

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Wednesday 6th July, 2016

Clerk to Governing Board - Linda Cackett
Typed: 06.07.2016
Approved for circulation: 21.07.2016

GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	6
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 6th July, 2016 at 5.00 pm
Venue:	Pondhu School – Year 4 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			P
Mr M Mayo – Co-opted	Yes			Ap
Mr N Cooper – Associate Member – Assistant Headteacher		Yes		P
Mr R Martin – Staff: Elected by Whole Staff	Yes			Ap
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			Ap
Mrs S Parekh – Associate Member – Assistant Headteacher		Yes		P
Mrs D Ward – Co-opted	Yes			P
Mrs L Cackett			Clerk	P

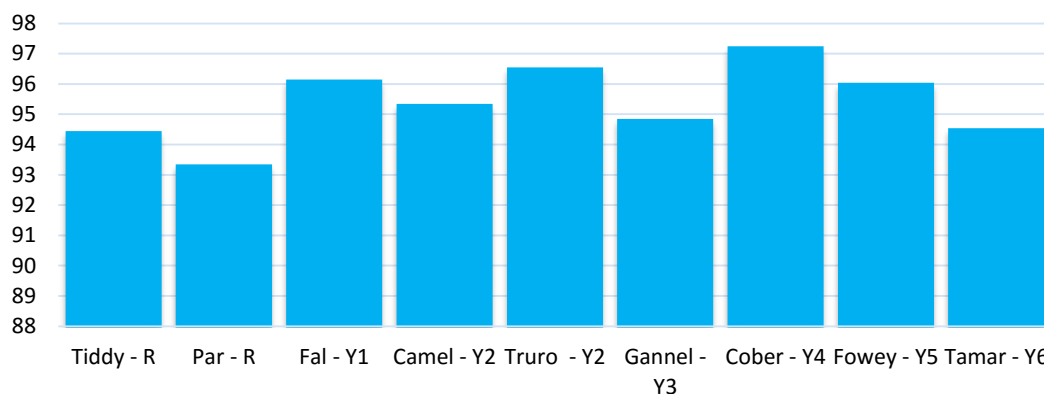
1.0	<p><u>Apologies and consideration of consent for absence</u></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Gardiner • Mrs Truscott • Mr Martin • Mr Mayo <p>Mrs Heyward had sent her apologies that she had an emergency to deal with and would try her best to arrive later [unfortunately she wasn't able to attend].</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 	

4.0	<u>Minutes of the Full Governing Board Meeting on 27th April, 2016</u>																										
4.1	<u>Approval</u> The minutes were APPROVED as a true and correct record of the meeting, subject to a more comprehensive table being added to section 5.5: <table border="1"><thead><tr><th colspan="2">Financial Year 2016/17 Budget</th></tr></thead><tbody><tr><td>General Reserves</td><td>-£158,676</td></tr><tr><td>Specific Reserves</td><td>-£73,225</td></tr><tr><td>Total Reserves</td><td>-£231,901</td></tr><tr><td></td><td></td></tr><tr><td>Total Income</td><td>-£1,346,866</td></tr><tr><td></td><td></td></tr><tr><td>Total Expenditure</td><td>£1,483,072</td></tr><tr><td></td><td></td></tr><tr><td>Total Carry Forward</td><td>-£95,695</td></tr><tr><td></td><td></td></tr><tr><td>Budget Overspend</td><td>-£136,206</td></tr></tbody></table>		Financial Year 2016/17 Budget		General Reserves	-£158,676	Specific Reserves	-£73,225	Total Reserves	-£231,901			Total Income	-£1,346,866			Total Expenditure	£1,483,072			Total Carry Forward	-£95,695			Budget Overspend	-£136,206	
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4.2	<u>Matters arising not already on the Agenda</u>																										
4.2.1	<u>Item 5.4 – Governor Visits</u> Mrs Heyward's reports did not seem to be available on the website as yet.		Mrs Heyward ASAP																								
4.2.2	<u>Item 8.0 Compare your school website</u> The Chair asked if anyone had looked at the website, they replied that they had at the meeting.																										
5.0	<u>Committee Minutes</u>																										
5.1	<u>Pay & Personnel 16.05.2016 (including Admissions 06.05.2016, 10.06.2016 & 01.07.2016)</u> The minutes of the meetings were available on the school website prior to the meeting. It was further noted that: <ul style="list-style-type: none">Nursery is at capacity at present.Consideration was given to change the admissions criteria to allow children with siblings to be placed higher in the criteria list. This would support family values. The Headteacher has contacted the Local Authority and received some advice. However, on School Messenger this week it indicates that consultation for 2018/19 criteria is now open for consultation. The Governing Board APPROVED that the Clerk write to the Local Authority and recommend that siblings be made the 2nd criteria for admissions to Pondhu School on behalf of the Governing Board.		Clerk 22.07.2016																								

	<ul style="list-style-type: none"> The Clerk suggested a date being entered in the Action Column, this was APPROVED with the addition of a separate table at the end of the minutes to summarise all actions. The Headteacher asked if any governors were interested in completing the online Safer Recruitment Training., Anyone interested should register at the school office. Mr Bowker agreed to complete the training and Mrs Parekh also agreed to renew her training. The Headteacher will request the School Administrator provide both with logins. Pondhu policy is only those that have completed the training to be involved with formal interviewing. Nursery is currently at capacity; numbers drop off significantly in September due to the start of the new academic year. The Headteacher reported that staffing will be flexible to focus on the level of need across the school. There is extra Nursery capacity from September 2016 (increase from 22 to 26) due to the change of classroom. 	<p>Clerk 06.07.2016</p> <p>Mr Bowker and Mrs Parekh 01.09.2016</p> <p>Headteacher 22.7.2016</p>
5.2	<p><u>Premises, Health and Safety 23.06.2016</u></p> <p>The minutes of the meeting were available on the school website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> A H&S walk around the school produced numerous actions for the site manager Full Medical Conditions Policy has been adopted. All medicine and first aid logs were annually reviewed. These were noted to be completed in line with school expectation. 	
5.3	<p><u>Finance 16.05.2016</u></p> <p>The minutes of the meetings were available on the school website prior to the meeting. The Chair asked if there had been any feedback from the lettees regarding the revised costs? It was confirmed that there had not been regarding the slight increase.</p>	
5.4	<p><u>Curriculum and Achievement 21.06.2016</u></p> <p>The minutes of the meeting were available on the school website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> Curriculum Policies have had their renewal dates expanded to 2 years. Pondhu assessment system is working very well, the principal, structure and process of it is good. The Headteacher explained that the threshold will be adjusted once national data is available. 	
6.0	<u>Reports</u>	
6.1	<u>Key Stage Reports</u>	
6.1.1	<u>Mrs S Parekh – KS1</u>	
	<p>The report was available on the website prior to the meeting. It was further noted that:</p>	

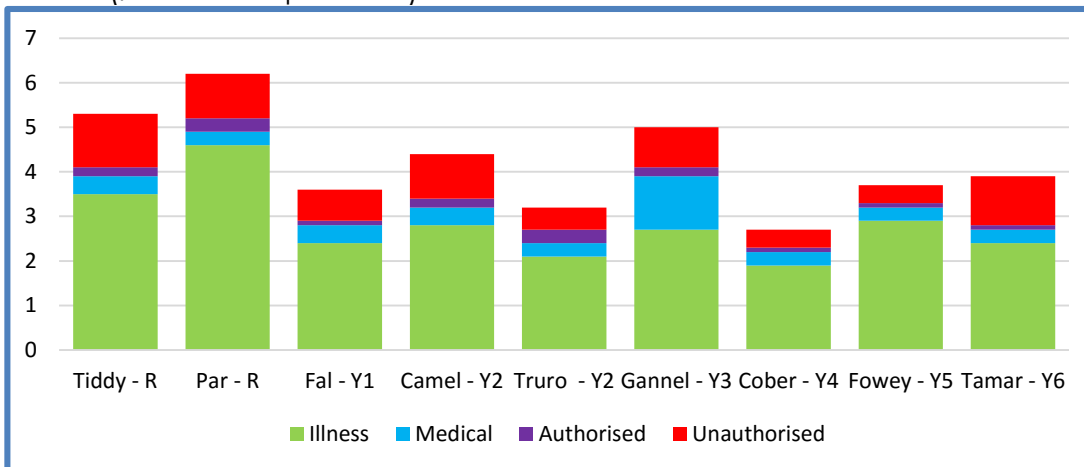
	<ul style="list-style-type: none"> • School Parliament are running their own fundraiser being supported by FOPS. • The grant application for an edible classroom was explained, there had been an article on Newsround which the pupils had asked about. • Empty classroom day was explained, pupils spending all day outside. <p>6.1.2 Mr N Cooper – KS2</p> <p>The report was available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • The vast majority of comments regarding sports day were positive. There were a couple of negative comments within the recent parent questionnaires, the consensus was that it worked well and there were a lot of people involved in its organisation. Mr Cooper felt that the balance is 'right' the Board felt that it worked well for all age groups and covered so many different opportunities. • 4 teams had entered Cornwall School Games at Penzance this year with the Street Dance team being placed 2nd, Basketball 4th and Netball 5th. The school competing at County level is an indicator of the successful impact of the school PE grant. <p><i>5.48 pm – Mrs Parekh left the meeting briefly to meet a parent.</i></p> <ul style="list-style-type: none"> • Following his attendance at a National conference, Mr Cooper is already setting up training and getting involved with the University of Derby which is very exciting for the school. • A governor asked if contribution related pay was the same as performance related pay. The Headteacher explained the differences and that she has introduced CRP to all non-teaching staff. She felt that it gave scope for acknowledging staff for doing an excellent job. <p>6.2 Attendance</p> <p>The report was available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • Attendance has dropped by 0.3% this year, the Headteacher felt that pupils of non-statutory school age might have an impact and this was increased as the school currently has two Reception Classes. The EWO and PSA will be addressing this further in the Autumn Term. • The Chair asked for the Headteacher to look at trends over the full year's data for the past 3 years and report back for KS1 and KS2. <p>The table below shows the overall attendance for each class for the academic year up to 30th June. Total attendance to 30th June 2016 is 95.2%.</p>	<p>Headteacher 22.07.2016</p>
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Class Attendance 2015 - 2016



This reflects a slight decrease from 95.5% last year. The main reason is the lower attendance across both Reception classes. These classes have been carefully monitored by the teachers and the PSA. However, as the children are not all of statutory school age the impact of Educational Welfare work has been limited. Plans are in place to intensify the work and follow up by PSA and EWO in September.

Reasons for absence during the same period shown by class in the table below. (% absence per class)



100% attendance awards

Currently this term 99 pupils are on track for 100% and 23 for 100% for the whole academic year.

6.3 Governor Training

6.3.1 Induction Part 1 – New Governors – Mrs Ward – 26.04.2016

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

- The course was very good, and the three ladies facilitating the training were able to retain full engagement throughout the day.
- Course was full.

	<ul style="list-style-type: none"> • Mrs Ward felt well prepared, particularly in comparison with other attendees. The New Governors File was very useful in providing a base knowledge. • 9/10 for course 	
6.3.2	<p><u>Induction Part 2 – New Governors – Mrs Ward – 21.05.2016</u></p> <p>The report was available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • Part 2 was not as interesting as Part 1 and the speaker was not as engaging. • Course was full. • 7/10 for course 	
6.4	<p><u>Governor Visits to school</u></p> <ul style="list-style-type: none"> • Mr Leaity – 06.05.2016 – Attend SATs briefing • Mrs Ward – 08.06.2016 – Staff and Governor subject plan review meeting • Mr Bowker – 08.06.2016 – Staff and Governor subject plan review meeting • Mr Gardiner - Safeguarding review of S175 / 158 return 27.5.2016 <p>The reports were available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • There were some outstanding reports to be received from Mrs Heyward and Mr Mayo. • Mrs Hearn to submit report for Hall for Cornwall. 	<p>Mrs Heyward Mr Mayo 22/07.2016 Mrs Hearn</p>
6.5	<p><u>PE Premium/Sports Grant Report</u></p> <p>The report was available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • Mr Cooper reported that monitoring of websites regarding the grant evidence had been completed. He has now added 'impact' and the website is now fully compliant. A governor asked what 'sustainability' was in place, this was explained e.g. CPD of staff being disseminated. 	
6.6	<p><u>Pupil Premium Report</u></p> <p>The report was circulated at the meeting and explained the data it contained. There is now very little difference between the progress of pupil premium and non-pupil premium children, the impact is that the gap has closed! The report was very positive, there is £2,401 remaining in the personal budgets the Chair asked what % this equated to, the Headteacher replied that it was approximately 15% and had made a difference to the pupil premium pupils, particularly their appearance.</p> <p>The Headteacher circulated a Progress Report for June, the progress in the report was calculated using the levels achieved at the end of the KS1 in comparison with the 'banding' achieved by the end of current year group. Questions were invited, a governor asked clarification of how averages were pulled down, the Headteacher explained that significant medical absences</p>	

<p>6.7</p>	<p>caused weakness in the data, particularly in Year 3. A governor commented that pupils were heading the right way and improving after arriving at Pondhu. Governors were pleased that improvement was clearly evidenced.</p> <p><u>SEND Report</u></p> <p>The report was available on the website prior to the meeting. The Headteacher explained the new SEND codes, the Record of Need had gone up in both cohorts, pupils have been flagged to ensure greater awareness of their needs. It was commented that some pupils have a combination of pastoral and educational needs. Consideration is being given to run another register alongside the academic Record of Need.</p>	
<p>7.0</p> <p>7.1</p>	<p><u>Policy Reviews</u></p> <p><u>Appraisal and Performance Management Policy</u></p> <p>The policy was available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • All other policies were reviewed by their relevant committees and approved. <p>The Appraisal and Performance Management Policy, a County approved policy, was reviewed, discussed and APPROVED for adoption.</p>	
<p>8.0</p> <p>8.1</p> <p>8.2</p>	<p><u>Safeguarding</u></p> <p><u>Headteacher's Update</u></p> <p>The Headteacher reported that the \$175 had been submitted before the deadline. The PSA is now qualified to deliver the Safeguarding Tier 2 training. This ensures all new staff receive this training as part of their induction. The governors training will be due for updating in the autumn term. It was agreed for this to be facilitated on a Thursday evening in the Autumn Term. The Headteacher agreed to send out the date after the meeting.</p> <p>The Headteacher and Mr Cooper have both updated their Designated Safeguarding Lead training this term. The Headteacher has also attended CSE training.</p> <p><u>ViSTs Update</u></p> <p>6 ViSTs have been received regarding 4 pupils since the previous meeting. 2 MARU referrals regarding 5 pupils have also been made. Both have been followed up with Social Work assessments.</p> <p>The school currently has six pupils subject to a full Child Protection Plan and one child subject to a Child Planning Order.</p> <p>The school also has one Child in Care</p>	<p>Headteacher 22.07.2016</p>

	The Headteacher informed the FGB that there had been 2 safeguarding incidents this term which have been fully investigated, actioned and resolved. Both the Safeguarding Governor and Chair had been fully involved.	
9.0	<p><u>Staffing Update</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • Mrs Rundle is retiring after 20 years and will be sadly missed. • Mrs Bunt is returning from maternity leave • All staff know which classes they will be working in next term. <p>A governor asked the name of the new teacher, it was confirmed to be Mr Richard Jones.</p>	
10.0	<p><u>School Development Plan - Governance Plan Review</u></p> <p>The plan was reviewed by the meeting and all aspects had been completed in full</p> <p>See Appendix 1 attached.</p>	
11.0	<p><u>Summer School 2016</u></p> <p>Mr Cooper reported that letters are being sent to parents this Friday, there will be a range of outdoor learning in the morning, followed by circus skills, golf, badger forest schools in the afternoon. The Summer School will take place on 9th, 11th, 16th and 18th August. The FGB agreed that this was an excellent initiative and Summer 2016 will be the third year that it has been offered.</p>	
12.0	<p><u>Annual Governance Statement</u></p> <p>The statement had been prepared by the Headteacher and Chair and was available on the website prior to the meeting, governors felt that it was a good reflection of the successful year.</p>	
13.	<p><u>Infrastructure Projects for the Summer Holiday</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • where the photocopier is located will be converted, in part, to become a SENDCO room. A governor asked if it could be used as a meeting room space, it was confirmed that it could be but only when the SENDCO was not in school. Discussion followed and it was agreed that it was a matter of priorities, a governor asked whether blinds could be put on the door of the Round Room to give privacy, after discussion it was agreed that possibly blinds are needed but it might just be a rearrangement of the furniture etc. and improve the usage of the room. • There will be an additional Art cupboard. • Re-paint lower part of the school. • Relocate container outside. • Replacement carpets for the Wernicks building • Replacement window seals 	

	<ul style="list-style-type: none"> • Cloakroom transformation – all children's coats will be in their own classrooms. • Current cloakroom to be made into an intervention space. • Discussion followed regarding the re-introduction of packed lunch trolleys to the classroom, it was agreed to trial it again in the Autumn Term. • Solar panel are imminent; quotations have been obtained. • Handrail is being replaced. • Canopies being put over the doors to the Wernicks building. 	
14.0	Clerk's Update	
14.1	<p>Edubase</p> <p>The Clerk reported that the DfE has also issued a statement clarifying the requirement for governors' details to be published on the Edubase website –</p> <p>www.gov.uk/government/news/national-database-of-governors</p> <p>Edubase is the DfE's open-access register of educational establishments in England and Wales. Between now and 1 September all state schools must give Edubase information about their governors. Governing Boards of maintained schools have to supply all the required information. Most academies have less work as the government already holds a lot of what is required and have populated their entries with it, but academies need to check that what is published is correct and fill in any blanks. Academies and maintained schools are required to keep the information up to date. Most of the information required will be available to the public on Edubase, but some is only for use by the DfE and a number of officials such as Regional Schools Commissioners.</p> <p>For the public part, the following needs to be entered:</p> <ul style="list-style-type: none"> • the full name of each governor • the Board that appointed them • the date of their appointment • the date their term of office ends, or ended if they ceased to be a governor during the current school year • for maintained schools, whether they are the chair of governors or a member of the governing Board, and for academies whether they are a trust member, a trustee, the chair of trustees, or a local governor on a local governing Board. <p>At the same time the following details must be given for each governor, which will not be made public:</p> <ul style="list-style-type: none"> • their postcode • their date of birth • any previous names • their nationality • the chair's email address must also be given. <p>This requirement applies in relation to all governors of maintained schools and in relation to trustees of academies, members and those on local governing</p>	<p>Clerk to prepare Information for Office 15.07.2016</p>

<p>14.2</p>	<p>Boards. Currently their funding agreements usually require academies to supply any information about their governors that the Secretary of State requests; from September the requirement to supply the information will be in the Academies Financial Handbook. The legislation on maintained schools supplying required information dates back to the 1996 Education Act, and the specific duty will be spelled out in the September edition of the Governance Handbook.</p> <p>Governance business and pecuniary interests and conflicts of interest – Legal requirement</p> <p>The Clerk reminded the Board that at the next meeting the Annual form will require completion. This is one area which must now be included on websites for all schools and an area which receives a number of questions about. Under business and pecuniary interests, the following must be declared:</p> <ul style="list-style-type: none"> • Your ownership or partnership of a company or organisation which may be used by the school to provide goods or services • Goods or services you offer which may be used by the school • Any close relation you have to someone who satisfies either of the above • Any close relationship you have to someone who is employed by the school • Employment within the school yourself • Any issue that the board feels could affect the impartiality of individuals – for instance being a parent at the school (no personal detail needed – i.e. just declaring you are a parent of a year 3 child). <p>The declaration of interests is not simply about whether or not individuals could benefit financially, it is about the transparency when making impartial decisions in the interest for all children in the school and again OfSTED are checking these details so it really is in the best interest of schools to make sure declarations are made and are publically available on websites.</p>	
<p>15.0</p> <p>15.1</p> <p>15.2</p> <p>15.3</p>	<p><u>Chair's Report</u></p> <p><u>Radio Cornwall</u></p> <p>The Headteacher reported that the school had been on Radio Cornwall's 'How Cool is School' at 3.45 pm each day this week – great publicity.</p> <p><u>SATs Results</u></p> <p>The school in general are at National average.</p> <p><i>7.03 pm – Mrs Parekh left the meeting.</i></p> <p><u>Approval of London Residential next year – Year 5/6</u></p> <p>Governors approved that the Finance Committee be given delegated responsibility to approve the residential next year. It was noted that the hotel is in a good location and the package is very good.</p>	<p>Finance Committee By end of term to allow booking</p>

16.0	<u>Date/time of Full Governing Board Meetings – 2016/2017</u> <ul style="list-style-type: none">• Wednesday 21st September, 2016• Wednesday 23rd November, 2016• Wednesday 1st February, 2017• Wednesday 15th March, 2017• Wednesday 10th May, 2017• Wednesday 5th July, 2017 <p>The meeting closed at 7.07 pm.</p>	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 21st September, 2016.

Signed: **Chair**
Mr David Leaity

Dated: **Wednesday 21st September, 2016**

ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

WEDNESDAY 6TH JULY, 2016

ITEM:	ACTION:	WHO:	BY:
4.2	Reports to be uploaded to the school website.	Mrs Heyward	22.07.2016
5.1	Write on behalf of FGB to LA regarding admissions criteria proposal.	Clerk	22.07.2016
5.1	Separate 'Actions' table to be added at end of minutes.	Clerk	06.07.2016
5.1	Complete Safer Recruitment Training	Mr Bowker	01.09.2016
5.1	Renew Safer Recruitment Training	Mrs Parekh	01.09.2016
5.1	Flexible staffing to focus on level of needs across the school	Headteacher	22.07.2016
6.2	Trends over full years' data and past three years to be reported for KS1 and KS2	Headteacher	22.07.2016
6.4	Outstanding visit reports to be submitted	Mr Mayo Mrs Heyward Mrs Hearn	22.07.2016
8.1	Date to be set and circulated for Tier 2 Safeguarding training	Headteacher	22.07.2016
14.1	Information to be collated for Edubase and submitted to Office for uploading	Clerk	15.07.2016
15.3	Finance Committee Meeting to take place by end of term to allow booking of residential trip	Finance Committee	22.07.2016