

Minutes of Full Governing Board Meeting

Penponds School

Meeting Date:	Tuesday 1 October 2019
Meeting Time:	17:00 – 19:35
Attendees:	Mrs J Lamb (Head) Mr T Harvey (Chair) Mr J Floyd Mr G Springer Rev Canon O Stevens Mrs T Watts
Apologies:	Mrs C Souch
Absent	Mrs S Davis
In Attendance	Helen Snell (Clerk)

ITEM No.	MINUTES	ACTION
1.	Welcome The Chairman welcomed everyone to the meeting. Apologies The apologies were noted as above.	
2 & 3	Election of Parent Governor All agreed to reappoint Mr J Floyd. There is also now a vacancy for a co-opted governor due to the resignation of Mrs D Partridge Election of Staff Governor All agreed to appoint Mrs T Watts. Election of Community Governor None appointed. Election of Chairman All agreed to reappoint Mr T Harvey Election of Vice-Chairman All agreed to appoint Rev O Stevens	
4.	Pecuniary Interests None declared. All new forms completed by those present for forwarding to the MAT central office.	HS

5.	<p>Minutes of Meeting held on 20 May 2019</p> <p>The minutes of the meeting held on 20 May 2019 and the confidential minutes were accepted as a true record and signed by the Chairman.</p>	
6.	<p>Matters arising</p> <p>Item 5 – There had been no Community Governor come forward. Discussion took place regarding a replacement(s) and the Headteacher would contact those suggested.</p> <p>Item 6.4 – There had been 11 appeals, two of which had been cancelled, the cost of which the Headteacher had asked to be deducted from the invoice and was awaiting a response. It was felt that with so many appeals for such a small school, the fact that they were dealt with on the same day with little interaction from Democratic Services, that these appeals could have been grouped together. Two appeals had been successful, with there now being 17 children in the Reception Class.</p> <p>Item 6.18 – The Power Maths books had been received. The Headteacher explained the difficulty of mixed age classes and the teacher/TA methods being trialed to overcome this. She would be liaising with other small schools on this issue and discussing it at a Maths leads meeting looking at the challenges and success. This would be monitored.</p>	<p>JL</p> <p>JL</p>
7.	<p>Data Overview</p> <p>The whole school overview from July 2019 had been previously circulated and the Headteacher asked Governors the level of detail that had been required going forward, bearing in mind the low numbers for each year and that national reporting was not undertaken if ten pupils or less.</p> <p>The Headteacher advised:</p> <ul style="list-style-type: none"> • the expected progress had been six points • Year five data although appearing low had shown good progress – this group would be closely monitored in Year 6 • Years three and five had needed careful monitoring, but both years have a high-level need • Jason Hurr would be asked to 'healthcheck' the tracking system • Data drops would be performed termly • Upon a Governors suggestion the SEN data would be split into gender. <p>2019-20 Improvement Plan</p> <p>This had been previously circulated and the Headteacher confirmed that the staff had all contributed to this at the last Inset Day and</p>	

	<p>some actions had already been achieved. The Plan would be colour coded as the year progressed. Discussion took place regarding allocation of Governors to specific priorities and areas within the plan as follows:</p> <ul style="list-style-type: none"> English – Mrs S Davies was nominated to be the lead Governor. The Headteacher advised that there was to be a deep-dive into reading, and together with the Headteacher at St Meridoc Juniors both would be quality assured by each other. The Headteacher to invite Mrs Davies to a joint meeting. Maths/Curriculum – possibly new Community Governor Safeguarding – Linda Seymour (director), noting that she makes visits to the school as the MAT Safeguarding Lead. The Headteacher is the lead within the school and is appointing a deputy PE/Sport – Mr G Springer EYFS – This maybe a quality to look for in a new Governor as there were no volunteers. Pupil Premium – Mr J Floyd. <p>Monitoring Plan – first half term This had been previously circulated and would normally be done on a termly basis. The Headteacher to send Mrs Watts the notes on PE.</p>	<p>JL/SD</p> <p>JL</p>
8.	<p>MAT Update</p> <ol style="list-style-type: none"> There will be a formal Governing Body Timeline issued soon, following a Heads meeting on Thursday 3 October, with templates for visits and example questions for interaction and challenge across the MAT. All staff changes across the MAT had been completed and everyone had settled in. Budget responsibility had been moving from local level to Board level and details would be available in the new year. There were to be several joined up events including sports and performance. The central office is responsible for bid writing and marketing. Local development needs to be addressed by Directors of the Board to ensure planning is underway for the future. Any issues from the Local Governing Body can be taken to the MAT. The Chief Executive had been asked to visit to look at the level of need within Reception. (Also see confidential minutes) 	GS
9.	<p>Literacy Hub Update</p> <p>Mrs Souch was attending a literacy hub event on 2 October 2019 and was meeting with the Headteacher on Thursday 3 October to feedback. Mrs Souch is supporting other schools in the local area.</p>	

	<p>Q – A Governor queried if anything from the Literacy Hub would be added to the School Plan.</p> <p>A – There could possibly be learning added to the Plan. This had enabled the school to buy decodable books and get matched funding.</p> <p>Q – A Governor asked how the more able children were being challenged, noting the big difference between year 6 and 7 text/quality, and suggested perhaps spending some reserves to develop those working at greater depth.</p> <p>A – There are accelerated reader books in the library. There is also the plan to introduce 'Reading Tea Parties'. It was noted the Library was not ideal and needs attention. Higher level books are going to be put on shelves in the corridor, and further monitoring would be undertaken. Figures for reading at greater depth were noted, and the Headteacher gave assurance that strengthening and deepening reading would always be of great importance.</p> <p>The current year 6 ARE is challenging and children would be prepared for their transition to Year 7. When the Headteacher has been in post a little longer further feedback would be provided.</p> <p>Discussion took place on the Library Service, which was a service provided by the Local Authority, where the school had 1000 books and were able to swap them regularly. Teachers thought this worked well, but alternatives could be explored, noting that to purchase books was expensive.</p> <p>Digital lending was discussed and access to high quality text had come up in a staff meeting. The Council had a digital lending service and Oxford Owls also had free e-books.</p> <p>A Governor advised that within Redruth School, teachers had notices on doors to inform children what they were reading, and this was thought a good idea and could encourage less engaged readers.</p>	JL
10.	<p>Finance and Staffing Update</p> <p>The budget spreadsheet was tabled and noted.</p> <p>Staffing - See confidential minutes</p>	
11.	<p>Policies</p>	

	<ul style="list-style-type: none"> • <u>Safeguarding/Child Protection</u> – The Penponds School (CAPH Model Policy) was previously circulated and was adopted on 1 October 2019 and would be updated by Helen Trelease in November 2019 taking into account the recent national update. In response to a query regarding making this policy centralized, the Headteacher advised that although some aspects of safeguarding would be the same across the MAT, each school also had their own individual policy. A joint training event would take place at the end of the month with Troon School staff and Governors. • <u>Vision and Values</u> – This had been previously circulated and had been discussed with staff at their inset day. This had also been put into the School newsletter, but no feedback had been received. This statement would also be used when liaising with external partners/agencies. Governors were advised of the buddy system with the new Reception children where displays of kindness were shown both inside and outside the school. • <u>Toileting Policy</u> – toileting where required would need to be in a personal care plan with permission from parents. Risk assessments would also form part of this policy. There was currently a need for an electronic changing system to adjust to the height required. There had been no policy with regard to what children should be able to do for themselves as the school was inclusive and so all are accepted. Governors noted there were no personal care plans in place within the new Reception class however there was the odd 'accident'. Parents of Reception children were sent details of what it would be helpful if their children could do for themselves prior to starting school. 	
12.	<p>Safeguarding</p> <p>A link to the document 'Keeping Children Safe in Education' had been circulated, with Governors asked to read Parts 1 and 2 and the highlighted changes. Governors agreed to read this and sign accordingly stating so at their next meeting.</p> <p>The School Policy would be updated with this new document in mind by Helen Trelease.</p>	All
13.	<p>Health & Safety/Premises</p>	

	<p>Governors were advised that some issues around the school had not been completed and that to assist keeping track of these, a premises form was being developed, which would be in the staff room ready for use by the end of the week. The following needed attention and had been reported to the Premises Co-ordinator:</p> <ul style="list-style-type: none"> Boys toilet – leak, fan not working, paneling near urinal wet and door off its hinge. Contractors were coming in. Dishwasher not working. Kitchen window broken Toilet seats loose. Kitchen sterilizer has been condemned Fencing – due to be completed at half term. Plumbing issues resulting in an emergency call-out Class two fire door – this required urgent next day follow-up and staff would be advised of the stiff opening mechanism. <p>The following had been completed:</p> <ul style="list-style-type: none"> A new gate had been put on one exit of the bike shed. The school had been deep cleaned over the summer holiday. Rubbish collections on a regular basis have been arranged. Two Governors advised they could notify of late collections. The roof had been looked at last week. <p>Discussion took place about parents helping with odd jobs, but this would not be possible due to lack of insurance.</p> <p>All new internal fire doors had been fitted with the snagging still to complete.</p> <p>A floor cleaner was being borrowed from St Meriodoc Junior School to give the hall floor a thorough clean.</p> <p>There is also a plan to have a push button to open the door in the Reception class rather than the current double lock system, with a higher bolt added to the outside door.</p>	JL
14.	<p>Any Other Business</p> <p>See confidential minutes.</p> <p>All Governors confirmed they had completed Governor training. The Clerk to circulate all training offered from the Diocese.</p>	HS

	<p>Mr Springer advised of the year-long Governance training he was undertaking.</p> <p>In future, confidential minutes will not be emailed to Governors who do not have a Rainbow Academy account as security of the information could be compromised. Confidential minutes will be read out at each meeting.</p>	
15.	<p>Date of Next Meeting</p> <p>It was decided to have future meetings on a termly basis, the date of which would be decided at each meeting, with the next one being held on Tuesday January 14, 2020 at the new time of 5:30. This would also allow for time to look at recruiting new Governors.</p>	

Signed:.....

Date: