

## Marazion School

Full Governors Meeting (FGM)  
Wednesday 21<sup>st</sup> November at 5.30pm

*Governors are reminded that, in accordance with Regulation 16 (b) of the School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, if they have a conflict of interest in any issue(s) to be discussed at the meeting, they are obliged to declare the interest, withdraw from the meeting and not participate in any discussion about or vote on the item(s), in which they have declared a pecuniary interest. Governors were reminded also that, if there have been any changes in a Governor's business interests since completing the business interest declaration form previously, the Business Register should be updated accordingly.*

Present: Mrs Caroline Peers (Chair)  
Mrs Jenny Rainbow (Head)  
Mr Jim Allen (Vice Chair)  
Ms Tanya Tredinnick  
Mrs A. Laity  
Mr P. Hamilton  
Ms J. George  
In attendance: Carolyn Trevivian (Minutes)

1. Before the meeting Sue Smith from Cornwall Council presented **A Competency Framework for Governance, January 2017**. In summary the document aims to assist with the development of effective, competent governance and outline measures, which can be used to monitor competency and progress. Sue had looked at the document in more details with the Headteacher; Chair of Governors and Link Governor for Safeguarding before the meeting.

Governors had 10 minutes of professional discussion about the document. Governors agreed that the way the 6 areas of focus included *Everyone on board* and *The chair* with each of the latter divided into *Knowledge* and *Skills and effective behaviours* was very useful, in particular for the Chair of Governors. Paper copies of this document were available at the meeting and the document had also been shared with governors by email.

The Chair thanked Sue for attending.

The Chair welcomed Mrs Juliette George as a new Foundation Governor.

2. **Apologies:** Mrs. D. James, Mrs N. Watts, Canon Rev Nigel Marns  
**Pecuniary Interests forms** have been completed and returned.
3. **The Governors' Declaration of Business Register has been updated for 2018.**
4. **Minutes of the previous FGM October 2018** were approved and signed by the Chair.
5. **Matters arising from the minutes**
  - Governors' area of the website has been reviewed
  - The climbing wall holds need changing

- The useful documents discussed at the last FGM have been sent out to governors and are available as paper copies at this meeting
- Detailed 2018 Outcomes information was in the November 18 Leadership Report and so 2018 Outcomes is not an agenda item for today
- Correction to item 14: “...budget breakdown and allocation set by the Bursar” to be corrected to “managed by Governing Board and staff with support from the Management Accountant”
- Item 8: The HT showed a draft Mind Map she has produced following Jim’s idea of changing prompt cards to Mind Maps. It was agreed that Mind Maps would now be used. (See point 10 below)
- The Health and Safety Check is now going to be carried out by Edna and Tanya.

## 6. Terms of Reference

The Terms of Reference for the role of the governing body was circulated and reviewed. Jim suggested adding additional wording from the *Competency Framework* document regarding working for the benefit of the whole Governing Board and working towards group (not individual) decisions.

## 7. Governors’ lists November 2018

Jim and Anne have been elected to serve a further term of office.

Juliette George’s term as Foundation Governor started on 03.10.18.

Governors reviewed their roles and responsibilities. It was decided that Jim will take on the role of Link Governor for online Safety – this role includes being the Lead Governor for Driver 2 in the School Improvement Plan, working with Staff Lead, Laura Holmes.

Updated Governor Lists will be sent out to governors and are also available on the school website.

## 8. Governors’ draft Annual Statement 2017-2018

The HT asked Governors to review the draft and submit their comments by the next FGM in January 2019. The annual statement will go on the school website until then as a draft.

## 9. Leadership and Staffing Report November 2018

This had been circulated prior to the meeting. Governors confirmed that all items had been previously discussed in full and there were no further questions.

## 10. Focus for one of the Eight Elements of Effective Governance: 3. Good Chairing

To be discussed at the meeting on 16<sup>th</sup> January 2019

## 11. 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?

- Governors agreed that the school’s wider offer is wide-ranging, high quality and excellent and that this was exceptional for a primary school in current times
- The specialist teaching for music; PE and SS and Art and DT along with in-school counselling is innovative and effective supporting the whole child

- The governors felt that a strong commitment to supporting emotional well-being was brave and right and much needed for the school community
- A Parent Governor commented that frequent text reminders for calendar items are testament to the wide variety of activities, events and visits on offer and that a wide range of experiences should be at the heart of the school curriculum

Q: Are the Art Ladies still holding sessions?

A: Yes, each class has 2 days of specialist art each year. In addition, Emma and Lesley sometimes carry out work on learning environments

- The food served at the school was commended by governors as being of a high quality and the HT commented that lots of staff eat in school regularly

Q: Does the school monitor the quality of packed lunches?

A: Yes, lunch staff check the quality of the packed lunches and staff would engage with families to improve this. The School Council are also keen to look at signposting what a healthy packed lunch looks like – this includes investigating how to make a lunch box plastic free.

Governors looked at examples of both a postcard and a mind map and agreed that a Mind Map should be used in future to record the outcomes of ‘key question’ discussions (and not a postcard as before).

## 12. Outcomes 2018

A case study was distributed showing one pupil’s primary journey through Marazion school from Year R to Year 6. The case study included information about interventions, pupil premium allocation and opportunities and support given. The HT commented that, following on from a recent CAPH LADO workshop, case studies would also be used to capture the effectiveness of safeguarding procedures at Marazion School.

## 13. Committee Reports:

- Outcomes and Quality of Teaching, Learning and Assessment 11.10.18
- Finance and First 17.10.18

The reports have been circulated for both committees.

## 14. Governors’ Monitoring Visit Reports (no visit reports to share currently)

The HT has sent out the monitoring calendar and asked governors to set dates for monitoring visits.

## 15. 2018-2019 School Budget Update

We are now coming to the end of this year’s budget and organising the budget for 2019-20. The Headteacher reported that the Management Accountant is working with governors to look at funding for expanding the school site.

Q: How are the plans developing for the school site?

A: So far, there are plans for summer and winter learning spaces, a bee and butterfly corridor and a mini-woodland.

## 16. PE and SS Allocation 2018-2019

Governors were reminded of the 2018-19 PE allocation that was approved at the last FGM and that this document is on the school website.

### **17. Health and Safety and Safeguarding Update**

The HT gave a safeguarding update referring to the safeguarding log, which details any concern forms received; actions that followed including any referrals to the MARU and the outcome of the referrals. There was a discussion about the number of concern forms received and, if there are less concern forms, are there less concerns? It was decided that there is always a context around safeguarding and it is important that this context is documented and shared as appropriate.

The HT gave more feedback from a recent CAPH LADO safeguarding workshop, which was the idea for a Time Out for Safety (TOFS) termly meeting with a focus on health and safety and safeguarding. The first TOFS meeting is planned for spring 2019.

Governors were reminded that we have a full Health and Safety audit in February 2019.

### **18. UPDATES**

- a. Penwith Education Trust Report – the HT reported that the calendar of training fully funded by PET is a great success
- b. Marazion Oasis Nursery – Juliette reported that Marazion Oasis has now been open for 2 weeks after being revamped and re-painted and has been very well received by the local community. Marazion School and Marazion Oasis will continue to be closely linked and will share days out/activities and transport
- c. School Grounds – a new poly tunnel is currently being put up on the school site.

### **19. Governors' Training**

Governors updated their training calendar.

- Jim has taken part in a safeguarding update at Cornwall College
- The HT and Juliette will sort a date for Juliette's Governor Induction
- Jim recommended "Experienced Governor" training as a valuable course for governors
- Del and Jenny are attending safeguarding courses in December

**20. Correspondence:** *Keeping Children Safe in Education, September 2018*; Marazion School Vision and Aims; November 2018 Management Report; *What governors do; What to expect*. These documents were available as paper copies.

### **21. Marazion School policies recommended for approval:**

- a. *Acceptable Use; Online Safety; Exclusion; 2018 amendments to Pay Policy; Visitor Policy; Performance Management; Capability; After School Provision;*

These policies were recommended for approval and approved unanimously

- Caroline proposed the policies and Jim seconded.

- b. Governors were reminded about *Privacy Policy* and *Data Protection Policy*
- c. Governors were reminded that the Relationships and Sex Education Policy is in consultation for this school year

**22. Confidential Matters** – see separate minutes

**23. Any Other Urgent Business:**

- a. School email addresses - Ashley will be in school tomorrow and will look into recent problems with governors' emails
- b. Cohort Governors 2018-2019 were confirmed
- c. Governors' Annual Competition winners for 2018 – the winning designs will now be made into flyers local designer Jane Rawlins.
- d. SEF Review is in January 2019.
- e. Information about the NEW Ofsted Inspection Handbook from September 2019:
  - An Education Inspection Framework which has a more positive, cohesive focus
  - Outcomes not measured as an isolated area but assessed as part of the whole school programme, embedded in the overall level of achievements, ethos, focus and approach.

**The meeting ended at 7.15pm**

**Date of the next Full Governors' meeting Wednesday 16<sup>th</sup> January at 5.30pm**