



MARAZION SCHOOL

Minutes of the General Meeting of the Board of Governors of Marazion School held on
Wednesday 17 July 2019 at 5.30pm

Present: Mrs Caroline Peers (Chair)
Mr Jim Allen (Vice Chair)
Mrs Tanya Tredinnick
Mrs Anne Laity
Mr Pete Hamilton
Mrs Juliette George
Canon Rev Nigel Marns
Mrs Jenny Rainbow (Headteacher)

In Attendance: Ms Vicky Otter (Marazion Coaching Project) and Mrs Kerry Horner (Clerk)

Apologies: Mrs Delyth James and Mrs Naomi Watts

It was noted that, in accordance with The School Governance (Roles, Procedures and Allowances)(England) Regulations 2013 Part 4, Regulations 14, a quorum was present being eight governors. In order to evidence that governors are providing challenge to leaders in the school, these questions are highlighted (in yellow) in the minutes.

1 Marazion Coaching Project

VO gave the Marazion Coaching Project (MCP) presentation; VO has been working with Y4 and Y5 since February. The philosophy behind the project is looking at words like true, happiness, wellbeing and confidence, in general people try to be 'more' true, 'more' happy etc, making these statements suggests there is something not right. The project aims to show children that confidence and wellbeing is always there and can be revealed and uncovered (not built or improved). MCP is about waiting for minds to settle and clear, which will help learning by listening, summarising and questioning. The children have started to recognise the difference between mentoring and coaching.

Q: Moving forward, what are you offering?

A: Coaching continues to be offered to schools as well as new group programmes running over next year and 1:1 coaching. The age range is KS2 upwards and VO is setting up a community interest company to be able to gain funding for children to access the programme where funds are limited.

Governors thanked VO for the presentation. VO thanked Marazion for working with her. VO left at 17.54.

2 Learning Walk: School Site

Carried forward to the next meeting when there should be more to see.

3 GDPR Update: iCT4

Governors agreed to extend iCT4's data protection service costing approx. £1K to set up and train an iCT4 data protection officer (DPO) to ensure GDPR compliance across the whole school.

4 Declaration of Interest

There were declarations of interest from JG and NM linked to Marazion Oasis

5 Minutes of the last meeting

The minutes and confidential minutes of the FGB meeting held 8 My, copies of which were circulated with the agenda, were signed and approved as a correct record.

6 Matters Arising

6.1 Item 4: SJ to be trained to change the holds on the climbing wall.

JR

6.2 Item 4: Governor Outlook calendar to be implemented.

JR

6.3 Item 4: Governor competition entries sent to JC, governors to consider flags next year.

6.4 Item 18: PH to complete SEN standards governor monitoring visit with SO in September.

PH

7 Leadership Report

Pupil Numbers

NOR 135. Autumn reception intake is 11, 8 from Marazion Oasis (MO). 19/20 NOR 128, budget set at 123 pupils. Governors discussed how the school has started to promote itself further through school Instagram and twitter accounts, including going viral with Kylie and Danni Minogue following the school. Website review will add Marazion School blog to front page.

Governors agreed to purchase a phone tablet so that these accounts could be managed more easily.

ALL

Q: Who manages these accounts?

A: Zoe Williams

MO pupil numbers are rising and the school continues to work collaboratively with MO.

8 Focus for Key Questions from Governance Handbook: *What is the school's record on attendance, behaviour and bullying?*

- Governors agreed that attendance is well managed by staff, governors and senior leaders and that the aim is for open and honest discussion between families and school. There is also excellent support and challenge provided by the Education Welfare Service
- Behaviour is managed through a consistent approach applied by all staff, pupils and governors
- Behaviour policy is reviewed at least annually
- There are termly governor monitoring visits focused on behaviour
- The latest Ofsted report (September 2017) reported that bullying does not seem to exist in the school
- This is evidenced in a separate Anti-Bullying policy, which includes comments from pupils as well as information about the whole school approach to bullying
- There is a whole school positive, proactive and consistent approach to bullying (including online bullying) with zero tolerance. We do not take part in anti-bullying week as we (staff, pupils, parents and governors) all manage bullying as part of daily school life – EVERY day.
- This approach was supported by excellent training by Brook – for staff and governors.
- Staff are approachable with channels of trusted adults, circle time, assemblies, visitors (for example, NSPCC)
- Children are given ownership and know that they have a responsibility to challenge bullying and injustice too
- A strong whole school ethos, including 'Marazion Manners' supports this
- Of course, pupils make mistakes, and the adults always strive to make sure that it does not escalate to bullying
- There is a 'Near Miss' log and an 'Incident Book' that track patterns of behaviour and use of language every term and this is reported to staff and governors.

- Effective staff inductions and regular training support constant review of protocols and procedures
- There is an open door policy and all parents are encouraged to speak to the school with concerns. The most important thing that we do is listen.

9 Focus for Key Questions from Competency framework for Governors: Confident

To be discussed at FGB September 2019.

10 Committee Reports

10.1 Behaviour and Safety

Governors have already received the B&S report of 5 Jun 19.

10.1.2 The business manager has key points and actions from the recent successful Health and Safety audit. The governors congratulated Edna Smith for her hard work managing the audit. JA reported:

- a) Contractors needed an improved audit paper trail ie risk assessments, even though they often work when children are not at school
- b) Updated COSHH for caretaker
- c) Public liability insurance, hiring of hall covered under users' insurance. **Governors were concerned with safeguarding and duty of care if children were present eg summer school or football. JR to check.**
- d) Risk assessments to be completed when we return from a visit. **Governors noted** there has to be room for common sense should an unexpected opportunity/incident occur. **Governors advised** taking blank risk assessment forms on visits for unexpected incidents.
- e) Fire risk assessments to be activated when changes are made to rooms.
- f) Staff working from home, VDU training to be added to rota.
- g) KCSIE 2018 is always with external trainers, reminder top up has been added to training calendar.

10.2 Emergency First

Governors have already received the EF report of 27 Jun 19.

11 Visiting Governors' Reports

11.1 JR thanked governors who monitored this year's SATs and PSC.

11.2 Behaviour GMDF

The governor monitoring discussion forms (GMDF) have covered a broad range of behaviour this year - after school cubs, sporting fixtures, London visit, lunchtimes and the behaviour of particular age groups – Year 6 and Year R.

12 Financial Update – School Budget 2019-20

Governors were reminded that the management accountant (Louise Macdonald) is in school every month. It was reported that the £13K bid from the healthy pupil capital fund has been approved.

13 Outcomes 2019

Reading and writing are above current national averages, maths and combined reading, writing and maths were below.

There was 20 minutes professional discussion about 2019 outcomes, including scrutiny of information gathered to support Year 6 teacher assessment judgements in maths.

Q: What maths provision has been in place this year?

A: Laura Holmes has taken part in an maths mastery project, which will continue into the next school year. This project included external moderation. There is a consistent whole school

pedagogy that has been developed over the last 3 years to include fluency, problem solving and reasoning at the heart of learning and teaching in maths.

Q: Is teacher assessment robust?

A: There has been support from a Data Consultant to put in place a new system of pupil tracking, which is more efficient and effective than the previous system. Year 6 maths SATs results included 5 pupils who scored 99 and 1 pupil who scored 98 (not 100). An Outcomes meeting has been held to analyse the 2019 maths data and identify further actions. There is another Outcomes meeting planned for early in the autumn term, supported by our external Data Consultant – Jason Hurr. Sue Smith (our Associate Consultant) is also in school during the 1st week of September and she will be able to give an external overview.

Governors agreed that we should also celebrate the successful outcomes in early years, Year 1 and Year 2 phonics, Year 2 external moderation and reading and writing in Year 6 SATs, which are all in line or above current national averages. Governors also discussed the outstanding support for and commitment to the whole child and welcomed the new Ofsted framework from September 2019, which seems to promote a broader and more balanced curriculum for primary schools. This is something that this Governing Board has supported and been passionate about for the last 8 years.

14 Health, Safety and Safeguarding

S175 complete. Marazion's Y6 exit survey being shared with other schools, JR to email to governors. *MyConcern* software going live from September, which will store all safeguarding information. Edna Smith is facilitating MC training for all staff.

JR

Q: Where is this data stored?

A: Electronically – safely in a cloud.

There was a verbal update about current 'open cases' and the outcomes of concern forms received since the previous FGM.

15 Updates:

15.1 PET

PET are organising a climate change conference on Nov 12. JR to check with PET that it does not clash with other events.

JR

15.2 Marazion Oasis

NM/JG declared an interest.

Outdoor learning training completed for 2 staff. Graduation day held for preschool with hats and gowns, governors will be invited in future. MO will not be providing care for all of the summer holidays but Ludgvan Oasis will. Quote awaited to repair MO fence posts, which are rotten. **Governors advised** contacting Jo Cooper – the Learning Outside the Classroom expert as she may have contacts with local experts who can carry out this repair.

15.3 School Site

15.3.1 School site plan to be sent to governors who asked for weekly update as governors need to know if they can match fund. Quotes out to tender to take out the posts to move the fence in the summer holiday, repairing MO posts to be considered at the same time. **Governors approved** the latter spend at approx. £500. JR to organise a date for plans to be displayed for governors in September.

JR

15.3.2 It was reported that the last meeting with the Marazion Playing Field Committee went well with decisions made about work to be carried out over the summer holidays.

16 Governing Board Matters

16.1 Governor Monitoring Visits

CP to meet with SO/JR on SIP priority 2.

PH

16.2 Correspondence

Governors received: Ofsted education inspection framework, May 2019; School inspection handbook, May 2019; Improving Behaviour in Schools: Guidance Report, Education Endowment Foundation (EEF); Governance Handbook, March 2019

16.3 Governor Training and Development

Training log up to date and distributed. Cornwall governor conference 10 October and Diocese training offer 19/20 to be sent to governors.

KH

17 Review

17.1 SEND Information Report, SEND Policy and Learning Outside the Classroom

Carried forward to September 2019.

17.2 Access Management Plan

Governors ratified the access management plan. To be reviewed every 3 years.

17.3 Financial Scheme of Delegation

Governors ratified and signed the financial scheme of delegation. To be reviewed annually.

17.4 Governors' Allowance Policy

Governors ratified the governors' allowance policy. To be reviewed annually.

17.5 GDPR Policies

Governors ratified the data protection 2018 policies. To be reviewed annually.

17.6 SRE Policy

Questionnaires being sent to parents in the autumn term. **Governors recognised** it is important to teach the right level at the right time, speak easy can be helpful for parents.

18 Confidential

In accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Part 4, Regulations 15, the governors resolved that no item be classified as confidential, minutes will be made available for inspection by anyone wishing to do so.

19 AOB

19.1 Funding Bids

Governors agreed to the following funding: Promotional booklets; CCTV at £1,184; Canteen door at £4,383; and Front door at £5,693.

Governors requested additional tenders for painting. JA to provide contractor names.

JA

19.2 Parent Communication

Governors discussed mixed aged classes and how to manage communication. **Governors agreed** that a letter to be sent to parents of all pupils that will be in a mixed aged class from September informing them of the decision and giving the opportunity to discuss the matter on the phone or to have an appointment with the headteacher. Parents can then make their own decision about what they want to do next. It was also agreed that this information would be in the school newsletter/sent out by text before the letter goes out in the post.

The names of new classes: Reception Class 1: **Melody**; Class 2: **Harmony**; Class 3/4: **Dynamics**; Class 5: **Opera**; Class 6: **Pitch Perfect**.

20 Date of Next Meetings

FGB at 5.30pm: 25 Sep 19; 20 Nov 19; 15 Jan 20; 11 Mar 20; 6 May 20; 15 Jul 20

The chair thanked all governors for their attendance and the meeting closed at 20.00.

Signed Date