

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Wednesday 20th September, 2017

Clerk to Governing Board - Linda Cackett
Typed: 21.09.2017
Approved for circulation: 02.10.2017

GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	5/10 governor in post
Chair:	Mrs Sandra Heyward
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 20th September, 2017 at 5.00 pm
Venue:	Pondhu School – Year 6 Class Room

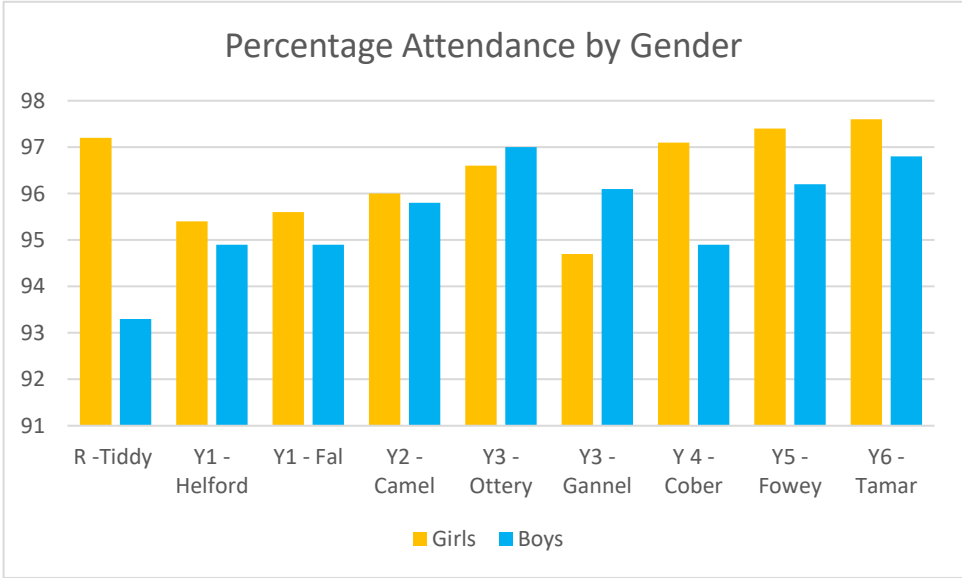
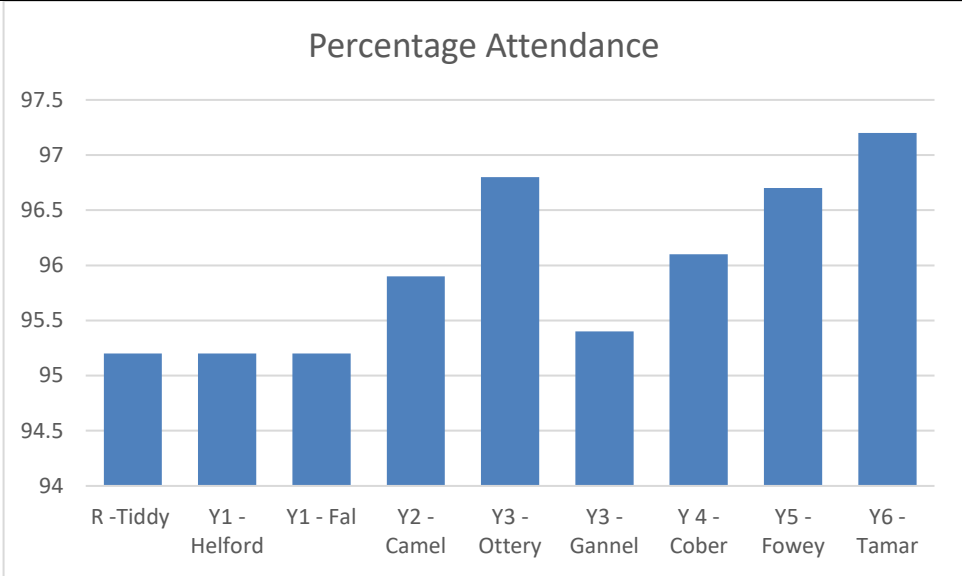
Attendance:

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			P
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			P
Mrs A Truscott – Parent	Yes			P
Mrs D Ward – Co-opted	Yes			P
Mrs K Hearn – Parent	Yes			P
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>There were no apologies as everyone was in attendance, the Chair welcomed Mr Pryce to his first Governing Board meeting. Mrs Ward will be Mr Pryce's mentor.</p>	<u>ACTION:</u>
2.0	<p><u>Annual Tasks</u></p> <p>2.1 <u>Election of Chair and Vice Chair</u></p> <p>Elections were carried out in the summer term and will be an agenda item at the next meeting as Mr Gardiner's term of office expires.</p> <p>2.2 <u>Declaration of Business and/or Pecuniary Interest/s</u></p> <p>The forms were circulated at the meeting for completion, the Clerk will complete the Business and/or Pecuniary Interest/s Register and information for the school website and Edubase.</p>	Clerk

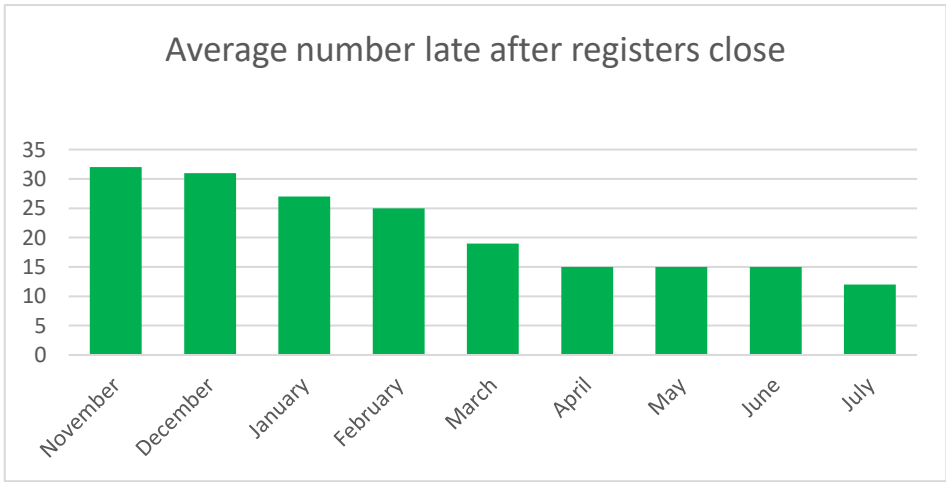
<p>2.3</p> <p>2.4</p> <p>2.5</p> <p>2.6</p> <p>2.7</p>	<p><u>Governor Code of Conduct</u></p> <p>The NGA Code of Conduct was available on the portal prior to the meeting, governors approved its adoption.</p> <p><u>Review and appointment of committees, class links and designated governors</u></p> <p>Committee memberships and designated governors were reviewed and information updated. The Headteacher agreed to circulate the amended documents after the meeting.</p> <p>Class responsibilities were agreed as follows:</p> <p>N Karen Hearn R Sandra Heyward Y1 Sandra Heyward Y2 Martin Mayo Y3 Aleah Truscott Y4 Debs Ward Y5 Aleah Truscott Y6 Geoff Pryce</p> <p><u>Terms of Reference</u></p> <p>To be reviewed by committees.</p> <p><u>Decision Planner</u></p> <p>To be reviewed by committees.</p> <p><u>Instrument of Government</u></p> <p>The instrument was reviewed and it was approved that no amendments were required.</p>	<p>Headteacher</p> <p>Committees</p> <p>Committees</p>
<p>3.0</p> <p>3.1</p> <p>3.2</p>	<p><u>Constitution</u></p> <p><u>Vacancies</u></p> <p>The Clerk reported that there was one co-opted vacancy. Mr Mayo has agreed to serve another term of office since the last meeting and was thanked by the Governing Board.</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>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p>	<p><u>Minutes of the Full Governing Board Meeting on 5th July, 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 5.3 FOPS</u></p> <p>The funding was agreed and a £1000 cheque issued to the school to support swimming. The Headteacher thanked FOPS.</p> <p><u>Item 10.2</u></p> <p>The Clerk circulated the revised information after the meeting.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Reports</u></p> <p><u>Headteacher's 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"> • There are no children on a child protection plan at present, however it is a concern that this is due to rising thresholds rather than a reduction of the risk to children. • The school won two gold medals at the Cornwall School Games- a real achievement. • One permanent exclusion last term. • The Chair asked how the numbers were in Nursery, the Headteacher reported that they were increasing but still low. • There have been six new pupils in year 2 so far this term. <p><u>Attendance Summary 2016/2017</u></p> <p>The informative report was available on the portal prior to the meeting.</p> <p>Maintaining good levels of attendance and punctuality have remained a priority for the school. Class based staff are vigilant and will discuss persistent lateness with parents and carers. Miss Hollebon (PSA) and office staff also monitor punctuality and attendance carefully.</p> <p><u>Attendance</u></p> <p>The table below shows the overall attendance for each class for the whole academic year and by gender. Overall attendance was 96% which is in line with national average.</p>	



Punctuality

The school continues to monitor punctuality carefully. There are now just a small number of pupils arriving late each day. The PSA will continue to support these families to improve next year.



Punctuality will continue to be encouraged, the focus last year did evidence improvement. **Governors asked for a report on punctuality at the next meeting to review how this improvement has been maintained.**

5.4 PE Premium/Sports Grant Report

The report was available on the portal prior to the meeting. Mr Cooper added that:

- There are proposals to be approved by the Finance Committee before being reported to the Board relating to the new plan.
- The school provides a wide range of clubs maintaining a similar number to last year.
- The school has re-joined the Mid Cornwall Sports Partnership.
- Consideration to be given regarding a lunchtime play leader to be advertised.
- Boxing and street dancing will continue to be part-funded.

5.5 Pupil Premium Report

The report was available on the portal prior to the meeting. It was further noted that:

- All actions planned were carried out.
- The Ofsted recognised how well PP is used to support all pupils across the school including providing a rich curriculum.
- The aim is to get standards achieved by pupil premium pupils in line with national levels.
- All children benefit from the way in which pupil premium is spent.
- **The Chair asked if the % of PP pupils was the same, the Headteacher confirmed it just over 50%. She also explained that the Census Day headcount sets the budget however there is considerable mobility in and out of school across the year.**

5.6 PSA Report

The report was available on the portal prior to the meeting. It was further noted that:

- Miss Hollebon is extremely busy, 62 of pupils being helped last term were pupil premium.
- She has very good links outside school and continues to carry out a very valuable role.

5.7 SATs Results

The Headteacher reported on the SATs results:

- 72% Reading in KS2 and 72.9% in Writing in KS2 achieved the expected standard. These results are broadly in line with national averages which represents very good progress for many of our pupils.
- Maths – eight pupils scored 98/99 out of 100. Combined (reading, writing and maths) standard is 35% which has been analysed by the school. The Headteacher reported that this was a disappointing set of results however there a range of the systems already in place which need to be embedded. The Maths schemes of work have been re-

<p>5.8</p>	<p>written to incorporate more time being spent in each area before moving on. Mr Cooper gave examples of how Maths Place Value is currently a focus throughout the whole school. The timetable has been altered to incorporate more time for Maths in KS2. It was felt that the timetable change of an additional 2.5 hours spent on Maths will have a huge and positive impact. However the Headteacher reminded the Board that eight pupils did achieve 98/99 out of 100 which despite not achieving the expected score of 100 does still represent good progress.</p> <p><u>SIP Report</u></p> <p>To be tabled at the next meeting as the visit is next Monday.</p>	<p>Clerk – Agenda Item next meeting</p>														
<p>6.0</p>	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Whole School Pay Policy • PPA Policy • Admission of Vulnerable Children • Election of Chair and Vice Chair • Violence and Aggression Policy <p>The policies were available on the portal prior to the meeting, they were discussed, reviewed and all APPROVED for adoption except for the Admission of Vulnerable Children. The Headteacher explained that the Admission of Vulnerable Children Policy was no longer required as this was covered by the Local Authority Fair Access Protocols. A governor asked if this also applied to Pondhu's Nursery admissions. The Headteacher confirmed that this was the case.</p>															
<p>7.0</p> <p>7.1</p> <p>7.2</p>	<p><u>Safeguarding</u></p> <p><u>Report on Section 175/158 return</u></p> <p>The Headteacher reported that there was very positive feedback from the Local Authority. It was a very strong return and continues to be a very important factor in the school.</p> <p><u>Headteacher's Update</u></p> <p>VIST'S received</p> <table border="1" data-bbox="240 1588 1342 1666"> <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> </tbody> </table> <p>MARU referrals</p> <table border="1" data-bbox="240 1740 1342 1818"> <thead> <tr> <th>Date of FGB</th> <th>MARU Referrals</th> </tr> </thead> <tbody> <tr> <td>20.09.2017</td> <td>1</td> </tr> </tbody> </table> <p>Child Protection / Child Plan</p> <table border="1" data-bbox="240 1890 1331 1968"> <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> </tbody> </table>	Date of FGB	VISTS received since previous meeting	20.09.2017	9	Date of FGB	MARU Referrals	20.09.2017	1	Date of FGB	Child Protection	Child Planning / CHIN	20.09.2017	0	1	
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	<p>Staff Concerns Raised</p> <table border="1" data-bbox="240 226 1334 304"> <tr> <td data-bbox="240 226 632 264">Date of FGB</td> <td data-bbox="632 226 1334 264"></td> </tr> <tr> <td data-bbox="240 264 632 304">20.09.2017</td> <td data-bbox="632 264 1334 304">2</td> </tr> </table> <p>It was suggested that Mr Mayo completes the online Safeguarding training, the Headteacher agreed to liaised with the School Secretary.</p>	Date of FGB		20.09.2017	2	Headteacher
Date of FGB						
20.09.2017	2					
8.0	<p><u>Staffing Update</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> ▪ Mrs Lucas was welcomed back to Nursery on a phased return to work. She has requested to reduce her hour to 4 days per week for one year, this has been agreed by the Personnel Committee. ▪ Mrs Newnes has been welcomed back following a maternity leave and Miss Lake is a NQT in the parallel Year 2 class, Mrs Newnes will be her mentor. ▪ Mrs Viger is a new HLTA and has made a good start. ▪ Mrs Burgess has commenced her maternity leave. ▪ Mr Dalby has completed his 6 month probationary period and is now a permanent member of staff. ▪ Mrs Bunt is commencing maternity leave at half term who will be replaced by Miss Bird. ▪ Mrs Parekh is also commencing maternity leave at Christmas time. 					
9.0	<p><u>School Development Plan</u></p> <p>The School Development Plan was circulated at the meeting, there is a lot to be celebrated; the key focus this year will be language development and fluency and the achievement strand will be Maths.</p> <p>Mr Cooper added that because blocks of work are now being used, mini tests could be incorporated. Governors agreed that it was important to practice tests during the year. It was felt that there was a significant change going into Year 6. Boxes with manipulatives in have been put in place in all classes, they are boxes of resources that can be shared between two pupils.</p> <p>The early language embedding will continue at the lower end of the school.</p>					
10.0	<p><u>Governance Plan</u></p> <p>The Headteacher asked what the Board wishes to incorporate in the Governance Plan. Governor visit training was requested for the January meeting. A governor suggested that staff should be reminded of their link governors, this was agreed.</p>	Clerk Headteacher Headteacher				
11.0	<p><u>Summer School 2017</u></p> <p>The Chair felt that the summer school was once again very successful, she wished that evidence could be produced in a data format. Mr Cooper felt that parents benefitted for nearly a week's free childcare during the summer holiday and there was high quality learning and experiences. The numbers increased again this year, the year groups are fairly well balanced. There was</p>					

	<p>a very wide range of activities in the afternoon and change of focus in the mornings, next year's activities are already being planned for!</p> <p>There was a review meeting at the end of it, it will continue to grow every year as will the pupil premium funding. A governor asked if any other primary schools offer the summer school provision, it was felt that there was not in Cornwall. It was asked whether the infants could be incorporated, it was confirmed that there would be a major impact on staffing and would have to be a separate event.</p> <p><i>6.15 pm – Mrs Hearn and Mr Martin left the meeting.</i></p>	
<p>12.0</p>	<p><u>Annual Governance Statement</u></p> <p>The Headteacher explained the purpose of the draft document which was written by herself and the Chair. Governors were invited to make amendments to the document, there were none. It was agreed that the statement does reflect the hard work of the Governing Board and approved that it be uploaded to the school website. It was agreed to include that the Governing Board had investigated joining a MAT and had agreed that it was not an option to be taken at the time.</p> <p>Nationally there are several MATs that haven't done well, it was agreed that there was a mixed picture at the moment.</p>	<p>Headteacher</p>
<p>13.0</p>	<p><u>Holiday Projects</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • Some building works took place, a lot less than previous years. • New ceiling lights in Y1/3 cloakrooms and cupboard. • DDA work in the playground. • The drainage work by Wernicks has been put in place. • Year 5 cloakroom has been revamped. • The Thrive room is almost complete, there was a glitch, this will be finished by the end of the week. 	
<p>14.0</p>	<p><u>Global Learning Project</u></p> <p>Mrs Parekh reported that the time as a hub school was coming to an end although funding might be extended into the Spring Term. CPD has been facilitated at the school and the school has been one of the best attended expert centres which reflects the quality of and commitment to the work. By enabling all staff to attend CPD it has allowed all staff to move on, today's session for staff was about 'Rights', it has also been a good opportunity to work with Mr Cooper in a different fashion.</p> <p>Hopefully the last step will be a cluster event will be organised in the Spring Term for the schools who have supported the cluster to meet with an inspirational speaker to attend. It will give an opportunity to celebrate the project as a whole, it has been very successful for all staff and pupils.</p>	

	The Headteacher reported that Mrs Parekh and Mr Cooper have been complimented to her on their work.	
15.0	<p><u>Clerk's Update</u></p> <p>None.</p>	
16.0	<p><u>Chair's Report</u></p> <p>None.</p>	
17.0	<p><u>Impact of Meeting</u></p> <p><u>Governors agreed:</u></p> <ul style="list-style-type: none"> • Successfully brought the Board up to speed since the last meeting and long summer break. • Very usefully helped re-allocate the resources and skills available within the governance team. • Introduced and brought up to speed a new member to the Governing Board. 	
17.0	<p><u>Dates/times of Full Governing Board Meetings – 2017/2018</u></p> <ul style="list-style-type: none"> ▪ Wednesday 22nd November, 2017 at 5.00 pm ▪ 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 <p><u>Committee Meetings</u></p> <ul style="list-style-type: none"> • Finance Committee – Monday 6th November, 2017 at 11.00 am • Personnel Committee – Monday 6th November, 2017 at 10.00 am • Curriculum Committee – Wednesday 1st November, 2017 at 2.00 pm. • Premises Committee – Monday 6th November, 2017 at 9.00 am • Health & Safety Walk Around – Friday 3rd November, 2017 at 9.00 am <p><u>FOPS AGM – 19th September, 2017</u></p> <p>A new committee was formed yesterday, the Board hope that they will do well. Officers have been appointed along with Class Representatives. Mrs Truscott and Mrs Hearn were thanked for their very hard work on the committee.</p> <p>The meeting closed at 6.45 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 22nd November, 2017

Signed: **Chair**
Mrs Sandra Heyward

Dated: **Wednesday 22nd November, 2017**

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

WEDNESDAY 20TH SEPTEMBER, 2017

ITEM:	ACTION:	WHO:	BY:
2.2	Complete Business and/or Pecuniary Interest/s Register and information for the school website and Edubase.	Clerk	31.10.17
2.4	Circulate amended committee, class links and designated governors' documents.	Headteacher	31.10.17
2.5	Review Committee Terms of Reference.	Committees	06.11.17
2.6	Review Decision Planner.	Committees	06.11.17
5.3	Last report on punctuality for the next FGB meeting.	Headteacher Clerk – Agenda	10.11.17
5.8	SIP report to be tabled at next FGB meeting.	Headteacher Clerk – Agenda	10.11.17
7.2	Complete online safeguarding training.	M Mayo	22.11.17
10.0	Governor visit training at next FGB meeting.	Headteacher Clerk – Agenda	10.11.17
10.0	Staff to be reminded of link governors.	Headteacher	31.10.17
12.0	Add investigation of joining MATs to Annual Governance Statement and upload to school website.	Headteacher	31.10.17