

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Wednesday 16th March, 2016

Clerk to Governing Board - Linda Cackett
Typed: 16.03.2016
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GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	6
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 1st March, 2016 at 5.00 pm
Venue:	Pondhu School – Year 1 Class Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs D Tregellas – Headteacher	Yes			P
Mr D Leaity – Chair – Co-opted	Yes			P
Mr A Gardiner – Vice Chair - Parent	Yes			Ap
Mr D Gilbert – Co-opted	Yes			Ap
Mr M Mayo – Co-opted	Yes			P
Mr N Cooper – Associate Member – Assistant Headteacher		Yes		P
Mr R Martin – Staff: Elected by Whole Staff	Yes			P
Mr T Bowker – Co-opted	Yes			P
Mrs A Truscott – Parent	Yes			Ap
Mrs K Hearn – Parent	Yes			P
Mrs S Heyward – Local Authority	Yes			P
Mrs S Parekh – Associate Member – Assistant Headteacher		Yes		P
Mrs D Ward – Co-opted	Yes			P
Mrs L Cackett			Clerk	P

1.0	<p><u>Apologies and consideration of consent for absence</u></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Gilbert • Mr Gardiner • Mrs Truscott <p>Mr Mayo had tendered his apologies that he would be arriving late.</p>	
2.0	<p><u>An opportunity to declare any additional Business or Pecuniary Interest/s</u></p> <p>None.</p>	
3.0	<p><u>Constitution</u></p> <p>The Clerk reported that there are no vacancies at present.</p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> • Mr Leaity – 19.07.2017 – Co-opted 	

<p>4.0</p> <p>4.1</p> <p>4.2</p>	<p><u>Minutes of the Full Governing Board Meeting on 3rd February, 2016</u></p> <p><u>Approval</u></p> <p>The minutes were APPROVED as a true and correct record of the meeting.</p> <p><u>Matters arising not already on the Agenda</u></p> <p>None.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>Committee Reports</u></p> <p><u>Pay & Personnel -29.02.2016 (including Admissions 8.1.2016, 05.02.16 & 04.03.16)</u></p> <p><i>5.08 pm – Mr Mayo joined the meeting</i></p> <p>Minutes were available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • There was a proposal that for the academic year 2016/17 Mr Dawes is non class based to provide enrichment provision, specifically although not solely targeted at Pupil Premium children. A governor asked if the budget could balance allowing the one-year lead on pupil enrichment projects for one year. It was confirmed that this was possible. The previous occasion had been very beneficial when Mr Cooper had been released last year. There are many positives to be gained from this additional provision to the school curriculum. • The Chair reminded the Board that the confidential minutes are circulated at the meeting, on orange paper for information and then returned for shredding. • The Admissions panels have met, there are currently only 10 sessions available in Nursery and the admissions criteria have had to be enforced and followed. The school Nursery will be full for next term. Pondhu adopted the LA Admissions policy but as this does not cover Nursery the reception criteria was used for the Nursery. <p><u>Premises, Health and Safety - 29.02.16</u></p> <p>Minutes were available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • The actions from the previous meeting have taken place. • The Headteacher is negotiating with Chartwells concerning training for the kitchen staff w.r.t. the CO2 fire extinguisher procedures. • Representatives from the School Parliament made a presentation to the committee meeting concerning improvement to the toilets. It had been an enjoyable experience and the committee approved their request. • The Chair asked whether a case study could be made from the year 6 proposal w.r.t. the toilets, this was confirmed. • A governor asked whether the spring mechanism had been fixed on the main gate, the Headteacher confirmed that it will be soon. Discussion followed regarding a possible high up door release being 	<p>Mrs Parekh</p>

	put in place, the Headteacher agreed to speak to the Premises Manager.	Headteacher
5.3	<p><u>Finance – 29.02.2016</u></p> <p>Minutes were available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> Finance meetings continue to be thorough. The Chair asked if subsequent to the last meeting the outstanding Schools Out balance had been reduced, this was confirmed. SFVS has been signed and sent to the Local Authority well before the deadline. The 2016/17 budget meeting is set for Friday 19th April at 1.00 pm. 	
5.4	<p><u>Curriculum and Achievement</u></p> <p>Minutes were available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> The English Policy was reviewed and the committee were very impressed with the colour coding. Using red for old and green for new in policy updates was agreed to speed up the checking of policies. The school will have to adopt a new Foundation Stage baseline scheme in September The Headteacher presented a pupil progress summary for Years 1 - 6 in the Spring Term to the Board. The feedback from the SIP today was that it evidences good practice. Discussion followed regarding the evidence being clearly seen and pupil premium was discussed in depth. The Board were pleased with the positive feedback from the SIP – School Improvement Partner. The Chair asked what was going to be done with the data, and requested that the Headteacher extends the analysis to include SEND pupils (for discussion with the SENDCo), the Headteacher agreed to do so. 	<p>Staff to feedback to teachers</p> <p>Headteacher</p>
6.0	Reports	
6.1	Key Stage Reports	
	The Assistant Headteachers' reports were uploaded to the school website prior to the meeting.	
6.1.1	<p>Key points were noted in Mrs Parekh's report that:</p> <ul style="list-style-type: none"> Continued to introduce and support staff to implement Makaton – have now been accredited as a Makaton Friendly School Led Makaton session at Parent Forum Various meetings with parents and outside agencies regarding a number of children in KS1 and EYFS Attended various Child Protection meetings Working with Interactive Learning Diary team to suggest improvements to site, including looking at how to use in Year 1 as children transition from foundation stage into KS1 TA performance management drop ins and meetings (EYFS and KS1) 	

	<ul style="list-style-type: none"> • Led KS meetings • Led KS assemblies • Attended Assistant Heads cluster meeting • Staff FOPS Rep – attended 1 meeting, feedback between FOPS and staff • Led APP morning for KS1 • Attended pupil progress meetings for KS1 and EYFS • Shortlisting for HLTA maternity cover • Attended EYFS moderation meeting with KG • RRSA lead – including working with HH to run School Parliament, writing up aspects of projects, leading assemblies (including day for change), staff meeting, presentation to Plymouth PGCE students, general preparation towards Level 2 assessment • School Parliament has raised the profile of ensuring children have a voice and as such requires more time to meet with different departments and complete actions, e.g. Toilet door project, outdoor learning monitoring, charity support • Liaising with Health visitors to ensure early support can be accessed for children in the Nursery • Monitoring Nursery 'chatterbox' project • Monitoring KS1 phonics phase spellings • Organising placements and completing paperwork ready to host a number of Year 10 work experience students • Managing and monitoring spending against KS budgets <p>The Chair asked if Makaton had been well received at the Parents Forum, it was confirmed that it had been. Another governor commented that she had seen a pupil sign in Makaton Happy Birthday to his mum on Facebook, it was agreed that Makaton was being well received. The Chair asked whether the KS budgets had been managed appropriately, Mrs Parekh replied that there were some discrepancies. Budget holders were not always aware of some spend allocated to their cost centre. It was agreed that the Headteacher would inform the administration team that all orders and expenditure needed approval of the budget holder prior to order.</p>	
6.1.2	<p>Key points were noted in Mr Cooper's report that:</p> <ul style="list-style-type: none"> • Organisation of KS2 trip to Brown Willy • Deliver fun fit training to KS1 staff (x2) • Weekly Stay Safe mentor meetings for Y6 • Induction for lunchtime staff • Led key stage meetings • Led key stage assemblies • Led celebration assemblies • Chair Assistant Head and Deputy head meeting • KS2 Staff mentoring – planning and CPD support – weekly meeting • Organise Business Partnership sessions for KS2 • Organise new sports outdoor equipment quotes • TA performance management meetings – round 2 for 8 staff • Lead KS2 assessment morning • TAC meeting for Y4 pupil • Attend all PPM for KS2 • Induct and assist in training new lunchtime play leader 	

- Lead TA CPD training and mentoring programme
- Lead TA training and support programme for an SEN pupil
- Attend County work scrutiny training for new SATS
- Attend County training for new Y6 SATS assessment procedures

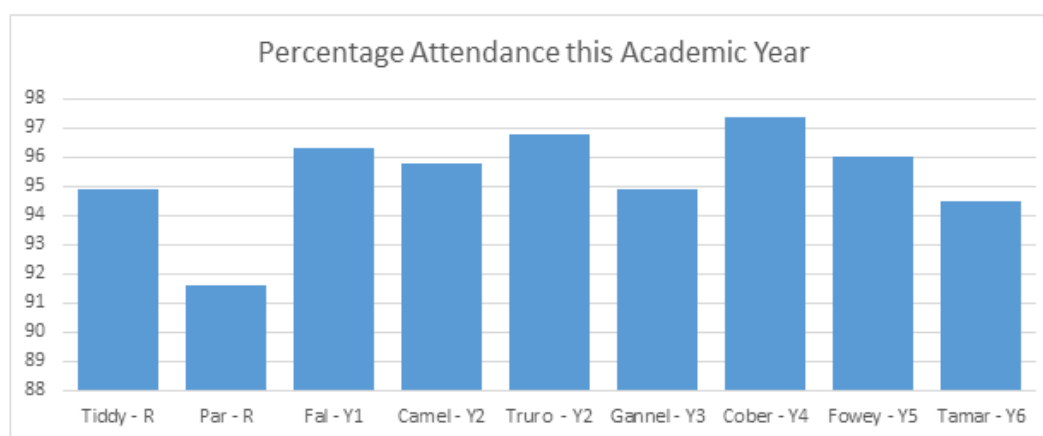
Governors agreed that 4Front had been a valuable forum for sharing and the Assistant Headteachers have met and collaboration had been beneficial. **The Chair asked how much time is valuably spent in discussion between the two Assistant Headteachers, the reply was that it was difficult and opportunities should be sought as they are valuable.**

SP/ NC

6.2 Attendance Report

The Headteacher presented the attendance report to the Board; it had been uploaded to the website prior to the meeting.

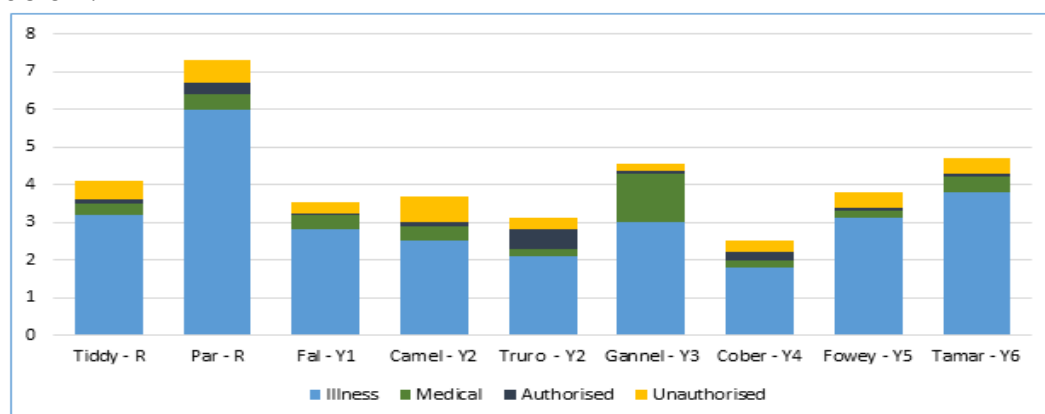
Attendance Report for Governors – Spring Term 2016



This shows the overall attendance by class for the academic year to date. The concerns previously noted in Reception Par are being addressed but there is now a legacy of poor attendance which will continue to impact on the total over the year.

The Headteacher went through the attendance graphs in detail to the Board.

Main reasons for absence during the academic year to date are shown below:



Trends of Attendance

This information has been taken from the most recent Raise on Line report. The improvement in overall absence is positive and is as a direct result of the focused drive by the school to improve attendance.

(National Averages from ROL)	2013	2014	2015
Overall Absence	6.1% (4.8)	4.1% (3.9)	3.9% (4.0)
Persist Abs (15%)	5.4% (3.6)	2.1% (2.8)	2.8% (2.7)

The Chair asked if 2012 information was available. The Headteacher agreed to add to the minutes.

2012: Overall absence: 5.9%, Persist Abs (15%) 6.3%

There was a detailed discussion concerning the poor attendance in Reception Par Class, specifically in relation to the parallel Reception class.

6.3 Governor Training Reports

None received.

6.4 Governor Visits to school

- S Heyward – 10.03.2016 – RRSA
- T Bowker – 16.03.2016 – Science lesson to Year 4
- D Leaity – 15.03.2016 - Meet SENDCo and Year 6
- A Gardiner – 15.03.2016 – Year 1 and Shanghai Maths
- A Truscott/D Ward – 15.03.2016 – Governor Visits Week
- K Hearn – 14.03.2016 – English
- K Hearn – 14.03.2016 – English Subject Leader
- K Hearn – 14.03.2016 – Year 5
- K Hearn – 14.03.2016 – Performing Arts
- K Hearn – MAGAT
- S Heyward – 10.03.2016 – RE
- S Heyward – 10.03.2016 – RRSA

All visits were uploaded to the portal however some were very recent (as it was Governor Visits Week) and presented at the meeting, they were very informative. The Chair thanked all governors for their visits, governors enjoyed their visits. It was commented that lunchtimes are a good time of the day in the school and an enjoyable experience to witness and participate in. This has not always been the case and the Chair thanked the Headteacher for her continued focus in this area. The Headteacher thanked the governors for their excellent attendance during Governors Visits Week.

6.5 PE Premium/Sports Grant Report

The report was uploaded to the website prior to the meeting. It was further noted that:

- The challenge will be to ensure next year's expenditure will be spent in an equally effective way.
- Excellent year for sports achievement throughout the school, pupils look professional in their kits.

	<ul style="list-style-type: none"> The expectation of the teams is very different and more positive than in the past. Governors were pleased that the passion was evident throughout the school for sport as it is clear that this has a positive impact on overall attainment <p>6.02 pm – Mr Bowker left the meeting</p>	
6.6	<p>Pupil Premium Report</p> <p>The report was uploaded to the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> The Headteacher reported that Pondhu was within the top 10 in the County by percentage, with pupil premium children now 53%. The enrichments budgets are going well and there is a marked improvement in uniform presentation in school. The budgets are being well used by eligible pupils The RaiseOnline shows in every single area bar one that pupil premium pupils exceeded their peers at the end of KS2. The Headteacher attended a national pupil premium conference at the NEC; four workshops had been very good. This provided information on a range of ideas and provision. The Headteacher reported that there were no major changes required just possible tweaks. The importance of providing 'enrichment experiences' for pupils was a key message. The Headteacher also commented that the SIP was very complementary regarding Pondhu's innovative approach to Pupil Premium. 	
6.7	<p>SEND Report</p> <p>The report was uploaded to the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> It gives a summary of the record of need against national statistics and the agencies that the school works with (we are also looking to obtain data from the LA for comparison). Half of the SEN pupils are pupil premium, fully in line with the school population as a whole. There had been an increase in observations by the SENDCo and this remains a priority going forward Referrals to outside agencies (Speak & Ed Physc) are currently running with a ten-week delay 	
7.0	<p>Policy Reviews</p> <ul style="list-style-type: none"> English - Curriculum Committee reviewed Art – Curriculum Committee reviewed RE -Curriculum Committee reviewed Child Protection and Safeguarding Makaton Policy - Curriculum Committee reviewed <p>All policies were available on the web portal prior to the meeting. The Headteacher explained all changes. The Chair asked if the SMT had reviewed the Child Protection and Safeguarding Policy. It was confirmed</p>	

	that all Safeguarding leads had read the policy in detail. All policies were proposed, seconded and APPROVED for adoption.	
8.0	<p>Safeguarding</p> <p>Headteacher's Update</p> <p>The Headteacher reported that Claire Hollebon is completing the Train the Trainer training so will be able to facilitate training single agency in-house. The Headteacher confirmed that a whole staff and governor twilight session will be planned for the autumn term to ensure Pondhu is fully compliant with training expectations.</p> <p>4 referrals have been made to MARU, two were not followed through, two were. There are currently 7 Child Protection Plans, 1 Children in Need; one child in care has now joined the school. On a positive note 3 children had been removed from Child Protection and 3 removed from Children in Need.</p> <p>ViSTs' Update</p> <p>The Headteacher reported that there had been 2 ViSTs since the last meeting. A governor asked if the response time was improving, the Headteacher replied not really as you need to know the next day.</p>	
9.0	<p>SEF – Verbal feedback following SIP visit</p> <p>The Headteacher reported that she has spent considerable time this afternoon going through the SEF with the SIP – School Improvement Partner, who agreed that it was an accurate assessment of the school. A work scrutiny was carried out for years 2, 4 and 6. She identified some tweaks and will sending some advice.</p> <p>The actions from her last report had been completed; it had been a very positive visit.</p>	
10.0	<p>Staffing Update</p> <p>The Headteacher reported that staffing is stable. Mrs Hart is covering maternity leave at present and establishing herself, the induction and transition had gone well.</p> <p>Mrs Bunt is due back in the Autumn term and there are two members of staff off long term sick.</p>	
11.0	<p>School Development Plan</p> <p>The Headteacher presented the current Governance section of the SDP to the Board for review and updating, governance was on track.</p>	

12.0	<p>Feedback from Chair and Headteacher re meeting with LA re school expansion</p> <p>The Chair reported that he had received the minutes one month after the meeting that was attended, they did not reflect the meeting attended and were re-written and sent back, there has been no reply since.</p> <p>The meeting had been intended to discuss expansion of the hall but this was not intention of the LA [Next time we need to request an agenda before the meeting] there is still a massive shortage of places in St Austell and the LA are looking to expand another school- before Pondhu.</p> <p>The LA wanted Pondhu to consider a two-phased approach for the new build. This was rejected as totally impractical. When pushed, the LA said, if the ground adjacent to the school was finally secured, they could potentially start the school hall expansion next summer. Governors confirmed that they will not allow the new build (on the current playground) to start until the replacement field is secured and available for use by the school. The LA are coming back with the proposal for the hall.</p>	
13.0	<p>SIP Report – verbal feedback following SIP visit</p> <p>Covered under Item 9.0</p>	
14.0	<p>Governor Board Review</p> <p>The Headteacher presented a review document which she had produced; it clearly identified the many strengths of the School. This is a working document and will be reviewed by the Governing Board regularly. Governors agreed that it provided good evidence of the strengths and clearly had many prompts that would be beneficial for governors if questioned.</p> <p><i>6.35 pm – Mrs Parekh left the meeting</i></p> <p>The Headteacher will circulate the document after the meeting.</p>	Headteacher
15.0	<p>Chair's Report</p>	
15.1	<p>PSHE Subject Leader Report</p> <p>Mrs Parekh has highlighted that the Drugs and Alcohol programme is due for update and review, it will need to find its natural place as part of the curriculum and will be discussed at Parents Forum.</p> <p>Governors felt that the Christopher Winter's Project Programme would be beneficial to the school; it was proposed, seconded and unanimously approved to be put in place.</p>	

16.0	Date/time of Full Governing Body Meetings – 2015/2016 <ul style="list-style-type: none">• 27th April, 2016• 6th July, 2016 The meeting closed at 6.42 pm.	
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These Minutes were passed as true and accurate at the Full Governors Meeting on Wednesday 27th April, 2016.

Signed: **Chair**
Mr David Leaity

Dated: **Wednesday 27th April, 2016**