

MINUTES of a meeting of the Full Governing Body of Parc Eglos School held at the school on
Tuesday 22nd September 2015 at 6.00pm

PRESENT: Mr Marc Talbot
 Mr Stewart Paterson
 Mr Jason Harris
 Mrs Julia Worsdell
 Mr Dave Reynolds
 Mr Peter Jenkinson
 Mr Brett Dye (Head)
 Mrs Jayne Banner (Deputy Head)
 Mrs Sarah Goldsworthy
 Mr John White (Arrived 6.20pm)
 Mr Andrew O'Neill (Arrived 6.10pm)

IN ATTENDANCE: Mr Luke Haslam, Clerk

		ACTION
1.	<p>Apologies & AOB</p> <p>Governors noted expected lateness from Mr John White as he was held up by work commitments, Marc Talbot took the chair in his absence. Apologies were received and accepted from Mr Simon Laurence and Mr Tom Tripp.</p>	
2.	<p>Election of Chair and Vice Chair</p> <p>John White was nominated and agreed as Chair of Governors. Marc Talbot was nominated and agreed as Vice Chair.</p>	
3.	<p>Declaration of Business and Pecuniary interests</p> <p>Governors present signed the business and pecuniary interest register for the 2015/16 academic year and declared interests as appropriate, no additional declarations were made. Mr Andrew O'Neill joined the meeting, 6.10pm.</p>	
4.	<p>Minutes of the last meeting 15.05.2015</p> <p>Minutes of the Full governing body meeting of 15th May 2015 were agreed and signed as a true record.</p>	
5.	<p>Matters arising from the previous minutes</p> <p>Governors noted the area for governors on the website needed some further development, BD responded that Cora Martin was following this up and that he would look into this further. Finance training due to take place in October was queried, BD noted that training was delayed until Jan 2016 due to lack of interest from other schools.</p>	BD
6.	<p>Approval of Governing Body Standing Orders</p> <p>Governors approved and agreed the draft standing orders circulated in advance of this meeting.</p>	

7.	<p>Governor Responsibilities</p> <p>MT presented a proposal based on recommendations from the last SIP visit related to restructuring and refocusing on curriculum areas: Maths, Literacy, SEND, ICT, EYFS, Pupil Premium, Sports Premium, Safeguarding/Attendance, Community, Premises & Finance (suggested F&P chair would be best placed to discuss and arrange these roles).</p> <p>Noted that community was a key role in new OFSTED guidance.</p> <p>John White joined the meeting at this time and took the chair, 6.20pm.</p> <p>Governors discussed and raised Science and RE as core areas that may also need specific representation.</p> <p>These areas would not directly replace the class-based assignments but represent a renewed focus on specific curriculum areas.</p> <p>Governors agreed to assign curriculum areas based on the proposal (see appendix).</p> <p>Governors also observed and accepted resignations from a number of governors: Mr Bob Middleton Mr Craig Coull Rev Dorothy Noakes Dr Neil Davidson Mr Luke Haslam Governors extended their thanks to all mentioned for their service. Clerk to action elections for parent/staff vacancies.</p>	<p>F&P</p> <p>LH</p>
8.	<p>Committee Membership and Review</p> <p>Finance and Premises: Tom Tripp was nominated and agreed for chair, noted that although he was absent confirmation had been received that he was very happy to take on this role, it was recommended the committee consider a vice chair as well.</p> <p>Curriculum & Standards: note this committee has been renamed to Teaching and Learning as of the last meeting, Marc Talbot was nominated and agreed as chair.</p> <p>JB presented a monitoring plan to governors and invited them to join senior staff in their monitoring visits around the school, termly visits a minimum, staff would be undertaking monthly monitoring under the new scheme.</p> <p>Governors revised the committee membership, see appendix.</p> <p>Governors queried whether standing members required for committees who meet infrequently or in special circumstances, BD indicated this may not be required.</p>	<p>F&P</p>
9.	<p>Committee Terms of Reference</p> <p>Terms of reference for committees were discussed, no changes noted, formal confirmation deferred to next FGB and committee meetings.</p>	<p>LH</p>
10.	<p>Approval of Business Planner</p> <p>Governors agreed the planner with some changes: Teaching school to feature on all agendas Governors queried SDP appearing to be referred to inconsistently, requested consistent use of "SDP" when referring to the document.</p>	<p>LH</p>

11.	<p>Code of Practice Declaration</p> <p>The code of practice declaration was circulated and signed by all present.</p>	
12.	<p>Safeguarding</p> <p>Governors requested renewal of safeguarding training, BD agreed to arrange.</p>	BD
13.	<p>Pupil & Sports Premium</p> <p>BD and JB noted they were pleased with the academic performance of children on Pupil Premium and the Service Premium, Sports premium to be included in delivery of Head's report.</p> <p>BD noted his intention to report separately on Pupil, Service and Sports Premium in his future reports.</p>	BD
14.	<p>Heads Report</p> <p>BD delivered his report circulated to governors at the end of the previous week Noted particularly the falling numbers on roll, governors queried the numbers in Year 3 as they had dropped significantly, BD noted departures for a mixture of reasons, some full year groups had waiting lists and this was preventing families obtaining places for multiple children.</p> <p>Governors queried the exclusions listed, BD detailed the reasons and rationale behind them and the ongoing process the school was working through to manage these issues.</p> <p>Governors queried if there was any change to the statementing formula, BD noted there had not been any change to the formula but that statements were now known as "Education Health and Care Plans" governors discussed the provision at Parc Eglos.</p> <p>BD welcomed Sarah Goldsworthy's return from maternity leave and outlined her new role focusing on creativity and the school environment & outdoor learning, supporting lunchtimes and out of hours provision.</p> <p>BD noted the sports premium was shared among a large number of cooperative trust schools to support the employment of a Trust coordinator for all schools, this was felt to be mutually beneficial as larger schools did not get a great deal more funding per-pupil than smaller schools and sharing allowed smaller schools access to a wider range of activities, noted that this supported the Cross Country and recent Tag Rugby. Cover for upcoming maternity leave in this role had been found in the form of a member of staff from Helston Community College.</p> <p>BD offered thanks to Peter Jenkinson for his support in sourcing a company for removal of the mounds on the school field over the summer.</p> <p>Governors queried the number of trainees mentioned in the teaching school report, noted their awareness of 8 trainees operating through Chris Powley, BD indicated the other 12 were taken on by the learning institute under the Parc Eglos umbrella and were being monitored by Jo Bell and regular meetings between BD and Learning Institute staff, noted previous year's trainees had all succeeded in finding jobs for this academic year.</p> <p>Mentoring Y6 children was discussed, a number of governors volunteered, noted that some children had mentioned struggling to meet with staff mentors, suggested formalising the process more.</p> <p>NGA membership discussed, email circulation to be extended to JH, SP, PJ & AO, JW to action.</p>	JW

15.	<p>Academisation Considerations</p> <p>Governors discussed the matter of academy conversion, the potential change to and impact on governance and requested that the Cooperative Trust's notification regarding investigating academy conversion be sent out with a covering letter explaining the Parc Eglos perspective and impact for our own children & families. BD/JB to action, letter to be issued within the week.</p>	BD/JB
16.	<p>Committee Reports</p> <ul style="list-style-type: none"> • Finance and premises Governors queried the finance reports noted in the minutes, JW noted he was in communication with Maria Collins about these, BD indicated it would be too early for a September report. <p>Stewart Paterson noted he had secured manpower for removal of the pond outside the school hall, would liase with Martyn Pennell and Maria Collins to arrange a date/time and resources.</p> <p>Governors queried the results of the July meeting on tablet computers, the meeting attendees responded that the meeting was still inconclusive because clarifying the purpose and role within school proved difficult at the meeting, some follow up had taken place during September INSET days, JB noted a trial had been arranged for "learnpads" an education focused tablet solution.</p> <ul style="list-style-type: none"> • Curriculum and Standards Governors accepted the previous minutes of the Curriculum and Standards committee and agreed the proposed renaming to Teaching and Learning for better links to the School Development Plan. Dave Reynolds was thanked for his time as chair. 	
17.	<p>School Development Plan</p> <p>Governors requested an update on the School Development Plan (SDP) JB noted it was now available on the website and staff had been heavily involved in writing the sections relevant to them, updates were being handled by JB and Cora Martin.</p>	
18.	<p>Policy Review</p> <p>BD presented a model pay policy for governors to review, agreed to consult Neopeople HR for advice and amend policy as required. It was noted that previous policy had involved annual pay progression so there was a need for a robust policy centered around performance management. Governors agreed to adjust policy dates to extend the performance management period to November for this year but cited concerns about ensuring staff were properly compensated and communicated with.</p>	BD
19.	<p>Date & Time of next FGB meeting</p> <p>8th December at 5.00pm was suggested as the next meeting of the Full Governing Body. Governors asked that dates be collated and sent out as soon as possible.</p>	BD, LH
20.	<p>Any other relevant business</p> <p>Governors requested dates for the year to be circulated as soon as possible. Governors requested an updated class governor list. Governors requested a review of the Skill Audits on file and asked for requests to go out to those who had not returned one.</p>	LH

The meeting concluded at 8.20pm

SIGNED

DATED.....

COMMITTEE MEMBERSHIP 2015/16

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

GOVERNOR RESPONSIBILITIES - 2014/15

Confidential Reporting (Whistle blowing)	Bob Middleton
Dignity at Work	John White
Performance Management (Appeals)	
Safeguarding/ Pastoral	Andrew O'Neill (Julia Worsdell/John White)
SEND	VACANCY /Andrew O'Neill
Health and Safety	Bob Middleton
Governor training and development	Sarah Goldsworthy
Pupil Premium	Simon Laurence
Community Cohesion	John White

GOVERNOR RESPONSIBILITIES - 2015/16

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	F&P to appoint
Premises	F&P to appoint