



MARAZION SCHOOL

Minutes of the General Meeting of the Board of Governors of Marazion School held on
Wednesday 25 September 2019 at 5.30pm

Present: Mrs Caroline Peers (Chair)
Mrs Tanya Tredinnick
Mrs Anne Laity
Mrs Delyth James
Miss Jenny Rainbow (Headteacher)

In Attendance: Mrs Kerry Horner (Clerk)

Apologies: Canon Nigel Marns, Mr Pete Hamilton, Mrs Juliette George, Mrs Naomi Watts and
Mr Jim Allen

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 five 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 Learning Walk: School Site

Deferred to next meeting.

2 Declarations of Interest and Register of Business Interests

Governors completed the register of business interests. There were no declarations of interest in relation to agenda items.

3 Election of Chair and Vice Chair

PH proposed and AL seconded CP as chair of the governing board. **All governors were in favour.**
PH proposed and DJ seconded JA as vice chair of the governing board. **All governors were in favour.**

4 Governor Membership

NM term of office ends 10.11.19. *Post meeting note: NM has confirmed willingness to be reappointed.*

Governors agreed to committee change of name from Outcomes & Quality of Teaching and Learning to Quality of Education.

Q: Is the current committee structure effective?

A: Yes, there are experienced Chairs for each committee Governors and a total of 10 governors on the GB. The school also an agreement with PET if additional support is needed on panels.

5 Minutes of the last meeting

The minutes of the FGB meeting held 17 July 2019, copies of which were circulated with the agenda, were signed and approved as a correct record.

6 Matters Arising

6.1 Item 3: DPO (from iCT4) reported a data protection incident, which was a handwritten address with the wrong number.

6.2 Item 6.2: Governor outlook calendar has been implemented and is available through browsers. Governors were asked to contact the business manager if assistance is needed.

6.3 Item 10.1.2(c) Insurance liability for safeguarding issues was not checked as no summer schools were held.

6.4 Item 4: Competition winners were 2 pupils in Y6 who will receive a letter, their suggestions will be incorporated into the NEWS spaces and places planned on the school site.

7 Focus for Key Questions from *A Competency Framework for Governance*: **Confident**

- Understanding your role and responsibilities
- Knowing the school and the current context, which deepens your knowledge
- Spending time in school
- Working with senior leaders and the staff team
- Knowing the ethos of the school
- Having a shared commitment to a strong vision and aims
- Understanding the committee structure
- Being part of a committee, including the role of Chair
- Trusting others as part of strong, effective team (Governing Board)
- Being judged as Outstanding by Ofsted
- Understanding that not everyone has to know everything
- Learning from others
- Learning from experience
- Having the confidence to challenge (as well as offering support)

8 Focus for Key Questions from Competency framework for Governors: **Are safeguarding procedures securely in place? What is being done to address any current issues, and how will we know if it is working?** *To be discussed at November 19 FGM.*

9 Outcomes 2019

Sue Smith visited with a focus on 2019 Outcomes and the NEW Education Inspection Framework (EIF). She identified that Marazion School has been consistent in working with the new content of the EIF for some time – for example:

- By insisting on a board creative curriculum
- Effective support of the whole child
- The Year 6 *Bright Futures Start Here* project
- Development of a skills based curriculum in YR and Y1
- Effective use of *cultural capital*

Q: What did SS think of current data and what advice could she give?

A: SS commented that each cohort is 'cohort specific' and the school must have the context / story of the data, which explains attainment and progress.

Jason Hurr has also visited and looked at 2019 Outcomes. He commented that:

- 2019 KS2 outcomes were 'a good set of data' with a context
- Phonics and KS2 Reading is consistently robust over time
- SEND children perform exceptionally well
- Maths standards continue to be a focus

10 Committee Reports

10.1 Pay Committee 11.09.19

Governors agreed teacher and support staff awards, minutes are awaiting approval.

10.2 Quality of Education

Item 9 refers. Minutes awaited.

11 Visiting Governors' Reports

11.1 SENDI Governor Monitoring Visit

SENDI governor monitoring visit report of 12 Sep 19 to be sent to governors
SEND policy and SEND Information Report has been recommended for approval
Governors, SS and JH all praised SO for her professionalism in her SEND role.

12 Financial Update – School Budget 2019-20

The management report is sent to governors on Finance and First Committee monthly, after the visit of the Management Accountant. These governors also receive notes about any significant changes in the budget.

12.1 PE/School Sport (SS) Allocations 2019/20

2019-20 PE/SS allocation (£17, 741) is due for review and a breakdown of the allocation will be shared at the November 2019 FGM. The reviewed PE and SS document will be sent to governors.

JR

Q: Are we continuing with similar PE/SS allocations this year?

A: Current spending is very effective and includes support for the Games Coach role, Penwith PE Network and additional spending on swimming, which is now a priority the new EIF.

12.3 Pupil Premium (PP) Allocations 2019/20

2019-20 PP allocation (£46,800) is also due for review and a breakdown of the allocation will be shared at the November 2019 FGM. The reviewed PP document will be sent to governors.

JR

Q: Are we continuing with similar PP allocations this year?

A: Again, current spending is very effective and includes support early intervention, learning support and the School Counsellor.

Q: Is there room for review if the allocation goes down?

A: Yes – this would be done by FGB.

Q: What percentage of PP pupils are there in school?

A: Approx. 29% - exact figure will be confirmed at November 2019 FGM. Currently, there are less PP pupils in KS1.

Q: Are we making sure that parents claims for PP?

A: We can remind parents to check their status and explain that PP funding brings in extra money for school.

13 School Improvement Plan

Staff and Governor SIP Leads have now completed the reviews of current Priorities and Drivers. Governors noted that the current SIP is 2017-20 and will be reviewed during this school year to become SIP 2021-24

14 Health, Safety and Safeguarding

14.1 Health and Safety

14.1.1 Repairs and maintenance for canteen windows and doors are planned

4.1.2 Fascia, tiles and windows to be looked at in addition to plastering and fixings in classrooms.

County to replace roof in summer 2020, school to pay 10% of costs after works completed.

14.1.3 £1K on Y2 lights.

14.1.4 Electronic signing in at £1200 plus £200pa support, to be installed, ICT4 will support. It is safer and more efficient. Demonstration to be organised at next governor meeting. A request has also been made for plastic free ID badges.

14.1.5 NEW automatic doors being installed at the entrance to the school £6831

14.1.6 Management of parking is still working well. We are obtaining costs for barriers, parking spaces could be sold during holidays.

14.1.7 New minibus lease signed at £417pm for 60 months.

Governors were reminded that they have already agreed these spends.

14.2 Safeguarding

14.2.1 KCSIE 2019 'Part 2' distributed to all governors.

14.2.2 The HT gave a safeguarding update including reporting:

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

Q: Are we using 'My Concern' now?

A: Yes, we transferred from 1st September 2019 to a fully electronic system for safeguarding information. Before that date we have paper based resources.

Q: Is the school counsellor seeing as many children?

A: Yes, the School Counsellor is part of Marazion Staff Team and parents understand that.

15 Updates

15.1 Penwith Education Trust (PET)

The next PET Board meeting is on 10 October. There is a PET Climate Change Conference on 12 November - PET is asking for 20 schools to send 5 pupils. The next planning meeting is at Humphrey Davy School, with children deciding on workshops for the day. PET hopes to host another CCC in the spring. The committee discussed the last Climate Strike event. It was decided to review the risk assessment for this event now that we have more experience of it.

TT

15.2 Marazion Oasis

There is a new sign, which was erected over the summer. It was agreed to have a full update of the outdoor project at the next FGM.

15.3 School Site

The goalposts were moved over the summer so that we can start work on the outdoor spaces.

Q: £500 was agreed in the last minutes, but the works cost £3K in total – is this ok?

A: Yes as it was work that had to be completed before other work could start.

16 Governing Board Matters

16.1 Governor Training and Development

TT/PH/CP attending the annual Governor Conference on 10.10.19.

CP recently attended NGA 'The Right People Around the Table' and reported it wasn't very useful with nothing new and no acknowledgment of small communities and their difficulty in trying to recruit.

Governors were asked to look at training being offered and reserve places with the Edna, the Business Manager.

All

17 Review

17.1 Policy Review

Governors ratified the following documents to be reviewed annually: SEND Information Report and the Send Policy; School Behaviour Principles; Safeguarding Statement; Confidentiality Statement; General Code of Conduct; Governors' Decision Planner; FGB Terms of Reference.

17.2 School Behaviour Policy

This is carried forward to the next FGM in November.

17 Confidential

In accordance with The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Part 4, Regulations 15, the governors resolved that item 18 be classified as confidential, minutes will not be made available for inspection by anyone wishing to do so.

19 AOB

19.1 Funding Bids

Item 14.1 refers.

19.2 School Minibus

Item 14.1.7 refers.

19.3 2018-19 Competition Winners

Item 6.4 refers.

19.4 Social Media

School Instagram and Twitter accounts are now up and running effectively. No child above 16 years is allowed to follow the accounts. Facebook only has a comments page. School website is currently being reviewed and hopefully the School Blog will be on the front page.

20 Date of Next Meetings

FGB at 5.30pm: 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 18.50.

Signed Date