

# Pondhu Primary School



Pondhu  
Primary School

## Minutes

**Full Governing Board Meeting**

**Wednesday 31<sup>st</sup> January, 2018**

Clerk to Governing Board - Linda Cackett  
Typed: 01.02.2018  
Approved for circulation: 07.02.2018

**GOVERNING BOARD MEETING MINUTES**

<b>School:</b>	<b>Pondhu School</b>
<b>Quorum:</b>	<b>5/10 governors in post</b>
<b>Chair:</b>	<b>Mrs Sandra Heyward</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Wednesday 31<sup>st</sup> January, 2018 at 5.00 pm</b>
<b>Venue:</b>	<b>Pondhu School – Class 6</b>

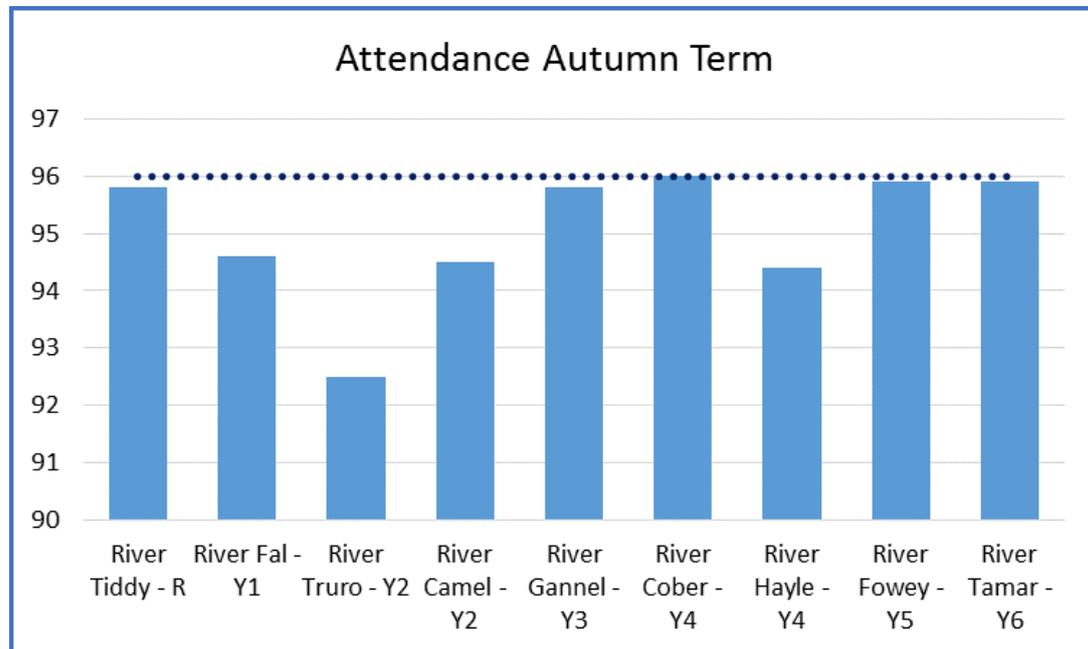
**Attendance:**

<b>Name:</b>	<b>Governor</b>	<b>Associate Member</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mrs D Tregellas – Headteacher	<b>Yes</b>			<b>P</b>
Mr D Gilbert – Co-opted	<b>Yes</b>			<b>P</b>
Mr G Pryce – Co-opted	<b>Yes</b>			<b>P</b>
Mr M Mayo – Co-opted	<b>Yes</b>			<b>Ap</b>
Mr N Cooper – Associate Member – Assistant Headteacher		<b>Yes</b>		<b>P – in part</b>
Mr R Martin – Staff: Elected by Whole Staff	<b>Yes</b>			<b>Ap</b>
Mrs A Truscott – Parent	<b>Yes</b>			<b>Ap</b>
Mrs D Ward – Co-opted	<b>Yes</b>			<b>P</b>
Mrs K Hearn – Parent	<b>Yes</b>			<b>P</b>
Mrs S Heyward – Local Authority - Chair	<b>Yes</b>			<b>P</b>
Mrs S Parekh – Associate Member – Assistant Headteacher		<b>Yes</b>		<b>Ap</b>
Mrs G Petty – Co-opted	<b>Yes</b>			<b>Ap</b>
VACANCY - Parent	<b>Yes</b>			<b>-</b>
Mrs L Cackett			<b>Clerk</b>	<b>P</b>

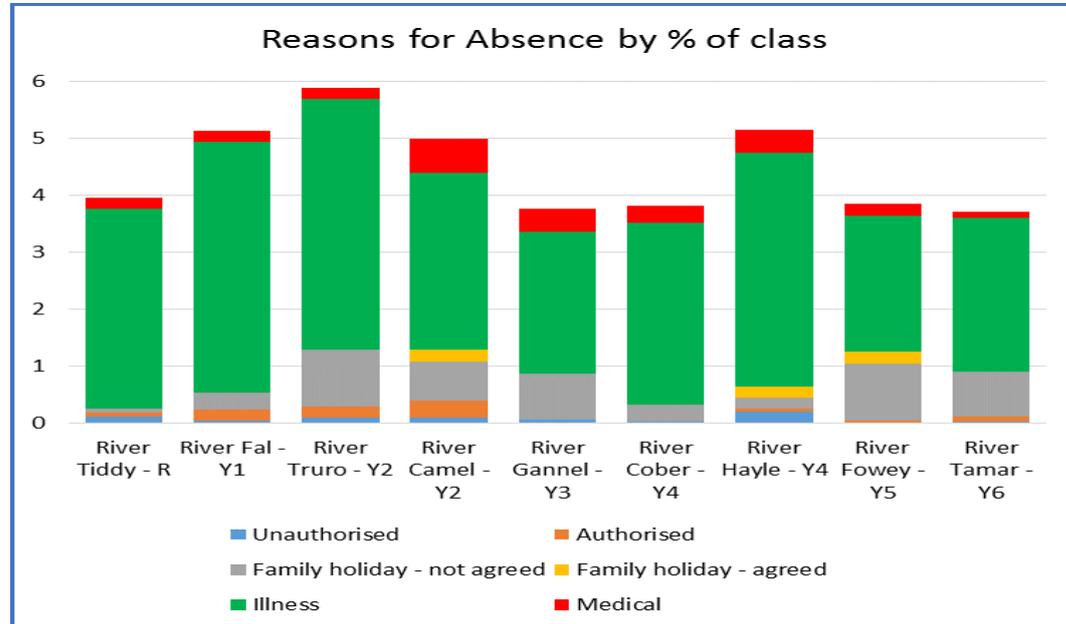
<b>1.0</b>	<p><b><u>Apologies and consideration of consent for absence</u></b></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>• Mr Mayo – Unwell</li> <li>• Mrs Parekh – maternity leave</li> <li>• Mrs Truscott - Unwell</li> <li>• Mr Martin – Unwell</li> <li>• Mrs Petty – Poorly child</li> </ul>	<b><u>ACTION:</u></b>
<b>2.0</b>	<p><b><u>An opportunity to declare any additional Business and/or Pecuniary Interest/s</u></b></p> <p>None.</p>	
<b>3.0</b>	<p><b><u>Constitution</u></b></p>	
<b>3.1</b>	<p><b><u>Vacancies</u></b></p> <p>The Clerk reported that there was one parent vacancy, the Headteacher reported that an election is currently taking place and the result of the ballot will be counted at 3.00 pm on the 9<sup>th</sup> February.</p>	

<p><b>3.2</b></p>	<p><b><u>Next term of office to expire</u></b></p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> <li>• Mr Martin – Staff Governor – 28.01.2019</li> <li>• Mrs Truscott – Parent Governor – 28.01.2019</li> </ul>	
<p><b>4.0</b></p> <p><b>4.1</b></p> <p><b>4.2</b></p> <p><b>4.2.1</b></p> <p><b>4.2.2</b></p> <p><b>4.2.3</b></p> <p><b>4.2.4</b></p> <p><b>4.2.5</b></p>	<p><b><u>Minutes of the Full Governing Board Meeting on 22<sup>nd</sup> November, 2017</u></b></p> <p><b><u>Approval</u></b></p> <p>The minutes were <b>APPROVED</b> as true and correct records of the meetings.</p> <p><b><u>Matters arising not already on the Agenda</u></b></p> <p><b><u>Item 2.0 – An opportunity to declare any additional business/pecuniary interest/s</u></b></p> <p>The Clerk confirmed that the register had been updated.</p> <p><b><u>Item 3.2 – Next term of office to expire</u></b></p> <p>The Headteacher confirmed that she had advertised the parent vacancy and an election was currently taking place.</p> <p><b><u>Item 4.2.6 – Governance Plan</u></b></p> <p>Governor training was on the agenda as agreed for this meeting.</p> <p><b><u>Item 8.1 – Safeguarding – Headteacher’s update</u></b></p> <p>The Headteacher confirmed that the Safeguarding governor has attended the staff training session and also attended a governor briefing session, a report has been submitted for this meeting.</p> <p><b><u>Item 10.2</u></b></p> <p>The Clerk apologised she will action before the next meeting.</p>	<p>Clerk</p>
<p><b>5.0</b></p> <p><b>5.1</b></p> <p><b>5.2</b></p>	<p><b><u>Reports</u></b></p> <p><b><u>Headteacher’s Report</u></b></p> <p>The report was available on the portal prior to the meeting, questions were invited, there were none. Governors felt that it was an informative report. The Headteacher explained that she had made specific reference to British Values relating to Remembrance Sunday and events such as Bikeability being part of the wider safeguarding agenda.</p> <p><b><u>Attendance Report – Autumn Term 2017</u></b></p> <p>The report was available on the portal prior to the meeting:</p>	

Attendance for the autumn term is shown below. Also shown is the national attendance figure of 96%.



The main reason for absence in the autumn term was illness and this was mainly 'flu and colds. The graph below shows all reasons provided:



The school's termly monitoring visit by Emma Brown, Educational Welfare Officer, took place at the start of this term. The school's Persistent Absence rate this academic year currently stands at 12.1%. The school anticipates this reducing as more of the academic year passes and the school achieves its usual standard of below 10%.

Punctuality continues to be monitored and the figures remain very similar to the report provided in November. The EWO has proposed that the school

	<p>considers bringing forward the 'registers close' time from 9.15am to 9.am. The Headteacher would appreciate this possible change and the impact it could have being discussed at the forthcoming full governors meeting.</p> <p>After discussion on the report Governors felt that illness was evident in school as it was everywhere, discussion followed, up to year 4 pupils are currently given the flu jab.</p> <p>Punctuality is still an issue for a few pupils, the Educational Welfare Officer has proposed that the school considers bringing forward the 'registers close' time from 9.15 to 9.00 am. The Headteacher explained that by bringing the time forward although it will allow the EWO to work with the families it will impact on the attendance %. Discussion followed, it was felt that the school already works extremely hard, it was difficult to find a solution that would work. The EWO does not work with 'late' pupils only ones with poor attendance. <b>A governor asked what the implication from an Ofsted point of view would be. It was felt that there is enough evidence showing how hard the school works and the PSA who works extremely hard with these families.</b> The Headteacher is on duty at 8.45 am, it was agreed that the Headteacher would investigate 'timed' text messages to remind parents.</p>	Headteacher
5.3	<p><b><u>PE Premium/Sports Grant Report</u></b></p>	
	<p>The report was available on the portal prior to the meeting. Mrs Newnes has taken over the production of the report from Mr Cooper. Governors were pleased with the new format of the report; the PE Premium has now doubled to £18,000. Planned expenditure, transport costs and swimming were explained, there are yoga and golf options for this year; these will be considered and agreed by the School Parliament. Sustainability was explained, governors felt that clubs were good value for money, currently £1 for a club, the goal being to get children active. <b>The Chair asked if Alice was returning to school, it was confirmed that she already had but could not offer as many sessions.</b> Street Dance and Cross Country are not currently running however, there are similar clubs available.</p>	
5.4	<p><b><u>Pupil Premium Wellbeing Project Term 1 Report</u></b></p>	
	<p>The report was available on the portal prior to the meeting. The Headteacher added that she had observed and was impressed by the work Mrs Carter was doing throughout the school. There are clear links back to each classroom to consolidate the approach across the school.</p>	
5.5	<p><b><u>PSA Report</u></b></p>	
	<p>The report was available on the portal prior to the meeting. The Headteacher informed the Governing Board that the school has been awarded the Young Carers Bronze Award this year.</p>	
5.6	<p><b><u>Report of visit by Carol Kimberley EYFS Lead (Tabled after Item 5.4)</u></b></p>	
	<p>The Headteacher referred governors to the fact that nursery numbers were lower than expected at present. The Headteacher felt that it was possibly due</p>	

	<p>to lack of wraparound care and the increased number of nurseries around the town. <b>A governor asked whether it was beneficial to the school having the Nursery, the Headteacher confirmed that it was, a noticeable difference between pupils who join Reception from Nursery and those who have not.</b> After discussion, which included the option of a more specialised facility the governors were unanimous that this was not their preferred option at present, it was agreed that the Headteacher should circulate a questionnaire to parents in order to inform future plans.</p> <p><i>5.38 pm – Mr Cooper left the meeting</i></p> <p><b>5.7 <u>Receive Reception Class Parent Questionnaires Report</u></b></p> <p>The Headteacher reported that they were all returns were consistently positive (63% returned which is good), she will circulate the overview with this week' newsletter. A governor asked if any non-returns were negative and the Headteacher confirmed no negative comments had been received.</p>	Headteacher								
6.0	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• <b>Collective Worship</b></li> <li>• <b>Health and Safety – to be ratified by Health and Safety Committee</b></li> <li>• <b>New Governor Induction</b></li> <li>• <b>Use of Restraint</b></li> <li>• <b>School Food</b></li> <li>• <b>Intimate Care</b></li> </ul> <p>The policies were available on the portal prior to the meeting, they were discussed, reviewed and all but the Health and Safety Policy, <b>APPROVED</b> for adoption.</p> <p>The Restraint Check List has been added to the Use of Restraint Policy, anyone now can use restraint in order to prevent a child from harming themselves. The Headteacher informed the governors that there had been occasion to restrain pupils this term. Mr Cooper has just completed his Team Teach Reaccreditation.</p> <p>The Headteacher explained in detail any other amendments to the policies.</p>									
7.0	<p><b><u>Safeguarding</u></b></p> <p>7.1 <b><u>Headteacher's Update</u></b></p> <p><b>VIST'S received</b></p> <table border="1" data-bbox="240 1753 1342 1906"> <thead> <tr> <th>Date of FGB</th> <th>VISTS received since previous meeting</th> </tr> </thead> <tbody> <tr> <td>20.09.2017</td> <td>9</td> </tr> <tr> <td>22.11.2017</td> <td>2</td> </tr> <tr> <td>31.01.2018</td> <td>5</td> </tr> </tbody> </table>	Date of FGB	VISTS received since previous meeting	20.09.2017	9	22.11.2017	2	31.01.2018	5	
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<p><b>8.0</b></p>	<p><b><u>Staffing Update</u></b></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> <li>Mr Martin (Year 6) is still unwell. A governor asked whether parents who did not attend Parents Forum are going to be notified. The Headteacher agreed to include in a letter after half term regarding parental consultations, explaining that Mr Bray is continuing as Year 6 teacher to provide continuity and consistency for Y6.</li> <li>Three Teachers currently on maternity leave (Mrs Parekh, Mrs Bunt and Mrs Burgess) and one Teaching Assistant (Miss Almey).</li> <li>Levels of staff sickness continues to be of concern to the Headteacher, she has some staff that have had the five family friendly days and are now on unpaid leave. She has reiterated the use of 'Family Friendly' days to staff following the last Personnel Committee. Advice has been taken from HR.</li> </ul> <p>6.00 pm – Mr Pryce left the meeting.</p>	<p>Headteacher</p>																																
<p><b>9.0</b></p>	<p><b><u>Governor Visit Training</u></b></p> <ul style="list-style-type: none"> <li><b>Operation Encompass Governor Training – 01.12.2017 – Mrs Ward</b></li> </ul> <p>Mrs Ward's informative report was available on the portal prior to the meeting.</p> <p>The Headteacher gave an informative presentation on Governor Visits, she agreed to train governors who were not in attendance at this meeting.</p>	<p>Headteacher</p>																																

	<p><b>Diary Date: Wednesday 27<sup>th</sup> June, 2018 – Subject Plan Review Day – 3.30-5.00 pm</b></p> <p>Governors reviewed the Governor Visit Form and it was <b>APPROVED</b> to remove RSA/PSHE Links.</p> <p>The updated Governing Board Events Calendar was circulated at the meeting. Mrs Ward agreed to visit the school fortnightly to monitor attendance.</p> <p><b>Diary Dates: Monday 5<sup>th</sup> to 12<sup>th</sup> May – Governor Visits Week. GLP Day on Monday 12<sup>th</sup> May</b></p> <p>The Headteacher circulated the updated Subject/Area Leadership 2017/2018 information to governors. <b>The Chair asked whether Class Links could be included in the next information sheet. The Headteacher agreed to do so but reported that they were:</b></p> <p>Nursery Looe: Karen Hearn                  Reception Tiddy: Sandra Heyward                  Year 1 Fal: Sandra Heyward                  Year 2 Truro: Martin Mayo                  Year 2 Camel: Martin Mayo                  Year 3 Gannel: Aleah Truscott                  Year 4 Hayle: Debs Ward                  Year 4 Cober: Debs Ward                  Year 5 Fowey: Aleah Truscott                  Year 6 Tamar: Geoff Pryce</p>	<p>All governors</p> <p>Headteacher</p> <p>Mrs Ward</p> <p>All governors</p> <p>Headteacher</p>
<p>10.0</p>	<p><b><u>Chair's Report</u></b></p> <p>The Chair reported that there are two very strong candidates for the Parent Election. Discussion followed, and it was <b>APPROVED</b> to amend the Instrument of Governance to increase the number of co-opted governors by one. It was agreed that both candidates to be made aware of the decision before the results of the election are given, that the unsuccessful candidate will be offered the Co-opted Governor vacancy.</p>	<p>Clerk</p>
<p>11.0</p>	<p><b><u>Impact of Meeting</u></b></p> <p><b><u>Governors agreed:</u></b></p> <ul style="list-style-type: none"> <li>• Strategic vision of the school was evidenced by the reviewing of the Instrument of Governance and agreement to an additional co-opted governor.</li> <li>• Governance discussion ensured that the strategic plans for the structure school including the nursery are being considered</li> <li>• Governor visit training reinforced the protocol for productive and effective visits.</li> </ul>	

<b>12.0</b>	<p><b><u>Dates/times of Full Governing Board Meetings – 2017/2018</u></b></p> <ul style="list-style-type: none"><li>▪ Wednesday 7<sup>th</sup> March, 2018 at 5.00 pm – apologies tendered by Mr Gilbert – <b>Please note revised date!</b></li><li>▪ Wednesday 16<sup>th</sup> May, 2018 at 5.00 pm – apologies tendered by Mr Gilbert</li><li>▪ Wednesday 4<sup>th</sup> July, 2018 at 5.00 pm</li></ul> <p>Committee Meetings – Monday 26<sup>th</sup> February, 2017</p> <ul style="list-style-type: none"><li>• Premises – 8.30 am</li><li>• Personnel – 9.30 am</li><li>• Finance – 10.30 am</li><li>• Curriculum Thursday 1<sup>st</sup> March 2pm</li></ul> <p>Premises Health and Safety Walk on Thursday 8<sup>th</sup> February, 2017 at 8.15 am.</p> <p>The meeting closed at 6.38 pm.</p>	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 7<sup>th</sup> March, 2018

Signed: ..... **Chair**  
**Mrs Sandra Heyward**

Dated: **Wednesday 7<sup>th</sup> March, 2018**

**ACTION POINTS ARISING FROM MINUTES OF  
 FULL GOVERNING BOARD MEETING**

**WEDNESDAY 31<sup>st</sup> JANUARY, 2018**

<b>ITEM:</b>	<b>ACTION:</b>	<b>WHO:</b>	<b>BY:</b>
4.2.5	Benchmarking information sheet to be produced for governors.	Clerk	01.03.2018
5.2	Investigate 'timed' text messages.	Headteacher	28.02.2018
5.7	Circulate overview of Reception Class Parent Questionnaires with weekly newsletter.	Headteacher	02.02.2018
8.0	Letter to be sent out after half term with parental consultation information explaining continuity and consistency for Year 6.	Headteacher	02.03.2018
9.0	Train governors on governor visits who did not attend the FGB meeting on 31.01.2018.	Headteacher	07.03.2018
9.0	Monitor attendance on a fortnightly basis.	Mrs Ward	
9.0	Circulate updated Subject/Area Leadership 2017/2018 information to governors.	Headteacher	02.02.2018
10.0	Inform Local Authority of change to Instrument of Government.	Clerk	28.02.2018