

## Minutes of Full Governing Board Meeting

### Penponds School

<b>Meeting Date:</b>	Tuesday 26 November 2019
<b>Meeting Time:</b>	17:00 – 18:45
<b>Attendees:</b>	<p>Mrs J Lamb (Head)  Mr T Harvey (Chair)  Mr J Floyd  Mrs C Souch  Mr G Springer  Rev Canon O Stevens  Mrs T Watts  Mrs S Davis  Mr M Glasson  Mrs A Holmes</p>
<b>Apologies:</b>	Mr A Vincent
<b>Absent</b>	
<b>In Attendance</b>	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
<b>1.</b>	<p><b>Welcome</b>  The Chairman welcomed everyone to the meeting, thanking the new Governors for joining.</p> <p><b>Apologies</b>  There were no apologies.</p>	
<b>2.</b>	<p><b>Pecuniary Interests</b>  None declared. New Governors were reminded of the need for these to be completed.</p>	
<b>3.</b>	<p><b>Minutes of the Meeting held on 1 October and Matters Arising</b>  The minutes of the meeting held on 1 October 2019 and the confidential minutes were accepted as a true record and signed by the Chairman, with two amendments to the confidential minutes. These are detailed within the Confidential minutes of this meeting.</p>	

	<p>Item 11 – Safeguarding update training had been completed at Penponds along with Troon staff. The MAT Safeguarding Director had also attended.</p> <p>Item 15 – All future meetings would commence at 17:30.</p> <p>Item 8.8 – The Chief Executive had visited and recognised challenges. See confidential minutes.</p> <p>Item 6 – Power Maths – There is the difficulty of mixed age classes. The children are positive and enjoy the new books and worked models. The Maths Lead would be visiting on 3 December 2019 for a deep dive in this area. It was also noted that some SEND children are finding the text books difficult and there is a need to support staff with training on the mastery approach. Also, extension activities are needed for the most able children.</p> <p>Item 7 – There had been a couple of inputting mistakes within the data tracking system which had now been rectified. The Headteacher would now be responsible for inputting the data and in response to a question regarding if this was an efficient use of her time it was explained that the system needs one person responsible for inputting and that looking at the data on input had been useful for planning.</p> <p>It was noted that there had been negative progress data last year for maths (-2.2), with not as good a result level as reading, however this needed to be put into context of having small pupil numbers and the % impact that one child has on the overall results. This is however a focus for the school and would limit an Ofsted judgement.</p> <p>Item 9 – Library update – all books are being moved out and there will now be class libraries due to space restrictions. Higher level books are now in the corridors. The Headteacher and Mrs Souch are looking into a better long-term solution. There had been no capacity for books on trolleys in the hall and the meeting was reminded that the MAT now had the capacity for bid writing.</p>	
<b>4.</b>	<p><b>Election of New Governors</b></p> <p>All agreed to the appointment of the following Governors:</p> <p>Mr Mark Glasson – returning as a Governor and now co-opted.</p>	

	Mrs Alvine Holmes – Community Governor.	
<b>5.</b>	<p><b>Governor Monitoring</b></p> <p>The Headteacher tabled a MAT document 'Local Governing Body Timeline', which had been produced as a suggested guideline for when visits could be undertaken and areas of discussion to cover. All were tasked to look at the document and come back to the next meeting to discuss its use.</p> <p>Also tabled were Governor Monitoring focus areas. The Headteacher would also send out a template to assist in Governors reporting on their visits and would let Governors have the necessary staff contact emails in order for visits to be arranged. The following focus areas were agreed in addition to those at the previous meeting:</p> <p>Reading – Mrs Davis to visit by the end of term.  Maths – Mr Glasson to ideally visit before the end of term.  EYFS – Mrs Holmes to visit before the end of term.  PE – Mr Springer with a visit in the Spring term.  Data – Mr Floyd with a visit in the Spring term.  Curriculum – Mr Glasson with a visit in the Spring term.  Behaviour and attendance – Mr Floyd with a visit in the Spring term.</p> <p>Q – it was queried if Safeguarding data needed to be on the Monitoring Plan.  A – The Headteacher confirmed that Safeguarding was a standing item on the agenda of each Governors meeting.  Q – A Governor asked if the website was up to date.  A – The Headteacher confirmed this was being audited in the Spring term when it would be updated.</p>	All
<b>6.</b>	<p><b>Preparation for Ofsted</b></p> <p>The Headteacher tabled the 'Ofsted prep telephone conversation' pack detailing questions likely to be asked by an insector so that all staff are prepared. This is being completed at the next staff meeting and will be shared with Governors. Governors will also have a similar 'crib sheet'.</p> <p>Governors were advised that at a recent MAT Board meeting local development had been discussed and there was a need to ensure Penponds had been a large enough school.</p>	
<b>7.</b>	<p><b>Staffing</b></p> <p>Also see confidential minutes.</p>	

	<p>Q – It was queried if there was adequate staff trained in 'Safer Recruitment'</p> <p>A – It was confirmed there were enough staff trained.</p> <p>It was noted that the 'Safer Recruitment' Training needed to be completed every four years. Three governors volunteered to also undertake this training. (T Harvey, G Springer and D Davis)</p>	JL
8.	<p><b>Headteacher Report</b></p> <p>The Headteacher Report was previously circulated. During discussion the following points were noted:</p> <ol style="list-style-type: none"> <li>1. Attendance – a couple of children had been poorly and the figures also reflected that some children had taken a holiday. The figures would look better in the spring term. MAT overall attendance had been viewed last week and the absence rate at Penponds had been low. Attendance is above NA.</li> <li>2. Behaviour monitoring for the Autumn term had shown that Year one and year 6 figures had been high however within year 6, several children had been involved in the same incident. All details had been recorded. The policy had been followed with parents being informed by way of a red letter.</li> <li>3. KS1 children had an afternoon break. If teachers felt that KS2 children needed the same break this would be supported.</li> <li>4. Q – it was queried if Penponds needed a pastoral worker.</li> <li>5. A – This wasn't necessary at Penponds, which had low level safeguarding concerns and a relatively low number of vulnerable families.</li> <li>6. A bullying log is in operation, although when investigated this is children falling out with their peers. There had been an anti-bullying week recently, also with a focus on friendship.</li> <li>7. The issue of playground monitors was raised, and governors were advised that the children were good at regulating themselves and that there were buddies in years 5 and 6.</li> <li>8. There are quiet areas where children can choose to sit.</li> <li>9. The play area is quite slippery and it was noticed that it had quite a bit of shale on the surface and a quote for power washing was being obtained.</li> <li>10. Q – A Governor suggested this area be resurfaced. This may not be possible due to the cost implications – agreed to try the power washing first.</li> </ol>	

	<p>11.The football area is well used at the moment due to the wet weather.</p> <p>12.A – The Premises Co-ordinator had completed a safety walk and the area will be power washed to begin with. This was done a few years ago and improved the area. Governors requested resurfacing be looked at with possibly including it within a bid.</p> <p>13. Security had improved with the new entrance gates.</p> <p>14.There had been an issue with Suez and rubbish collections.</p> <p>15.The boy's toilets had been repaired.</p> <p>16.The issue with a fire door being locked had been looked at, and in fact this was an exit door rather than a fire door and was locked as a security measure.</p> <p>17.Fire drills are carried out regularly with alarm systems tested.</p>	
<b>9.</b>	<p><b>Any Other Business</b></p> <p>A record of thanks was extended to Mrs Holmes for the school choir performance where Penponds gained first place, with the children all looking smart and being exceptionally well behaved.</p>	
<b>10.</b>	<p><b>Date of Next Meeting</b></p> <p>Tuesday 28 January 2020 at 17:30 (NB: now changed to February 4<sup>th</sup> at 17:30)</p> <p>Tuesday 28 April 2020 at 17:30</p>	

Signed:.....

Date: .....