

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Body Meeting

Wednesday 4th February, 2015

Clerk to Governing Body - Linda Cackett
Typed: 07.02.2015
Approved for circulation: 11.02.2015

GOVERNING BODY MEETING MINUTES

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| School: | Pondhu School |
| Quorum: | 7 |
| Chair: | Mr David Leaity |
| Clerk: | Mrs Linda Cackett |
| Date of meeting: | Wednesday 4th February, 2015 at 5.00 pm |
| Venue: | Pondhu School – Year 2 Class Room |

Attendance:

| Name: | Governor | Associate Member | Other (please state) | Present/ Apologies/ Absent |
|---|-----------------|-------------------------|-----------------------------|-----------------------------------|
| Mrs D Tregellas – Headteacher | Yes | | | Ap |
| Mr D Leaity – Chair - Community | Yes | | | P |
| Mr A Gardiner – Vice Chair - Parent | Yes | | | Ap |
| Mr D Gilbert – LA | Yes | | | P |
| Mrs A Truscott – Parent | Yes | | | P |
| Mr J Armstrong – Parent | Yes | | | P |
| Mrs J Tyrrell – Parent | Yes | | | Ap |
| Mrs S Parekh – Staff: Teacher | Yes | | | P |
| Mr R Martin – 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 |

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| 1.0 | <p><u>Apologies and consideration of consent for absence</u></p> <p>The Chair welcomed the new school whole staff governor, Mr Richard Martin to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mrs Tyrrell • Mr Gardiner • Mrs Tregellas | ACTION: |
| 2.0 | <p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p> | |

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| 3.0 | <p><u>Constitution</u></p> <p>The Clerk reported that there were no vacancies at present, the next terms of office to expire are:</p> <ul style="list-style-type: none"> • Mr Gilbert – 10.09.2015 – LA • Mrs Heyward – 24.09.2015 – LA • Mrs Parekh – 25.09.2015 – Teacher • Mrs Yelland – 25.09.2015 – Non-Teacher • Mrs Hearn – 02.11.2015 - Parent | |
| 4.0 | <p><u>Approval of the Minutes of the Full Governors Meeting on 3rd December, 2014</u></p> <p>The minutes were APPROVED as a true and correct record of the meeting.</p> | |
| 5.0 | <p><u>Matters arising not already on the Agenda</u></p> <p>5.1 Item 6.1 – Revised Decision Planner and Terms of Reference</p> <p>The terms of reference for the Pay Appeals Panel have been reviewed; they were circulated to the Governing Body. Recommendations were discussed and amendments APPROVED by the Governing Body.</p> <p>5.2 Item 6.3 – Health and Safety/Premises</p> <p>The letter has been sent but there has been no reply from Mr Biscoe as yet. Mrs Cleave agreed to follow-up and report back to the Governing Body.</p> <p>5.3 Item 7.5 – Governor Visits to schools reports</p> <p>The Chair circulated a revised programme of visits to the Governing Body for academic year 2014/15. Governors were happy with the revised programmed. <i>5.11 pm – Mrs Hearn joined the meeting.</i></p> <p>5.4 Item 10.1 Headteacher's Update</p> <p>Mrs Cleave and Mr Bowker attended the GO1 course and Mrs Cleave also attended a Safeguarding course</p> <p>5.5 Item 13.0 – VLE Update</p> <p>Governors were aware of the changes and had accessed the VLE.</p> <p>The summary report would be covered later in the agenda</p> | Mrs Cleave |

6.0 Reports

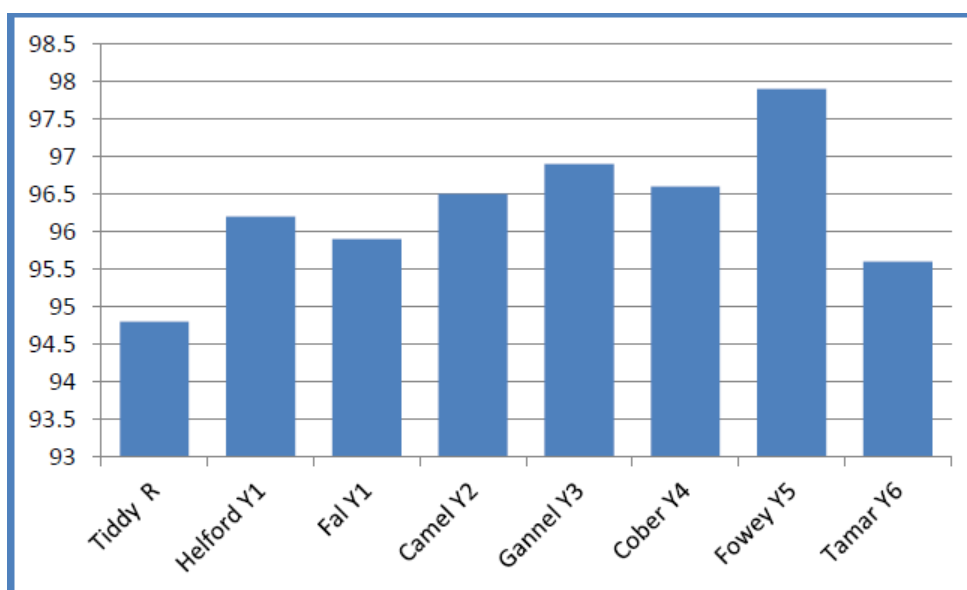
6.1 Headteacher's Report (previously made available on website)

The Chair drew attention to the fact that specific performance management targets had been added to the Headteacher's Report in line with the guidance from Bob Damerell.

6.2 Attendance Report (previously made available on website)

Overall Attendance

The attendance for the whole term by class shows a generally improving trend as children move through school. The class that caused some concern is Year 6 with attendance at 95.6%. This figure remains above national average attendance of 95% but will be a focus of work for the PSA next term. It is also worth noting that the current Y5 also had the highest attendance last academic year.

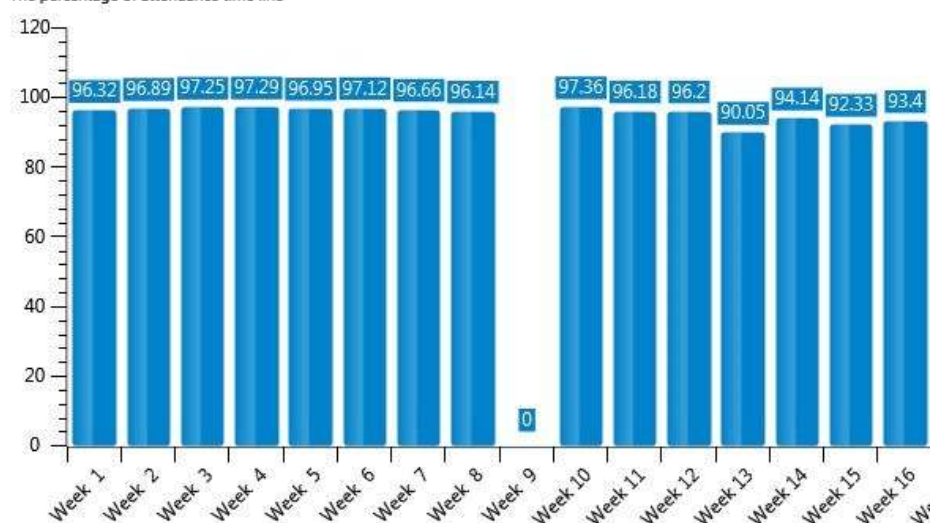


Patterns of Absence

The graph below is taken from SimsSD which is a tool that allows schools to analyse data. This timeline shows the overall attendance week by week in the autumn term for the whole school including the Nursery. It is interesting to note that attendance was well above national average until week 13. This relates to week beginning 24th November and attendance for the remainder of term was lower – building tiredness, seasonal coughs and colds were the main reason for this drop.

Percentage Attendance Time Line

The percentage of attendance time line



The Chair commented that attendance had been very good this academic year. Year 6 is struggling a little but since Christmas there has been improvement, 98.3% since Christmas, there were two very genuine reasons affecting the figures in the autumn term.

5.20 pm – Mrs Truscott joined the meeting and was congratulated on her re-appointment as parent governor.

6.3

Governor Training Reports (previously made available on website)

- Induction GO1 – Mrs Cleave
- Safeguarding – Mrs Cleave
- Pupil Premium – Mrs Hearn + Mrs Tregellas

Mrs Cleave reported that GO1 was very informative, the Chair asked if she felt she was confident and well prepared prior to attending, she agreed that she had been and scored the training 9/10, it would have been 10/10 but was a very cold venue.

Mrs Cleave enjoyed the Safeguarding Course also and felt the course was very informative and scored the training 10/10.

Mrs Hearn's report was circulated at the meeting as it had taken place just the day before (it will be uploaded to the VLE). She felt that the course was very informative, she explained FSM6 and Up 7 funding to the Governing Body. The Chair asked if she had anything to report that could be taken on board, she replied that a system to be put in place to allow one to one sessions to be fed into the classroom. The Chair confirmed that Ofsted would be looking at this; the pupil premium children are always identified and tracked at least termly. Mrs Hearn had brought back a review form for Pupil Premium for governors. She had also brought several documents away from the meeting which will be of interest to the Governing Body. Mrs Hearn will ensure the necessary documents are circulated. A governor asked the percentage of pupil premium children. The

Mrs Hearn

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| | <p>chair had a mini quiz and the majority of governors were correct, it was confirmed as 46.9% (106 pupils - £136,000 approximately). Discussion followed regarding the pupil premium allocation in the school. It was agreed that the school spends the pupil premium in the best way possible for the children, every child is a priority. The Chair asked whether there were any issues with people signing up for FSM's, the staff governor replied that it is promoted highly however she felt that 100% entitled parents probably do not sign up. A governor asked whether there was any other way to illustrate the benefits and encourage parents to sign up. The Chair read a letter of congratulation from David Laws MP regarding the progress of the disadvantaged pupils of the school. The school narrowly missed an award on this occasion, all staff, governors, children and parents were congratulated.</p> <p>Mrs Cleave asked about the process of finding out parents NI numbers regarding pupil premium funding which is being carried out at another school. The Clerk explained that there was a simple form which could be completed with very little information and sent to the LA for processing to see whether they are entitled. She agreed to forward the information to the Headteacher.</p> | |
| 6.4 | <p><u>Governor Visit Reports</u></p> <p>There were none to report, Mr Armstrong agreed to complete one for his recent informal visit and his Humanities visit. The Chair reminded all governors of the importance of completing written reports of governor visits and ensuring they are uploaded to the website for everyone to access.</p> | <p>Clerk</p> <p>Mr Armstrong</p> <p>All governors</p> |
| 6.5 | <p><u>Parent Support Advisor Report</u></p> <p>The Chair reported that in the 'Schools Information Pack' published by the LA currently in circulation, Pondhu School is mentioned and recognised for the good work. This was agreed to be 'positive' evidence of the excellent work carried out at the school. Governors discussed the issues affecting families in the school. It was agreed important for the school to ensure that the school taps into the relevant support. It was agreed that the extended SENCO hours and Parent Support Advisor roles funded by Pupil Premium were critical for Pondhu School and proving highly effective.</p> <p>The Chair highlighted the key points in the report to the Governing Body (it will be uploaded to the VLE following the meeting). The Parent Support Advisor has been very well received by families throughout the school. The Chair suggested that the PSA attends the beginning of the first meeting of the Summer Term to describe her role, this was agreed and he agreed to arrange.</p> | <p>Chair</p> <p>Chair</p> |

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| 7.0 | <p><u>Management Policy Reviews (previously made available on website)</u></p> <ul style="list-style-type: none"> • Single Equality Scheme • Collective Worship • Attendance • H & S • Healthy Schools • Intimate Care • Young Carers <p>All the above policies were considered. It was noted that all of the policies with the exception of H&S policy have been RRSA'd linked. Mrs Parekh proposed that they were added. As this is a model County policy it wasn't appropriate to change the wording within the document but it was agreed to add articles numbered, 6, 19, 23, 28, 32 and 36 to the cover page. . Following with amendment all policies presented were APPROVED for adoption by the Governing Body.</p> | |
| 8.0 | <p><u>Rights Respecting School Award</u></p> <p>Mrs Parekh gave a detailed and informative verbal update on the award; she would circulate her report after the meeting. The Action Plan, once agreed, will be circulated to the Governing Body also. The Level 1 has been achieved already; she explained the main differences in the Level 2 award. A governor commented that her children are 'enthused' with watching Newsround now. The award ensures pupils maximise their opportunities. A governor commented that the balance of rights and responsibilities is known and evidenced throughout the school. it was agreed that the documents will be pulled together and the school's ethos promoted. A governor asked whether there was still a Bullying Policy, There is an Anti - Bullying Policy, it is incorporated in the Behaviour Management Policy. Another governor asked whether there is a Bereavement Policy, the Chair replied no but bereavement support is drawn upon when required as evidenced by the PSA report. Another governor asked whether there could be a RRSA blog, this was agreed to be looked at within the VLE by Mr Armstrong & Mr Mayo.</p> <p>The Chair thanked Mrs Parekh for her informative update.</p> | <p>Mrs Parekh</p> <p>Mr Armstrong and Mr Mayo</p> |
| 9.0 | <p><u>Safeguarding</u></p> | |
| 9.1 | <p><u>Headteacher's update</u></p> <p>The Chair reported on behalf of the Headteacher:</p> <ul style="list-style-type: none"> • 2 families on a Child Protection plan, this involves Core Group meetings at least 4 weekly. • 1 family on a Child in Need plan, this is stage below full child protection plan, involves CHiN meetings at least 4 weekly. • All new staff and governors are now trained to the | |

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| <p>9.2</p> | <p>appropriate level in Safeguarding.</p> <ul style="list-style-type: none"> • NC and DT undertook an E safety review with Jane McFall last Friday – report to follow. She also undertook internet use and awareness survey with all classes from R – Y6. • Next week – 10th Feb is internet safety day Mr Mayo, as ICT governor was asked to attend. <p><u>121A's</u></p> <p>Two 121A's have been received since the last meeting.</p> | <p>Mr. Mayo</p> |
| <p>10.0</p> | <p><u>Update on 4Front Partnership Work</u></p> <p>The Chair reported that the 4Front work has continued this term with a focus on science and Heidi Horner had been heavily involved. Headteachers are due to meet later this term, the Chair meetings do not seem to be well received.</p> <p>With the formation of the MAT there is a feeling that Mevagissey would like to join 4Front</p> | |
| <p>11.0</p> | <p><u>Staffing Update</u></p> <p>The Chair circulated a staffing report from the Headteacher. There were no questions.</p> | |
| <p>12.0</p> | <p><u>SEF</u></p> <p>The SEF was discussed at the training session by Bob Damerell. The SMT (Senior Management Team) have subsequently updated it further. It is important that the SEF is now reviewed frequently.</p> | |
| <p>13.0</p> | <p><u>Progress with School Development Plan Update</u></p> <p>The Chair circulated the updated School Development Plan to the Governing Body and a Progress Summary Report. There are several areas which are not green, to be expected, but some of these rely on governor input. The Governance Overall Priority was discussed in detail, 2 green areas and 4 amber.</p> <p>The Chair would like the subject governor's link to be teacher led, it was agreed that this was not quite the case at the moment, Mrs Parekh agreed to raise at a staff meeting. The Chair agreed to upload the policy review schedule to the portal within the Spring Term folder.</p> | <p>Mrs Parekh Chair</p> |
| <p>14.0</p> | <p><u>Feedback/follow up to Bob Damerell's training session</u></p> <p>The Chair circulated the summary feedback report for the session. The Chair invited comments, one governor commented that she needs to go back and think of herself as a new governor again! The need of a crib sheet of key questions was agreed to be a</p> | |

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| | <p>requirement. It was agreed that everyone cannot know everything as long as the governing body together knows the answers. Discussion followed, it was agreed that clarification was important. Governors felt that it would be of benefit for a follow up training session to be organised at the end of the summer term.</p> | Chair |
| 15.0 | <p><u>Governors Report for the website (previously made available on website)</u></p> <p>Governors APPROVED the draft Governors Report to be uploaded to the school website. The Chair asked the Clerk whether this report was completed by the other schools (16) she clerks – Pondhu School is the only one that she was aware of that has completed this task.</p> | Headteacher |
| 16.0 | <p><u>Chair's Report</u></p> | |
| 16.1 | <p><u>Raise Online Training</u></p> <p>Three governors will be attending.</p> | |
| 16.2 | <p><u>Clerk's Newsletter</u></p> <p>The Chair thanked the Clerk for her informative newsletter which she had circulated to all governors.</p> | |
| 16.3 | <p><u>Expansion/Planning Permission Pre-Application</u></p> <p>The Chair reported that the school has been asked once again by the LA whether they would consider an expansion. The Head and Chair informed the LA that they had still not had a response to the questions raised. Nothing has changed, the school require:</p> <ul style="list-style-type: none"> ➤ Nursery within the perimeter of the school ➤ Provision for parking with twice the capacity of today ➤ A new outdoor play area that is completed before the building (and therefore closing of existing KS2 play area and field) commences <p>An e-mail from Sharon Hindley was read to the Governing Body regarding the parcel of land being secured/allocated but clarification has not been given as to when it can be accessed. A governor asked if the new school expansion goes ahead would that have an impact on the funding available, the Chair explained that the original plans were a specific TBN funding project whereas this would be an individual LA project and funded accordingly. Discussion followed regarding land issues.</p> | |
| 16.4 | <p><u>New Lay By</u></p> <p>The Chair reported that the school have been given an area from existing LA land to create a new lay-by to ensure traffic flow in and out of the school site. Money has been allocated and it will be carried out before the end of the summer.</p> | |

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| 17.0 | <p><u>Clerk's Update</u></p> <p>The Clerk had updated the Governing Body in her recent Clerk's Newsletter.</p> | |
| 18.0 | <p><u>Date/time of Full Governing Body meetings – 2014/2015</u></p> <ul style="list-style-type: none"> • Wednesday 11th March, 2015 at 5.00 pm • Wednesday 29th April, 2015 at 5.00 pm • Wednesday 1st July, 2015 at 5.00 pm | |
| 18.0 | <p><u>Forthcoming Events</u></p> <p>12th February - FOPS Valentine's Disco 16th – 20th February – Half term 23rd February – INSET day</p> <p>The meeting closed at 7.13 pm.</p> | |

These Minutes were passed as true and accurate at the Full Governors Meeting on Wednesday 11th March, 2015.

Signed: **Chair**
Mr David Leaity

Dated: **Wednesday 11th March, 2015**