

# Pondhu Primary School



Pondhu  
Primary School

## Minutes

Full Governing Board Meeting

Monday 23<sup>rd</sup> November, 2015

Clerk to Governing Board - Linda Cackett  
Typed: 24.11.2015  
Approved for circulation: 26.11.2015

### GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>Pondhu School</b>
<b>Quorum:</b>	<b>8</b>
<b>Chair:</b>	<b>Mr David Leaity</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Monday 23<sup>rd</sup> November, 2015 at 5.00 pm</b>
<b>Venue:</b>	<b>Pondhu School – Year 2 (Truro) Class Room</b>

#### **Attendance:**

<b>Name:</b>	<b>Governor</b>	<b>Associate Member</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mrs D Tregellas – Headteacher	<b>Yes</b>			<b>P</b>
Mr D Leaity – Chair – Co-opted	<b>Yes</b>			<b>Ap</b>
Mr A Gardiner – Vice Chair - Parent	<b>Yes</b>			<b>Ap</b>
Mr D Gilbert – Co-opted	<b>Yes</b>			<b>P</b>
Mr M Mayo – Co-opted	<b>Yes</b>			<b>P</b>
Mr N Cooper – Associate Member – Assistant Headteacher		<b>Yes</b>		<b>P</b>
Mr R Martin – Staff: Elected by Whole Staff	<b>Yes</b>			<b>P</b>
Mr T Bowker – Co-opted	<b>Yes</b>			<b>P</b>
Mrs A Truscott – Parent	<b>Yes</b>			<b>P</b>
Mrs K Hearn – Parent	<b>Yes</b>			<b>P</b>
Mrs S Heyward – LA	<b>Yes</b>			<b>P</b>
Mrs S Parekh – Associate Member – Assistant Headteacher		<b>Yes</b>		<b>P</b>
<b>VACANCY – Co-opted</b>	<b>Yes</b>			<b>-</b>
Mrs Emma Kerr, Egloskerry School			Acting Headteacher	<b>P</b>
Mrs L Cackett			Clerk	<b>P</b>

<b>1.0</b>	<p><b><u>Apologies and consideration of consent for absence</u></b></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>• Mr Gardiner</li> <li>• Mr Leaity</li> </ul> <p>Mrs Heyward kindly agree to Chair the meeting.</p> <p>Mrs Kerr's item on the agenda was agreed to be slotted in on her arrival at the meeting.</p>	
<b>2.0</b>	<p><b><u>An opportunity to declare any additional Business or Pecuniary Interest/s</u></b></p> <p>None.</p>	
<b>3.0</b>	<p><b><u>Constitution</u></b></p> <p>The Clerk reported that there is one co-opted vacancy at present.</p>	

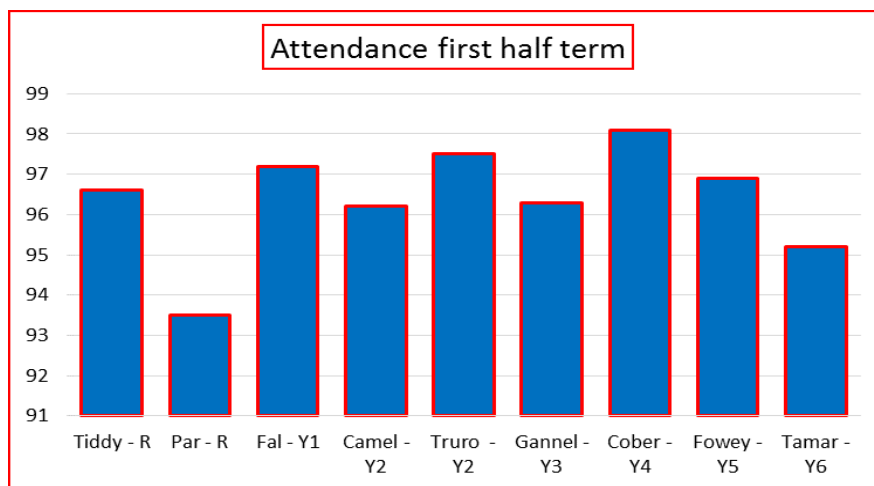
	<p>Mrs Hearn's term of office as a Parent Governor expired on 02.11.2015, and she has been reappointed, the Board congratulated her.</p> <p>The next term of office to expire is:</p> <ul style="list-style-type: none"> <li>Mr Leaity – 19.07.2016 – Co-opted</li> </ul>	
4.0	<p><b><u>Approval of the Minutes of the Full Governing Board Meeting on 30<sup>th</sup> September, 2015</u></b></p> <p>The minutes were <b>APPROVED</b> as a true and correct record of the meeting.</p>	
5.0	<p><b><u>Matters arising not already on the Agenda</u></b></p>	
5.1	<p><b><u>Item 2.0 – Website Information</u></b></p> <p>The Clerk reported that she had collated the information required for the website however governor attendance figures for committees also had to be reported and would complete the requirements. She would forward the completed document asap. The Headteacher agreed to provide committee attendance records.</p>	<p>Clerk Headteacher</p>
5.2	<p><b><u>Item 4.0 – Letter to Mrs Cleave</u></b></p> <p>It was agreed to confirm whether a letter had been sent to Mrs Cleave and action further if required.</p>	<p>Headteacher/ Chair</p>
5.3	<p><b><u>Item 7.2 – Class Links</u></b></p> <p>It was noted that Year 2 classes Camel and Truro still required link governors.</p> <p>School Parliament link governor was changed from Mrs Truscott to Mrs Heyward and Mrs Hearn was remove as FOPS link.</p>	
5.4	<p><b><u>Item 16.1 - Summer School</u></b></p> <p>Mr Cooper has completed his report; it will be uploaded to the portal.</p>	<p>Headteacher</p>
6.0	<p><b><u>Committee Meeting Reports</u></b></p>	
6.1	<p><b><u>Pay and Personnel (including Admissions) – 15<sup>th</sup> October (P&amp;P), 4<sup>th</sup> September (A), 2<sup>nd</sup> October (A) and 6<sup>th</sup> November (A)</u></b></p> <p>Minutes of the Pay and Personnel Committee were available on the web portal prior to the meeting.</p> <p>The Admissions Panel have met three times since the last meeting and minutes were available on the web portal. Discussion followed regarding numbers, potentially next year will be more full due to rising 3's, upto 22 children can attend any one session and up to 19 are on roll at present.</p>	

<p><b>6.2</b></p>	<p><b><u>School Premises, Health and Safety Committee – 15<sup>th</sup> October</u></b></p> <p>Minutes were available on the web portal prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The actions that were noted during an inspection walk around the school by the Headteacher, Mr Gilbert and the Premises Manager and are being addressed.</li> <li>• Mr Hooper has been contacted and the Headteacher received a response to her letter confirming that a deputy Premises Manager will be appointed in January, 2016 due to a heavy workload of the Premises Manager. This should improve the workload of the Premises Manager.</li> <li>• There is still a school crossing patrol, <b>a governor suggested that parents be reminded on the next newsletter to hold the hands of the younger children, this was agreed.</b></li> </ul>	<p>Headteacher</p>
<p><b>6.3</b></p>	<p><b><u>Finance Committee – 15<sup>th</sup> October</u></b></p> <p>Minutes were available on the web portal prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Governors felt the 'closing the gap' graph on the report was very informative and showed that Pondhu is being effective in ensuring all pupils achieve well.</li> </ul> <p><i>5.22 pm – Mrs Truscott and Mrs Kerr joined the meeting, Mrs Kerr apologised that she has been delayed in the Temple roadworks.</i></p>	
<p><b>6.4</b></p>	<p><b><u>Curriculum and Achievement Committee – 18<sup>th</sup> November</u></b></p> <p>Minutes were available on the web portal prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• RRSA had been missing on the Science Policy but was now included.</li> <li>• All other policies were reviewed and agreed by the Committee on behalf of the governing board.</li> <li>• The SRE programme is very structured at the Pondhu across all year groups.</li> <li>• The new assessment system has been reviewed, it was agreed to be an agenda item in the Spring Term 2016.</li> <li>• The proposed Governor Visit timetable was handed out to all governors, the Headteacher explained the document to the Board. It had been designed to meet the suggestions brought back from the Governor Induction training, <b>it was mentioned that RRSA should be incorporated, this was agreed.</b></li> <li>• All the reports presented by the Headteacher at the end of the committee meeting had been very positive in particular the extra-curricular club attendance data. 68% of pupils at Pondhu attend at least one club.</li> <li>• <b>A governor asked whether there were going to be additional clubs next term, this was confirmed, it had already come through the Children's Parliament. A parent had asked about performing arts clubs, the Headteacher confirmed that that this was also being addressed through Street Dance Clubs and the pupils are currently</b></li> </ul>	<p>Headteacher Clerk</p>

	<p>preparing to take part in St Austell Festival of Music and Speech. Discussion followed, it was agreed that the school does offer a variety of clubs for different age groups.</p> <p><b><i>The Governing Board Decision Planner and Terms of Office have all been reviewed by the relevant committees and uploaded to the portal.</i></b></p>	
	<p><b><u>Mrs Emma Kerr – Acting Headteacher, Egloskerry Primary School</u></b></p> <p>Mrs Kerr thanked everyone for allowing her to carry out her NPQH work at Pondhu School. She knew the data in the school was strong and therefore wished to work with us, she looked at the impact that teaching assistants have at the school. This was in February/March, she completed a survey with the teaching assistants which evidenced the need to watch other teaching assistants carrying out interventions and intervention work outside the classroom. As a result, she developed a plan for teaching assistants to develop their skills, they carried out lesson observations, some staff were not keen and required encouragement, she thanked the school for their support. One teaching assistant had been enthused with the introduction of a passport system. Towards the end of the project, after teaching assistants had developed their role, they appeared to have a renewed outlook and their response changed from 69% to 91%. Teaching assistants are now interacting more with each other, at Egloskerry she also facilitated her own 5 teaching assistants to observe each other and they share best practice also. There was a noticeable difference regarding the different number of teaching assistants employed at both schools due the different size of the schools.</p> <p>Unfortunately, in the Summer Term the proposed introduction of standards required for teaching assistants were no longer required. Mrs Heyward asked whether there had been a noticeable impact at Egloskerry. She replied that the teaching assistants had not previously been involved with the marking system and intervention work is more clearly evidenced. There has been a marked difference in the outcomes of the pupils improving as their interventions are tied in more tightly with their class work. It was agreed that teaching assistants are very important and their roles within schools very valuable.</p> <p>A governor commented that it was important that any intervention work is fed back into class, the teaching assistant role in this was agreed important. Egloskerry felt that this approach has a knock on effect with 'mastery', developing their breadth and depth.</p> <p>The Headteacher thanked Mrs/ Kerr for her work at Pondhu. Mrs Heyward asked if she had to do it again would she do it the same way, she replied that she felt that she would change it to look at mastery now.</p>	

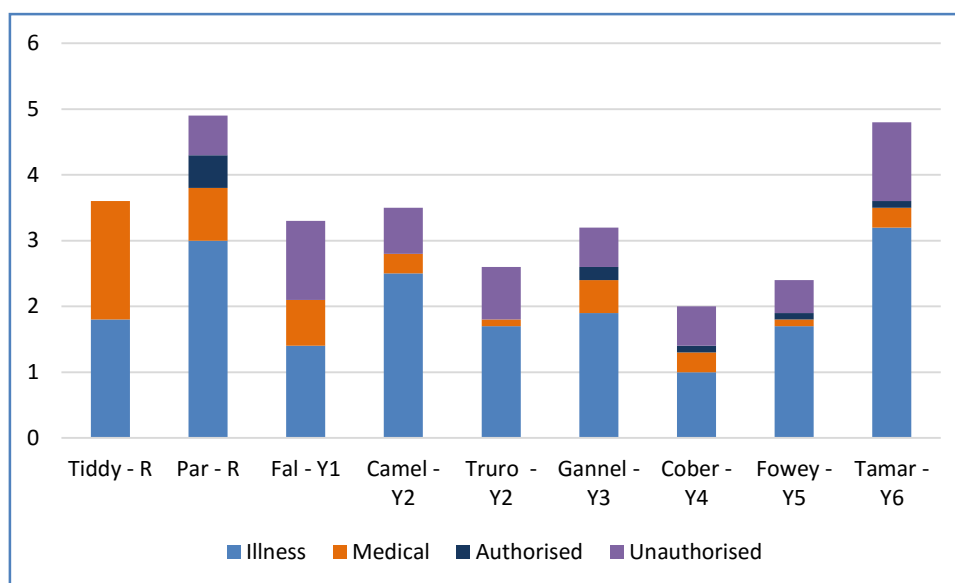
7.0	<b><u>Reports</u></b>	
7.1	<b><u>Assistant Headteacher's Reports</u></b>	
7.1.1	<b><u>Mrs Parekh – EYFS/KS1</u></b>  <p>The report was uploaded to the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>Joint work with both Acting Headteachers having Fridays as their management days is designed to enable them to work together leading their respective sections of the school.</li> </ul>	
7.1.2	<b><u>Mr Cooper – KS2</u></b>  <p>The report was uploaded to the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>Both reports give the Board a flavour of the various roles of Assistant Headteachers and evidence the excellent flexibility of having one in each key stage.</li> <li>The torchlight carnival was excellent, Pondhu were awarded 1<sup>st</sup> Prize. It was noted that there were a lot of new parents who attended.</li> </ul>	
7.2	<b><u>Attendance Report</u></b>  <p>The report was uploaded to the portal prior to the meeting. The Headteacher added that the government has now reduced the time that a pupil becomes a persistent absentee from 15% to 10%. A governor asked what this would mean to the school. The Headteacher explained that it would have an impact in particular on the work of the PSA who very regularly monitors attendance and works closely with families when required.</p> <p>A governor asked whether a pupil that has 100% attendance is awarded a prize, the Headteacher explained a certificate and badge is awarded on a termly basis and if a whole year is achieved a book token is awarded. The governor asked whether once the 100% is not achieved whether there is a difference in the attitude in the school. Discussion followed, a governor suggested that sickness perhaps could be looked at differently than holiday. It was felt that this would be difficult to manage and some parents would interpret in different ways. It was agreed that perhaps it could be re-visited, further discussion followed.</p> <p>Attendance for the first half of term was 96.4%. The class with the highest attendance was Year 4 River Cober who achieved 98.1%. There were 122 pupils who achieved 100% attendance this represents 44% of the school.</p>	

As part of the government's drive to improve school attendance the DFE have changed the percentage of absence that will now be considered persistent absence. This is one of the measures used to provide the evidence base for all schools. The reduction of persistent absence thresholds from 15% to 10% is shown in the table below. Claire Hollebon is now using these thresholds to inform her work to ensure attendance at school is at least good.



	10 per cent	15 per cent
Half-term 1	7 or more sessions	10 or more sessions
Half-term 1-2 (autumn term)	14 or more sessions	22 or more sessions
Half-term 1-3	20 or more sessions	30 or more sessions
Half-term 1-4 (autumn term and spring term combined)	25 or more sessions	38 or more sessions
Half-term 1-5	31 or more sessions	46 or more sessions
Half-term 1-6 (full academic year)	38 or more sessions	56 or more Sessions

Reasons for absence this term to date are shown in the table below.



### 7.3 SEND Report

The report was uploaded to the portal prior to the meeting. The Headteacher reported that there was no progress data included this time but a tremendous amount of detail in the report. It was noted that the provision of needs rather than the needs recognised by the Record of Need is significantly different. The school will always strive to meet the needs of the pupils.

### 7.4 Governor Training Reports

- Mrs Tregellas/Mrs Hearn – 16.10.2015 – Pupil Premium Conference
- Mr Bowker/Mr Martin – 21.10.2015 – Induction of New Governors Part 2

The reports were uploaded to the portal prior to the meeting. Mr Martin reported that the key outcomes were discussed in the Curriculum Committee. It had been very informative to look at RaiseOnline collaboratively at the course together. **9/10 agreed score for the course.**

Mrs Hearn reported that there had been two inspirational women speakers, you could feel their passion as they spoke. The Headteacher felt that it had been valuable to hear national speakers. The day was reassuring and supportive of Pondhu's focus on ensuring rich and quality language and communication opportunities for the pupils. **7/10 agreed score for the course.**

### 7.5 Governor Visit Reports

- Mr Gardiner – 20.11.2015 – To assess and brought up to date with current maths curriculum integration and ongoing assessment of school Maths programme
- Mr Mayo – 18.11.2015 – Website Audit Meeting with Headteacher
- Mrs Heyward – 11.11.2015 – Observe and participate in a ceremony of laying poppy wreaths
- Mr Leaity – 10.09.2015 – Learning Walk with Headteacher



<p>7.6</p> <p>7.7</p>	<p>The reports were uploaded to the portal prior to the meeting.</p> <p>Mrs Heyward was very impressed during her visit, she felt the pupils were aware of the solemn occasion.</p> <p>Mr Mayo confirmed that the website was accurate and the 'desirable' elements are now being considered.</p> <p>Mr Cooper had met with Mr Gardiner and the main discussion had been around mastery.</p> <p><b><u>PE Funding Report</u></b></p> <p>The report was uploaded to the portal prior to the meeting. The new format included photos, the plan is developing fundament skills, improve the curriculum. The new tracksuits worn by the netball were agreed very smart and they went on to win the tournament. The funding is allocated across the school and is important to ensure the correct level expenditure. Mr Kilby has begun working at the school and well received by pupils, the boxing club and street dance clubs are virtually paying for themselves.</p> <p>It was agreed that the new tracksuits etc. make the pupils look the part.</p> <p><b><u>Pupil Premium</u></b></p> <p>The report was circulated at the meeting, communication and language are in addition to the key areas being addressed. The Headteacher explained the pupil premium personal budgets expenditure for last year. Of the 105 eligible pupils 99 had accessed some funding., She felt positive that virtually 100% of the pupils would be accessing the funding this year. The Headteacher confirmed that she had investigated the 6 families who had not accessed it, no further action was required.</p>	
<p>8.0</p>	<p><b><u>Policy Reviews</u></b></p> <ul style="list-style-type: none"> <li>• Early Years</li> <li>• Science</li> <li>• MAGAT</li> <li>• RSE</li> </ul> <p>All policies were available on the web portal prior to the meeting and were reviewed by the curriculum and achievement committee. There were proposed, seconded and <b>APPROVED</b> for adoption.</p>	
<p>9.0</p>	<p><b><u>Safeguarding</u></b></p> <p>The Headteacher reported:</p> <ul style="list-style-type: none"> <li>• Children in school with Child Protection Plan: 7</li> <li>• Children in school with Child in Need Plans: 5</li> <li>• ViST's (formerly 121A) reports received this term: 6 reports relating to 5 families, some of the families are already working with Social Care.</li> </ul>	

	<p>The Headteacher reported that she had attend PREVENT training, she subsequently updated teachers on 3<sup>rd</sup> November. She has arranged formal training for next term to include governors on Monday 18<sup>th</sup> January, 2016 3.30 – 5.00 pm with Mr Steve Rowell.</p> <p>The Headteacher will circulate the annual safeguarding return for all governors to complete.</p>	
10.0	<p><b><u>SIP Report – 21.10.2015</u></b></p> <p>The report was available on the web portal prior to the meeting. The next visit is in March.</p> <p>In the afternoon the Performance Management of the Headteacher took place.</p>	
11.0	<p><b><u>SEF – Update</u></b></p> <p>The Headteacher went through the new template in detail with the Board, the bullet points come from the Ofsted Action Inspection Framework, The Chair has asked for all governors to look at the document and requires written feedback from all governors to the Chair by Friday 11<sup>th</sup> December at the very latest.</p> <p>She felt that it will be a very useful and informative document it has been discussed extensively by the extended Senior Management Team.</p>	<p>All governors – 11.12.2015 DEADLINE</p>
12.0	<p><b><u>Staffing Update</u></b></p> <p>The Headteacher reported the following:</p> <ul style="list-style-type: none"> <li>• One Teaching Assistant has left and gone to another school, interviews for her job plus an additional one are on Monday 7<sup>th</sup> December.</li> <li>• Staffing, on the whole, is very stable at present.</li> <li>• There are 2 new lunchtime supervisors. A governor asked if the increased number of pupils were managing in the hall the Headteacher confirmed that it was working well.</li> </ul>	
13.0	<p><b><u>Update on school developments</u></b></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> <li>• A feasibility study is going to be carried out regarding extending the hall.</li> <li>• The new infant playground is working well and the area above it will be finished shortly and will have artificial grass.</li> <li>• The new security system of the gate is working very well.</li> </ul>	

<b>14.0</b>	<b><u>Chair's Report</u></b>	
<b>14.1</b>	<b>Daily Mile</b>  A document regarding the Daily Mile at Pondhu School was circulated to the Board. Mr Cooper explained the principle behind the daily mile and the benefits that it can bring back into the classroom. The Board were very positive about the introduction of the scheme it will forge a continued working partnership with the school in Scotland. Pupils are very keen to take part in it and there are many variations. The school in Scotland has a track all around their grounds, Pondhu has measured up for a track and this will be something that might be facilitated at a later date.	
<b>14.2</b>	<b>FOPS Christmas Fayre at 2.30 pm on 11<sup>th</sup> December</b>  Mrs Truscott invited all governors to attend.	
<b>14.3</b>	<b>Christmas Lunch – Wednesday 16<sup>th</sup> December</b>  All governors were invited to attend.	
<b>15.0</b>	<b><u>Date/time of Full Governing Body meetings – 2015/2016</u></b> <ul style="list-style-type: none"> <li>• 3<sup>rd</sup> February, 2016</li> <li>• 16<sup>th</sup> March, 2016</li> <li>• 27<sup>th</sup> April, 2016</li> <li>• 6<sup>th</sup> July, 2016</li> </ul> <p>The meeting closed at 6.59 pm.</p>	

These Minutes were passed as true and accurate at the Full Governors Meeting on Wednesday 3<sup>rd</sup> February, 2016.

Signed: ..... **Chair**  
**Mr David Leaity**

Dated: **Wednesday 3<sup>rd</sup> February, 2016**