

Minutes of a meeting of the FGB of Penponds School held at the school on <u>Monday 26th September 2016 at 5pm.</u>		
Present:	Mr. A Richards (Head) Mr. T Harvey (Chair) Mr. D Head Mr. J Bailey Miss. J Smith Mr. J Floyd Mr. G Springer	Action
Clerk:	Mrs. C Williams	
1.	Apologies: <ul style="list-style-type: none"> Mrs. T Watts (formerly Miss T Parkyn) Pecuniary Interests: <ul style="list-style-type: none"> New forms were signed by all those present. 	T Watts to complete at next meeting.
2.	Election of Officers: <ul style="list-style-type: none"> T Harvey was elected as Chair for 2016 – 2017. J Bailey was elected as Vice Chair for 2016 – 2017. 	
3.	Minutes of previous meeting: <ul style="list-style-type: none"> The minutes of the FGB meeting held on 18th July 2016 were accepted as a true record and were signed by the chair. Matters Arising: <ul style="list-style-type: none"> Front entrance plans/ideas ongoing Website has been improved and will continue to improve Aspire visits have been reduced saving money to use on other things (see Finance Item 5) Cleaning Contract (see Head's Report Item 4) Further opportunities (see Head's Report Item 4) School dinners (see Head's Report Item 4) 	
4.	Head's Report: <ul style="list-style-type: none"> AR presented his report which had been distributed prior to the meeting. He highlighted a few items of interest: - <ul style="list-style-type: none"> The school website has been improved and is being updated regularly. 	

- Email messaging has been introduced to keep parents informed.
- Inter school sports events are already being planned with as many pupils as possible encouraged to take part.
- Megan and Sue have been spoken to about their cleaning contract. They are both happy to work directly for the school, cutting out the middle man (Cormac). This will save the school approx. £5000 pa.
- Hall floor needs to have its annual polish before contract with Cormac is terminated.
- School dinners uptake was given to JF as requested last term. 75 – 80 paid meals per week. Numbers dip when classes go on trips or for teacher training days. 140 KS1 meals per week. Numbers decline in summer when packed lunches are more popular.
- School data – DfE focussing now on progress of pupils rather than end of year achievement. Progress difficult to prove at present due to change in structure of curriculum and SATs testing. Teachers need to ask every day, 'Is this work better than yesterday's? Has this child made progress today?' Penponds' data is well above the floor targets, which is good.

Q: Would it not be unfair to mark any school down considering the goalposts have been moved yet again? A: Yes. Last year's assessment was only an interim procedure, nothing has been published for this year yet.

Q: Mention was made of three pupils who adversely affected the results last year, what is being done to prevent this happening again this year? A: Those pupils are already showing progress. As long as we can show the level they were at on entering Penponds, progress can be proved. Pupils will be encouraged to speak for themselves to express how much progress they have made.

- Teachers have made a very positive start to the new year with their topic based learning. Pupils are enthusiastic and want to find out more. They want to learn.

Q: Under attendance, one particular child has difficulties – what is being done about this? A: The EWO, Fran Pender, is dealing with the problem which will shortly be resolved.

- Governors' responsibilities will be discussed at the next meeting.

Next meeting

	<ul style="list-style-type: none"> ➤ IpadS are being sorted/ updated by iCT4, who will also complete an audit of the IT equipment. This will be presented to governors at the next meeting. ➤ Weekly newsletter appears on school website and is emailed to parents. Some teething problems (eg. duplication where family has more than one child at the school), but these will be sorted by iCT4. Parental permission for children's photos is being looked into by AR. 	IT audit for next meeting.
5.	Finance: <ul style="list-style-type: none"> • No MAT finance report as yet. • Money saved from cleaning contract could be used for Aspire – this would reduce the need to use reserves. • One EYFS child needs 1 to 1 support, therefore another TA is needed. This TA needs to be experienced in Makaton. AR has approached the MAT schools regarding this matter. 	
6.	Premises Update: <ul style="list-style-type: none"> • A wasps' nest found in the school grounds has been dealt with effectively. • Roving caretaker, employed by the MAT and based at St Meriadoc Junior School is proving to be very useful. This arrangement is also cost effective. • Panic alarm has been fitted, but no drill planned so as not to frighten the children. Staff all know what to do. • Glyn is still looking at ideas for the front entrance. It was suggested that parents be invited to discuss the problem and maybe offer their help/man power/expertise to address the problem. AR to put in newsletter. 	AR to ask for help in newsletter.
7.	MAT Update: <ul style="list-style-type: none"> • No MAT report yet. • Next meeting of MAT board – 8th December • Next Standards meeting – 18th October. • Sam Jones to be invited to next FGB meeting in November. 	Invite S Jones to next FGB meeting.
8.	Aspire Update: <ul style="list-style-type: none"> • Network Day was very positive. Staff to continue with less pressure, less paperwork. • Only 3 Development Days a year now as opposed to 12 last year. 	

	<ul style="list-style-type: none"> Governors are in agreement that they don't want teachers under unnecessary pressure. KB keen to hold a session for governors – date tbc. 	
9.	<p>Policies:</p> <p>The following policies were ratified and signed by the Chair:</p> <ul style="list-style-type: none"> ❖ Child Protection & Safeguarding ❖ Online Safety ❖ Anti-Bullying ❖ Fire & Evacuation ❖ Admissions The Online Safety Policy is huge and contains many smaller policies including Cyber Bullying; Use of Twitter, Use of Photos and Data Handling to name a few. The policy contents are always changing; the policy will be updated annually. Service provider, iCT4, set the filtering level for staff and pupils. E-cadets are elected and complete age appropriate online training. They become ambassadors who lead assemblies and class sessions on what's right and what's not, with an emphasis on the dangers. Ipads which have been brought back to school are wiped clean before being distributed again. The Fire Drill Policy will be amended to i) Mrs Watts as fire warden and ii) Barripper Chapel as the alternative building for evacuation. Further policies will be emailed to governors as they are updated. Governors are asked to read them and bring any questions to the next meeting. 	
10.	<p>Safeguarding & Health & Safety:</p> <ul style="list-style-type: none"> Issues already discussed under Head's Report and Premises 	
	<p>A.O.B:</p> <ul style="list-style-type: none"> Mrs E Champlaud has resigned as parent governor effective immediately. Two or three parents have expressed an interest in becoming governor at Penponds. Mrs C Williams will be retiring at Christmas 2016. TH and AR will be meeting with R Chalkley on 28th September at 3pm for the Head's performance 	<p>Paperwork for new governors?</p>



	management. A volunteer was invited to join the meeting. No one was available.	
	The meeting closed at 6.10pm.	
	<u>The next meeting will be held on 14th November 2016 at 5pm.</u>	



Penponds School



Signed:

Date: