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| **Minutes of Full Governing Board Meeting** | |
| **Penponds School** | |
| **Meeting Date:** | Monday 20 May, 2019 |
| **Meeting Time:** | 17:00 – 18:20 |
| **Attendees:** | Mr A Richards (Head)  Mr T Harvey (Chair)  Mr J Floyd  Mrs D Partridge  Mr D Head  Mrs C Souch  Mr G Springer  Rev Canon O Stevens |
| **Apologies:** | Mrs T Watts |
| **Absent** | Mrs S Davis |
| **In Attendance** | Helen Snell (Clerk) |

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| **ITEM No.** | **MINUTES** | **ACTION** |
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| **1.** | **Welcome**  The Chairman welcomed everyone to the meeting.  **Apologies**  The apologies were noted as above. |  |
| **2.** | **Pecuniary Interests**  None declared. |  |
| **3.** | **Minutes of Meeting held on 18 March, 2019**  The minutes of the meeting held on 14 March, 2019 and the confidential minutes were accepted as a true record and signed by the Chairman. |  |
| **4.** | **Matters arising**  These were included within the Head’s Report. |  |
| **5.** | **Election of Governors**  The Chairman thanked Mr Head for his work as a Community Governor. Mr Head’s term of office had expired but he was re-elected as Community Governor for this meeting only.  Discussion took place regarding a replacement and it would be advertised in this week’s school newsletter, on village notice boards and within the June edition of the Church newsletter and on The school Facebook page.  Both Mrs Watts and Mr Springer were re-elected as Governors. Mr Springer advised that he is also a Member of the MAT Board, and this could in future have implications with his position as Governor of Penponds. |  |
| **6.** | **Head Teachers Report**  The Head Teachers report had been previously circulated.  During discussion there were several issues raised, which included the following:   1. There had been 34 first choice applications for the new intake in September, 2019, with only 15 places available, making Penponds School one of the most popular in Cornwall. There had been an unforeseen number of children residing in the village together with numbers of siblings of existing pupils not living within the catchment area. There had been seven siblings not securing a place and it was highly likely that all would appeal. The Head explained the appeals process and that he would attend the Appeals together with the CEO of the MAT. This highlighted the pressure faced by the school. 2. It was noted that St Meriadoc infants had not received their full allocation of applications and so had space. 3. Q – It was queried if the Appeals fees could be reduced and a combined appeal be undertaken. 4. A – The Headteacher would contact Democratic Services within Cornwall Council to see if this were possible. 5. Funding for pupils was taken from the January 2018 census. 6. The possibility in future of having a MAT admissions policy. 7. Several enquiries were received each week for pupils to attend in all year groups, noting the only year with space had been Year 6. 8. The Spring Term 2019 Data Summary indicated that Year 6 had worked extremely hard and Rev Stevens provided feedback from presiding over the Year 6 SATs, noting how distressing this had been for one pupil and that security of papers had been extremely high. The results would be known on 7 July, 2019. 9. Year 5 (small cohort of 12 pupils) had seen half of pupils on track for writing with the remainder showing good progress, but not achieving a high attainment, the reasons for which were explained. 10. Q – A Governor requested information as to what was being done about Year 5 writing. 11. A – It was advised that writing for those in question was being targeted and that teaching was strong in this classroom with high expectations. 12. Spelling expectations had risen and now streamed from Year 2, so individual pupils were now at their own level rather than the class level. Examples of techniques used in teaching spelling were explained and tabled. Daily intervention was also taking place. Handwriting was secure, embedded with good range and speed. 13. Dyslexia is assessed every half-term and there is a Dyselxia Champion. Dyslexic friendly ideas for spelling were explained and tabled together with examples of progress from pupils giving Governors a ‘before and after’ insight. Children with Dyslexia are eligible to apply for an additional 3% to SAT’s marks across all subjects. 14. The Read, Write Ink scheme had been used for five years, with good results. 15. There were gaps in Year 5 and Year 2, with boys appearing to be achieving less. This gender gap had been across the school. 16. Kernow Literacy Hub had been created to improve outcomes and were currently recruiting literacy experts. 17. Development had been of a good level with Reception pupils, and although lower than last year, good progress had been made. 18. Penponds were training to be a Maths Mastery School. Maths Mastery specialists are not supportive of learning ladders and examples were given on the latest research and observation of a new trialed and recommended scheme. Teachers from Penponds and Troon schools were working together on the new scheme which will be introduced in September – called Power maths. Books used were all pre-printed and examples were tabled. There would be 50% off purchasing these books during the trial, making the cost £1.99 per book which had been cheaper than copying or printing worksheets for pupils. There had been no data available yet on its success but it fitted in with the Maths Mastery approach. 19. Q – It was queried if this challenged those working above ARE. 20. A – There are challenge folders available with further extensions to the maths lessons linked to the scheme. 21. The new system was also available on-line and the School Council would be trialing this after the half-term break and were impressed so far, especially with the colour. 22. Q – Year 2 SATs were enquired about. 23. A – For most children, it was learning as normal although some did seem worried about the test. 24. There would be a ‘Penponds Promise’ developed and the School Council had been asked about all the things they liked within the school which would feed into this. The Promises will be on the website and will have photos and lists attached with pupils helping to put them together. It was noted this would be a good marketing tool for the School. 25. Q – The 2% increase in results across the board had been noted and queried if this had been good. 26. A – It was explained that classroom monitor had been a more in-depth system and that the new tracking system had more teacher assessment and had represented a fair assessment and would be compared and validated across the MAT. Also the School Improvement Partner would be doing an in-depth standard check on 20th June. This check will be used to triangulate the teacher assessment data. 27. The Chairman commended the Head and staff on the levels of school clubs and activities at lunchtime and after school. 28. Q – School lunches figures were requested and Governors queried if there could be anymore menu options. 29. A – Number are approximately 55 Mon – Thurs and 65-70 on a Friday. The Head would ask the Manager for further choice . It was noted there would be a taste testing at the Family Festival for Reception children. | **AR** |
| **7.** | **MAT Update**  Governors were advised there had been succession planning regarding the Headteacher which would be confirmed on Thursday of this week. |  |
| **8.** | **Staffing Update**  See also confidential minutes   1. There is an advert out for a HLTA. 2. There could be a need for a further 1:1 TA to support an ASD child and if so the appointment will be made ready for the next academic year. |  |
| **9.** | **Policies**  The following were agreed:   * Calculation Policy for September 2019. * Assessment, Recording and Reporting Policy |  |
| **10.** | **Safeguarding/Health & Safety/Premises**  See also confidential minutes.  A health and safety incident had occurred on the wet decking where a teacher had fallen. The decking needs attention and pressure washing. In the meantime anti-slip grips had been fitted.  The Head of Primary Schools had met on 17 May, 2019 regarding funding for various areas and had a well presented list of approx. 40 items to take to the DfE. |  |
| **11.** | **Any Other Business**  The letter dated 11 April, 2019 from George Eustice had been circulated regarding the Condition Improvement Fund and the successful bid. All MAT schools were successful with their bids. This would cover the cost of the new internal fire doors throughout the school, exterior wooden doors and some of the fencing. |  |
| **12.** | **Date of Next Meeting**  Monday 8 July, 2019 at 17:00. |  |

Signed:…………………………………………………………………..

Date: …………………………………………………………………….