

# Pondhu Primary School



Pondhu  
Primary School

## Minutes

**Full Governing Board Meeting**

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

Clerk to Governing Board - Linda Cackett  
Typed: 09.03.2018  
Approved for circulation: 15.03.2018

**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 7<sup>th</sup> March, 2018 at 5.00 pm</b>
<b>Venue:</b>	<b>Pondhu School – Year 4 – Cober Classroom</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>Ap</b>
Mr G Pryce – Co-opted	<b>Yes</b>			<b>P</b>
Mr M Mayo – Co-opted	<b>Yes</b>			<b>P</b>
Mr N Cooper – Associate Member – Assistant Headteacher		<b>Yes</b>		<b>P</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>P</b>
Mr K Edwards – Co-opted appointment pending	<b>Yes</b>			<b>P</b>
Mr P Carlin – Parent- appointment pending	<b>Yes</b>			<b>P</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, especially the new governors.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>• Mr Martin – Unwell</li> <li>• Mr Gilbert – Away on holiday</li> <li>• Mrs Truscott - Childcare</li> <li>• Mrs Parekh – Maternity Leave</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>	

<p><b>3.0</b></p> <p><b>3.1</b></p> <p><b>3.2</b></p>	<p><b><u>Constitution</u></b></p> <p><b><u>Vacancies</u></b></p> <p>The Clerk reported that there were no vacancies following appointments of the one parent and one co-opted governor, their paperwork is currently being processed.</p> <p><b><u>Next terms 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>The new governors were welcomed, and everyone introduced themselves to the three new governors. Mr Mayo will mentor Mrs Petty, Mrs Hearn will mentor Mr Carlin and Mrs Ward will mentor Mr Edwards.</p>	<p>Mr Mayo Mrs Hearn Mrs Ward</p>
<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><u>Minutes of the Full Governing Board Meeting on 31<sup>st</sup> January, 2018</u></b></p> <p><b><u>Approval</u></b></p> <p>The minutes were <b>APPROVED</b> as true and correct records of the meeting.</p> <p><b><u>Matters arising not already on the Agenda</u></b></p> <p><b><u>Item 4.2.5 - Benchmarking</u></b></p> <p>The Clerk has circulated the benchmarking information sheet to governors, the Finance Committee will carry out benchmarking at a future committee meeting.</p> <p><b><u>Item 5.2 – Investigate ‘timed’ text messages</u></b></p> <p>The Headteacher reported that letters went out last week regarding ‘late’ arrivals to parents. The next phase is that a ‘timed’ text message will be circulated at 8.00 starting on 19<sup>th</sup> March for a fortnight, the school continues to be proactive in its determination to improve punctuality and attendance. <b>A governor asked whether the late arrivals were pupil premium pupils, the Headteacher replied that there were slightly more pupil premium pupils than non-pupil premium.</b> Discussion followed regarding linking the pupil premium budgets to pupil lateness. For the benefit of the new governors the Pupil Support Advisor’s role was explained in more detail and the way in which her role had evolved and the work she carries out within the school. The Headteacher also explained what Pupil Premium is and how it is allocated within the school.</p> <p><b><u>Item 5.7 - Circulate overview of Reception Class Parent Questionnaires</u></b></p> <p>To be actioned shortly.</p>	<p>Finance Committee</p> <p>Headteacher</p>

<p><b>4.2.4</b></p> <p><b>4.2.5</b></p> <p><b>4.2.6</b></p> <p><b>4.2.7</b></p> <p><b>4.2.8</b></p> <p><b>4.2.9</b></p>	<p><b><u>Item 8.0 - Letter to be sent out</u></b></p> <p>The Headteacher confirmed that information was sent out on the newsletter regarding Mr Bray.</p> <p><b><u>Item 9.0 – Governor Visit Training</u></b></p> <p>The Headteacher reported that she will run the training session again for new governors and for those governors who were unable to attend the last meeting through illness.</p> <p><b><u>Item 9.0 - Monitor Attendance</u></b></p> <p>Mrs Ward will commence monitoring following a briefing session with the Headteacher concerning her new role as Safeguarding governor. This includes monitoring attendance. She will visit the office fortnightly to check attendance / absence information.</p> <p><b><u>Item 9.0 – Circulate updated subject/area leadership information</u></b></p> <p>The Headteacher confirmed that this was completed.</p> <p><b><u>Item 10.0 – Inform Local Authority of change to Instrument of Government</u></b></p> <p>The Clerk confirmed that she had informed the Local Authority and will circulate the revised Instrument of Government when it is received.</p> <p><b><u>Nursery</u></b></p> <p>The Headteacher reminded governors of the three options available discussed at the last meeting, she has also spoken to Mrs Parekh who is on maternity leave. Discussion followed, the Headteacher was happy to still send out questionnaires but felt that it might not prove particularly informative. It was agreed that more in depth discussion needs to take place. The Clerk agreed to add to the next agenda.</p>	<p></p> <p>Mrs Ward</p> <p></p> <p>Clerk</p> <p>Clerk – Agenda Item next FGB</p>
<p><b>5.0</b></p> <p><b>5.1.1</b></p> <p><b>5.1.2</b></p>	<p><b><u>Committee Minutes</u></b></p> <p><b><u>Pay and Personnel 26.02.2018</u></b></p> <p>The committee minutes were available on the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• GDPR was discussed at the staff meeting today and staff advised of importance of confidentiality and security of information.</li> </ul> <p><b><u>Admissions 05.01.2018, 02.02.2018 &amp; 02.03.2018</u></b></p> <p>The panel minutes for all three meetings were available on the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• The Headteacher explained why the Admissions Panel was set up originally to the new governors and that the information is updated monthly for governors' information.</li> </ul>	<p></p>

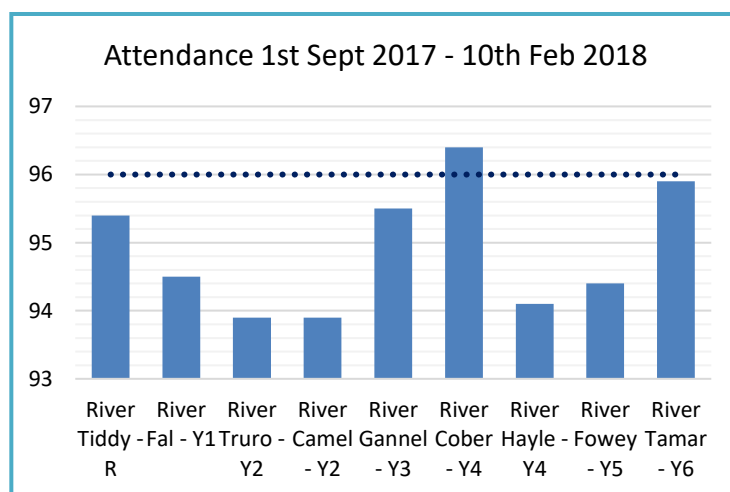
	<ul style="list-style-type: none"> <li>• At this point in the year numbers are improving.</li> </ul> <p><b>5.2 <u>Premises, Health and Safety 26.02.2018</u></b></p> <p>The committee minutes were available on the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• Before a premises meeting Mr Gilbert carries out a walk around inspection of the school with Ms Roberts, Premises Manager and the Headteacher.</li> <li>• A new Health and Safety Policy is currently being read and signed by staff.</li> <li>• The reactive maintenance budget line will be increased next year.</li> <li>• The solar panel is still to be investigated regarding the readings etc.</li> <li>• Snow procedures were discussed and successfully put into action.</li> </ul> <p><b>5.3 <u>Finance 26.02.2018</u></b></p> <p>The committee minutes were available on the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• The new budget figures have arrived.</li> <li>• The solar panels are now registered.</li> <li>• Ms Enoch will be coming in shortly to meet with Finance governors for budget setting.</li> </ul> <p><b>5.4 <u>Curriculum and Data 06.03.2018</u></b></p> <p>The committee minutes were available on the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• A governor asked if there were rules on sponsorship for chrome books, the Headteacher did not think there was a particular issue. The Headteacher reminded governors that during a visit to another school the chrome books impressed the staff. They are more cost effective for a school and significant savings should be made. It was agreed that it puts ownership of the equipment back to classrooms.</li> <li>• The committee was very happy with the progress data that it reviewed.</li> </ul>	
<p><b>6.0</b></p> <p><b>6.1</b></p>	<p><b><u>Reports</u></b></p> <p><b><u>Deputy Headteacher's Report</u></b></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"> <li>• Maths is becoming an area of strength at present. The Maths boxes have proved invaluable in the school, they are available during all Maths lessons. They are used by all pupils and the governors were shown the maths boxes in the classroom.</li> <li>• The Global Learning event is on Monday, this is going to be a massive event for the school. Schools from the local area will be visiting the school who are part of the Global Learning Project. Governors were invited to attend, assembly is at 9.30 am.</li> </ul>	

## 6.2 Attendance Punctuality Report

The report was available on the portal prior to the meeting:

- Attendance is below the school's target level at this point in the year, however there has been a large number of illnesses around.
- There was one day recently when every pupil was in school!
- The School Improvement Partner (SIP) has commented in her report on attendance.
- Governors felt that the new report format was informative.
- The school has been very proactive in encouraging good attendance.

Extracts from the report are below:



Attendance for the autumn and first half of the spring term is shown alongside the national attendance figure of 96%.

The main reason for absence in this period was illness and this was mainly 'flu and colds which has been a significant factor in the poor attendance figures overall.

The whole school achieved 100% attendance day on Thursday 22nd February. This is a first for Pondhu.

The school improvement partner identified Personal Development, Behaviour and Wellbeing as a strength of the school. Here is an extract from her report relating to attendance:

***PDB&W is a real strength, and may be very close to outstanding already. To be secure as outstanding it may be worth considering: How can you lift attendance to 'high' for the overwhelming majority (97-100%) of pupils?***

## 6.3 Governor Visit Reports

- **Report A - KH – MAGAT (More able gifted and talented) – Link Governor Visit – 05.03.2018**
- **Report B - KH – Nursery – Link Governor Visit – 05.03.2018**
- **Report C - DW – Governor Class 4 Visits – 26.02.2018**
- **Report D - DW – Safeguarding Governor Visit – 26.02.2018**
- **Report E -DW – General Observations – 26.02.2018**
- **Report F – SH – Reception and Year 1 Visit – 21.02.2018**

- **Report G – SH – Railway Bridge Presentation - 08.02.2018**
- **Report H – SH – PSHE – 21.02.2018**
- **Report I – SH – Parent Election Ballot – 09.02.2018**
- **Report J – MM – Year 2 Phonics**

Governors' informative visit reports were uploaded to the portal prior to the meeting. It was further noted that:

- Report A - The booster sessions may be introduced before Year 6.
- Report B – Teeth cleaning was wonderful, encouraging them to brush their teeth and develop healthy habits early and Mrs Hearn had an amazing visit.
- Report C – Writing for a purpose had proved very successful. Fractions was very interesting, pupils were engaged and enjoying fractions. Same day marking, and interventions are carried out, the Headteacher explained that any intervention that is required in the afternoon is delivered by the teaching assistants.
- Report D – The S175 was reviewed.
- Report E – The space dome experience was enjoyable, the tadpoles in a busy area of the school have generated a lot of interest by the parents, visitors, staff as well as the pupils.
- Report F – The Chair was amazed by a Year 1 pupil's additional communication aid which allows her to communicate with other pupils.
- Report G – The Railway Bridge presentation had been extremely interesting, governors felt that it was very beneficial for pupils to be aware of local issues and their capacity to impact the final outcome.
- Report H - The bottles of lemonade used for the PSHE experiment was enjoyable to watch. The Headteacher added that this year Mrs Carter is focussing on Emotional Health and Wellbeing throughout the school,
- Report I - The phonics and ICT lesson had been interesting. Discussion had taken place regarding additional apps being put on the chrome books. The internet safety day had been discussed, it was now safely imbedded throughout the school.
- Report J - Mr Mayo has also carried out a Science visit which he will submit a report on after the meeting.

Mr Mayo

#### **6.4 PE Premium/Sports Grant Report**

The report was available on the portal prior to the meeting. Mr Cooper explained the purpose of PE Premium/Sports Grant Report. The sports teams looked brilliant last night at a sporting event in their new sports kits. KS1 have had new playground equipment and Cornish Pirates have been working with the juniors. Transport has been made available for sporting events which parents find beneficial. Unfortunately, the boxing coach has undergone surgery on his knee and will be absent for a few weeks.

Additional sports leaders are going to be recruited for KS1 and KS2 from five who will be visiting the school on Friday, it is a great pathway for them and will be working alongside Mr Cooper.

<p><b>6.5</b></p> <p><b>6.6</b></p> <p><b>6.7</b></p>	<p><b><u>Pupil Premium Report</u></b></p> <p>The report was available on the portal prior to the meeting. There are 156 pupils eligible for Pupil Premium which equates to 55% of the school population. The Headteacher explained how pupils' progress is tracked across the school, there are no significant differences between pupil premium and non-pupil premium pupils, where there are differences it is due to specific educational reasons which are addressed by the school.</p> <p><b><u>SEND Report</u></b></p> <p>The report was available on the portal prior to the meeting, produced by the Headteacher. 59% of pupils on the Record of Need are non-pupil premium.</p> <p><b><u>SIP Report - Summary</u></b></p> <p>The Headteacher explained that the current SIP has worked with the school for two years and visits the school once a term. The report was circulated to governors at the meeting and they were given time to read the document. The SIP's note from 22.02.18 - <b><i>"PDB&amp;W is a real strength, and may be very close to outstanding already"</i></b> was positively received by the Governing Board.</p>																					
<p><b>7.0</b></p>	<p><b><u>Policies</u></b></p> <ul style="list-style-type: none"> <li>• English</li> <li>• Art</li> <li>• GDPR</li> </ul> <p>The policies were reviewed and approved by the relevant committees. They were discussed, reviewed and <b>APPROVED</b> for adoption.</p>																					
<p><b>8.0</b></p> <p><b>8.1</b></p>	<p><b><u>Safeguarding</u></b></p> <p><b><u>Headteacher's Update</u></b></p> <p><b>VIST'S received</b></p> <table border="1" data-bbox="240 1447 1342 1637"> <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> <tr> <td>07.03.2018</td> <td>3</td> </tr> </tbody> </table> <p><b>MARU referrals</b></p> <table border="1" data-bbox="240 1816 1342 2007"> <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> <tr> <td>31.01.2018</td> <td>0</td> </tr> <tr> <td>07.03.2018</td> <td>0</td> </tr> </tbody> </table>	Date of FGB	VISTS received since previous meeting	20.09.2017	9	22.11.2017	2	31.01.2018	5	07.03.2018	3	Date of FGB	MARU Referrals	20.09.2017	1	22.11.2017	0	31.01.2018	0	07.03.2018	0	
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<p><b>9.0</b></p>	<p><b><u>Staffing Update</u></b></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> <li>▪ Mr Bray (Year 6) continues to provide consistency in covering for this class.</li> <li>▪ An HLTA has been signed off for the rest of term.</li> <li>▪ Less staff have been absent from school with flu this term, staff attendance is improving.</li> <li>▪ Miss Almey (teaching assistant) has requested to return on a 3-day contract after her maternity leave, this has been approved by the Pay &amp; Personnel committee.</li> </ul>																																
<p><b>10.0</b></p>	<p><b><u>Clerk's Update</u></b></p> <p>Nothing to report.</p>																																
<p><b>11.0</b></p>	<p><b><u>Chair's Report</u></b></p> <p>The Chair reported that she visited the One Stop Shop today and staff conveyed that they were concerned that a child will be run over outside school one day. Governors felt that parents should be reminded that they need to be vigilant even though the area of concern it is not directly managed by the school. The Headteacher agreed to put out a 'Safety Reminder' on the next newsletter. The school does not allow deliveries at peak times, it was felt that maybe the council should do the same. <b>A governor asked whether staff, governors or parents could take turns wearing yellow jackets, the Headteacher replied that she could provide the jackets and to let her know of further suggestions.</b></p>	<p>Headteacher</p> <p>Headteacher Mrs Ward</p>																															

<p><b>12.0</b></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>• The importance of attendance was a priority.</li> <li>• The strength of the school in the SIP report is reflected accurately.</li> <li>• Governors re-considered the strategic direction of the school.</li> <li>• Governors continue to ensure that pupil premium and sports premium expenditure is in spent and allocated as it should be.</li> </ul>	
<p><b>13.0</b></p>	<p><b><u>Dates/times of Full Governing Board Meetings – 2018</u></b></p> <ul style="list-style-type: none"> <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>The meeting closed at 7.02 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 16<sup>th</sup> May, 2018

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

Dated: **Wednesday 16<sup>th</sup> May, 2018**

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

**WEDNESDAY 7<sup>th</sup> MARCH, 2018**

<b>ITEM:</b>	<b>ACTION:</b>	<b>WHO:</b>	<b>BY:</b>
<b>3.2</b>	<b>Next terms of office to expire</b> – new governors to be mentored.	Mr Mayo Mrs Hearn Mrs Ward	With immediate effect
<b>4.2.1</b>	<b>Benchmarking</b> – Carry out benchmarking exercise	Finance Committee	July 2018
<b>4.2.3</b>	<b>Overview of Reception Class Parent Questionnaires</b> - Circulate Questionnaires	Headteacher	29.03.2018
<b>4.2.6</b>	<b>Monitor Attendance</b> – Carry out fortnightly school visits to monitor attendance and absence.	Mrs Ward	With immediate effect
<b>4.2.8</b>	<b>Instrument of Government</b> – Circulate as soon as made available by the Local Authority.	Clerk	29.03.2018
<b>4.2.9</b>	<b>Nursery</b> – Agenda item for next FGB meeting.	Clerk	25.04.2018
<b>6.3</b>	<b>Governor Visits</b> – Submit Science Visit report on portal.	Mr Mayo	29.03.2018
<b>11.0</b>	<b>Chair's Report</b> – Safety Reminder on next newsletter.  Inform Headteacher of any ideas to address problem.	Headteacher  All governors	29.03.2018  29.03.2018