

Marazion School

Full Governors Meeting
Wednesday 13th March 2019 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: Caroline Peers (Chair)
Jim Allen (Vice Chair) arrived @ 6pm
Jenny Rainbow
Del James
Anne Laity
Tanya Tredinnick

In attendance: Edna Smith (Minutes)

1. Learning Walk

To be carried forward to May (weather dependent) when it is lighter and possibly better weather. JR suggested perhaps AL could do it when she is in school with some Year 6 pupils.

2. Apologies and Pecuniary Interests

Rev Nigel, Juliette George, Naomi Watts.

JR declared the usual interests as recorded on the Governors' Business Register at the beginning of the school year.

3. Approval of minutes of the previous meeting (January 2019)

The minutes were approved and signed by the Chair

4. Matters arising from the minutes

- JA to arrange date to change the holds on the climbing wall with Steven Jenkin so that he knows how to change them in the future
- The governors discussed a safeguarding issue from the January 2019 FGM regarding when a child leaves our school and moves away from the area. JR clarified that when a child leaves school there are set protocols to follow, including working with the person responsible for pupils missing in education at Cornwall Council. As a matter of course we ask parents which school they are going to and, if out of County, we contact the school and ask if they have a place there. If there is any Child Protection paperwork, this must be securely forwarded, usually to the SENCO or DSL, within 5 days of the pupil leaving the school following regional and national advice. JR also commented that the school are about to transfer from a paper based safeguarding reporting system to an electronic one: 'My Concern'
- All governors now use school email addresses for correspondence. ES agreed to look into the use of the 'Outlook' calendar as another way to remind governors about dates for meetings. ES to ask Ashley from ICT4 if that is possible. JR confirmed that the office also always phones governors before meetings to remind them.

5. Staffing Update

Discussed under the Confidential Minutes.

6. Focus for KEY QUESTIONS from *Competency Framework for Governors (CfG)* Committed - This will be discussed in May 19 FGM.

Governors discussed focusing on questions from CfG moving forward, starting with the 4 Cs.

Q: Will these questions still be transferred on to a Mind Map?

A: Yes – we find the mind maps extremely useful.

7. Focus for one of the Eight Elements of Effective Governance

3. Good Chairing

- Current chairing is working well and is robust
- Effective training for a chair is possible using existing capacity
- We now have several very experienced Chairs. This was an area for development about 3 years ago and we have worked hard to support governors moving into this role
- The Chair of a committee develops expertise in the area that the committee support, for example – finance; personnel; pay
- Chairing can work to peoples' strengths in their personal and professional life or they can build new strengths from taking on the role of chair
- With experienced and very effective chairs we have a succession plan moving forward if we need to support more inexperienced governors taking on this role
- It was agreed that a person should have at least 3 years chairing so they can have a good understanding of what happens in a school at different times of the year and of all the different roles of the Governing Board in this
- Confidentiality is essential and important for anyone in a chair's role

Q: Do we need to be looking to plan for next term for a new Chair of Governors?

A: No, the chair doesn't have a term like a governor. The C of G is voted in annually in September.

8. School Improvement Plan (SIP) 2017-2020

Governor Leads on the SIP were reminded to meet with their Staff Lead before the end of this school year or alternatively attend the SIP staff meeting on Thursday 16th May. The next SIP runs from 2020-2023 so we are moving into this next cycle during the next school year.

9. School Self Evaluation (SEF)

It was agreed that this should be carried forward to the next FGM so that more governors can take part in this review. JR commented that the format of the SEF would change next year to be in line with the changes in the new Ofsted Inspection Framework coming out in September – the Education Inspection Framework (EIF). Details of these changes (a powerpoint presentation by Richard Light) have already been sent out to governors. It was noted that we no longer have a pupil premium (PP) Link Governor (LG) as the FGB approves the PP allocation. However, it would be a good idea to have a LG for Curriculum from September.

Q: Is the EIF focusing on a broader curriculum for primary schools?

A: Yes and it is aiming to reduce the focus on data analysis during an inspection and focussing on the overall quality of education offered instead.

10. Outcomes Update (includes Case Studies)

Following a recent safeguarding update, JR confirmed that we are now going to do specific safeguarding case studies as well as our usual termly case studies, which usually focus on progress of pupils. A safeguarding case study was shared with governors.

Q: It seems that the case study still includes information about the progress of the pupil?

A: Yes but the context of the case study includes links to our safeguarding procedures and our liaison with outside agencies.

11. Budget 2018-19 Update

Governors discussed:

- 2018/19 financial year / new financial year of 2019/20
- Number of pupils on roll for September 2019
- Planning for houses in the local area
- Working relationship with 'Marazion Oasis'
- Hardship grant from Rotary Penzance for our families
- JR asked the Governors if they would agree to £1000 being set aside to support the cost of the London trip to cover the adult expenses as these costs are not included in the cost for pupils in order to keep the cost affordable. Governors unanimously agreed to this.

12. School Financial Value Standard (SFVS) 2019

The closing for the SFVS to be sent to Cornwall Council (CC) is 31st March 2019. The Marazion SFVS was agreed and approved. JR agreed to send SFVS to CC.

13. Marazion Oasis (MO)

Numbers for this year are currently low but, with the new opening times, 8am - 6pm (this will be under review) it is hoped that numbers will steadily rise over time. Paula Hall (Marazion School - MS) and Bryony Sedgeman (MO) are aiming to work together and both are completing the Outdoor Leader training to strengthen this with both settings working closely together in our new outdoor space. Through some joint fundraising, MO have secured £10,000 for a Forest School Worker and MS have submitted a bid of £13,000 to the Healthy Pupils Capital Fund of Cornwall Council.

14. Committee Reports

- a. Finance and First 30.01.19
- b. Outcomes and Quality of Teaching, Learning and Assessment 31.01.19

Both reports have been shared.

15. Visiting Governors' Reports

- a. Behaviour GMDF
- b. EYFS GMDF

GMDFs are shared with all governors.

16. Safeguarding Update

In light of the recent MOMO issue, school sent out a specific on-line safety newsletter to support parents with this. It was agreed that there should be increased promotion of our annual on-line safety training for parents so that increased number of parents attend.

Part 2 of KCSIE 2018 "Management of Safeguarding" was handed out to all. Governors were reminded that their role is to manage safeguarding, including offering both support and challenge. A verbal safeguarding update was given by JR, which included any

outcomes of referrals, details of open cases, liaison with outside agencies and information about in-house safeguarding procedures since the last FGM.

17. Penwith Education Trust Report

No report was available, the next PET meeting will be held at Marazion School next week.

18. Governors' Training

- JA - Safeguarding training - 28/01/19
- CP / JR - Prevent training and Level 3 Safeguarding
- JR / CP are going to an *Information Briefing* for Headteachers and Governors in May

19. Correspondence

Ofsted School Inspection Update, January 2019; *Making Data Work*, November 2018; *Working Together to Safeguard Children*, November 2018; *Keeping Children Safe in Education*, September 2018; *Information Sharing*, July 2018

Governors were reminded about the importance of above documents.

JR explained that we would like to be an early adopter for the new Relationships Education (RE) curriculum, starting in schools from September 2020. Louise Tremewan has registered our school.

20. Marazion School Policies

- Teaching, Learning and Assessment*
- Child Protection and Safeguarding*
- Peer on Peer abuse*
- Anti-Bullying*
- Lettings*
- Access Management Plan*
- Admissions 2020-21*
- Equality Information and Objectives Statement*

All above policies recommended for approval were unanimously approved, except the Access Management Plan, which will be carried forward to the next H&S meeting and the May 2019 FGM.

21. Confidential Matters

See attached Minutes

22. Spring and Summer Term 19 Dates for Governors

Calendar circulated and dates discussed and confirmed.

23. Any Other Urgent Business

- Catering tender presentation is in May
- Governor Competition is designing outdoor spaces and places for school site
- Some pupils are attending the Youth Strikes Climate Change March in Penzance on Friday 15th March.

24. Date and Time of Next FGM

Wednesday 8th May 2019 @ 5.30pm

The meeting ended at 7.15pm