stand for the working party or MAT Board, Linda Pettitt would be providing external advice to this process. Governors were invited to submit skill audits if they wished to volunteer themselves for the Working Party (led by Donna Bryant) or MAT Board.</p> <p>It was indicated that the next update on this matter would occur in January 2016.</p> | |
| 15. | <p>Confidential Matters</p> <p>No confidential matters were raised at this meeting.</p> | |
| 16. | <p>Date & Time of Next FGB Meeting (Tues 8th March 5.00pm)</p> <p>The next meeting of the Full Governing Board was confirmed as Tuesday 8th March at 5.00pm.</p> | |
| 17. | <p>Any Other Relevant Business</p> <p>Governors were invited to the school christmas lunch on 16th December.</p> <p>The Chair requested that future presentations made as part of meetings be limited to 20 minutes.</p> | |

The meeting concluded at 7.29pm

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Summary of Action Points

- Clerk to ensure B&P declarations and code of practice are up to date. - LH
- Chair to follow up NGA membership with new governors - JW
- SLT overview to be included on school website. - BD
- All governors invited to raise pupil attendance/lateness ideas with Mrs Dyer.
- All governors to be invited to Finance Training on 19th Jan. - LH
- Class Governor list to be distributed. - LH
- Governors invited to join the Y6 mentoring programme.
- Policies on website to be reviewed. - JB
- Pay Policy to be circulated and agreed via email with a two week reading period. - BD/LH

COMMITTEE MEMBERSHIP 2015/16

| Teaching & Learning | Finance & Premises | Personnel | HPRG |
|--|--|---|---|
| Andrew O'Neill Simon Laurence Dave Reynolds Marc Talbot Julia Worsdell Stewart Paterson Chair/Vice Chair | Jason Harris 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 |
| First Committee | Appeals | Pupil Discipline | |
| Simon Laurence Tom Tripp Peter Jenkinson Marc Talbot John White | Jason Harris Andrew O'Neill Stewart Paterson Julia Worsdell | Stewart Paterson Dave Reynolds John White Julia Worsdell | |

GOVERNOR RESPONSIBILITIES - 2015/16

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| Maths | Marc Talbot |
| Literacy | Dave Reynolds |
| SEND | Andrew O'Neill |
| ICT | Peter Jenkinson |
| EYFS | Stewart Paterson |
| Pupil Premium | Jason Harris |
| Sports Premium | Jason Harris |
| Safeguarding | Andrew O'Neill |
| Community | John White |
| Finance | Tom Tripp |
| Premises (Health & Safety) | Jason Harris |
| Whistleblowing | Marc Talbot |
| Attendance | Vacant |

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