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| **Minutes of Full Governing Board Meeting** | |
| **Penponds School** | |
| **Meeting Date:** | Tuesday 3 October 2017 |
| **Meeting Time:** | 17:00 – 18:45 |
| **Attendees:** | Mr A Richards (Head)  Mr T Harvey (Chair)  Mrs T Watts  Mrs S Davis  Mrs D Partridge  Mr G Springer  Mr J Floyd  Rev Canon O Stevens |
| **Apologies:** | Miss J Smith  Mr D Head |
| **Absent** |  |
| **In Attendance** | Helen Snell (Clerk) |

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| **ITEM No.** | **MINUTES** | **ACTION** |
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| **1.** | **Election of Chair and Vice Chair**  A nomination was received for Mr T Harvey for the position of Chairman. All agreed for Mr Harvey to be the Chairman.  Mr Harvey thanked the Governors for his nomination and took the Chair.  A nomination was received for Mrs D Partridge for the position of Vice-Chairman. All agreed for Mrs Partridge to be the Vice-Chairman |  |
| **2.** | **Welcome and Apologies**  The chair welcomed everyone to the meeting, and apologies were received and accepted from Mr D Head and Miss J Smith. Rev Canon Stevens was welcomed as the new Community Governor.  **Pecuniary Interests**  None. |  |
| **3.** | **Minutes of Meeting held on 6 July 2017 and matters arising**  The minutes of the meeting held on 6 July 2017 were accepted as a true record and signed by the Chairman.  The dates for future meetings were circulated and all agreed the following dates:  Monday 20 November 2017  Monday 22 January 2018  Monday 12 March 2018  Monday 14 May 2018  Monday 9 July 2018 |  |
| **4.** | **Heads Report**  The Heads Report had been previously circulated.   1. The Governors were advised of the headline attainment and progress data for 2016-17, noting that pupils are below floor standards for combined attainment in maths, reading and writing, but above floor standards for progress at the end of KS2. Those who did not get to ARE had progressed throughout the year, but unfortunately did not do well on exam day. 2. Q – A governor queried why this had been the case. 3. A – it was confirmed that this was due to attitude, confidence issues, attention to details and in one particular case was just ‘out of the blue’. 4. Governors were advised of a Gap analysis being undertaken within KS2 and that when the current Year 6 were in KS1 they were high attaining so have to remain at this level in order for progress not to be an issue. 5. Q – It was queried if there were any time management skills in place, a review of work undertaken by pupils and self-critical analysis. 6. A – It was confirmed that with the maths learning ladders pupils were marking their own work with intervention groups changing as needs required. Maths reasoning skills need to be increased to four days a week with daily mental calculation practice through minute maths and fast maths. 7. A suggestion was made that if the marking criteria had not changed if last year’s papers could be shared with the current year 6 and it was agreed that more test training would be undertaken. 8. Governors were advised that the Raising Attainment Board had updates every six weeks and pupils had interventions looked at every two weeks. 9. Governors were advised of a managed move to Weeth School. 10. An update was given on SPaG and in particular it was highlighted that boys spelling was an issue. To make progress in this area there is to be a spelling B arranged with the other schools, more spelling homework and half-termly monitoring of progress. It was pointed out the School Development Plan stated that the SPaG was above average, which needs altering as the level is 65% and the national average is 71%. 11. Governors were given a premises update. The front entrance CIF bid is being prepared by the premises manager and a new intruder alarm has been fitted at a cost of £1,100.74 plus VAT - all agreed for this to come out of reserves. Funding for extra classroom space was also discussed but cannot be part of the bid for CIF funding. 12. Discussion took place regarding the control system for heating and lighting and the costs of obtaining the system code. It was agreed that the MAT should look at costs at MAT level. 13. It was reported that 28 parents had returned the survey. If further surveys are carried out the use of Survey Monkey will be investigated or perhaps parents could complete when at other meetings within the school. 14. An update was given on the Code Club which has 10 children using the Scratch website. The school is part of the Goblin kit car and Bloodhound STEM community IT training booked for this term. 15. The school has had requests for 3 more places in year 1. Thus year group is already over PAN with 18 children and space at a premium in the library. | AY |
| **5.** | **Finance Update**   1. The Chief Financial Officer of the MAT tabled the Management Account Report and it was confirmed that the NQT had been agreed from reserves. 2. Teachers’ salaries were lower than budgeted due to maternity leave; next month would give a more accurate position. 3. Q – The % spend to date on premises was queried. 4. A – There are adjustments to be made as the purchase order and invoice have been allocated to two separate accounting years. After adjustments further discussion maybe required. There had also been extra spending on the windows when the roof was being looked at. 5. Overall the Financial Officer had no concerns over the budget, although if the pay rise were to go to 2%, funding form elsewhere would need to be sought as only 1% had been factored into the budget. 6. Discussion took place about generating income to outside bodies, for example renting out the hall for exercise classes. A meeting was also being held with rental to a circus skills performer. Insurance could be an issue and a local school who are successfully hiring out a hall are to provide more detail. 7. The Financial Officer/CEO is working on a lettings policy. |  |
| **6.** | **Governor Monitoring/skills Audit**   1. Governor responsibilities were discussed and decided upon. The Headteacher to distribute forms to Governors who would meet with the link staff by20 November. 2. The skills audit questionnaire needs to be completed and returned to the clerk by 20 November. A school analysis of returns will be done and an overall MAT analysis. 3. Governors were made aware of training courses detailed in the Diocese newsletter. | AR |
| **7.** | **MAT Update**   1. There had been no progress regarding joining with other academies, however the Chairman of the Board and the Chief Executive are holding meetings with interested parties. 2. Rainbow MAT was considered a good model, and a shining beacon amongst the educational community. 3. The MAT and School Monitoring and Evaluation Timeline was circulated. 4. It was noted that if partnered with another MAT extra funding could be generated. 5. Potential income generation was discussed, commissioning services and utilizing resources, noting that a framework would need to be in place. 6. The top slicing % from school’s budgets to the MAT may need to change. 7. Communication between schools was now improved as the MAT is one educational establishment. However, each school is individual, with the Church Schools having different additional inspections (SAIMS). 8. Bulk buying among the four schools was discussed and is done where possible, noting that there are still some contracts for purchasing left to expire. |  |
| **8.** | **HT Performance Review Group Appointment**  The review group will meet on 14 November at 15:30 with Mark Lees. The Chairman of the Group will be Treve Harvey, with Sarah Davis and Justin Bailey. The quorum for the group is 2. | AR |
| **9.** | **Policies**  The following were agreed:   * Admissions draft arrangements 2019/20 * LGB Code of Conduct * LGB Terms of Reference   It was queried if the PAN was changing and confirmed that PAN not altering for any year groups, however operational capacity could be. It was noted that within Camborne/Redruth there were 43 children more than available spaces next year. |  |
| **10.** | **Safeguarding**   1. The new Police Operation Encompass system was explained, noting the need for teachers to be aware of any DV issues at the beginning of the day. 2. Level 3 training was being undertaken by the safeguarding governor. 3. An S 157 Audit is to be undertaken to ensure compliancy annually.   **Health and Safety**  A Governor Health & Safety Risk Assessment would be undertaken on Monday 9th October. | AR/GS |
| **11.** | **AOB**  Discussion took place regarding the request from Little Acorns to extend their playground area. It was agreed that Little Acorns Governing Body would be asked to make a formal proposal to Penponds LGB November meeting to include a plan and detailed benefits to Penponds School. It was noted that if anything were agreed, any old contracts would be terminated. |  |
| **11.** | **Date of next Meeting**  Monday 20 November, 2017 at 17:00. |  |

Signed:…………………………………………………………………..

Date: …………………………………………………………………….