

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Monday 20th July, 2015

Clerk to Governing Board - Linda Cackett
Typed: 24.07.2015
Approved for circulation: 26.07.2015

GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	8
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Monday 20th July, 2015 at 3.30 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 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			Ap
Mrs A Cleave – LA	Yes			P
Mrs L Cackett			Clerk	P

1.0	<u>Apologies and consideration of consent for absence</u> Apologies were received, considered and accepted from: <ul style="list-style-type: none"> • Mr Bowker • Mrs Truscott 	
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> None.	
3.0	<u>Constitution</u> The Clerk reported that there were no vacancies at present, the next terms of office to expire are: <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 Governing Board Meeting on 22nd April, 2015</u></p> <p>The minutes were APPROVED as a true and correct record of the meeting.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p>	<p><u>Matters arising not already on the Agenda</u></p> <p><u>Item 1.0 – Presentation to Governors on Thrive – Victoria Burgess</u></p> <p>There was no feedback to Mrs Burgess concerning the SEND information report and following discussion with the SEND governor, was uploaded to the website.</p> <p><u>Item 3.0 - Website Audit Tool</u></p> <p>Mr Mayo reported that he had completed the website audit tool and felt that the majority of the requirements were being met and areas classed as 'desirable' were the next focus. The Clerk explained that she will produce the Business and Pecuniary Interests and governor information in a table format that can be uploaded to the website. The Chair asked if this would be an annual procedure, the Clerk confirmed that it would be but will need to be updated as and when information changes. Mr Mayo will take on the responsibility of the school website.</p> <p><u>Item 6.2 - Letter</u></p> <p>Mrs Cleave has sent the letter but not has a response as yet.</p> <p><u>Item 6.3 – Governor Training Reports</u></p> <p>Mrs Hearn has uploaded the documents to the portal.</p>	<p>Clerk</p> <p>Mr Mayo</p>
<p>6.0</p> <p>6.1</p> <p>6.2</p>	<p><u>Committee Meeting Reports</u></p> <p><u>Pay and Personnel (Including Admissions) – 22.05.2015</u></p> <p>Minutes were on the portal prior to the meeting, nothing further to report.</p> <p><u>Health and Safety/Premises- 22.05.2015</u></p> <p>Minutes were on the portal prior to the meeting, it was noted that:</p> <ul style="list-style-type: none"> • A Health and Safety Audit has been carried out by Robin Harris, an LA representative, and Mr Gilbert had attended, report to follow. There were no concerns raised and Mr Harris had witnessed a full school fire drill. Mr Gilbert was thanked for his attendance and the huge contribution he makes to this important aspect of school life. • The road widening will take place during the summer break, door replacements will be carried out next week. The solar panels are waiting for a third quote. • The school crossing patrol man is attending a course therefore it is 	

	<p>not known whether he will still be undertaking his role in September. Unfortunately parents cannot be informed of the future until the school is informed and the decision making process wasn't aligned to allow this to happen before the end of summer term</p> <ul style="list-style-type: none"> The Chair asked whether the process for providing the children with milk had worked out this year. The Headteacher reported that milk is now being offered to all pupils during lunch and the uptake is very good - a success story for this year. <p>A governor raised concern about the overhanging eucalyptus branches, the Headteacher will action tomorrow. A governor commented that there is also a drain blocked on the entrance road, the Headteacher agreed to action.</p> <p>The stage lighting has been installed, governors wished to thank FOPS; they had been used in the latest school performance.</p>	
6.3	<p><u>Finance – 05.05.2015</u></p> <p>Minutes were on the portal prior to the meeting; the school was in good financial standing and the robust financial controls developed over the years are still effective in managing the budget. The Headteacher confirmed that there are still some supply insurance claims to be received.</p>	Mrs Hearn
6.4	<p><u>Curriculum and Achievement – 23.06.2015</u></p> <p>Minutes were on the portal prior to the meeting, nothing further to report. The Committee Chair felt that it was a comprehensive meeting and addressed several issues; the school is well positioned to be a leading school in the area. The Chair asked the new staff governor how he felt the new curriculum would impact Pondhu, he replied that Pondhu would be fine as staff are well prepared to deliver the new curriculum and the assessment without levels project has been useful.</p>	
7.0	<u>Reports</u>	
7.1	<u>Key Stage Reports</u>	
7.1.1	<p><u>KS1</u></p> <p>Mrs Parekh gave a verbal report to governors and will upload it to the portal after the meeting. [The report needs to be uploaded prior to the meeting in future]</p> <p>Recently there had been a sharing of experiences with a local school including the School Council. The Chair asked whether the other School's Council was similar to Pondhu's, she replied that Pondhu's Council had remarked that they did things differently and were not 'told' what to do. The School Council is combining with the Right Respecting Schools Team to become a School Parliament next year. Pondhu is at the forefront of RRSA work in Cornwall and is looking to develop the use of Skype to</p>	Mrs Parekh

enable Pondhu to assist and support other schools. This time next year the school will be ready to be accredited at Level 2. Mrs Parekh continues to be the staff representative on FOPS, it was agreed that this was an essential link with the SMT.

The Headteacher commented that many of the new intake parents were pleasantly surprised when they came inside the school. A governor commented that there have been many positive comments made. **A governor asked if the positive comments and links with closely located parents were promoted, it was confirmed that they were.** There is a comprehensive programme of induction including play and stay sessions and these have been well attended.

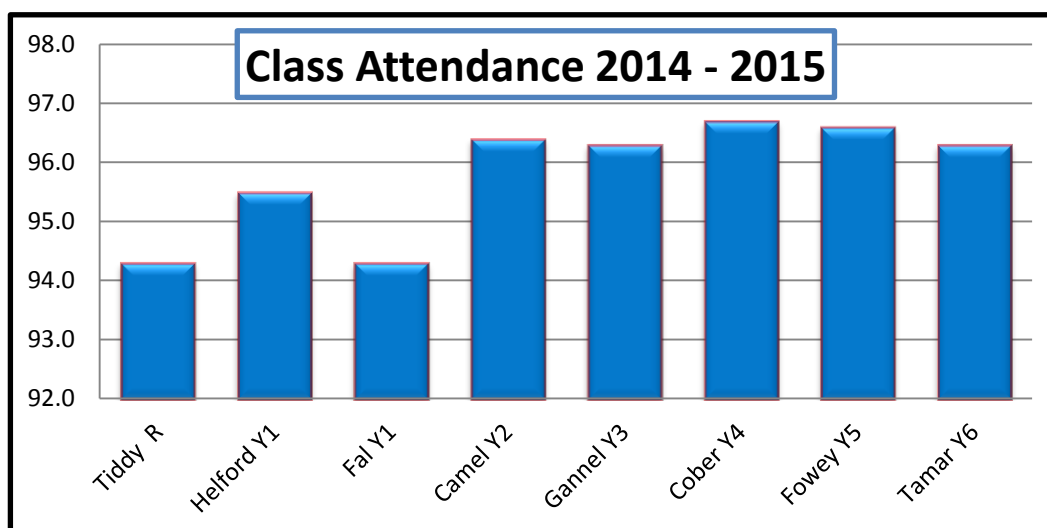
7.1.2 **KS2**

Mr Cooper's report was available on the portal prior to the meeting. **The Chair asked about the success of the London Trip, it was agreed to have been fantastic. It was asked if any changes would be made for future years, possibly the War Museum rather than the Science Museum.**

7.2 **Attendance Report – 15th July, 2015**

The report was uploaded to the portal prior to the meeting.

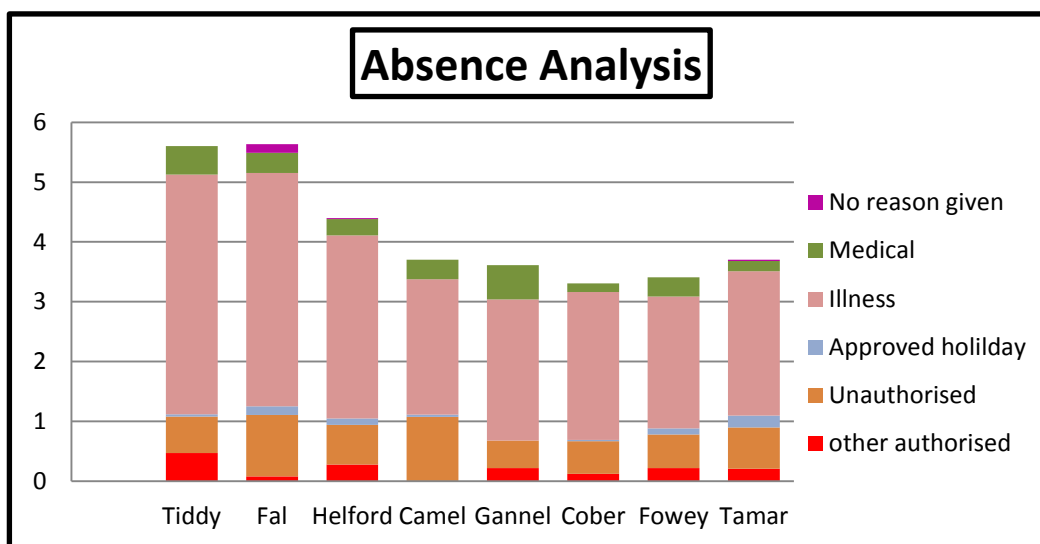
Attendance this academic year has remained broadly in line with the previous year at approximately 95.5%.



This chart shows that from Year 2 upwards attendance is consistently above 96%. The Reception and Year 1 classes have slightly lower attendance. This is perhaps to be expected in Reception as children settle into the new school environment. River Fal - Y1 is lower than River Helford – Y1 due mainly to the chicken pox outbreak just after the spring half term.

Miss Hollebbon has been working with the Education Welfare Officer and together they have been following up several families. There have been a number of formal warning letters issued this year by the EWO. It is to be expected that the targeted families will maintain improved attendance in the new academic year leading to a further improvement next academic year

Absence analysis shows that illness remains the main cause of absence.



Overall attendance 95.5%, the target was 96%, the Chair noticed the difference between the Year 1 classes, the Headteacher replied that this was due to chicken pox. The Headteacher reported that the EWO was working very hard with particular families. No reason given was agreed to be merged with unauthorised absence. A governor commented that attendance was steadily improving over the past year.

7.3 SEND

The report was uploaded to the portal prior to the meeting. The SEND Governor explained the data and the progress that SEND children have made.

7.4 Governor Training Reports

- RM – Induction for New Governors Part 1 – 23.06.2015

The report was uploaded to the portal prior to the meeting. The Chair asked if the governor had enjoyed the course and whether he was well prepared, he felt that he was very well prepared for the course. Discussion followed and it was agreed that it needs to be made clear to perspective governors that attending the Induction 1 & 2 would be mandatory for all governors.

Mrs Cleave
& Mr Bowker
to book Pt 2.

7.5 Governor Visits to School Reports

- TB – Link Class / Science Day / School Day – 23.06.2015

The report was uploaded to the portal prior to the meeting. The

<p>7.6</p> <p>7.7</p> <p>7.8</p>	<p>Headteacher reported that Mr Bowker had enjoyed his visit and been impressed by the good behaviour and enthusiasm shown by all pupils.</p> <p><u>PE Funding Report</u></p> <p>The report was uploaded to the portal prior to the meeting, along with the Sports Newsletter with celebrates the success of Pondhu in the area. This has been a very successful year for Pondhu and good evidence to show the PE funding had been spent in an effective way.</p> <p><u>Pupil Premium Funding Report</u></p> <p>The report was uploaded to the portal prior to the meeting. It was noted that Pupil Premium pupils had progressed well, and their attendance was now only slightly lower overall than their peers. This will be a continued focus for the PSA next academic year. Academically they have done well, of the two Level 6 maths results, one was pupil premium and one not. However it was noted that the school was waiting for the outcome of marking appeals. One decision which might make it two pupil premium Level 6's. The Chair asked for comparison of Pupil Premium and peers in 2013 and 2014 the Headteacher would make comparisons if possible and report back.</p> <p><u>Feedback on School/Subject Development Plan Review 8.7.2015</u></p> <p>The Headteacher reported that six governors had attended the meeting including all core subjects links. Each subject development plan was reviewed and key areas for next year identified.</p> <p>The Whole School Development Plan had been evaluated and uploaded to the portal prior to the meeting.</p> <p>The Governing Board reviewed the Governance Section of the School Development Plan during the meeting. Amber areas were reviewed and changed to green as appropriate. It was noted that all the governor sections achieved green in 2014/15.</p> <p>All governors were encouraged to identify key areas they feel they would like to focus on for the forthcoming year and report these to the Chair.</p>	<p>All Governors</p>
<p>8.0</p>	<p><u>Management Policy Reviews</u></p> <ul style="list-style-type: none"> • Data Protection • Procurement <p>Mrs Yelland explained that as part of the Eco Award criteria a Procurement Policy needs to be in place.</p> <p>The Community Cohesion Policy is no longer required.</p> <p>All the above policies were uploaded to the website prior to the meeting and APPROVED for adoption.</p>	

9.0	<u>Safeguarding</u>	
9.1	<u>Headteacher's update</u> The Headteacher's Report was available on the website prior to the meeting, she reported that the S175 was completed and returned to the Local Authority. One referral has been made to MARU since the last meeting. The Single Central Record has been externally audited and was accurate.	
9.2	<u>121a's - update</u> Three in April and one in May 121A's have been received this term. A governor asked if the system could be improved as the system seems useless at the moment and whether the Governing Board could do anything. The Headteacher agreed to the suggestion to write a letter expressing the concerns of the Governing Board.	Headteacher
10.0	<u>Update on 4Front partnership work</u> The Headteacher confirmed that there had been a meeting at the end of June and they were happy to continue working with the 4 schools. Unfortunately the Deputy's and Assistant's Group never met. It was noted that 4Front is now 7Front; it is good to continue working in partnership.	
11.0	<u>Staffing Update</u> The Headteacher reported the following: <ul style="list-style-type: none"> • Sarah Endean has been appointed for Nursery; she has worked 1 day and 1 afternoon this term. • 2 new teaching assistants have been appointed, Carla Bain and Carla Whitehouse. They have already participated in home visits. • Rebekah Bailey is leaving the school tomorrow; Heidi Horner is increasing her hours and this will provide consistency. 	
12.0	<u>Update on school developments</u> The Headteacher reported that by the Autumn Term: <ul style="list-style-type: none"> • The Staff Car Park will be the extension of the infants' playground. Staff parking will be confirmed by the end of term. Discussion followed w.r.t. the development. There is no spare space available in the building. The school has been assured that everything will be completed before the start of term. The Chair stated that based on previous experience the project will need to be monitored carefully over the holidays to ensure progress. 	Headteacher
13.0	<u>Parent Questionnaire - Report</u> The report was uploaded to the portal prior to the meeting; results showed a slight improvement on the previous year. There was a marked improvement for using E-Schools for homework.	

	<p>The Chair asked the Parent governors for their opinion of the site. They felt that work could be lost due to the level of security. It was agreed it was security that is causing the issue, Mr Mayo was asked to speak with E-Schools, he agreed. Discussion followed, google documents was suggested.</p>	Mr Mayo																																																																						
14.0	<p><u>School Improvement Reports</u></p> <p>The Headteacher reported that Jan Adams, School Improvement Partner, has made a visit; she felt the data was strong and behaviour was much better during the learning walk. A Cornwall School Improvement Team visit has also taken place, the positives being that the school's senior management judgements were 'accurate'. Book scrutiny took place, very positive comments and responses. Formal observations at the end of term are difficult but all staff stood up to the challenge!</p>																																																																							
15.0	<p><u>SATS Results 2015</u></p> <p>The results were circulated to the Governing Board, it was noted that there was a big improvement in Maths.</p> <table><tr><th>KS2</th><th>Read</th><th>Write</th><th>Maths</th><th>GPS</th><th>RWM</th></tr><tr><td>2014 National L4+</td><td>89 %</td><td>85%</td><td>86%</td><td>76%</td><td>79%</td></tr><tr><td>School '14</td><td>93</td><td>86</td><td>83</td><td>79</td><td>79</td></tr><tr><td>School '15</td><td>90</td><td>87</td><td>93</td><td>76</td><td>83</td></tr><tr><td>2014 National L5+</td><td>49%</td><td>33%</td><td>42%</td><td>52%</td><td>24%</td></tr><tr><td>School '14</td><td>48</td><td>38</td><td>38</td><td>41</td><td>24</td></tr><tr><td>School '15</td><td>37</td><td>47</td><td>40</td><td>53</td><td>20</td></tr></table> <p>This year the school has achieved at or above the 2014 national average for Level 4+. For Level 5+ the writing result is well above national average for 2014. Other Level 5+ results are broadly in line, the exception being reading which has dropped below the national average this year. All these results are provisional until the marking appeals have been returned.</p> <table><tr><th>KS1</th><th>Read</th><th>Write</th><th>Maths</th></tr><tr><td>2014 National L2+</td><td>89%</td><td>85%</td><td>91%</td></tr><tr><td>School 2014</td><td>79</td><td>52</td><td>85</td></tr><tr><td>School 2015</td><td>73</td><td>73</td><td>80</td></tr><tr><td>2014 National L3+</td><td>29%</td><td>15%</td><td>23%</td></tr><tr><td>School 2014</td><td>29</td><td>15</td><td>27</td></tr><tr><td>School 2015</td><td>17</td><td>10</td><td>13</td></tr></table> <p>The Year 2 results are below the national average for 2014. However this represents good progress for this cohort when considering the same cohort achieved 11% Good Level of Development at the end of Foundation Stage. It is pleasing to note the improvement in the writing result this year.</p>	KS2	Read	Write	Maths	GPS	RWM	2014 National L4+	89 %	85%	86%	76%	79%	School '14	93	86	83	79	79	School '15	90	87	93	76	83	2014 National L5+	49%	33%	42%	52%	24%	School '14	48	38	38	41	24	School '15	37	47	40	53	20	KS1	Read	Write	Maths	2014 National L2+	89%	85%	91%	School 2014	79	52	85	School 2015	73	73	80	2014 National L3+	29%	15%	23%	School 2014	29	15	27	School 2015	17	10	13	
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16.0	<u>Changes to the school day</u>	Headteacher
	<p>The Headteacher explained the rationale behind the proposed changes to the school day. If the start of the day is moved forward from 9.00 am to 8.45 am for everyone this would be a positive change. Regarding the end of the day it was suggested to move the end of the KS2 to 3.05 pm. Impact of traffic flow will be minimal. If a taxi is booked and they are collecting different key stages they tend to be late. The Chair asked whether the Local Authority's Transport Department had been informed. The Headteacher replied that she would as taxi firms had been approached. The Chair stated that it would be important that the taxi was aware the School would be approaching the LA</p> <p>Questions were invited; the school needs to give 'reasonable' notice. A governor felt late arrivals now will find it an issue, it was agreed that whatever the time they would still be late. It was asked if it would be the 'actual' start of the day, this was confirmed as 8.45am and as Reading was going to be a priority next year it was felt important that all pupils should engage with Family Reading time daily. A governor felt that it would put pupils in good stead for secondary transfer. Concern was raised regarding the problems that might occur at the end of the day with some parents arriving at 2.30 pm. It was agreed that the time of the year will also have an impact as in the Summer Term Year 6's will be walking.</p> <p>A governor suggested going out to consultation, it was agreed that this would not be necessary as parent governors represent parents on the governing body. It was proposed, seconded and APPROVED by 11/12 governors to change the start of the day to 8.45 am, and the end of the day for Foundation/KS1 to remain at 3.00 pm and KS2 to 3.05 pm. It was proposed, seconded and unanimously APPROVED for the change to take place at the start of the Spring Term in January, 2016.</p>	
17.0	<u>Clerk's Update</u>	Clerk
17.1	<p><u>Annual Governance Statement</u></p> <p>The Clerk explained that it is good practice for an Annual Governance Statement to be uploaded to the website to explain how it has fulfilled its responsibilities – particularly in relation to its core functions, including:</p> <ul style="list-style-type: none"> • the governance arrangements that are in place, including the remit of any committees; • the attendance record of individual governors at board and committee meetings; and • an assessment of the effectiveness and impact of the board and any committees with details of any particular challenges that have arisen. <p>The clerk stated that Pondhu was one of only a small number of schools that had completed this task for the current academic year and the amendments required would be minimal. She agreed to send a suggested template to the Headteacher and Chair for their information and for it to be an agenda item for the next meeting.</p>	

18.0	<u>Chair's Report</u>	
18.1	<p><u>Reconstitution</u></p> <p>The Chair reported on the current constitution and the recommendations regarding reconstitution.</p> <p>After lengthy discussion and careful review, the new constitution will be 11:</p> <ul style="list-style-type: none"> • Headteacher Mrs Tregellas • LA Governor Mrs Heyward • Staff Governor <i>Election to be arranged</i> • Parent Governor Mr Gardener • Parent Governor Mrs Hearn • Parent Governor Mrs Truscott • Co-opted Mr Leadley • Co-opted Mr Bowker • Co-opted Mr Mayo • Co-opted Mrs Cleave <i>(form to be completed)</i> • Co-opted Mr Gilbert <i>(form to be completed)</i> • Associate Member Mrs Parekh – Assistant Headteacher <i>(form to be completed)</i> • Associate Member Mr Cooper – Assistant Headteacher <i>(form to be completed)</i> <p>It was agreed that the two Assistant Headteacher's could not stand as staff governor but are entitled to vote.</p> <p>The proposed constitution was proposed, seconded and unanimously APPROVED for adoption and the Clerk will inform the Local Authority.</p> <p>Mrs Tyrrell had resigned as governor and was thanked by the Chair for her work on the Governing Body and Mr Armstrong had tendered his resignation at the meeting and was also thanked for his contribution to the Governing Board.</p> <p>Mr Gilbert wished to thank the school on behalf of the Rotary Club for the use of the school stage.</p>	<p>Headteacher</p> <p>Mrs Cleave Mr Gilbert</p> <p>Mrs Parekh</p> <p>Mr Cooper</p> <p>Clerk</p>
19.0	<p><u>Date/time of Full Governing Body meetings – 2015/2016</u></p> <ul style="list-style-type: none"> • 30th September, 2015 • 2nd December, 2015 • 3rd February, 2016 • 16th March, 2016 • 27th April, 2016 • 6th July, 2016 	
20.0	<p><u>Forthcoming Events</u></p> <p>None.</p>	

	The meeting closed at 6.53 pm.	
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These Minutes were passed as true and accurate at the Full Governors Meeting on Monday 30th September, 2015.

Signed: **Chair**
Mr David Leaity

Dated: **Monday 30th September, 2015**