

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Wednesday 22nd November, 2017

Clerk to Governing Board - Linda Cackett
Typed: 23.11.2017
Approved for circulation: 03.01.2018

GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	5/10 governors in post
Chair:	Mrs Sandra Heyward
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 22nd November, 2017 at 5.00 pm
Venue:	Pondhu School – Nurture Space

Attendance:

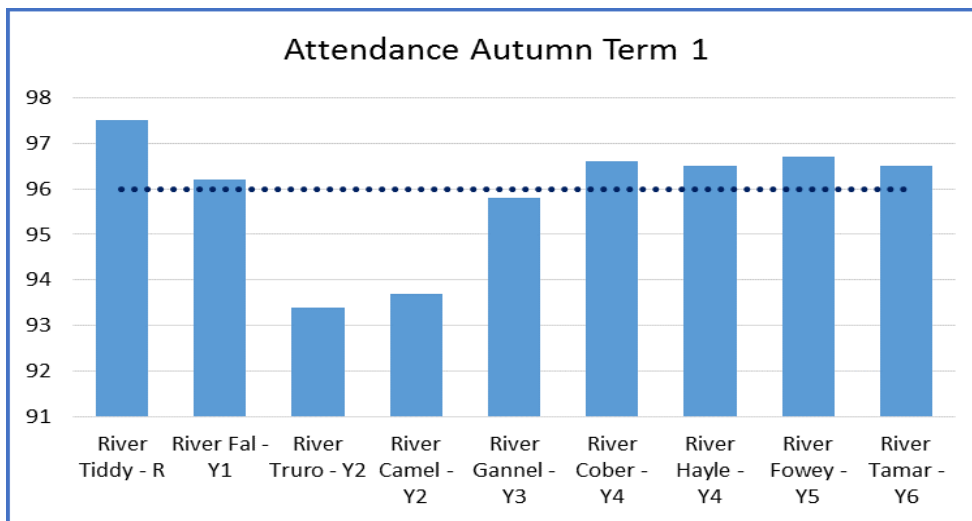
Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs D Tregellas – Headteacher	Yes			P
Mr A Gardiner – Vice Chair - Parent	Yes			P
Mr D Gilbert – Co-opted	Yes			Ap
Mr G Pryce – Co-opted	Yes			P
Mr M Mayo – Co-opted	Yes			P
Mr N Cooper – Associate Member – Assistant Headteacher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

1.0	<p><u>Apologies and consideration of consent for absence</u></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mrs Hearn • Mr Martin • Mr Gilbert <p>Mrs Truscott had tendered her apologies that she would be arriving late.</p>	<u>ACTION:</u>
2.0	<p><u>An opportunity to declare any additional Business and/or Pecuniary Interest/s</u></p> <p>The Headteacher informed the Board that she was now a Director on the CAPH board, the Clerk agreed to update the Business/Pecuniary Interest/s Register.</p>	Clerk
3.0	<p><u>Constitution</u></p>	
3.1	<p><u>Vacancies</u></p> <p>The Clerk reported that there was one co-opted vacancy, the Headteacher updated the Board that it was due to be filled by Gemma Petty, with financial experience. The Board APPROVED her appointment.</p>	

<p>3.2</p>	<p><u>Next term of office to expire</u></p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> Mr Gardiner – 28.11.2017 – Parent <p>Mr Gardiner was saddened to be leaving, the Chair thanked him for his valued contribution to the Board and school. The Headteacher agreed to advertise the Parent vacancy at the Parents Forum in January. The Vice Chair vacancy will be kept vacant according to the policy agreed in the next academic year.</p>	<p>Headteacher</p>
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p> <p>4.2.5</p> <p>4.2.6</p> <p>4.2.7</p>	<p><u>Minutes of the Full Governing Board Meeting on 20th September, 2017</u></p> <p><u>Approval</u></p> <p>The minutes were APPROVED as true and correct records of the meetings.</p> <p><u>Matters arising not already on the Agenda</u></p> <p><u>Item 2.2 – Declaration of Business and/or Pecuniary Interest/s</u></p> <p>The Clerk has completed the register and sent it to the school.</p> <p><u>Item 2.4 – Review and appointment of committee class links and designated governors</u></p> <p>The documents had been circulated after the meeting.</p> <p><u>Item 2.5 – Terms of Reference</u></p> <p>All committees reviewed their terms of reference when they met.</p> <p><u>Item 2.6 – Decision Planner</u></p> <p>All committees reviewed the Decision Planner when they met.</p> <p><u>Item 7.2 – Headteacher’s Update</u></p> <p>Mr Mayo confirmed that he had registered for the NSPCC online safeguarding training.</p> <p><u>Item 10.0 – Governance Plan</u></p> <p>Governor Visit training will be an agenda item at the January meeting.</p> <p><u>Item 12.0 – Annual Governance Statement</u></p> <p>The Headteacher reported that it had been uploaded to the website.</p>	<p>Clerk</p>

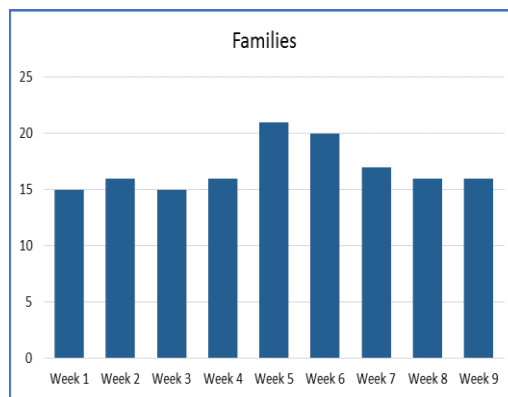
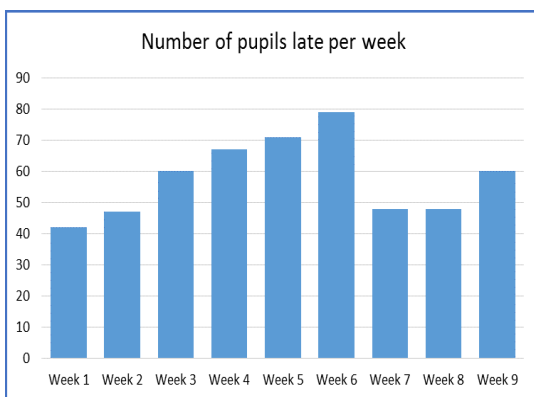
<p>4.2.8</p>	<p><u>Governance Development Plan</u></p> <p>The Governance Development Plan was circulated at the meeting, the Headteacher went through the plan in detail. Safeguarding is high priority in the school.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Committee Minutes</u></p> <p><i>5.13 pm – Mrs Truscott joined the meeting.</i></p> <p><u>Pay & Personnel 04.10.2017, 06.11.2017 (including Admissions 07.10.2017 and 03.11.2017)</u></p> <p>The Minutes were available on the portal prior to the meeting. Discussion was mainly around how the Senior Management Team were going to manage the school for the duration of both maternity leaves. The Headteacher was confident that the arrangements now in place will ensure smooth transition of roles around the school. Numbers in nursery are still low, a governor asked whether the health visitors are in contact with the school, the Headteacher confirmed that the school has contact linked to specific children. However, the school would like more contact with health visitors on a more general basis. A potential change in the opening hours were discussed for the nursery. The school does not have the space or facilities to provide extended wraparound care.</p> <p><u>Premises, Health and Safety 06.11.2017</u></p> <p>The Minutes were available on the portal prior to the meeting. The school has now agreed to invite Chartwells staff to be included in health and safety training arranged for school staff.</p> <p><u>Finance 06.11.2017</u></p> <p>The Minutes were available on the portal prior to the meeting. Mr Mayo reported that Pennon were responsible for water services now not South West Water.</p> <p><u>Curriculum and Achievement 01.11.2017</u></p> <p>The Minutes were available on the portal prior to the meeting. There was discussion regarding the use of the Interactive Learning Diary system. This proving to be successful, using such data it was fairly easy to see that the nursery children are entering school at very low levels. The Headteacher added that maintaining the quality of the curriculum provision is paramount, and the team is aware that some new arrivals are very entering school significantly below age related expectation.</p>	

<p>6.0</p> <p>6.1</p> <p>6.1.1</p> <p>6.1.2</p> <p>6.2</p>	<p><u>Reports</u></p> <p><u>Key Stage Reports</u></p> <p><u>KS1 Report – Mrs Parekh</u></p> <p>The report was available on the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none">• The school receives phone calls from prospective parents regularly which is a positive reflection upon much improved reputation of the school. <p><u>KS2 Report – Mr Cooper</u></p> <p>The report was available on the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none">• There is an increasing amount of time spent with a number of pupils with specific emotional needs.• The Chair asked what THUNK stood for, he explained that it was not an acronym and is a stimulus for pupil discussions.• The Maths Boxes are now in place, Mr Cooper will be reviewing their use within school tomorrow in the classes during his maths leadership time• The Ed Psychologist has visited the school to discuss Lego therapy.• The Headteacher explained that the Assistant Headteacher's report format had been previously redesigned to align with the Ofsted Framework. The governors agreed this format provided a more useful summary than the previous style reports. <p><u>Attendance Punctuality Report</u></p> <p>The report was available on the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none">• One class has recently achieved 100% attendance for two consecutive weeks. <p><i>5.43 pm – Mrs Ward left the meeting to attend a parents evening at Brannel School.</i></p> <ul style="list-style-type: none">• Lateness has improved, 15 families are currently in receipt of targeted support. <p>Attendance for the first half of the autumn term is shown below. Also shown is the national attendance figure of 96%.</p>	
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It is interesting to note that both year 2 classes have considerably lower attendance than the rest of the school. At this early stage in the academic year this is possibly due to the lower numbers of pupils in each class which equates to each absence having more of an impact on the total.

Punctuality is also monitored carefully, and it is clear from the information below there are approximately fifteen families who are consistently late (between 8.45 and 9.15am). The Parent Support Adviser has written to all concerned this week offering support and advice. There are rarely any pupils late 'after registers close'.



6.3 Governor Training Report/s

- **G01 – Induction training for new governors – 11.10.2017 – Mr Pryce**
- **Governor Conference – 18.11.2017 – Brannel School – Mr Pryce**

The report was available on the portal prior to the meeting. Mr Pryce reported that it had been an interesting day at the Governor Conference. He attended the Early Years and Pupil Premium workshops which he found informative. **The Chair asked how Mr Pryce perceived Pondhu Governing Board, he replied that he felt the Board was first class.**

6.4 Governor Visit Reports

- **Meeting with SENDCo – 10.11.2017 – Mrs Truscott**
- **Attend Parents Forum – 14.09.2017 – Mr Mayo, Mrs Ward and Mr Pryce**
- **Attend School Science Day – 20.10.2017 – Mr Mayo**

- **Operation Encompass – 30.10.2017 – Mrs Ward**

The reports were available on the portal prior to the meeting. Mr Mayo reported that there were lots of parents at the Parents Forum and it was a good introduction to the emotional health and wellbeing project this term. The comments by parents evidenced that they understood, and everything was positively received. The school ensures the parent forums are well planned and organised enabling the school to reach a good percentage of families. Attendance is typically around 50 families.

Mr Mayo reported that the Science Day was a very busy day, the pupils were brilliant and fully engaged and took part in everything. Mr Mayo was thanked for his very informative report. The Headteacher added that staff training had also been a focus of the day.

Mrs Truscott reported that she found the meeting with the Acting SENDCo very interesting.

6.5 PE Premium/Sports Grant Report – tabled after Item 6.7

The report was available on the portal prior to the meeting. The grant will be increased this year which will allow increased support throughout the school for participation in sport including for transportation. The grant allows pupils to look the part and be well equipped for events.

6.6 Pupil Premium Report

The report was available on the portal prior to the meeting. The Headteacher went through the headlines of the report, she explained that the January census calculates the pupil premium funding. The Headteacher felt the emotional wellbeing work carried out as the pupil premium project this year in the school is outstanding. The consistency of language being used by staff throughout the school.

Cornwall have now set up a Pupil Premium Board for Cornwall, the Headteacher is on the Board. Pondhu was in the top ten for pupil premium last year, nearly every class at present is over 50%.

6.7 SEND Report

The report was available on the portal prior to the meeting. There is still a significant number of children recorded on the Record of Need but does not include those pupils being monitored. There has been unpicking and homing in on pupils to determine whether a child has an educational need. There continues to be a lot of training continuing to support a wider nurture support for pupils.

6.8 SIP Report – Summary

The Headteacher reported on the format of the visit and the headlines within it. A pupil with EAL in year 5 is now mentoring a reception pupil which is an

	<p>excellent evidence of the proactive work within the school. The SIP is appreciative of the school's challenges but continues to provide challenge.</p>																												
<p>7.0</p>	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Science • MAGAT • Foundation Stage • Safeguarding • SEND • Whistleblowing <p>The policies were available on the portal prior to the meeting, they were discussed, reviewed and all APPROVED for adoption.</p>																												
<p>8.0</p> <p>8.1</p>	<p><u>Safeguarding</u></p> <p><u>Headteacher's Update</u></p> <p>VIST'S received</p> <table border="1" data-bbox="240 880 1342 994"> <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> </tbody> </table> <p>MARU referrals</p> <table border="1" data-bbox="240 1066 1342 1180"> <thead> <tr> <th>Date of FGB</th> <th>MARU Referrals</th> </tr> </thead> <tbody> <tr> <td>20.09.2017</td> <td>1</td> </tr> <tr> <td>22.11.2017</td> <td>0</td> </tr> </tbody> </table> <p>Child Protection / Child Plan</p> <table border="1" data-bbox="240 1254 1331 1368"> <thead> <tr> <th>Date of FGB</th> <th>Child Protection</th> <th>Child Planning / CHIN</th> </tr> </thead> <tbody> <tr> <td>20.09.2017</td> <td>0</td> <td>1</td> </tr> <tr> <td>22.11.2017</td> <td>0</td> <td>9</td> </tr> </tbody> </table> <p>Staff Concerns Raised</p> <table border="1" data-bbox="240 1442 1331 1556"> <thead> <tr> <th>Date of FGB</th> <th></th> </tr> </thead> <tbody> <tr> <td>20.09.2017</td> <td>2</td> </tr> <tr> <td>22.11.2017</td> <td>9</td> </tr> </tbody> </table> <p>All staff completed Operation Encompass training, everyone is now trained, it is a very good scheme. The Safeguarding governor attended the staff training session and is due to attend a governor briefing session at the beginning of December.</p> <p>The Headteacher has renewed her Safer Recruitment training. This is in line with the actions from the S175 / 158 report.</p>	Date of FGB	VISTS received since previous meeting	20.09.2017	9	22.11.2017	2	Date of FGB	MARU Referrals	20.09.2017	1	22.11.2017	0	Date of FGB	Child Protection	Child Planning / CHIN	20.09.2017	0	1	22.11.2017	0	9	Date of FGB		20.09.2017	2	22.11.2017	9	<p>Mrs Ward</p>
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<p>9.0</p>	<p><u>Staffing Update</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> ▪ Significant absence at the beginning of term. The Y6 has been away since half term, a very experienced supply teacher is covering 4 days, all planning was in place. ▪ The new HLTA, Sharon Hayles, has commenced. ▪ Kylie Bunt has commenced maternity leave and Y1 class is being taught by Miss Bird. The school had effectively managed a smooth transfer. 	
<p>10.0</p> <p>10.1</p> <p>10.2</p>	<p><u>Clerk's Update</u></p> <p><u>IR35</u></p> <p>The Clerk reported on the importance of the IR35 changes regarding professionals who invoice the school and whether they should be employed by the school.</p> <p><u>Benchmarking</u></p> <p>The benchmarking website has been updated and the new format is more user friendly, the Clerk will circulate notes regarding access and successful navigation after the meeting.</p>	<p>Clerk</p>
<p>11.0</p>	<p><u>Chair's Report</u></p> <p>The Chair thanked Mr Gardiner for everything he has done, and he will be sadly missed.</p> <p>The Chair reported that the St Dennis Incinerator company have invited the school to visit, in the first instance to visit the recycling centre at Bodmin, they will pay for the transport costs for the visit. Discussion followed, it was agreed it would be an opportunity for the Eco Club.</p>	
<p>13.0</p>	<p><u>Impact of Meeting</u></p> <p><u>Governors agreed:</u></p> <ul style="list-style-type: none"> • A detailed review of the committee minutes helped governors to see each committee had a comprehensive and caring understanding of their remit. • The governor reports were very focused and helped governors understand the planning and forward growth potential in each area. • The importance of the quality of the curriculum to support the emotional and well-being side of the pupils was emphasised and appreciated by the Board. 	

14.0	<u>Dates/times of Full Governing Board Meetings – 2017/2018</u> <ul style="list-style-type: none">▪ Wednesday 31st January, 2018 at 5.00 pm▪ Wednesday 14th March, 2018 at 5.00 pm▪ Wednesday 16th May, 2018 at 5.00 pm▪ Wednesday 4th July, 2018 at 5.00 pm The meeting closed at 6.52 pm.	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 31st January, 2018

Signed: **Chair**
Mrs Sandra Heyward

Dated: **Wednesday 31st January, 2018**

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

WEDNESDAY 22nd NOVEMBER, 2017

ITEM:	ACTION:	WHO:	BY:
2.0	Update Business and Pecuniary Interest/s Register.	Clerk	01/12/17
3.2	Advertise parent governor vacancy at the Parents Forum in January, 2018.	Headteacher	31/01/18
4.2.6	Governor Visit training to be an agenda item for the January FGB meeting.	Clerk	15/01/18
8.1	Attend governor briefing session at the beginning of December – staff training session.	Mrs Ward	07/12/17
10.2	Circulate notes regarding the new benchmarking website to governors.	Clerk	31/12/17