

Marazion School

Full Governors Meeting (FGM)
Wednesday 8th May 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: Mrs Caroline Peers (Chair)
Mrs Jenny Rainbow (Head)
Mr Jim Allen (Vice Chair)
Mrs Delyth James
Ms Tanya Tredinnick
Mrs A. Laity
Mr P. Hamilton
Ms J. George
Mrs N. Watts (Arrived @5.40pm. Left @6.45)
Canon Rev Nigel Marns (arrived @5.40pm)
Mrs L. MacDonald (Management Accountant) (Left @6.00pm)

In attendance: Miss Edna Smith, Mrs Zoe Williams (minutes)

1. Learning walk

To be carried forward to July 2019 due to the weather.

2. Pecuniary interests

Forms have been signed and returned.

3. Approval of minutes of the previous meeting (March 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
- Outlook Calendar to be set up, to allow governors to use a shared calendar. This can be an option as some governors may use it more than others
- Governors' Competition – spaces and places (for new areas). Jo Cooper from Heart of the Woods is to decide on the winners

5. Marazion School Budget 2019-2020

LM gave an overview of the financial years 2019/20 budget that has already been approved by the Finance Committee. Staffing changes have saved money for this school year and that leaves a surplus in the in-year budget. It was agreed that this can be used to fund professional services to enrich the curriculum.

Naomi Watts and Canon Nigel joined the meeting.

Louise explained that pupil numbers may affect the next 2 budget forecasts 1920/21 and 1921/22. It is important that the Finance Committee make plans to accommodate this. The October census data defines future budgets so plans can be made after this.

Q: If it is the worst-case scenario, would we be looking at making redundancies?

A: Not necessarily - for example, senior leaders could take on more teaching roles. Also, there has been a recent reduction in staffing

LM explained some key areas to think about in future budgets:

- Teacher pay rise from Sept 2019 forecasted at 2% increase
- Support staff following County Council pay rates have had a 2-7% increase, depending on current pay grade
- Future repairs and maintenance include replacing canteen windows and doors, roof work and general maintenance
- Indoor/Outdoor budget remains the same
- Kitchen budget slightly increased (this line was originally made as a result of the Free School Meals grant, which has now run out)
- Curriculum remains the same as previous years
- Capital has increased again for 19/20
- Cleaning Budget has again been separated from the admin budget as there are now 3 part time cleaners
- Staffing percentage for 19/20 is running at 74%, which is lower than in previous years

JR referred back to the surplus 'in-year', explaining that one option was to match fund the Awards for All grant and enable Jo Cooper (JC) to work as a Learning Outside the Classroom (LOT) expert for the whole year 2019/20. She is currently working for both MO and Marazion School (MS) on Mondays to develop the environment and to upskill staff.

Q: Do we have a focus for this budget?

A: Yes, we are focusing on developing our early years curriculum and continuing to enrich our bespoke curriculum

It was agreed that governors should be kept updated of the impact and progress of this role.

The budget was proposed (PH), seconded (JA) and unanimously accepted.

Louise Macdonald left the meeting @ 6.00pm

6. Focus from Competency Framework for Governors: Committed

Governors were reminded of the decision to focus attention on the CFFG, in particular *Principles and personal attributes*. For May 2019 we are focusing on *Committed*. Governors agreed that they are committed to:

- Giving a generous amount of time and energy to their role
- Showing passion, ambition for and loyalty to Marazion School
- Achieving the very best outcomes for pupils
- Making sure that relationships at all levels are outstanding
- Being bold – for example, over the last 5 years, governors have made a commitment to provide specialist provision in school for PE/Sport; music and art/DT as well as supporting the role of a School Counsellor as part of the staff team
- Their own continued professional development – bringing their own skills and experience to the Governing Board as well as developing new skills and experience in the role of governor

Governors commented that they had achieved an outstanding judgement during the most recent Ofsted inspection for extremely effective governance.

7. Focus for Key Questions from Governance Handbook: What is the schools record on attendance, behaviour and bullying?

Please note this question is to be discussed @July 19 FGM

8. School Improvement Plan (SIP) 2017-2020

Some SIP Staff and Governor Leads have already met to review SIP. Governors noted that the current SIP plan draws to a close during the next school year. The next SIP for 2020-23 will be completed collaboratively during the next year.

9. Marazion Self Evaluation (SEF)

HT gave a short presentation about the NEW Ofsted inspection framework from September 19 - the Education Inspection Framework (EIF). The new framework judgements are: *Overall Effectiveness; Leadership and Management; Early Years* (same as the current framework) together with new judgements: *Personal Development; Behaviour and Attitudes and Quality of Education*. The EIF has much more focus on the curriculum, looking at **intent, implementation and impact**.

There was 15 minutes professional discussion where governors looked at the current SEF (against the current Ofsted framework) and collectively agreed judgements for each section, placing an arrow within *Good and Outstanding*.

10. Committee Reports:

- a. First Committee 03.04.19
- b. Outcomes and Quality of Teaching and Learning Assessment Committee 04.04.19
- c. Finance Committee 24.04.19

Reports have been sent to be written up.

Q: Does the introduction of the EIF mean we have to change the names of any committees?

A: This is worth discussing and considering at all committees during the autumn term 2019.

11. Visiting Governors' Report:

- a. Maths GMDF

Reports have been shared with governors.

12. Health and Safety and Safeguarding

- No further updates have been released re-guarding the roof replacement.
- There is a H&S Audit on Wednesday 3rd July
- A data collection survey took place on 07.05.19. A report will follow

- A new system has been put into place for the organisation and management of the school car park and due to a couple of near miss incidents. Staff now manage the car park from 8-9am and 3-3.20pm. This is currently working well
- The safeguarding self-assessment audit 2019 (S175) has been submitted
- An electronic safeguarding system 'My Concern' will be effective from September 2019 to replace a paper-based system. Training is currently taking place.
- A verbal safeguarding update was given by JR, which included details of outcomes and any referrals as well as an update about open cases and any liaison with outside agencies since the last FGM
- Accident reporting – governors were given an update about recent accidents in school

Naomi Watts left the meeting @ 6.45pm

13. Updates:

a. Penwith Education Trust (PET) Report

PET continues to work well, in particular with the management of training sessions for PET schools. Also, recently more schools have joined PET.

b. Marazion Oasis (MO)

MO has increasing numbers and is doing well at the moment.

c. School site development update

Negotiations are continuing with Marazion Playing fields Association with a meeting scheduled for next week.

14. Governors' Training

No governor has been on any training since the last FGM.

15. 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.

All documents have been shared electronically and paper copies have been available at FGMs.

16. Marazion School policies recommended for approval:

a. Appraisal Policy

b. Pay Policy

c. Access Management Plan – this was carried forward to July 19

d. Financial Scheme of Delegation - this was carried forward to July 19

Items **a.** & **b.** were unanimously approved.

17. Confidential Matters

See separate minutes.

18. Summer term 19 dates for governors

- JA to complete Behaviour visit for London
- TT to complete Behaviour GMDF (Reception pupils)
- PH to complete SEN standards visit when SO returns
- CP/DJ to complete JR performance management and EYFS Transition with Marazion Oasis and Marazion School

19. Any Other Urgent Business:

- a. Funding bids - still awaiting confirmation for HPCF.
- b. Catering contract- renew contract with Chartwells from 01.09.19.
- c. Possible change of date to July 2019 FGM -17th July 2019
- d. Climate Change March - some pupils are attending (with samba drums)
- e. Oxford residential visit - offered to Y6 pupils as part of their Bright Futures Start Here (BFSH) project.
- f. A reminder about SATs monitoring visits required for KS2 SATs and Phonics Screening Checks
- g. Proposal for 2019/20 'Year of Song' working with Angela Renshaw. JR to provide costings for Andrea Renshaw.

20. Date and Time of Next FGM

Wednesday 17th July 2019 @ 5.30pm

The meeting ended at 7.15pm