

MINUTES of a meeting of the Full Governing Board of Parc Eglos School
Held at the school on 10th May 2016 at 4.00pm

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

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

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| 1. | <p>APOLOGIES</p> <p>Governors received and accepted apologies from Andrew Simpson, Jason Harris and Dave Reynolds.</p> <p><i>Mrs Worsdell and Mr O'Neill were not present at the start of the meeting due to work & family commitments, their arrival is noted in these minutes.</i></p> | |
| 2. | <p>DECLARATION OF BUSINESS & PECUNIARY INTERESTS</p> <p>No new declarations were made at this meeting.</p> | |
| 3. | <p>MINUTES OF THE PREVIOUS MEETING 08.03.2016</p> <p>Governors agreed the previous minutes as a true record and The Chair signed them as such.</p> | |
| 4. | <p>MATTERS ARISING FROM THE PREVIOUS MINUTES</p> <p>Governor's secure area to be populated and login information distributed.</p> <p>Review of governor's visit proforma is ongoing.</p> <p>TT & JB holding ongoing meetings about pupil support.</p> | LH |
| 5. | <p>HEADTEACHER'S REPORT</p> <p><i>Mr O'Neill arrived at this point.</i></p> <p>Governors talked through the Head's report, noted climbing NoR.</p> | |

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| | <p>Governors discussed staffing changes, BD noted some classes were anticipated to run as job-shares in September due to requests for half-time work. Governors thanked BD for sharing developments with governors and encouraged ongoing consultation with the school's HR provider.</p> <p>Growing pupil numbers in the local area had raised questions from the Local Authority about whether existing schools could expand their provision, BD indicated that although Parc Eglos had been consulted on this he did not feel it was the right choice for the school or viable within the existing grounds.</p> <p>Governors discussed SATs testing, staff indicated pupils seemed to be managing well and maintained a positive attitude to the testing. Mentoring and increased variety in PE provision cited as positives for development of Y6.</p> | |
| 6. | <p>COMMITTEE REPORTS</p> <p>6.1 Teaching & Learning 19.04.2016</p> <ul style="list-style-type: none"> • SEF and progress data did not align, documents being reviewed for this term. • 4/5 SDP priorities achieved. • SDP review formed of annual rolling review and full consultative review every 3 years. • Phonics Practice of high achieving schools being shared to develop Parc Eglos'. • Pupil Premium Statement being reviewed for 2015/16. • Service Premium presentation requested for gov's. • Lack of comparative data a concern, committee is monitoring. • The committee consider assessment data to be taken "at risk" due to a lack of ways to measure against local/national progress, staff have reported there is confidence that good progress is being made for the year. • SATs scores available in July, thresholds expected in September. • Y2 Spelling and Grammar SATs written off by government due to leaked papers, school will still undertake the tests. • Attendance review - Mr Paterson had met with the attendance coordinator and attendance SLE from HCC and reported on revised attendance procedures, BD thanked Mr Paterson for his visit. Governors heard practice around attendance across the trust was being developed and shared together. Trust-wide attendance support options being considered. <p>6.2 Finance & Premises 05.05.2016 - to include 2016 Budget</p> <ul style="list-style-type: none"> • Governors were pleased to have the Site Manager included in the most recent meeting to enable greater discussion around premises and site issues. • Nursery Fencing quotes anticipated for this meeting, governors noted concern about replacing with the same style causing the | |

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| | <p>same concern to reoccur, clerk asked to link with the site manager and chair of F&P as a priority.</p> <ul style="list-style-type: none"> • Bus windows noted as not a concern by health & safety visitor and safe by window specialist, regular checks instituted to ensure any risk is identified early. <p><i>Mrs Worsdell arrived at this point.</i></p> <ul style="list-style-type: none"> • Governors discussed the revised secure access plan. • Carpets across school noted as a risk due to wear and tear. • H&S Audit anticipated in the coming year. <p>Budget Governors discussed the draft budget, noted the impact on staffing and increased staffing costs. BD indicated that Teaching Structure for September was still fluid and this - combined with any additional income - would affect the final picture.</p> <p>Governors RESOLVED to adopt the budget for 2016/17 as presented.</p> | LH |
| 7. | <p>SCHOOL DEVELOPMENT PLAN</p> <p>Subject leadership (middle leadership) item on plan postponed to next academic year, reviews under way with SLT and leaders around school to set goals for 2016/17.</p> | |
| 8. | <p>SAFEGUARDING</p> <p>Governors queried if safeguarding training was fully up to date? BD indicated staff training was complete currently, further training opportunities being planned for the coming year. Governors discussed training for governors.</p> | |
| 9. | <p>PUPIL & SPORT PREMIUM</p> <p>Governors heard that Mrs Collins would be meeting with Mrs Banner regarding updating the Pupil Premium Statement and Mrs Harrison for updating the Sports Premium Statement.</p> | |
| 10. | <p>TEACHING SCHOOL REPORT</p> <ul style="list-style-type: none"> • Two schools improved from Ofsted "Requires Improvement" judgement to "Good" judgement with support of the Teaching School and head as NLE. A grant had supported the development of this and Parc Eglos staff were utilised without taking them away from teaching commitments. • Feedback from CPD courses is strong, dedicated Teaching School admin establish in school office as Miss Tostdevine, BD pleased with strong support in this area. • All Parc Eglos teachers now trained coaches, rolling out the training to TAs and Lunchtime support staff over time. | |

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| | <ul style="list-style-type: none"> Coaching for Leaders - a shared coaching programme between school leaders this year has come to an end, participants have requested a continuation and this is being planned. <p>Governors asked if the SLE (Specialist Leader in Education) role replaced the AST (Advanced Skills Teacher) role? BD indicated it held some of the same responsibilities, there was no built in salary bonus to the SLE role but instead staff would assist with projects based on need. BD currently seeking advice from CAPH (Cornwall Association of Primary Heads) on deploying SLEs across Cornwall. Not all SLEs working for the teaching school are Parc Eglos staff, those who are typically have timetables that allow release or additional time for SLE role.</p> <ul style="list-style-type: none"> Coaching for Teachers project developing, staff at Parc Eglos partnered with staff in other schools and support each other with classroom visits and acting in a critical friend role. Coaching for Children ongoing, Miss Otter and Mrs Martin (HCC) working together to support Y7/Y5 coaching project. Mastery in Maths Conference with Professor Ruth Merttens secured, venue moved to accommodate 200 delegates. | |
| 11. | <p>POLICY UPDATES & REVIEW</p> <p>Governors were presented with a review schedule.</p> <p>Curriculum Policies being reviewed with coordinators in new academic year.</p> <p>Governors asked if policies were in place for Smoking and Lone Working. JB indicated policies were drawn from the School Bus and then tailored as appropriate.</p> <p>Governors requested policy review dates be tracked on the school calendar.</p> | LH |
| 12. | <p>GB RECONSTITUTION/RESPONSIBILITIES</p> <p>Governors were advised that Mr White would not be standing for chair of the board in the Autumn Term.</p> <p>Governors RESOLVED to reappoint Mr White as a Foundation Governor.</p> | |
| 13. | <p>GOVERNOR TRAINING</p> <p>Governors were asked to advise the clerk of any training needs.</p> <p>Governors to advise clerk of Health & Safety certifications following audit recommendations.</p> | ALL GOVS, Primarily F&P. LH. |

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| 14. | <p>ACADEMY MATTERS</p> <p>Governors discussed ongoing academy consultation, BD noted he felt reassured by the consultation-heavy approach being taken by trust management.</p> <p>Governors discussed the Government shift on forced academisation, BD noted he felt this was a move to protect Grammar Schools more than a shift in policy and while the government gave the appearance of backing off they had also instituted additional criteria that could force schools to academise.</p> <p>Mr Talbot outlined some of the developments from the Working Party:</p> <ul style="list-style-type: none"> • 3 Hub Model confirmed as the structure for the MAT. • Existing board of governors will cease to be, a "School Forum" with some of the same responsibilities will remain. • 2 Reps from each "School Forum" to sit on each Hub Council. <p>Mr Talbot and BD both encouraged governors to hold a meeting without staff to discuss the MAT.</p> <p>BD spoke about the Hub Leader roles that would be advertised, the role is expected to involve oversight of the 5/6 schools in the hub but not necessarily direct involvement in each school, line manager to each Head of School.</p> <p>A key focus around the MAT developments was that children's experience should not change as a result, primarily a change to organisation and management. Staff will also transfer as they are currently, BD emphasised he was committed to protecting staffing under the MAT.</p> <p>Governors asked that the information for the trust-wide governor's meeting be distributed as soon as it is know.</p> <p>A delegation from the trust had met with the head's board in Bristol to seek approval for the MAT, the board were supportive, seemed impressed by the plans and offered some useful advice of their own.</p> <p>Governors discussed media portrayal of the academy plans, BD indicated he was disappointed this had been approached in the way it had as no time had been taken to consult with the trust and the article was published during school holidays.</p> <p>Governors raised concern around teaching school funding and asked whether this would be top-sliced by the MAT as well? BD responded that the Teaching School was a separate funding stream, while grants remained various projects could be subsidised but in the future this would change.</p> | BD/LH |
| 16. | <p>CONFIDENTIAL MATTERS</p> <p>No matters were raised at this meeting.</p> | |

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| 17. | DATE & TIME OF NEXT FGB MEETING | |
| | 25th May 2016 @ 5.30pm - Non-staff governors meeting to discuss MAT at Atkins Ferrie Offices (Helston Cattle Market). 20th September 2016 @ 4.00pm - FGB meeting. | |

The meeting concluded at 5.50pm

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| Summary of Action Points |
| <ul style="list-style-type: none"> • Clerk to link with MP and TT as a priority regarding Nursery fencing. • School Admin team to build policy reviews into school calendar. • Governors to advise Clerk of their Health & Safety Certifications. • Trust Governors meeting information to be distributed as soon as it becomes known. |

SIGNED

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