

MINUTES of a meeting of the Full Governing Board of the Boskenwyn and Germoe Schools Federation held at Germoe School on 21st January 2016 at 6.00pm

PRESENT: Mr Brian Toney  
 Mrs Donna Bennetts  
 Mrs Paula Quinney (Executive Head)  
 Mrs Jo Nicholas  
 Miss Samantha Prescott  
 Dr Russell Monhemius (Chair)  
 Mrs Sandy Easterbrook  
 Mrs Natalie Thomas  
 Mrs Denise Rusga  
 Mrs Wendy Jones  
 Mrs Tracey Stevens

IN ATTENDANCE: Mr Luke Haslam, Clerk

		ACTION
1.	<b>APOLOGIES &amp; AOB</b>  Apologies were received and accepted from Katy Chamberlain and Trevor Broome.	
2.	<b>DECLARATION OF BUSINESS &amp; PECUNIARY INTERESTS</b>  No additional interests to declare, staff declared as staff.	
3.	<b>MINUTES OF THE LAST MEETING 19.11.2015</b>  The previous minutes were agreed as a true record and signed by the chair.	
4.	<b>MATTERS ARISING</b>  Fire risk assessment at Boskenwyn to be undertaken by Mr Toney.	BT
5.	<b>DISCHARGE REPORTS AND INVENTORIES FOR BOTH SCHOOLS</b>  Reports to be discussed with chairs/vice chairs of former governing boards (clerk to action), inventories to come from schools.	LH/PQ
6.	<b>ACADEMISATION UPDATE</b>  Gobs discussed the report distributed by the SPcET MAT Working Party distributed on this date, governors invited to discuss anything they would like brought to the working party with PQ.  Governors heard that draft applications for academy status were being submitted by all schools this week, full applications to be submitted by	

	<p>half-term. This does not constitute a final agreement but applying now may secure funding that is set to expire at the end of March.</p> <p>Governors discussed the expected structure of the MAT Trust board and CEO role, 3 hub model anticipated to be the final structure.</p> <p>Governors asked how the process would continue, Working Party not a decision making group, trust board expected to meet on 3rd Feb to clarify proposal further.</p> <p>Governors remain interested in exploring the process but would like to see more of how the proposed MAT will look.</p> <p>Chair to forward "Why become a Multi-Academy Trust?" and "Characteristics of successful MATs" documents to all governors.</p> <p>PQ had studied Keskowethyans, a small-school MAT on the Lizard, governors would like to see more examples of successful existing small-school based MATs.</p> <p>Mrs Easterbrook left the meeting at this point.</p> <p>Were governors happy to support the draft application for academisation? Governors <b>RESOLVED</b> to do so.</p>	RM
7.	<p><b>HEAD'S REPORT</b></p> <p>Governors discussed the head's report.</p> <p>Governors raised a concern that parents may not be fully aware of Mrs Nicholas' role as Asst Head at Boskenwyn, suggested clarification on newsletter &amp; website.</p> <p>Very positive feedback on the EYFS Tapestry reported by a governor, considered a good opportunity to see what the children are doing at school.</p> <p><u>Governors asked if the social media area of the website was still available?</u> JN reported passwords being reissued but seeing some use of the area.</p>	
8.	<p><b>COMMITTEE REPORTS</b></p> <p>8.1 <b>Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Curriculum Review complete</li> <li>• RE &amp; Collective Worship policies made consistent across both schools, Mrs Care currently producing.</li> <li>• All T&amp;L Policies reviewed.</li> </ul> <p><b>Finance</b></p> <p>8.2 Boskenwyn main focus area, spend this year higher than projected by £20,000 due to additional building maintenance and an increase in</p>	

	<p>resources and teaching contact time related to increase in NoR. Projected deficit now £25,000 at end of year. Committee to meet to discuss year on year forecast as currently also projecting a deficit for 2016.</p> <p>Contingency funding from CC has been declined because there was capacity within other local schools when NoR increased. <b>Governors asked if there was an appeals process?</b> Chair and Head indicated that, unfortunately, there was not.</p> <p>In addition to this an application had been made to CC for a fund for schools in severe financial difficulty, applied for 3yrs ago unsuccessfully. <b>Govs asked when it would be known if this was successful?</b> Previously ~4 months, unknown timescale at this time.</p> <p>Academisation finances may change the picture. Boskenwyn anticipating £202,000 (£243,000 with PP &amp; other grants) funding for 35 pupils next year, Germoe expecting £278,000 for 39 pupils. <b>Governors asked if this could be shared?</b> PQ indicated it may be possible for the federation to receive the funding and allocate it.</p> <p>The chair indicated he was unsure at this time what the impact on the potential MAT might be, entering with a deficit would be asking other schools to take that on. PQ indicated Maria Collins (SPCET Business Manager) was collecting this information for all schools for the Working Party.</p> <p>All governors invited to next Finance meeting on 4th Feb, 4pm @ Boskenwyn school. Alex (bursar) and Maria Collins would be in attendance.</p> <p>Outcomes of the finance meeting would be disseminated to all govts.</p>	Finance comm
9.	<p><b>GOVERNOR MONITORING REPORTS</b></p> <p>Governors discussed the monitoring report from January 2016, meeting date set as: Thu 25th Feb, Personal Development &amp; Welfare @ Boskenwyn, govts asked to advise Mrs Nicholas if they would like to have lunch provided, both schools to be covered.</p>	
10.	<p><b>POLICIES</b></p> <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> <li>Child Protection</li> <li>Anti-Bullying</li> <li>Acceptable Internet use (and use agreement)</li> <li>Safer Recruitment</li> <li>E-Safety</li> <li>Visitors</li> <li>Whistleblowing</li> <li>Recording, Storing &amp; Transfer of Records</li> <li>Use of Images</li> </ul>	

	<p>Staff code of conduct  Dignity at Work  Resolving Professional Differences  Teacher Appraisal  Admissions  Children in Care  Intimate Care  Staff Wellbeing  Special Education Needs  Guidance for Safer working practices  Dealing with allegations against staff  Single Equality Scheme  Induction Policy  Staff Conduct  Arrivals &amp; Collection  Physical restraint &amp; intervention  PREVENT materials</p>	
11.	<p><b>PROACTIVE HEALTH AND SAFETY REPORT</b></p> <p>Visit completed @ Boskenwyn School, largely positive, fire Risk Assessment flagged due to change in buildings on premises since last RA, Mr Toney agreed to review the following week.</p>	
12.	<p><b>FREEDOM OF INFORMATION REVIEW</b></p> <p>Govs discussed FoI, would like to seek CC guidance on this matter. Clerk to follow up.</p>	LH
13.	<p><b>SAFEGUARDING REVIEW</b></p> <p>Serious case reviews had been discussed with staff, PQ outlined these for governors. Focus on Early identification, changes in behavior, documentation of all concerns a critical factor, important for staff to be unafraid of discussing sexual exploitation.</p>	
14.	<p><b>PUPIL &amp; SPORTS PREMIUM</b></p> <p>Summarised in head's report, specialist PE teaching has been ceased due to restrictions around sport premium funding (may be used for resources, training, not employing staff), TA from Boskenwyn now supporting PE sessions.</p>	
15.	<p><b>CONFIDENTIAL MATTERS</b></p> <p>No confidential matters were raised at this meeting.</p>	
16.	<p><b>ANY OTHER BUSINESS</b></p> <p>No AOB was raised at this meeting.</p>	

17.	<b>ISSUES FOR THE NEXT MEETING</b>  No issues were raised under this item.	
18.	<b>CONFIRM DATES OF NEXT MEETINGS</b>  Thu 25th Feb - Governor Monitoring day @ Boskenwyn School Tues 9th Feb - RAISEonline & Desktop Monitoring presentation from Richard Lawrence, 9.30am @ Boskenwyn Weds 2nd Mar - Full Governing Board meeting 6.00pm @ Boskenwyn School	

The meeting concluded at 8.19pm

<b>Summary of Action Points</b>
<ul style="list-style-type: none"> <li>• Fire Risk assessment to be completed @ Boskenwyn School - BT</li> <li>• Clerk to action discharge reports with previous chairs/vice, school to provide inventories.</li> <li>• Chair to forward MAT documentation to all governors - RM</li> <li>• Outcomes of finance committee to be disseminated to all gobs - finance comm</li> <li>• Clerk to investigate FoI guidance - LH</li> </ul>

SIGNED .....

DATED.....

### Agreement to apply for Academy Status

Following this meeting governors were notified by the chair on 4th Feb 2016 of the need to make a formal decision to apply for academy status prior to 12th February, this mirrored discussion held on 21st January 2016 and governors were asked to give their response by email or to notify if they wished to hold an EGM for discussion. 13 votes were received by 12th Feb 2016 and:

governors **RESOLVED** to apply for academy status as part of the SPcET MAT proposal.

governors **RESOLVED** to approve the recommendations of the SPcET working party (see below).

#### **Recommendations of the Working Party:**

Members to be:

- Andrew North
- Diocese of Truro / Askel Veur
- Simon Tregoning
- Dr Ian Luke
- Julian Rand (Pro Tem)

Trustees to be:

- Revd Dr Peter Johnson
- Alan Horne
- Kevin Thomas
- Linda Dye
- Chris Leathley
- Julian Rand
- Sean Davis

Plus

- CEO
- Financial Director

Governance:

Agree the working model as per slides.

CEO:

Agree that the CEO post be internal as per proposed time frame.

Agree that the interim CEO be Donna Bryant, subject to advice from HR re. due process.

Financial Director:

Agree that this role will be contracted out in the first instance and a Director of Finance appointed in due course.

HR:

Agree that NEOPeople will provide interim support.

Agree that, in due course, a tendering process will be used to ensure best value for this contract.

Hub Model:

Agree to a hub model approach for the organisation of the MAT based on the principles outlined, with the provision of Hub leaders in due course.