

Marazion School

Minutes of a meeting of the Governors of Marazion School held on
Wednesday 3rd October at 5.30pm

Present: Mrs Caroline Peers (Chair)
Mrs Jenny Rainbow (Head)
Mrs Anne Laity
Mr Jim Allen (Vice Chair)
Ms Tanya Tredinnick
Mrs Del James
Canon Nigel Marns
In attendance: Carolyn Trevivian (Minutes)

1. Apologies and Pecuniary Interests: Naomi Watts

2. Declaration of Business Interests

Declaration of Business interest forms were distributed for completion and returned to the HT. This information will be used to update the Register of Interests for 2018.

Q: Is this information available on the website?

A: Yes, and this time of year, we review the Governors' Area of the website and make sure that all information is up to date. The information is also available in SFVS folder.

Q: Is it effective to do this just once a year?

A: No, it is a good idea to speak to Ed and ask that she reviews this area termly.

3. Election of Chairman 2018-2019

The HT proposed Caroline Peers to be re-elected as Chair and Tanya Tredinnick seconded, the vote was passed unanimously.

4. Election of Vice-Chairman 2018-2019

The Chair proposed Jim Allen be re-elected as Vice-Chair, Canon Nigel Marns seconded, the vote was passed unanimously.

5. Appointment/election of governors, including Link Governors

The HT reported that a letter of resignation has been received from Andy Fox, which was very complimentary and positive with best wishes for the school's future and success. This means that there is a vacancy for a Foundation Governor. The HT proposed Juliette George, Senior Deputy Manager of *Ludgvan Oasis Childcare*, as Foundation Governor and the Chair seconded, this was passed unanimously. This information is passed to Penwith Education Trust (PET) to be finalised. It was noted that terms for Jim and Anne have both expired – both agreed to take on another term as a governor. Tanya proposed Jim and the Chair seconded and the HT proposed Anne Laity and Canon Nigel Marns seconded. Both votes were agreed unanimously.

The HT commented that all committees continue to work well with 3 governors on each. It was also noted that the Chair of each Committee is elected at the first meeting of each committee in the autumn term. The HT thanked the governors for being a strong, committed governing board and for all the dedication and support they have given the school during the last year.

6. Approval of minutes of the previous FGM (July 2018) and Emergency Governors' Meeting (June 2018)

Both sets of minutes were confirmed and signed.

7. Matters Arising from the minutes

- Correction to point 25e in the July 2018 minutes: it is Cornwall College not Penwith College
- Tanya has made a Governors' Suggestion Box, which is now ready to use
- It was agreed that the School Improvement Plan would be a focus in FGM in summer 2 (May or July) and that the Self Evaluation Form would be a focus of FGM in spring 1 (January)
- The Climbing Wall holds still need to be moved around
- The fascia boards need checking, repairing and painting
- Kenton and Kerry are now supporting Breakfast Club, which is working very well

8. Focus for one of the Eight Elements of Effective Governance: 2. Understanding the role and responsibilities

- The Governing Board (GB) is experienced and possesses a wide range of appropriate and extensive skills, which brings different perspectives, an independent view and a 'fresh eye'
- The core of the GB has also been stable for several years, building robust committee structures and gaining experience in the roles of Link Governor, Cohort Governor etc bespoke to Marazion School
- The GB commented that communication is effective and that they have a shared vision of where they want the school to go in order to provide the very best outcomes
- There are several governors who now have experience in chairing a committee
- Each member of the board and senior leaders are approachable and willing to take support, advice and challenge
- The board is also welcoming and committed to transparency of information and decision making
- The GB understands that after professional discussion, compromise is sometimes needed
- The board reported that they trust each other
- Governors emphasised that the role of a governor is as a "critical friend," committed to offering advice and support but also willing to regularly challenge senior leaders
- Governors respect each other and recognise each other's particular skills and talents
- Governors have access to frequent and relevant training
- Discussing key questions at each FGM offers an opportunity to move forward with the GB's thinking and keeps a focus on the quality of governance

The governors then discussed some useful NGA documents and the Marazion School Code of Conduct for Governors. The HT agreed to send this information out again as a reminder.

Q: Could we turn this question and answer session into a "Mind Map" rather than the prompt card as we currently use?

A: Yes, let's see which one we prefer.

9. Focus for KEY QUESTIONS from Governance Handbook: How good is the school's wider offer to pupils? Is the school offering a good range of sports, arts and voluntary activities? Is school food healthy and popular?

Please note that this will be discussed at November FGM

10. Outcomes 2018

Outcomes headlines were given at the FGM in July 2018 and the Outcomes Committee meets next week with Jason Hurr next week to carry out further data analysis. Senior Leaders have also scrutinised 2018 data during a School Effectiveness Cornwall (SEC) Associate Consultant (AC) meeting in September 2018.

11. Committee Reports:

- a. *Outcomes and Quality of Teaching, Learning and Assessment* 11th July – this meeting is next week and now at a new start time of 2pm
- b. *Pay Committee* 12th September 2018 – there was a verbal report about changes to pay for support staff and 2018 pay awards.

12. Visiting Governors' Reports:

- a. *SIP Review Priority 3 GMDf* – this report has been sent to all governors
The HT reminded governors that cohort visits are due this term and to try and arrange to support a creative session or a launch or outcome. This was really successful last year.

13. 2018-2019 School Budget Update

There are currently 135 pupils on roll with 11 pupils joining in September 2018. Governors on the Finance Committee receive a monthly update of the school budget. It was agreed to monitor the budget closely this year in order to think about staffing from September 2019. Governors noted that the Finance Committee is a Finance and First Committee and also includes discussion about staffing.

14. PE and SS Allocation

A document was circulated showing the budget breakdown and allocation set by the Bursar for PE and SS this school year and Governors asked to agree the £17,147 allocation. This was unanimously approved by Governors.

15. Health and Safety and Safeguarding Update

- The HT commented on the number of current open cases
- The HT reported that the school had received 1 ViST so far this year

Q: Is Operation Encompass' still running?

A: Yes – that is still a service that Devon and Cornwall Police offer to schools

- There will be an H&S panel and Behaviour & Safety panel during the autumn term
- Edna and Jim will continue the twice-yearly full Health and Safety check of the school site

Q: Is PAT testing still compulsory?

A: Yes, and it is on the procurement calendar

- There are termly and yearly reviews of Near-Miss (yearly) and Incident Book (termly), which are used to learn from situations and to look for patterns of behaviour. The outcomes of these reviews was shared with governors.

16. UPDATES

a. Penwith Education Trust Report

PET are organising and managing a range of training for PET schools in autumn and spring terms

- ### **b. Marazion Oasis** – governors discussed plans to work in partnership with Marazion Oasis, starting in November 2018. All agreed that this was an opportunity to increase places for high quality childcare in the local area.

17. Governors' Training

Governors are invited to attend "Keeping Children Safe (KCSIE) 2018" training on **22 November at 3.45pm** at Marazion School. Governors were asked to make sure that they let school know if they undertake any training that is relevant to their governor role. It was note that Naomi and Juliette may want to attend governor induction training.

18. Governors's Skills Audit 2017

The current Governors' Skills Audit was circulated and showed an excellent range of skills and experience with each question scoring 4 or 5 overall. This audit supports the discussion that governors had at the start of this meeting.

- ## **19. Correspondence:** *Ofsted Handbook*, January 2017; *Keeping Children Safe in Education*, September 2018; Marazion School Vision and Aims; September 2018 Management Report Governors were signposted to the above documents as paper copies. Governors were asked to take the current vision and aims away and review them ready for the next meeting.

20. Marazion School Policies recommended for approval:

- ### a) Behaviour Policy; Confidentiality Statement, Safeguarding Statement; Governors Decision Planner; General Code of Conduct; Visitor Policy
- All policies were approved.

21. Approval of dates for Governors' meetings 2018 -19

These dates were noted and agreed for the next school year.

22. Any other urgent Business:

- ### a. School email addresses
- the HT emphasised the need for Governors to use ONLY school email addresses.
- ### b. Funding bids:
- The Department of Education (DfE) bid to develop the skills and experience of Early Careers Teachers and to aid retention of staff has been successful. The HT asked governors this project could include international travel for staff, as recommended by the DfE. Governors approved the allocation of funds for these international visits and agreed that they should be available to teaching staff.
- ### c. Governors' Annual Competition winners for 2018
- have been announced the winning designs are to be used as part of our Plastic Free School (PFS) campaign.

The meeting ended at 7.15pm

Date of next FGM Wednesday 21st November at 5.30pm