

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Body Meeting

Wednesday 1st October, 2014

Clerk to Governing Body - Linda Cackett
Typed: 01.10.2014
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GOVERNING BODY MEETING MINUTES

School:	Pondhu School
Quorum:	7
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 1st October, 2014 at 5.00 pm
Venue:	Pondhu School – Year 6 Class Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs D Tregellas – Headteacher	Yes			P
Mr D Leaity – Chair - Community	Yes			P
Mr A Gardiner – Vice Chair - Parent	Yes			P
Mr D Gilbert – LA	Yes			P
Mrs A Truscott – Parent	Yes			Ap
Mr J Armstrong – Parent	Yes			P
Mrs J Tyrrell – Parent	Yes			P
Mrs S Parekh – Staff: Teacher	Yes			P
Mr N Cooper – Staff: Elected by Whole Staff	Yes			P
Mrs S Yelland – Staff: Non Teacher	Yes			P
Mrs K Hearn – Parent	Yes			P
Mrs S Heyward – LA	Yes			P
Mr M Mayo – Community	Yes			P
Mr T Bowker – Community	Yes			P
Mrs A Cleave – LA	Yes			P
Mrs L Cackett			Clerk	P

1.0	<p><u>Welcome and Apologies for Absence</u></p> <p>The Clerk welcomed everyone to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mrs Truscott 	ACTION:
2.0	<p><u>Annual Declaration of Business or Pecuniary Interest/s</u></p> <p>The Annual Form was circulated prior to the meeting and was available at the meeting to complete. The Clerk will prepare the Register and return to the school for SFVA (School Financial Value Standard) purposes.</p>	Clerk
3.0	<p><u>Election of Chair and Vice Chair</u></p> <p>The Clerk invited nominations for Chair; Mr Leaity was proposed, seconded and unanimously elected to be the Chair. The Clerk handed back the chairing of the meeting to the re-elected Chair.</p> <p>Mr Gardiner was proposed, seconded and unanimously elected</p>	

	Vice Chair.	
4.0	<p><u>Constitution</u></p> <p>The chair welcomed Mr Bowker and, a little while later, Mrs Cleave to the meeting, they gave brief resumes of their skills and interests. Each governor introduced themselves to the new governors.</p> <p>The Clerk reported that there were no vacancies at present.</p> <p>The next terms of office to expire this academic year are:</p> <ul style="list-style-type: none"> • Mr Cooper – 09.01.2015 • Mrs Truscott – 29.01.2015 <p>Mrs Carter was no longer an Associate Member of the Governing Body as Mrs Parekh had returned from maternity leave. The Clerk would process the required paperwork.</p> <p>The Clerk reported that all Governing Bodies will be required to reconstitute by 1st September, 2015. Governor skills are now a key factor for governor appointments. The Constitution of Governing Bodies of Maintained Schools document states:</p> <ol style="list-style-type: none"> Governing bodies should be no bigger than necessary to secure the range of skills they need. Smaller governing bodies are likely to be more cohesive and dynamic. A key consideration in the appointment and election of all new governors should be the skills and experience the governing body needs to be effective. Governing bodies should use a skills audit to identify any specific gaps that need to be filled in the skills, knowledge and experience of existing governors. Before being nominated for election or appointment, all prospective governors should be helped to understand the role of a governor and the governing bodies' code of conduct. Anyone appointing governors to the governing body must appoint someone they believe has the skills to contribute to effective governance and the success of the school. Governing bodies and local authorities should take steps to inform governor elections so that the electorate understands the extent to which nominated candidates possess the skills the governing body ideally requires. Foundation governors have a particular purpose to safeguard the character of the school and ensure it is conducted in accordance with any founding documents, but otherwise every governor's role is to govern the school in the best interest of pupils, not to represent the interests of the constituency from which they were elected or appointed. Meaningful and effective engagement with parents, staff and the wider community is vital. It is not the role of governing bodies to provide this through their membership. They need to assure themselves that specific arrangements are in place for this purpose. 	Clerk

	<p>I. Governing bodies should review their effectiveness regularly, including the extent to which their size and structure is fit for purpose and their members have the necessary skills.</p> <p>J. Governing more than one school can generate a more strategic perspective and more robust accountability through the ability to compare and contrast across schools.</p> <p>K. All governing bodies must be constituted under the 2012 Constitution Regulations or the 2012 Federation Regulations, as appropriate, by 1 September 2015.</p> <p>After discussion it was agreed that reconstitution of the Governing Body will be an agenda item for the first meeting of the Summer Term.</p>	Summer Term FGB Meeting
5.0	<p><u>Approval of the Minutes of the Full Governors Meeting on Wednesday 2nd July, 2014</u></p> <p>The minutes were APPROVED as a true and correct record of the meeting.</p>	
6.0	<p><u>Matters arising not already on the Agenda</u></p>	
6.1	<p><u>Item 9.0 – School Improvement Partner</u></p> <p>The Clerk confirmed that she had written a letter of thanks to Mrs Onions on behalf of the Governing Body.</p>	
6.2	<p><u>Item 13.0 – V.L.E.</u></p> <p>Mr Cooper reported that there had been a meeting shortly after the last meeting and several actions have been addressed by e-schools. There must be an agreed format for file names, this will be agreed and governors will be informed.</p> <p><i>5.21 pm – Mrs Hearn joined the meeting. The new governors introduced themselves to Mrs Hearn.</i></p> <p>Some of the questions raised by the school will be addressed and implemented by e-schools in the future.</p>	V.L.E. working group
6.3	<p><u>Item 14 - Rights Respecting Schools Awards</u></p> <p>The Chair thanked all governors who were involved and Level 1 was achieved along with very positive comments from the inspector.</p>	
6.4	<p><u>Item 15.0 Governing Body Training Session</u></p> <p>The Headteacher informed the governors of the two actions from our inspection report 2012 – they were to develop writing and number skills of children who find learning a struggle and to provide more opportunities for more able children to develop their own</p>	

	enquiry skills.	
7.0	<u>Review and appointment of Committees and Designated Governors</u>	
7.1	<u>Subject/Area Leadership 2014/2015</u> The list was circulated prior to the meeting and ratified for adoption by the Governing Body.	
7.2	<u>Committees 2014/2015</u> The Clerk explained the new rules for the Personnel Committee and Personnel Appeals Committees; she agreed to send draft terms of reference. The list circulated prior to the meeting, with the addition of specific names for the Personnel Appeals Committee, was agreed for adoption by the Governing Body.	Clerk
7.3	<u>Class Links 2014/2015</u> The list was circulated prior to the meeting and ratified for adoption by the Governing Body.	
8.0	<u>Governing Body Business</u>	
8.1	<u>Review of School Policies</u> The (P.P.A.) Preparation, Planning and Assessment Policy & Whole School Pay Policy were circulated prior to the meeting and APPROVED for adoption by the Governing Body.	
8.2	<u>Terms of Reference</u> The Committee Terms of Reference will be reviewed by their respective committees	Committees
8.3	<u>Code of Conduct</u> The Code of Conduct was circulated prior to the meeting and APPROVED for adoption. In addition, each governor was asked to sign to say they had received it and would adhere to it.	
8.4	<u>Governing Body Decision Planner</u> The Governing Body Decision Planner was circulated prior to the meeting and it was agreed for all committees to review the planner and report back to the next meeting.	Committees
9.	<u>Reports</u>	
9.1	<u>Headteacher's Report</u>	

	<p>The Headteacher's Report was circulated prior to the meeting. It was noted that:</p> <ul style="list-style-type: none"> • KS2 SATS results were in line or above national average. • The Headteacher invited suggestions for inclusion in her next report. • A governor commented that they he was very impressed at the amount of things that happen within the school. • The question was raised whether the Headteacher's Report should be placed on the school website, discussion followed. It was agreed that at this time it was not necessary to publish on the school website. 	
9.2	<p><u>SATS Results</u></p> <p>The SATs Results report was circulated prior to the meeting. The school is very pleased with their results this year. KS1 cohort has a wide spread of ability and needs, however there is evidence of 'closing the gap'.</p> <p>KS2 results are wonderful, four Level 6 results in Maths was fantastic. A governor commented that it was the first time Level 6 had been achieved at Pondhu. It was an excellent achievement and it was the result of a team effort. A governor commented that pupil's ability was not limited by their home life.</p>	
9.3	<p><u>Attendance Report</u></p> <p>The Attendance Report was circulated prior to the meeting. Years 2, 3, 4 and 5 achieved above the national average of 95%. It was agreed to produce a report looking at cohorts attendance through the school</p>	Headteacher
9.4	<p><u>Governor Training/Visit Reports</u></p>	
9.4.1	<p><u>Pay Appeals – Mrs Truscott, Mr Mayo, Mr Armstrong & Mrs Tregellas</u></p> <p>The report was circulated prior to the meeting. The training was worthwhile; emphasis was given that paperwork needs to be in place and procedures followed. The Chair thanked the governors who attended.</p>	
9.5	<p><u>Summer School – Mr Cooper</u></p> <p>The report was circulated prior to the meeting. Mr Cooper explained that it was probably the first one facilitated by a Cornish primary school. He gave an informative report of the reasons behind why the school felt it should be offered. English and Maths were taught in the mornings, there was also a Breakfast Club and staff sharing lunch. The afternoons were varied, sports, science etc. There was good attendance each day and over a third who attended were pupil premium pupils. The current years 3 and 4 were big attenders, the children were excited by it and the staff</p>	

	<p>enjoyed. Plans are underway for next year which will allow different faces for the afternoon. Those pupils who attended will now be monitored. The Chair asked what percentage of children attended all four sessions; it was confirmed as 'over 90%'. The Chair asked whether there had been feedback from parents; all parents had given very positive verbal feedback. The pupils enjoyed the mornings as well as the afternoons.</p> <p>A governor asked how the Summer School was funded, the school funded it however the pupil premium pupils will be funded by pupil premium.</p> <p>The Chair thanked the staff that facilitated the Summer School; a governor asked whether the pupils who were aimed to be targeted to attend did in fact attend. It was confirmed that some of them were which a positive result was. The Chair wished to have all feedback documented, parents, staff, pupils etc. leading to a project report of the whole summer school.</p>	Mr Cooper
10.0	<u>Safeguarding</u>	
10.1	<p><u>Report on Safeguarding issues since last FGB meeting</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • Three new staff this term have received Tier 1 information. • The Headteacher and Mrs Parekh are booked to attend DCPO update training later this term. • All Child Protection files have been audited at the end of the last academic year and were fine. A letter had been received thanking the school for the audit. • 1 child protection referral was made last term concerning two children, initial assessment carried out but social care deemed no further action necessary. • 18 occasions when staff have formally raised concerns over the last academic year. • One family is subject to a full care plan at present. <p>6.00 pm – Mrs Heyward and Mr Leaity left the meeting</p>	
10.2	<p><u>Report on 121A's since last meeting</u></p> <p>The 121A system is not working at present.</p>	
11.0	<p><u>School Development Plan</u></p> <p>The SDP was circulated prior to the meeting. The Headteacher went through the SDP in detail. She drew attention to the key areas and explained the reasons for their inclusion.</p> <p>The Governance Section was explained, Mr Damerell is going to train the Governing Body on 21st January, 2015 5.00 – 7.00pm, all governors were encouraged to attend.</p>	All Governors

	The Headteacher asked whether there was any aspect any governor wished to include in their section of the SDP. Governors felt that it was very comprehensive document.	
12.0	<p><u>Staffing Update</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • The new staff have settled in well. • Two teaching assistants have resigned, adverts have been placed. 	
13.0	<u>Chair's Report</u>	
13.1	<p><u>School Dinners</u></p> <p>The way in which lunchtimes has been improved is working well. The uptake of infant free meals has been amazing. The new dining regime is wonderful and teaching staff now eat with the pupils. The 'packed lunchers' unpack their food onto a plate. There might even be evidence of peer pressure to upgrade the 'healthiness' of the packed lunches. A governor asked if there is any difference in the pupils taking up the universal free school meals, it was agreed that you know the pupil is having a balanced meal and a parent commented that their son/daughter does not snack on the way home from school. Governors were pleased that the staff were having their lunches with the pupils. Cutlery skills are being well supported, conversations and behaviour has improved.</p>	
13.2	<p><u>Multi Academy Trust</u></p> <p>The Headteacher reported that that some schools in St Austell are forming a Multi Academy Trust. It was agreed for this to be an agenda item at the next meeting. The Headteacher read out a letter from the Parish Clerk to the Governing Body. A governor asked what were the benefits of joining a MAT; the Headteacher explained the benefits that the alliances could bring.</p>	Clerk
13.3	<p><u>Diary Dates for Committees</u></p> <p>Pay & Personnel – Friday 7th November, 2014 at 9.15 am Finance – Friday 7th November, 2014 at 10.15 am Premises – To be arranged</p>	
13.4	<p><u>Governors Handbook – September 2014</u></p> <p>The Clerk will put a copy of this onto the portal. All governors were advised to download as it provides a useful reference document with hyperlinks to further information.</p>	All governors

14.0	<p><u>Date/time of Full Governing Body meetings – 2014/2015</u></p> <ul style="list-style-type: none"> • Wednesday 3rd December, 2014 at 5.00 pm • Wednesday 4th February, 2015 at 5.00 pm • Wednesday 11th March, 2015 at 5.00 pm • Wednesday 29th April, 2015 at 5.00 pm • Wednesday 1st July, 2015 at 5.00 pm 	
15.0	<p><u>Forthcoming Events</u></p> <p>Halloween Disco – Thursday 23rd October, 2014 Inset Day – 3rd November Parents Evening s – 12/13th November, 2014 Christmas Fair – 12th December, 2014 Christmas Lunch – 17th December, 2014</p> <p>The meeting closed at 6.31 pm.</p>	

These Minutes were passed as true and accurate at the Full Governors Meeting on
Wednesday 3rd December, 2014.

Signed: **Chair**
Mr David Leaity

Dated: Wednesday 3rd December, 2014