



MARAZION SCHOOL

Minutes of the General Meeting of the Board of Governors of Marazion School held on
Wednesday 20 November 2019 at 5.30pm

Present: Mrs Caroline Peers (Chair)
Mr Jim Allen (Vice Chair)
Mrs Tanya Tredinnick
Mrs Juliette George
Canon Rev Nigel Marns
Mrs Delyth James
Mrs Jenny Rainbow (Headteacher)

In Attendance: Miss Sara Oliver (Assistant Headteacher) and Mrs Kerry Horner (Clerk)

Apologies: Mr Pete Hamilton, Mrs Anne Laity 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 seven governors. In order to evidence that Governors are providing challenge to leaders in the school, Ofsted have requested that these questions are highlighted (in yellow) in the minutes.

1 EYFS Presentation

SO gave a presentation on development of the curriculum in Reception and Y1, inspired by the 'ABC' training, which all EY staff and senior leaders are attending. The EY Team are focusing on developing a progression of specific skills, keeping children interested, motivated and enabling more playful learning. Children are taught a specific skill with a focus on this skill for the week and then they able to return to this skill in their continuous provision (independent learning). Governors scrutinised the books used to capture and gather learning in Reception and Year 1. Sara explained that these books are currently being developed and trialled to find the best way to capture and gather. She also commented that, at a recent moderation event with local partner schools, the informal books and the development of playful learning was well received. Feedback has also been positive from parents – they felt that this approach really supported the whole child. The EY Team is planning to meet with parents again soon, inviting them to come in and look at books and obtain further feedback whilst the new learning is being embedded.

Governor were impressed with the initiative thanked SO for her presentation. SO left at 1745.

2 Declaration of Interest

There were no declarations of interest in relation to agenda items.

3 Governor Membership

Governors re-appointed Canon Nigel Marns as co-opted governor to serve a four year term.
All governors were in favour.

4 Minutes of the last meeting

The minutes and confidential minutes of the FGB meeting held 25 September 19, copies of which were circulated with the agenda, were signed and approved as a correct record.

5 Matters Arising

Item 12.3: PP Allocation 2019/20 sent to governors. Total PP is at 27%, higher in KS2 at 30% significantly above NA. Admin staff work with parents to make sure that, if they are eligible for PP, they have claimed for it.

6 Focus for Key Questions from Governance Handbook: Are safeguarding procedures securely in place? What is being done to address any current issues, and how will we know if it is working?

- Safeguarding is everyone's responsibility
- There is a safeguarding governor
- Governors understand confidentiality
- Safeguarding governor monitors Single Central Register at least termly
- Annual safeguarding return (S175) is completed annually and sent to Cornwall Council.
- Excellent feedback from Marazion S175 has been received from Helen Trelease
- Last year Helen Trelease sent out our Year 6 Exit Survey to other schools
- Governors receive up to date safeguarding training and updates
- Governors sign a 'Signatures Sheet' to state that they are familiar with the Marazion school procedures protocols and policies
- There are regular safeguarding updates for all staff
- Safeguarding leads are well publicised, everyone knows who to go for safeguarding issues
- Rigorous induction process includes up to date safeguarding information
- As a school it has been agreed that the MOST IMPORTANT thing we do is LISTEN
- Staff and governors are familiar with 'The Culture of Vigilance'
- Staff knows the children very well
- Staff aim to build up trust and engagement with families
- Open Door policy
- Robust and rigorous policies and procedures
- Safeguarding is part of termly Leadership Report to governors

Focus for Key Questions from Competency framework for Governors: Curious. To be discussed at January FGB 2019.

7 Committee Reports

Finance and First 16.10.19

Minutes have been distributed to governors. There has been an increasing spend for repairs and maintenance and other items which have reduced the capital fund.

8 Visiting Governors' Reports

8.1 SENDI GMDF

Report has been sent to governors.

8.2 New Cohort Visits

DJ/JA have visited. Remaining governors were invited to visit if they could before the end of ALL term or if not in the spring term.

9 Financial Update – School Budget 2019/2020 pay awards / allocations / capital spend

9.1 Pay Awards

It was agreed that teachers should receive a 2.75% pay increase, which has been adopted by Cornwall Council.

9.2 PP/SP Allocations

Governors approved Pupil Premium and School Sport and PE allocations. Both allocations are similar to last year as good outcomes have been achieved with these allocations. PP funding for this year is slightly reduced due to reduced numbers of PP children in Reception and KS1.

9.3 Capital Spending

Q: How much is left in capital spending line?

A: We have over £16K - nearly £10K all be spent by March 2020. Governors have already approved this expenditure.

9.4 Parent Volunteers/PTA

The school does not currently have an active Parent Volunteer Group with a Secretary; Treasurer etc Instead, parents are happy to support fund raising events 'on the day.' This year staff and pupils have organised and managed fundraising events and this will continue next year. Therefore, a fundraising line has been created in the school budget with a clear cost allocation and terms of reference. The Management Accountant (MA) will monitor this line monthly, providing a monthly report for the Finance and First Committee as well as carrying out an annual audit for the line. The MA has also recommended that the current PTA account be closed and the funds from this account transferred to the school budget fundraising line. Governors acknowledged there have been some excellent fundraising initiatives providing extra resources, equipment and resources for pupils. **All governors agreed that the fundraising line was an effective way of managing funds and using the support of the MA.**

10 Leadership Report (LR)

10.1 NOR 127

Governors discussed the latest LR, in particular recent publicity and effective use of social media.

10.2 Staffing

10.2.1 Governors were informed that Laura Dale is now covering sabbatical leave for this year and that she had fitted very well into the Marazion Staff Team.

Q: Is this cover more expensive than we budgeted for?

A: Yes, but the F and F Committee considered that this is necessary in order to maintain stability and consistency in the class.

10.2.2 Governors noted that a supply teacher is covering long term sickness absence in Year 4/5

Q: Can we claim insurance for this absence?

A: Yes

10.2.3 Staff capacity is now more flexible.

11 Health, Safety and Safeguarding

11.1 Health and Safety

11.1.1 14xcantilevers are needed, doors need repairing and fascias need replacing, CAW who replaced the front doors are quoting.

11.1.2 The leak under corridor floor has been fixed but needs more attention.

11.1.3 Date awaited from Cormac to replace lights.

11.1.4 A company has been found for the roof replacement in summer 2020. Leak in the classroom is linked to the roof.

11.1.5 Guttering has been done.

11.1.6 Electronic signing in is being installed incorporating CCTV and plastic ID badges.

11.1.7 Management of parking still working well, costs for a barrier is pending.

11.1.8 New minibus is operational, paying over 60 months was cheaper than having it repaired.

11.1.9 Canteen windows and doors are the next big expenditure.

11.2 Safeguarding

The HT gave a safeguarding update including reporting:

- how many ViSTs had been received so far during this school year
- the number of concern forms received
- the outcomes of any concerns
- the involvement of any other agencies

12 Updates

12.1 PET

12.1.1 The PET Climate Change Conference was held on 12 November. It was an inspiring day, raising the profile of Penwith Education Trust in the local area. The behavior of all children on the day was outstanding. Feedback comments identified it as a huge success.

12.1.2 Marazion school, along with other schools in Penwith, is declaring a climate emergency on Friday 29 November, signing up to the Green Charter and choosing 10 things to accomplish in order to make a change. A letter will be sent to parents.

12.1.3 Through PET and other local organisations, the Chair is trying to produce a climate change booklet to give to all children in Penwith at a cost of £8K.

12.1.4 **Governors agreed** to the green polo shirts for Eco Warriors / Green Champions

CP

12.2 Marazion Oasis

Marazion Oasis are due for an Ofsted visit and they have said that the development of the school site is great information for this inspection. Plans are available for governors to view.

JR

Q: Is Marazion Oasis going well?

A: Yes, at the moment, but it takes time to build a reputation

Q: Have we seen improvements on the baseline attainment of learners coming through?

A: It is too soon to say but this is expected over the next couple of years.

12.3 School Site

The school site is now moving forward, but it has been very slow progress so far and we continue to work on making more progress. Governors were informed that this is an all women build and that all materials come within a 10 mile radius.

13 Governing Board Matters

13.1 Training and Development

The training log was updated to include The Climate Change Conference. A Foundation Governor job description was also distributed as well as a case study on how provision has raised attainment and achievement for a pupil.

13.2 Governors' Signature Sheet

Governors signed a sheet stating that they are familiar with the Marazion school procedures, protocols and policies.

13.3 2018-19 Governing Board Annual Statement

Governors approved the governing board annual statement for 2018-19.

13.4 Annual Governors' Competition 2019

The competition winners have been written to and will be updated about the progress of their designs.

13.5 Skill's Audit

Governors agreed to conduct a skills audit. Clerk to send form for governors to complete.

KH

14 Review

14.1 Governors ratified the following policies: Behaviour Policy; Marazion Manners; Instrument of Governance; Online Safety Policy; Acceptable Use Policy.

14.2 Governors were reminded that Relationships Education (RE) Policy is in consultation.

15 Confidential

In accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Part 4, Regulations 15, governors resolved that no item be classified as confidential, minutes will not be made available for inspection by anyone wishing to do so.

16 Date of Next Meetings

FGB at 5.30pm: 15 Jan; 18 Mar; 6 May; 15 Jul

The chair thanked all governors for their attendance and the meeting closed at 18.55.

Signed Date