



**Minutes of a meeting of the Governors of
 Crowan Primary School; Wednesday 24th January 2018.**

Minutes

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| Present: | | | |
| Elizabeth Austin (Chair) | EA | | |
| Paul Hunkin (Headteacher) | PH | | |
| Lizzie Heath (Observer) | LH | | |
| Susan Webb | SW | | |
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| | | Janet Standing (Clerk) | JS |
| Pecuniary Interests: | | Apologies; | |
| No changes to the declaration of Pecuniary Interests for 2017/2018 | | Hannah Phillips Frank Webb Hayley Forwood (Resigned) | HP FW |

| No. | | Action |
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| 1 1.1 | Election of Vice Chairperson: Deferred to next meeting | |
| 2 2.1. | Governor with Finance responsibility: HF was the governor with Financial responsibility so in the light of her resignation a new Governor would be required to undertake this | |
| 3 3.1. | Governors with specific responsibilities; The GB to consist of 9 members; <ul style="list-style-type: none"> • Community; FW • Parent; EA and LH • Staff; HP • Head x officio; PH | |

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| | <ul style="list-style-type: none"> • Alumni; SW • Community; 1 vacancy • Parent: 1 vacancy • Hub Representatives; EA, HP (2 to attend) • Finance Governor; Vacancy • Health and Safety; FW • Whistle Blower; EA • Safeguarding; HP • Literacy; EA • Maths; SW | |
| <p>4</p> <p>4.1.</p> <p>4.2.</p> | <p>Minutes of the last meeting;</p> <p>The minutes of the last meeting were approved to be accepted as a true record</p> <p>Matters Arising;</p> <p>Governor vacancies; 1 parent and 1 Community Governor vacancies; to be advertised following the Hub meeting at the start of February</p> | |
| <p>5</p> <p>5.1.</p> <p>5.2.</p> <p>5.3.</p> <p>5.4.</p> <p>5.5.</p> <p>5.6.</p> <p>5.7.</p> <p>5.8.</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12.</p> <p>5.13</p> <p>5.14.</p> <p>5.15</p> <p>5.16.</p> <p>5.17.</p> <p>5.18</p> <p>5.19</p> | <p>Headteachers Report;</p> <p>PH presented his report to Governors.</p> <p>Numbers on roll; 100</p> <p>The report was following the new MAT format</p> <p>Pupil Premium children; 21 in the school not including the service family children</p> <p>SEN; Details were presented</p> <p>National figures would be produced by the MAT once available</p> <p>Attendance figures were presented according to year groups.</p> <p>1 child in school with Education Health Care Plan and no Children in Care</p> <p>No children subject to the mental health services or receiving counselling</p> <p>No Exclusions reported</p> <p>Staff absence; this would be better recorded in hours as not all staff worked for a full day, but the present format did not allow for this</p> <p>Complaints procedures detailed</p> <p>One TA appointed for child with Education Health Care Plan and as a lunchtime supervisor</p> <p>SCITT student teacher had been in the school for the Autumn Term and would return in the summer term.</p> <p>Pupil Progress data circulated</p> <p>Policies; some of these may be superseded by policies drawn up by the MAT</p> <p>The in school policies (applicable to Crowan only) would be reviewed by the LGB</p> <p>Home School agreement would reflect MAT values</p> <p>One member of staff had now completed their training as an SEN Lead Professional and had already taken place in one TAC meeting; this fulfilled one of the action points of the S175 Annual Safeguarding return.</p> | |

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| 5.20 | 6 monthly review of the Education Health Care Plan had been carried out and the regular termly reviews had taken place | |
| 5.21 | Finance; no regular monthly figures had been received and there would be no visit by the Finance Officer until the end of February | |
| 5.22. | Pupil Premium; The y5 and 6 pupil attendance on the Bristol residential had been subsidised. | |
| 5.23 | Some training would be delivered within the MAT. | |
| 5.24 | The school was taking part in the Writers' Block to extend more able writers and inspire others to become eager writers. | |
| 5.25 | Teacher assessment materials had been purchased. | |
| 5.26 | Music tuition is still provided within the school. | |
| 5.27 | PH reported on the intervention in place for the PP children within the school. | |
| 5.28 | Sports Premium; The school now bought into the second tier level with the Helston and Lizard MAT schools. | |
| 5.29 | It was essential to demonstrate that the lessons and staff training were of an acceptable quality | PH |
| 5.30 | Minibus training has been undertaken by Mrs Richards and PH would be undertaking his training shortly. | |
| 5.31 | It was not considered cost effective at present to purchase a mini bus for the sole use of the school. | PH |
| 5.32 | Mini buses may be an option to be used for school camp. PH looking into this. | |
| 6 | School Development/Self Evaluation: | |
| 6.1. | This was circulated to GB members. | |
| 6.2. | The context box in time would contain the necessary information for Governors. | |
| 6.3. | The Self Evaluation details were presented. | |
| 6.4. | Some targets were based on end of year data and would be checked off at that point. | |
| 6.5 | Work to be undertaken on the sky lights damage in the room used by the pre-school. | |
| 6.6. | Temporary repair carried out on damage to playground fence. | |
| 6.7. | Dave Ellis was now Estates Manager for the Trust and a further person was now employed to visit each school on a monthly basis to undertake small jobs that required doing. | |
| 6.8. | Interior and Exterior lighting were on going issues and required improvement work | |
| 6.9 | Costs of lease to pre-school and charges and timings for out of school provision needed to be reviewed. | |
| 6.10 | A discussion took place with regards to this. | |
| 6.11. | <u>Q; Could a different charge be offered to regular users?</u> | |
| 6.12. | <u>A; It was considered this would be hard to administer</u> | |
| | <u>Q; How long was it since the lease on the Pre School had been reviewed?</u> | |
| | <u>A: This was some years ago, and the school had to cover the cost of upkeep and cleaning, lighting etc. PH to ascertain what other schools were charging</u> | PH |
| 6.13. | | |

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| 6.14 | <p>Latest school data was presented and it was reported that the Hub Leader could use this to ascertain that sufficient progress was being made in all areas, and what areas needed future focus</p> <p>Richard Lawrence (Hub Leader) would like the opportunity to discuss data with the LGB. To be arranged</p> <p>PH had organised the website in order that all information on the SEN offer was easily accessible</p> <p>Any questions on the detailed attendance figures in the school should be passed to PH.</p> <p>It was considered that an informal meeting for Governors be arranged to look at areas of the Self Evaluation.</p> <p>The MAT had bought into the Prospective programme for Self - Evaluation. PH would look at each section on the present document with Governors</p> <p>Governors to meet on Wednesday 7th March at 6.30pm</p> | RL |
| 6.15 | | Governors |
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| 6.19 | Governors | |
| 7 | <p>Safeguarding;</p> <p>All staff had undertaken ‘Safeguarding in Education’ training to update their knowledge and would be undertaking E safety training in May.</p> <p>Next Tuesday there would be a session in the school on Child Sexual Exploitation and Governor were invited to attend.</p> <p>EA to update her Safeguarding training.</p> <p>A new programme was being purchased by the MAT which would enable designated safeguarding leads to share information easily</p> <p>There would be a cost implication for this.</p> <p>Health and Safety;</p> <p>No accidents or incidents reported.</p> <p>Outside equipment had been checked and it had been recommended that the bark chippings were replaced and this could be extended underneath the other equipment. PH to get quotes for this and other forms of safety surface.</p> <p>The cost of this could possibly be met through Sports Premium money.</p> | |
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| 8. | <p>Hub Council/Trustee Committee Feedback;</p> <p>A meeting would be taking place on 6 February to consider the role of the LGBs. EA to attend.</p> <p>Hub Council meeting to be held 6 March.</p> <p>Last meeting in November had discussed the location of important documents and ensuring that the school was website compliant.</p> <p>The member of staff in school on a Friday worked on keeping the website up to date.</p> <p>The new data protection in May would involve a number of changes for schools, and there was legislation over what was displayed in schools.</p> <p>A discussion took place on this each school would need a nominated person.</p> <p>Policies had been discussed these would be standardised wherever possible.</p> <p>S175 had been discussed; all these are quality assured by Cornwall Council</p> <p>Prevent training to be completed in schools</p> | EA |
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| 8.10 | Encompass training (PH had undertaken this) | |
| 9. | Governor visits/learning walks: | |
| 9.1. | EA to visit to look at Literacy in the school and circulated a report as recorded on file. | |
| 9.2. | 3 Learning walks had been completed in the Autumn term on Literacy, Maths and Health and Safety. | |
| 9.3. | The new visit form would be used for future visits. | |
| 9.4. | All Governors would have a file with sections for information on different areas. | |
| 9.5. | Governor visits to take place on a regular basis. SW reported that she had spent half a day in school to familiarise herself and would be meeting with Mrs. Gillam on Monday in the first instance | SW |
| 9.6 | It is important that governors make a note of all visits and events they attend at the school. | |
| 9.7. | EA arranged to undertake an English and pupil conferencing visit and to look at Welfare and SEND with PH after school (27 February) | EA |
| 9.8. | PH would email suggested dates for visits to Governors. | PH |
| 9.9. | LH to visit on 5 th February to look at Fun Fit and sporting provision. | LH |
| 10. | Correspondence; | |
| 10.1. | None presented. | |
| 11. | Diary Dates; | |
| 11.1. | LGB meetings; <ul style="list-style-type: none"> • 20 June 2018 at 6.30pm • 7th March 2018 6.30pm Governors meet for Self-evaluation review • Learning Walks to be arranged • LGB meeting to discuss policies (self-clerk) | |
| 12 | Impact and effectiveness of LGB: Regular meetings between Chair and Head and class teachers. Discussions with school secretary and parents on regular basis Learning Walks taken place and reports produced Participation in school events. Safeguarding training attended Health and Safety walk taken place Hub Council meeting attended and report presented to meeting Review of school policies Liaison with community and pre-school group | |