

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Wednesday 16th May, 2018

Clerk to Governing Board - Linda Cackett
Typed: 17.05.2018
Approved for circulation: 27.05.2018

GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	6/12 governors in post
Chair:	Mrs Sandra Heyward
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 16th May, 2018 at 5.00 pm
Venue:	Pondhu School – Year 2 – Mrs Newnes’s Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs D Tregellas – Headteacher	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			A
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		Ap
Mrs G Petty – Co-opted	Yes			Ap
Mr K Edwards – Co-opted	Yes			P
Mr P Carlin – Parent	Yes			A
Mrs L Cackett			Clerk	P

1.0	<p><u>Apologies and consideration of consent for absence</u></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"> • Mr Gilbert – Away on holiday • Mrs Parekh – Maternity Leave • Mrs G Petty – Work commitments • Mr Carlin – Work commitments • Mr Martin - Illness <p>It was noted that Mrs Truscott was not in attendance.</p>	<u>ACTION:</u>
2.0	<p><u>An opportunity to declare any additional Business and/or Pecuniary Interest/s</u></p> <p>None.</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 were no vacancies.</p> <p><u>Next terms of office to expire</u></p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> • Mr Martin – Staff Governor – 28.01.2019 • Mrs Truscott – Parent Governor – 28.01.2019 	
<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>4.2.3</p> <p>4.2.4</p> <p>4.2.5</p> <p>4.2.6</p>	<p><u>Minutes of the Full Governing Board Meeting on Wednesday 7th March, 2018</u></p> <p><u>Approval</u></p> <p>The minutes were APPROVED as true and correct records of the meeting.</p> <p><u>Matters arising not already on the Agenda</u></p> <p><u>Item 3.2 – Next terms of office to expire</u></p> <p>It was confirmed that the newly appointed governors were being mentored.</p> <p><u>Item 4.2.1 – Benchmarking</u></p> <p>The Finance committee would carry out a benchmarking exercise at the next Finance meeting.</p> <p><u>Item 4.2.3 – Overview of Reception Class Parent Questionnaires</u></p> <p>The Headteacher confirmed that the questionnaires had been put on the website.</p> <p><u>Item 4.2.6 – Monitor Attendance</u></p> <p>Mrs Ward has commenced attendance monitoring on a fortnightly basis, during the last few weeks attendance has dropped a little.</p> <p><u>Item 4.2.8 – Instrument of Government</u></p> <p>The new Instrument of Government has been uploaded to the portal by the Clerk.</p> <p><u>Item 4.2.9 – Nursery</u></p> <p>Agenda item for this meeting.</p> <p><u>Item 6.3 – Governor Visits</u></p> <p>Mr Mayo has carried out his visit and his report will be tabled at the next meeting.</p>	<p>Finance Committee</p>

4.2.7 Item 11.0 - Chair's Report

A safety reminder had been put on the newsletter.

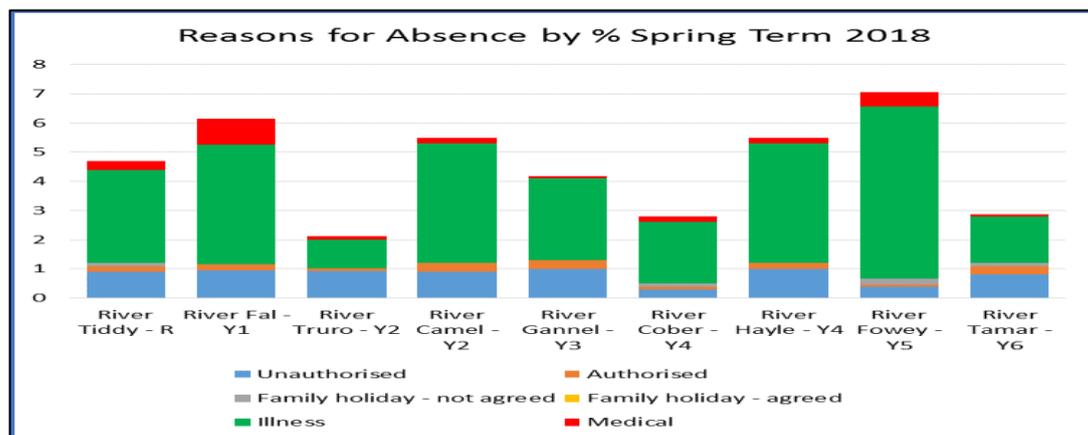
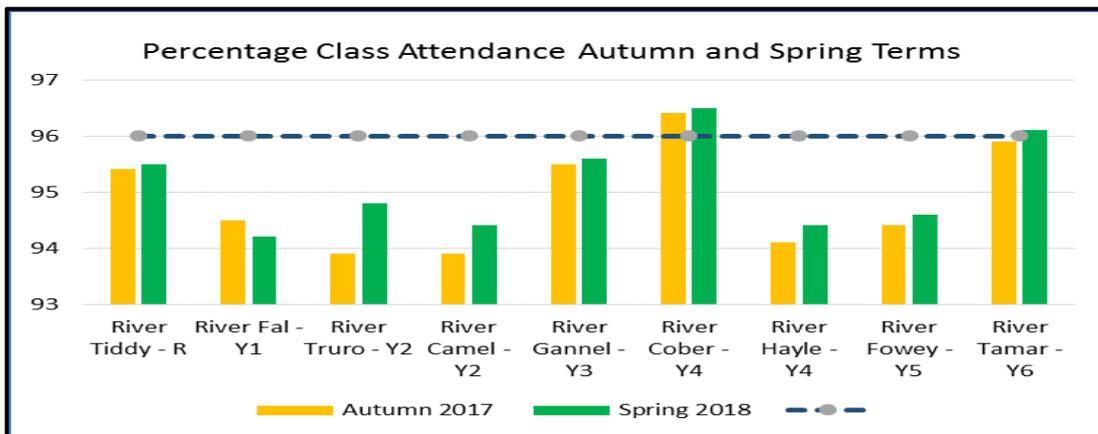
5.0 Reports

5.1 Headteacher's Report

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

- Performance management is on track to be completed in line with school expectations.
- The Headteacher continue to carry out new Headteacher mentoring, it is good way to raise Pondhu's public profile.
- An additional pupil has been admitted to Year 5, this is over PAN but below the Fair Access Protocol threshold
- Lots of sporting success, the children now expect to be successful – this reflects a real shift in culture and is evidence of the consolidation of high quality PE provision across the school
- Impressive amount of fundraising being successfully organised by the School Parliament

5.2 Attendance Report Spring Term 2018



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

- Attendance improved in the Spring Term in comparison to the Autumn Term.
- Main reason for absence is still illness.
- Still some unauthorised absence across the school with less than 1% authorised.
- The Headteacher was approached by Cornwall One Parent Support (COPS) to authorise one week off for some specific children. CHICKS now offer qualifications and the Headteacher recommended a similar approach, she asked that diaries were completed, and the absence was subsequently authorised.
- Emma Brown, Welfare Officer, has visited this term and was very complimentary about the school's absence figures (which do not include nursery and reception).
- Punctuality has been an issue and the school trialled a method of addressing this by text messaging each morning. The texts were sent for two consecutive weeks and made a positive impact. Emma Brown is going to return later this term and will be reviewing the school's attendance programme with Claire.

5.3 Pupil Premium Wellbeing Project Term 2 Report

The report was available on the portal prior to the meeting. Governors discussed developing pupil's skills in dealing with a range of emotions including anger management and the Headteacher reported that relevant conversations held with pupils reflect their increased awareness and knowledge.

5.4 PE Premium/Sports Grant Report

The report was presented at the meeting, Mr Cooper commented that the Play Leaders had been very well received, all three of them have made a very positive start and staff have been encouraged to seek their involvement with specific children throughout the school. New clubs include golf, street surfing, yoga and multi skills. KS1 are well catered for with a wide range clubs available. **The Chair asked what the uptake of the clubs was, it was confirmed that they are all well subscribed and in some cases are oversubscribed.**

Additional equipment has been purchased, the Mile-a-Day has been well received and enjoyed by pupils. An unexpected bonus has been seen in terms of the whole school agenda to develop language e.g. whilst running conversations with pupils a recent example involved bees and pollination have taken place

Staff are encouraged regarding CPD, when the Cornish Pirates came to school the staff participated with the sessions. The maximum charge for any club is £2 for an hour of activity.

85% of Year 6 met the national curriculum requirements for swimming (25 metres) and water safety. The school does offer booster sessions to ensure pupils achieve the 25 metres. **A governor asked what the national standard is, Mr Cooper agreed to find out.**

Mr Cooper

<p>5.5</p>	<p><u>PSA Report</u></p> <p>The report was available on the portal prior to the meeting. The PSA remains incredibly busy, she has attended training recently on universal credit.</p> <p>A governor asked how many of the pupils who work with the PSA are eligible for pupil premium. The information was included in the report and reflects a significant part of her work.</p>	
<p>6.0</p> <p>6.1</p>	<p><u>Committee Minutes</u></p> <p><u>Admissions 20.04.2018 & 04.05.2018</u></p> <p>The panel minutes for both meetings were available on the portal prior to the meeting as information relevant to item 11.</p>	
<p>7.0</p>	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Attendance • Homework • Visitors • Safer Recruitment (Pay and Personnel Committee) • Pupil Premium (Finance Committee) • Governor Expenses (Finance Committee) <p>Attendance – A governor reported that attendance awards have been discussed by a small number of parents. The Headteacher shared the DFE guidelines are clear regarding medical conditions and absence. Following discussion governors agreed that 100% attendance criteria remains the same. It was felt that the word 'reward' rather than 'prize' might clarify the situation, it was agreed to change the wording of the policy. The Headteacher will also clarify the criteria in the newsletter.</p> <p>Homework – The Headteacher explained the changes in the policy. A governor asked what form the feedback to parents might take. The Assistant Headteacher explained that there might not be feedback every week, work is marked and comments given verbally or written. There is a homework club which facilitates completion. Governors felt that the policy was comprehensive and reflected the way in which homework is undertaken.</p> <p>Visitors – The Headteacher confirmed that there were very few amendments to the policy but confirmed it met the requirements of Keeping Children Safe in Education.</p> <p>The policies were reviewed and approved by the Full Governing Board and the remaining three will be approved by the relevant committees.</p>	<p>Headteacher Headteacher</p>

<p>8.0 <u>Finance</u></p> <p>8.1 <u>SFVS – Schools Financial Value Standard</u></p> <p>The Chair of Finance reported that the standard was completed at the last Finance Committee meeting and there were no actions identified – this has been the case for a number of years.</p> <p>8.2 <u>School Budget 2018/2019</u></p> <p>The Chair of Finance tabled the budget agreed by the Finance Committee which has been submitted to the Local Authority by the required deadline. The detailed budget sheet was reviewed in detail and the following points noted:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Total school income 2018 2019</td> <td style="text-align: right;">£1,435,578</td> </tr> <tr> <td>Total school expenditure 2018 2019</td> <td style="text-align: right;">£1,447,837</td> </tr> <tr> <td>Total school budget reserve c/ fwd. to 19/20 (predicted)</td> <td style="text-align: right;">£ 142,664</td> </tr> <tr> <td>Total pupil premium grant</td> <td style="text-align: right;">£ 177,369</td> </tr> </table> <p>The Headteacher agreed to investigate a mobile phone contract regarding the increased telephone charges probably due to phoning mobile numbers.</p> <p>CIC's were discussed for the Friends of Pondhu School the Headteacher agreed to investigate further.</p>	Total school income 2018 2019	£1,435,578	Total school expenditure 2018 2019	£1,447,837	Total school budget reserve c/ fwd. to 19/20 (predicted)	£ 142,664	Total pupil premium grant	£ 177,369	<p>Headteacher</p> <p>Headteacher</p>																												
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<p>9.0 <u>Safeguarding</u></p> <p>9.1 <u>Headteacher's Update</u></p> <p>VIST'S received</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">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> <tr><td>16.05.2018</td><td>5</td></tr> </tbody> </table> <p>MARU referrals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">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> <tr><td>16.05.2018</td><td>3</td></tr> </tbody> </table> <p>Child Protection / Child Plan</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">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> <tr><td>31.01.2018</td><td>0</td><td>8 (5 families)</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	16.05.2018	5	Date of FGB	MARU Referrals	20.09.2017	1	22.11.2017	0	31.01.2018	0	07.03.2018	0	16.05.2018	3	Date of FGB	Child Protection	Child Planning / CHIN	20.09.2017	0	1	22.11.2017	0	9	31.01.2018	0	8 (5 families)	
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<p>10.0</p>	<p><u>Staffing Update</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> ▪ Mr Martin is still absent. ▪ Miss Hickie is still absent. ▪ Mrs Hart is recovering well and it is anticipated she will back on a phased return to work later this term ▪ Maternity Leave returners: Mrs Burgess will be returning after half term. Mrs Bunt and Mrs Parekh will both be returning by the end of term. It was asked whether the Headteacher had been aware of the return dates due to the implication on the budget. The Headteacher confirmed that she had received the statutory 3 weeks' notice of intention to return. ▪ Miss Almey has returned on a three-day week. 																											
<p>11.0</p>	<p><u>Nursery</u></p> <p>The Headteacher reported that she has spoken at both Parent's Forum and following that circulated a parental questionnaire. Three responses were returned. She has also received a very informative email from an alternative provider and this was read to the Governing Board.</p> <p>The Headteacher explained that the budget had already made the decision regarding a Foundation Stage Unit. She explained to operate from 8 am there</p>																											

	<p>could be one member of staff, however after school two members of staff would be required for the after-school period. Following discussion, it was agreed that as only three replies were received and based on the information supplied by the alternative provider that there was not sufficient numbers to proceed to offer wraparound childcare for a few children. The Headteacher reported that a small fund might be allocated to the school for publicity of the nursery, she will action accordingly.</p>	Headteacher
12.0	<p><u>School Visits Training</u></p> <p>It was agreed to postpone this agenda item to the next meeting.</p>	Next FGB Agenda
13.0	<p><u>Chair's Report</u></p> <p>Nothing to report.</p>	
14.0	<p><u>Clerk's Update</u></p> <p>The Clerk suggested governors visit: https://www.gov.uk/government/publications/schools-financial-efficiency-metric-tool At this website you can get a quick snapshot of how efficient a school is – the URN for Pondhu is 111894. A score of 1 is the most efficient and 10 the least, the score for Pondhu is 4, the Clerk reminded governors that this was for 15/16 but the 16/17 scores are due to be updated any day.</p>	
14.0	<p><u>Impact of Meeting</u></p> <p><u>Governors agreed:</u></p> <ul style="list-style-type: none"> • Financial accountability of the school continues to be monitored. • Use of Pupil Premium funding is evidenced and well managed. • Safeguarding continues to be a high priority for the school. • General wellbeing and effectiveness of the school was evidenced. 	
15.0	<p><u>Dates/times of Full Governing Board Meetings – 2018</u></p> <ul style="list-style-type: none"> ▪ Wednesday 11th July, 2018 at 5.00 pm – <i>Please note revised date!</i> <p><u>Committee Dates:</u></p> <ul style="list-style-type: none"> ▪ Premises – Tuesday 19th June, 2018 at 12.30 pm ▪ Personnel - Tuesday 19th June, 2018 at 1.30 pm ▪ Finance - Tuesday 19th June, 2018 at 2.15 pm ▪ Curriculum – Wednesday 20th June, 2018 at 2.00 pm <p>Subject Leaders Meeting with governors – Wednesday 20th June, 2018 at 3.30 Sports Day – Friday 25th May, 2018 – all governors were invited</p> <p>The meeting closed at 6.47 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 11th July, 2018

Signed: **Chair**
Mrs Sandra Heyward

Dated: **Wednesday 11th July, 2018**

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

WEDNESDAY 16th May, 2018

ITEM:	ACTION:	WHO:	BY:
4.2.2	Matters Arising – Item 4.2.1 – Benchmarking – Carry out a benchmarking exercise.	Finance Committee	Next committee meeting
5.4	PE Premium/Sports Grant Report – Confirm national standard regarding swimming 25 metres.	Mr Cooper	11.07.2018
7.0	Policies – Alter wording of ‘prize’ to ‘reward’ in attendance policy. Clarify criteria of rewards in newsletter.	Headteacher Headteacher	11.07.2018 11.07.2018
8.2	School Budget – Investigate mobile phone contract. Investigate CIC’s for the Friends of Pondhu.	Headteacher Headteacher	11.07.2018 11.07.2018
11.0	Nursery – Investigate small amount of funding which might be available to the school for publicity.	Headteacher	11.07.2018
12.0	Schools Visits Training – Add School Visits Training to the next FGB agenda.	Clerk	24.05.2018