



## Minutes of a meeting of the Governors of Crowan Primary School; Wednesday 2<sup>nd</sup> May 2018.

### Minutes

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

No.		Action
<b>1</b>	<b>Election of Vice Chairperson:</b>	
<b>1.1</b>	LH agreed to be Vice Chair	<b>LH</b>
<b>2</b>	<b>Governor with Finance responsibility:</b>	
<b>2.1.</b>	It was suggested that SW be asked to be the Governor with financial responsibility	<b>SW</b>
<b>3</b>	<b>The preferred model was to have 2 committees between the LGB and the Trustees and not to have hub Council meetings.</b>	
<b>3.1.</b>	The GB to consist of a minimum of 6 members;	
<b>3.2.</b>	It was suggested that parents at schools be invited to Forum meetings, these would start in September 2018	
<b>3.3.</b>	The parent questionnaire would be sent out on the 18 June 2018 Document from meeting at MAT to be circulated with the minutes	<b>HT</b>
<b>4</b>	<b>Minutes of the last meeting;</b>	
<b>4.1.</b>	The minutes of the last meeting were approved to be accepted as a true record	
<b>4.2.</b>	<b>Matters Arising;</b>	

	It was decided not to advertise for any further Governors until the situation with regards to LGBs within the MAT had been further clarified	
<b>5</b>	<b>Head teachers Report;</b>	
5.1.	Nos on roll 101.	
5.2.	No children in Care	
5.3.	No child protection plans	
5.4.	8 Service children	
5.5.	Attendance; 96% overall	
5.6.	FSM; 93%	
5.7.	No exclusions presented and no referrals to CAMS	
5.8.	No referrals to Area Designated Officer	
5.9	One reported accident; this happened at the swimming pool and all procedures followed	
5.10	All information was fed to the Hub Leader and to the CEO	
5.11	Additional hours of support for child with ADHD.	
5.12.	HP has had student teachers this year in the classroom	
5.13	Pupil Progress data was sent to the MAT	
5.14.	Trust currently investigating the Fisher Family Trust.	
5.15	Behaviour policies were still individual to each school	
5.16.	A number of other policies were adapted to meet the needs of the individual schools.	
5.17.	Concern was expressed that a number of the MAT policies were secondary based and not always appropriate to primary schools	
5.18	<b><u>Q:Would all the policies be placed on the school website and did they have to be approved by Governors?</u></b>	
5.19	<b><u>A; Not all were required on the website and the policies were now approved by the Trust</u></b>	
5.20	Behaviour Policies in the school would be reviewed shortly	
5.21	Space, time and dance project would be taking place by the end of term at the Eden Project	
5.22	Development of the outside area for the younger children was proposed	
5.23.	An admission request for y3 had been refused as this year group was over PAN	
5.24	Buildings and Premises; Students from Helston School had been repairing fencing and painting sheds at the school	
5.25	The Poly tunnel had been prepared for use and the enclosure for the hens was almost ready for the birds to be returned	
5.26.	The alarm system in the school is old and the fire alarm had gone off a couple of times recently, therefore the school is on the 2 <sup>nd</sup> warning by the Fire Brigade for false alarms	
5.27	Health, Safety and Security; At present PH and the Caretaker were the key holders and had to visit the school if the alarm went off out of hours	
5.28	David Ellis was the estate manager for the Trust but could not take on out of hours responsibility for 15 schools	
5.29	It was still expected that a Governor should take responsibility for H and S in the school	
5.30	<b>Feedback from Inset:</b> Mark Lees had visited the school and had spoken to all staff and identified what an Ofsted Inspector would	

5.31	be looking for in the school. A maths audit had been carried out and a further one would take place.	
5.32	He had outlined the procedures that would be required when notice was given of an inspection	
5.33.	The school was likely to be subject to a section 8 Ofsted which would take place over 2 days	
5.34	Information on the website should be parent friendly and easily accessible	
5.35	Inspectors no longer spend a lot of time in the classroom but do look at children's work and will talk to children and to parents at the start and end of the day.	
5.35	The CEO and Hub Leader should be present for the inspection It was a very positive visit	
<b>6</b>	<b>SEN;</b>	
6.1.	A lot of issues in the lower school were speech and language and hopefully their phonic ability would improve as they progressed through the school	
6.2.	The Kernow SEN conference would be held tomorrow in Wadebrige	
6.3.	PH had recently been on SEN training	
6.4.	Each school still requires their own individual policy and information on the website, however, there was conflicting information as regards to this	
6.5.	Educational Psychologist should be back at the school at the start of June	
<b>7</b>	<b>Safeguarding;</b>	
7.1.	The My Concern programme had been cascaded to the TA's	
7.2.	Single Central Record had been considered by Mark Lees and should be looked at three times per year	
7.3.	Safeguarding culture in the school was reported as being very strong	
7.4.	Keeping Safe in Education to go on website	
7.5.	Staff have undergone training in PREVENT and Sexual exploitation	
7.6.	Training on RESPECT has taken place	
7.7	S175 return to be completed by PH and LA as Safeguarding Governor, this has to be returned by 30 June 2018	
<b>8.</b>	<b>Pupil/Sports Premium;</b>	
8..1	No recent financial report had been received by the school, this made it very difficult for the school to manage the finances	
8.2.	It was resolved that the Governors write to the CEO with a copy to the Chair of Trustees and Chair of Finance expressing concerns that the Financial situation was not clarified for the schools	
8.3.	PP and Sports Premium information needed to be on the school website and PH was not fully aware of how much funding remained in this stream	
8.4.	PH provided details of what had been spent in the last financial year and what it was proposed to spend in the next financial year	
8.5.	<b>School Development Plan;</b>	
8.6.	The children are working towards their SATS and booster classes are in place	

8.7	11 children will be sitting the y6 SATS, and the school is working to ensure that all children achieve the accepted grades	
8.8.	Each child is worth 9% of the total for the school	
8.9.	Current and projected figures were circulated and outlined.	
8.10	This demonstrated progress in terms of gender and by PP and non PP children	
8.11.	March 2018 pupil tracking data was circulated for reading, writing and Maths.	
8.12	<b><u>Q: Why was there a dip in figures from January to present?</u></b>	
8.13	<b><u>A: This is due in part to harsher marking as the SATS tests became imminent.</u></b>	
8.14	It was expected to see a point progress each half term.	
8.15	It had to be remembered that not all children started the journey as average	
8.16	The data was shown as the number of pupils and the percentages within the cohorts	
8.17	<b><u>Q: Is the Big Write having an impact on children's writing?</u></b>	
8.18	<b><u>A; It was considered that this was positive and new reading strategies were now in place</u></b>	
8.19	All the Pupil Premium and SEN children had been considered individually to ensure that adequate intervention was in place	
9.	<b>Governor visits/learning walks:</b>	
9.1.	Governors had been in the school and undertaken learning walks	
9.2.	FW to do a visit on Health and safety	<b>FW</b>
9.3	Further visits would be undertaken in the second half of the summer term	<b>Govs</b>
10.	<b>Other Issues;</b>	
10.1.	Concern over Chartwells not being able to produce the number of ordered meals and children were then having to eat a different meal	
10.2.	This could be in part due to the children changing their minds from what they had ordered.	
10.3.	<b>A discussion took place with regards to this</b>	
10.4.	It was stated that a list was provided for the kitchen with the names of the children and their choice of meal.	
10.5.	The kitchen only made the meals that were ordered	
10.6	Difficulties had been expressed by parents trying to get hold of the school on a Friday when the secretary was not present. PH reiterated that there was an answerphone available	
10.7.	A parental forum may give parents an opportunity to bring forward concerns	
11.	<b>Diary Dates;</b>	
11.1.	<b>LGB meetings;</b>	
	<ul style="list-style-type: none"> <li>• 20 June 2018 at 6.30pm</li> <li>• Hub Council meeting to be confirmed</li> </ul>	
	<b>Effectiveness of LGB:</b>	
	<ul style="list-style-type: none"> <li>• Regular meetings of Chair and Head teacher</li> <li>• Vice Chair now appointed</li> </ul>	

	<ul style="list-style-type: none"> <li>• Continued attendance at MAT meetings to discuss the future of LGB's within the Trust.</li> <li>• In consequence of the above additional Governors to be sought once this has been clarified</li> <li>• Learning walks taken place and further visits to be arranged in the second half of the summer term</li> <li>• School data to date discussed and perused</li> </ul>	

**The meeting closed at 8.10pm**

**Signed;.....Date;.....**