

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Body Meeting

Wednesday 22nd April, 2015

Clerk to Governing Body - Linda Cackett
Typed: 24.04.2015
Approved for circulation: 27.04.2015

GOVERNING BODY MEETING MINUTES

School:	Pondhu School
Quorum:	8
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 22nd April, 2015 at 5.00 pm
Venue:	Pondhu School – Year 1 Fal Class Room

Attendance:

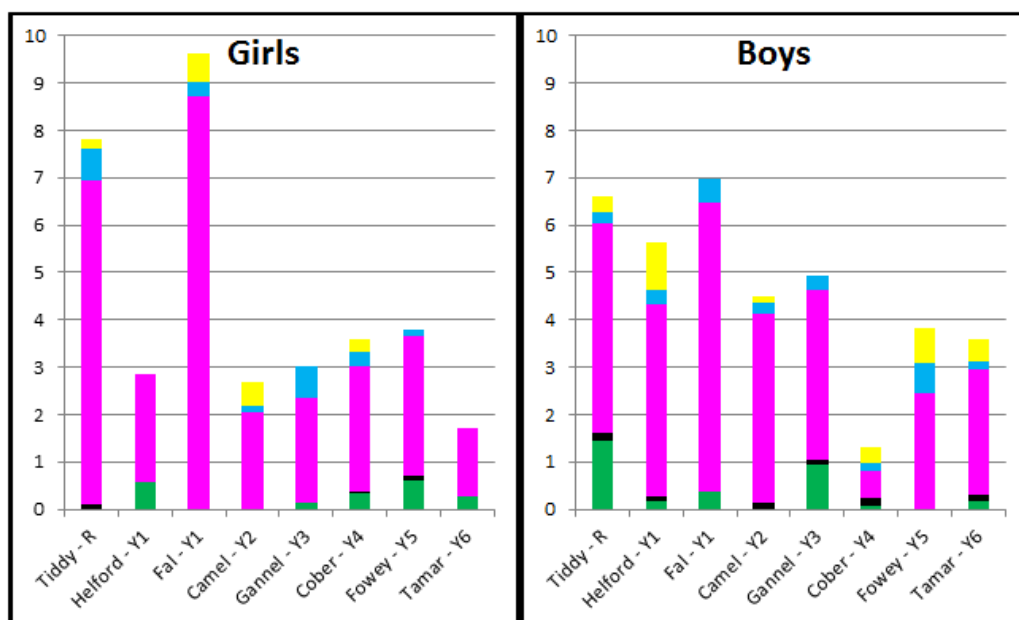
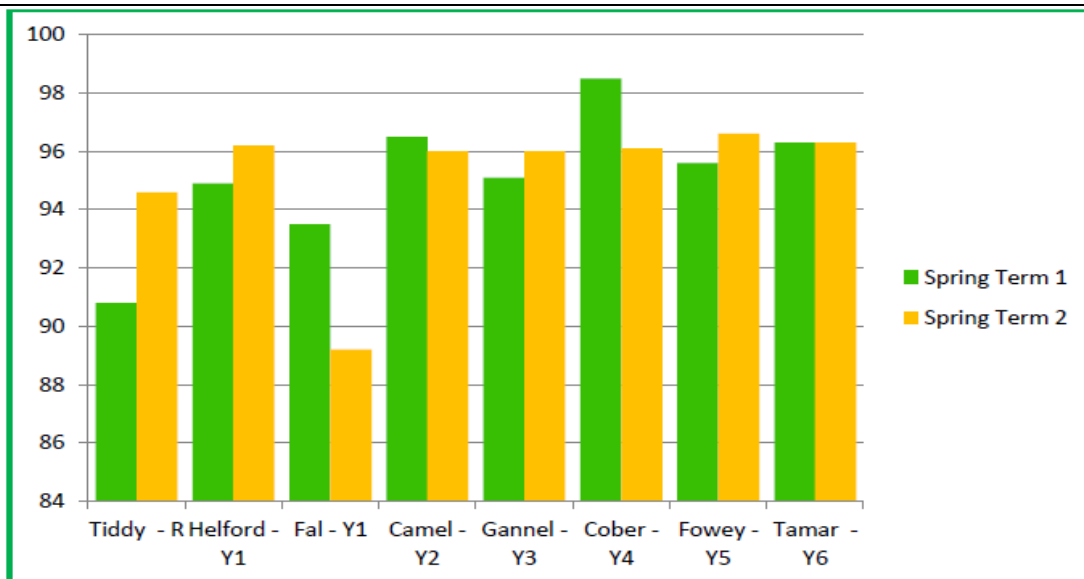
Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs D Tregellas – Headteacher	Yes			P
Mr D Leaity – Chair - Community	Yes			P
Mr A Gardiner – Vice Chair - Parent	Yes			P
Mr D Gilbert – LA	Yes			P
Mrs A Truscott – Parent	Yes			P
Mr J Armstrong – Parent	Yes			P
Mrs J Tyrrell – 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 V Burgess (SENDCo)	No		SENDCo	P
Mrs L Cackett			Clerk	P

1.0	<p><u>Presentation to Governors on Thrive – Victoria Burgess</u></p> <p>The Chair welcomed Mrs Burgess to the meeting who gave a very informative overview of Thrive. She explained the four guiding principles of the Thrive Approach to the Governing Body. The Chair asked how long the programme had been in existence, Mrs Burgess replied since 1994, albeit under a different name. She explained in detail how Thrive is delivered in the school and how it is implemented.</p> <p>Questions were invited, the question was asked as to how long it takes to assess a child, 45 minutes was the reply. The Vice Chair asked whether the presentation could be circulated, the Headteacher agreed to upload it to the portal. The Chair asked how much training is required on an annual basis, a day per year in addition to the correct number of assessments are carried. A governor asked whether there could be assessments to meet targets, this was agreed not to be the case. Another governor asked how progress could be monitored, it was explained that this was one of the reasons Thrive had been selected as it provides numerical data for ease of tracking throughout the programme and progress can be clearly evidenced.</p>	ACTION:
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	<p>It was asked whether the programme was effective throughout the school, it was confirmed that it was and clearly evidenced. A governor raised his concern that children might consider it as 'goodies' for 'baddies', it was felt that this was not the case. There is an excellent, appropriate reward system in place.</p> <p>The Headteacher informed the Governing Body that the school is now an accredited Thrive school; the new logo will be available for use very soon.</p> <p><i>Item 8.0 tabled at this point.</i></p> <p>Mrs Burgess explained the Special Educational Needs Information Report to the Governing Body. The new document meets all the requirements of the new Code of Practice and will be available on the website. Governors were invited to read the document and for any comments to be made to the Headteacher by the end of the month.</p> <p>The Chair asked if other schools had issued the same document, it was felt that the Pondhu document was very detailed and had been gone through with a fine tooth comb. A governor commented that the effort was well worth while.</p> <p><i>5.35 pm – Mrs Burgess left the meeting.</i></p>	All Governors
2.0	<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"> Mrs Tyrrell 	
3.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p> <p>The Clerk informed the Governing Body that as from March is was statutory for the website information on each governor and any associate members to include:</p> <ul style="list-style-type: none"> their name their category of governor which body appoints them their term of office the names of any committees the governor serves on details of any positions of responsibility, such as chair or vice-chair of the governing body or a committee of the governing body. <p>As from September 2015 it must also include the Register of Interests:</p> <ul style="list-style-type: none"> should set out the relevant business interests of governors and details of any other educational establishments they govern should also set out any relationships between governors and members of the school staff including spouses, partners and relatives <p>The Clerk circulated a website audit tool and agreed to send an electronic version to the Headteacher and Mr Mayo.</p>	Clerk

4.0	<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 	
5.0	<p><u>Approval of the Minutes</u></p>	
5.1	<p><u>Approval of the Minutes of the Full Governors Meeting on 11th March, 2015</u></p> <p>The minutes were APPROVED as a true and correct record of the meeting.</p>	
5.2	<p><u>Approval of the Minutes of the Extraordinary Full Governors Meeting on 20th March, 2015</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>Extraordinary Meeting - Expansion</p> <p>The Chair read an excerpt from the letter sent to the school from the Council (that arrived on the first day of Summer Term). The school's PAN is 60 for September 2015. Despite a series of exchanges and negotiations with the LA the increase had been the decision of the LA and the school, having taken legal advice, is now in a position of having to accept the instruction. The Headteacher has written a letter to the Local Authority, the Chair read the five key items that have been agreed:</p> <ol style="list-style-type: none"> 1. Additional Hall Space: fully funded by the LA and completed in time for September 2016. This means that irrespective of any further increase in PAN, the hall will be expanded in the next 16 months to accommodate the PAN as at September 2015. 2. Additional Infant Playground: fully funded by the LA and in place for September 2015. Work to start in the next few weeks. 3. Additional Car Parking: the LA will make sure there are alternative parking arrangements in place for September 2015 following the loss of car parking due to the infant playground. I am expecting to receive documentation showing where this will be, when it will be available and the number of spaces. Further additional parking will be ready once the 2FE expansion is completed 4. Use of meeting rooms at Pondhu Children's Centre: the school will have the use, free of charge, of a room for meetings at the children's centre. Please advise how this will work in reality? 	

<p>5. Traffic Loop around the back of Pondhu House: on hold until completed as part of 2FE expansion</p> <p>Governors expressed their concern regarding parking outside the school grounds, with 30 additional pupils it was agreed the problem will only escalate, discussion followed regarding car parking. Grave concerns were made that a child might be injured. Photographs had been taken illustrating the gravity of the situation.</p> <p>The Headteacher added that it is still an exciting time for the school and the Governing Body needs to continue to be positive and proactive in progressing the planned expansion. A governor commented that she had heard that Pondhu was the 'up and coming school' in the area.</p> <p>6.2 Item 6.1 – Letter</p> <p>Mrs Cleave confirmed that she had sent the letter but needs to e-mail Mrs Heyward. The Headteacher added that approximately 40 letters had been sent from the school office and she was aware that a number of parents had also written independently.</p> <p>6.3 Item 6.2 – Governor Training Reports</p> <p>Mrs Hearn reported that she had contacted Cornwall Council for the documents for the information and links, she had been sent links but they were not the relevant ones. She agreed to upload the important 3 documents to the portal.</p> <p>6.4 Item 7.4 - Policies</p> <p>Governors who were absent from the last meeting were given the policy signing sheets to complete w.r.t. Acceptable Use and Social Networking policies.</p>	<p>All Governors</p> <p>Mrs Cleave</p> <p>Mrs Hearn</p>	
<p>7.0 <u>Reports</u></p> <p>7.1 <u>Headteacher's Report (previously made available on website)</u></p> <p>7.2 <u>Attendance Report (previously made available on website)</u></p>	<p>There were no questions for the Headteacher.</p> <p>The table below shows the overall percentage attendance for each class for each half of the spring term.</p> <p>Reception – Tiddy and Year 1 Fal were badly affected by chicken pox in the weeks either side of half term which reduced their overall attendance.</p>	



Reasons for absence are shown by class by percentage of sessions missed split by gender.



Governors discussed the informative reports.

7.3 **Governor Training Reports (previously made available on website)**

- Karen Hearn & Aleah Truscott – RAISEonline – 19.03.2015
- Karen Hearn – Pupil Premium – 3.2.2015
- Jamie Armstrong – Eden Project Hub – 24.02.2015

Mrs Hearn and Mrs Truscott commented that the RAISEonline course should have been a day, but were told that the reason it wasn't was due to the fact that the provider did not want to have the cost of providing lunch. Mrs Hearn and Mrs Truscott had given feedback on the day but had not had a response. The Headteacher felt that as the course had been funded by SELT, Mr Damerell would perhaps have been restricted to the format of the

	delivery.	
7.4	<p><u>Governor Visit Reports (previously made available on website)</u></p> <ul style="list-style-type: none"> • Jamie Armstrong – 18.03.2015 – Y4 French Assembly, Humanities: History/Romans • Jamie Armstrong – 18.03.2015 – Walk/Wheel on Wednesday from Park and Stride • Jamie Armstrong – 17.03.2015 – To oversee an Eco Committee meeting, planning. • Jamie Armstrong – 18.03.2015 – Humanities: Hinduism with Year 1 • Jamie Armstrong – 11.02.2015 – Accompany Year 4 as class governor for their hour of Bite Sized Have a Go Day and following debrief • Jamie Armstrong – 27.01.2015 – Healthy Schools Catch • Jamie Armstrong – Spring Term – various Tuesdays – Eco Clubs • Jamie Armstrong – Spring Term – New Humanities curriculum update • Jamie Armstrong – 25.02.2015 – Sustrans meeting, post-handover catch up • Jenny Tyrrell – 17.03.2015 – Subject Leader visit to update RE subject • Martin Mayo – 18.03.2015 – Nursery Class link • Alex Gardiner – 17.03.2015 – Class link visit – Reception • Karen Hearn - - 17.03.2015 – English visit • Aleah Truscott – 22.3.2015 – Year 2 class link governor visit <p>The Chair thanked the governors for their commitment, there had been 14 visits all with reports He reminded governors to meet with the Headteacher/SMT preferably before leaving the school but definitely before the reports are uploaded to the website.</p>	
7.5	<p><u>Parent Support Advisor Report (previously made available on website)</u></p> <p>A very comprehensive and 'eye opening' report, the Chair reiterated that it confirmed the need of a Parent Support Advisor in the school.</p> <p>6.15 pm Mr Gilbert left the meeting</p>	
7.6	<p><u>Headline Data 2014 Report</u></p> <p>The Headteacher circulated the latest Headline Data report, a governor commented that the Persistent Absence % improvement was significant - 6.6% in 2012, 4.7% in 2013 and 1.6 in 2014. Clear evidence of the impact of the Parent Support Advisor. A governor asked if the format was available to parents, it was confirmed that it was not but this was a summary sheet for governors.</p>	
8.0	<p><u>Management Policy Reviews (previously made available on website)</u></p> <ul style="list-style-type: none"> • Safeguarding • Homework • Pupil Premium <p>All the above policies were APPROVED for adoption.</p>	

9.0	<p><u>Special Educational Needs Information Report</u></p> <p>Tabled under Item 1.0.</p>	
<p>10.0</p> <p>10.1</p>	<p><u>Safeguarding</u></p> <p><u>Headteacher's update</u></p> <p>The revised 'Keeping Children Safe in Education' document was circulated to all governors.</p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • Three new staff attended induction meeting with DT on their first day. • C Hollebon completed Safeguarding Lead training + DV. Total Lead level training = 4 staff – D Tregellas, S Parekh, C Hollebon and N Cooper. • Single Central Record training / checks today – D Tregellas, A Dingle and A Holbrook. The SCR is accurate and only a very small number of minor tweaks required. • 1 CP conference taken place since last FGB • Increased number of CP incidents this term. • The 360 Degree audit tool has been updated at a staff meeting today. Discussion followed. <p><u>121a's - update</u></p> <p>Five 121A's have been received already this term.</p>	
11.0	<p><u>Staffing Update</u></p> <p>The Headteacher reported the following:</p> <ul style="list-style-type: none"> • Three new teaching assistants, Jackie Welch, Tracey Turner and Andrew Hickling. • Jo Green on maternity leave. • Kylie Bunt due to go on maternity leave at the end of July. <p>A governor asked when/if parents are informed when staff become pregnant. The Headteacher replied that it was a decision for the individual. The class structure for the next academic year will be announced closer to the end of term when everything has been finalised.</p>	
12.0	<p><u>Progress with School Development Plan</u></p> <p>The Headteacher presented the SDP plan on the interactive whiteboard and this was reviewed by the Governing Body. There were no red areas (no progress) and naturally there are still amber areas as the year has not ended yet. There were also some green aspects – completed.</p> <p>The Governor Section was completed interactively by the Governing Body, questions and discussion took place during the completion.</p>	

	Governors were reminded of the governor / subject link joint meeting on 8 th July when subject development plans will be reviewed.	All subject link governors				
13.0	<p><u>Reconstitution of Pondhu Governing Body</u></p> <p>The Chair and Headteacher gave a presentation on governance. The Headteacher invited governors to table how they know about the school, the replies were:</p> <ul style="list-style-type: none">• Data• RAISEonline• First hand observation – governor visits• Receive reports from individual governors and committees.• Ask questions.• Personal research• Discussions• Training to support all the above <p>The Headteacher facilitated a SWAT analysis, governors were given 5 minutes to complete.</p> <table><tr><td><p>Strengths</p><p>Self-assessment of GB Commitment Staff presence Support from Head Wide range of skills Strong staff, SMT & parent balance to FGB Good attendance at FGB Very interactive GB Training regularly and update of training focus Questioning from ‘unreasonable’ governors Governor training Governor experience Lots of training Friendliness Approachability Willing to commit Lead from Chair</p></td><td><p>Weaknesses</p><p>Parental involvement i.e. recruiting new governors to replace/compliment</p></td></tr><tr><td><p>Opportunities</p><p>School expansion Cooperation with other schools School development Accessible training Increase and continue good working relationship with staff Expansion Local community tie-ins Expansion of school and local community Ask questions Array of skills</p></td><td><p>Threats</p><p>Ofsted Mental health of parents Potential staff pressure Distraction caused by Ofsted pending Local bias of pupil premium pupils may make meeting national targets harder/less likely Drive to reduce GB numbers</p></td></tr></table> <p>Governors were asked how they oversaw the financial performance of the school and make sure money is well spent?</p> <ul style="list-style-type: none">• Ensure efficient systems are in place and policies implemented• Receive independent reports from Finance Technician• Regular review all aspects of Finance	<p>Strengths</p> <p>Self-assessment of GB Commitment Staff presence Support from Head Wide range of skills Strong staff, SMT & parent balance to FGB Good attendance at FGB Very interactive GB Training regularly and update of training focus Questioning from ‘unreasonable’ governors Governor training Governor experience Lots of training Friendliness Approachability Willing to commit Lead from Chair</p>	<p>Weaknesses</p> <p>Parental involvement i.e. recruiting new governors to replace/compliment</p>	<p>Opportunities</p> <p>School expansion Cooperation with other schools School development Accessible training Increase and continue good working relationship with staff Expansion Local community tie-ins Expansion of school and local community Ask questions Array of skills</p>	<p>Threats</p> <p>Ofsted Mental health of parents Potential staff pressure Distraction caused by Ofsted pending Local bias of pupil premium pupils may make meeting national targets harder/less likely Drive to reduce GB numbers</p>	
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	<p>At present: the Finance Committee complete these tasks and report to Full GB, options were discussed.</p> <p>Governors were asked how the school is held to account for the educational performance of the school and its pupils?</p> <ul style="list-style-type: none"> • Receive reports and information (internal and external) concerning aspects of school performance. • Ensure effective policies are in place and actioned. <p>At present: governors visits to school – subject specialism and class links. Curriculum and Data, Personnel and Pay and Premises, Health and Safety Committees.</p> <p>Governors were asked how the school ensures clarity of vision, ethos and strategic direction?</p> <ul style="list-style-type: none"> • Receive reports (external and internal) • Ensure FGB is aware of local/national developments <p>At present: there is a wide range of skills, experiences and knowledge in current FGB. Full GB meeting discussions based on information received.</p> <p>Questions to consider:</p> <ul style="list-style-type: none"> • What committees do we need? • How many on each committee? • Membership of just one/more than one committee? • Parent representation? • Staff representation? • Independent representation? • Community representation? • Timing and frequency of meetings? <p>Governors were given a questionnaire to complete and return to the Chair by 1st June.</p> <p>The Clerk commented that from her experience in Clerking numerous Governing Bodies, Pondhu was a very efficient Governing Body and explained the rationale behind her decision.</p>	
14.0	<p><u>Chair's Report</u></p> <p>The Chair announced that today the school was awarded the Sustrans Silver School Mark and noted that Pondhu is the first school in Cornwall to have achieved this award. He thanked the governor involved with this initiative for the work and commitment.</p>	
15.0	<p><u>Clerk's Update</u></p> <p>Covered under Item 3.0.</p>	

16.0	<p><u>Date/time of Full Governing Body meetings – 2014/2015</u></p> <ul style="list-style-type: none">Monday 20th July, 2015 at 3.30 pm – Please note re-arranged date <p>Proposed date and time of FGB meetings 2015 – 16:</p> <p>30th September, 2015 2nd December, 2015 3rd February, 2016 16th March, 2016 27th April, 2016 6th July, 2016</p>																											
17.0	<p><u>Forthcoming Events</u></p> <table><tr><td>23rd April</td><td>Y2 Camp</td></tr><tr><td>5th May</td><td>Finance - 8.30 am</td></tr><tr><td>7th May</td><td>School Council - 3.30 pm</td></tr><tr><td>11th May</td><td>SATs week</td></tr><tr><td>9th June</td><td>Sports Day</td></tr><tr><td>9th June</td><td>New Parents Reception Evening – 6.00 pm</td></tr><tr><td>11th June</td><td>Reserve Sports Day</td></tr><tr><td>15th June</td><td>Phonics testing week</td></tr><tr><td>16th-19th June</td><td>Year 5/6 - London</td></tr><tr><td>23rd June</td><td>Science Day</td></tr><tr><td>8th July</td><td>Staff/Governor Action Plan review 3.30-5.00 pm</td></tr><tr><td>21st July</td><td>Last day of term</td></tr><tr><td>20th July</td><td>Full Governing Body Meeting</td></tr></table> <p>The meeting closed at 7.25 pm.</p>	23 rd April	Y2 Camp	5 th May	Finance - 8.30 am	7 th May	School Council - 3.30 pm	11 th May	SATs week	9 th June	Sports Day	9 th June	New Parents Reception Evening – 6.00 pm	11 th June	Reserve Sports Day	15 th June	Phonics testing week	16 th -19 th June	Year 5/6 - London	23 rd June	Science Day	8 th July	Staff/Governor Action Plan review 3.30-5.00 pm	21 st July	Last day of term	20 th July	Full Governing Body Meeting	
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These Minutes were passed as true and accurate at the Full Governors Meeting on Monday 20th July, 2015.

Signed: **Chair**
Mr David Leaity

Dated: **Monday 20th July, 2015**