

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Body Meeting

Wednesday 11th March, 2015

Clerk to Governing Body - Linda Cackett
Typed: 12.03.2015
Approved for circulation: 15.03.2015

GOVERNING BODY MEETING MINUTES

School:	Pondhu School
Quorum:	8
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 11th March, 2015 at 5.00 pm
Venue:	Pondhu School – Year 5 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			Ap
Mr A Gardiner – Vice Chair - Parent	Yes			P
Mr D Gilbert – LA	Yes			Ap
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			Ap
Mrs K Hearn – Parent	Yes			P
Mrs S Heyward – LA	Yes			A
Mr M Mayo – Community	Yes			P
Mr T Bowker – Community	Yes			P
Mrs A Cleave – LA	Yes			Ap
Miss C Hollebon			PSA	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"> • Mrs Yelland • Mrs Tyrrell • Mr Leaity • Mr Gilbert • Mrs Cleave <p>It was noted that Mrs Heyward was not in attendance.</p>	ACTION:
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 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>Presentation by PSA (Parent Support Advisor)</u> – <i>Tabled before Item 1.0</i></p> <p>Miss Hollebon gave an informative presentation to the Governing Body. She gave a breakdown of her role as Parent Support Advisor:</p> <p>My role as PSA can be broken down into 5 inter-linking strands:</p> <ul style="list-style-type: none"> • Parent Support • Pupil Support • Attendance and Punctuality • Child Protection • Adult Education co-ordinator <p>Parent Support:</p> <ul style="list-style-type: none"> • Building relationships to help families make changes. • Provide opportunities for external agencies to run-workshops at school where needs are identified. • Initiating and Leading 'Team around the Child Meetings'. • Multi- Agency Working and information sharing. • Behaviour management. • Mental Health Support and referrals. • Transition Support. • Transport. • Homework- Motivating Children at home. • Adult Advocacy. • Housing related issues- welfare assessments, liaising with Housing Officers. • Special Guardianship Support • Applications for charity/social funds e.g. Foodbank, white goods. • Providing a 'listening ear' and practical advice. • Internet Safety, age appropriateness • Welcoming new families and making links. • Community relations e.g. Police • Pupil Premium engagement. • Benefits • Referrals to services include: <p>Mental Health, Substance Abuse, Debt relief and management, Domestic Violence, Family Group Conferencing, Mediation, Bereavement, Citizens Advice Bureau, Family Services, Sleeping support</p>	

	<p>Pupil Support:</p> <ul style="list-style-type: none"> • Behaviour- Personal Boundaries, taking responsibility, • Specific 1:1 Draw and Talk/Kidstalk where individual needs are identified e.g. running away, inappropriate touch, telling lies. • Bereavement support. • Personal hygiene and toileting support. • Exploring relationships- parents, siblings, friends. • Educated off-site, weekly visits. • Advocacy for children- TAC Meetings, Family Group Conferences e.g. where there are divisions • 1:1 sessions- self-esteem, transitions, family breakdown, anger management • Referrals to services include: <p>WAVES Project- for self-esteem, CHICKS respite breaks, School Nurse, EAL Hub, Clear- children linked to domestic abuse, Kernow Young Carers, Penhaligon's Friends,</p> <p>Attendance and Punctuality:</p> <ul style="list-style-type: none"> • Regular monitoring and targeting individuals. • EWO termly meetings and targeted meetings with parents. • 1:1 support offered to families • Letters home informing parents about their child's attendance, government guidelines, authorised and unauthorised attendances. • Phone calls home to check reasons for absence. • Working with local Medical Practices for individual cases. <p>Child Protection:</p> <ul style="list-style-type: none"> • Liaise with Families and other related agencies. • Identify Risks and recognise child abuse. • Accurate reporting methods that follows Pondhu Primary's Child Protection policy. • Liaise with and where necessary make referrals to the MARU (Multi-Agency Referral Unit). • Follow up concerns with individual children and families where referrals have been rejected to ensure continued safety. • Attend and provide evidence and reports for Core Group Meetings, Children in Need Meetings and Child Protection Conferences. • Complete school actions set during Child Protection Meetings. • Keeping up to date with changes in legislation and up-date training when necessary. <p>Adult Education Co-ordinator:</p> <ul style="list-style-type: none"> • Facilitating course applications and voluntary work. • To encourage and support families in taking next steps for change. • Provide opportunities for external agencies to run workshops as needs are identified. 	
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	<ul style="list-style-type: none"> • Signposting/ Referrals include: Cornwall Works, Pentreath Ltd, Cornwall College, Pinnacle People, Link into Learning, Family Learning, Job Centre. <p>5.09 pm – Mrs Truscott joined the meeting.</p> <p>A case study was presented to the Governing Body to illustrate an example of the way in which she carried out her role. A governor commented how beneficial the work, support and advice given to the parent had clearly been and the signposting to the various outside agencies.</p> <p>5.13 pm – Mrs Hearn joined the meeting.</p> <p>Another case study was presented regarding attendance. There had been a remarkable improvement in the child's attendance; the Headteacher commented that the role and work carried out by Miss Hollebon had impacted positively on the teacher's time allowing them to focus more on teaching confident that the pastoral support was being effectively supported. Governors agreed that the role had made a huge difference to the school and has had a very positive impact on some of the parents.</p> <p>The Chair thanked Miss Hollebon for her presentation; her role is funded 50% by pupil premium funding. A small number of parents who had previously not been engaging with school were now feeling more comfortable to approach Miss Hollebon for help and advice.</p> <p>5.25 pm – Miss Hollebon left the meeting.</p>	
5.0	<p><u>Approval of the Minutes of the Full Governors Meeting on 4th February, 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>Item 5.2</p> <p>As Mrs Cleave was absent it was not known whether the letter had been sent.</p>	
6.2	<p>Item 6.3 – Governor Training Reports</p> <p>Mrs Hearn had apologised that she had not circulated the paperwork but would.</p> <p>The Clerk had circulated the form to the Headteacher.</p>	Mrs Hearn

<p>6.3</p> <p>Item 8.0 – Rights Respecting School Award</p> <p>Mrs Parekh reported that the audit required for the award has not been as yet.</p> <p>The RRSA blog has not been created as yet; following discussion it was agreed for there to be an update on the website rather than a blog.</p> <p>6.4</p> <p>Item 9.1 – Headteacher’s Update</p> <p>Mr Mayo had attended the Internet Safety Day as ICT governor and provided a written visit report</p> <p>6.5</p> <p>Item 13.0 - Progress with School Development Plan Update</p> <p>Mrs Parekh reported that the link with governors is being reiterated at staff meetings.</p>		<p>Mr Armstrong and Mr Mayo</p>
<p>7.0</p> <p>7.1</p> <p>7.2</p>	<p><u>Committee Meeting Reports</u></p> <p><u>Pay & Personnel (including Admissions)</u></p> <p>The minutes were uploaded to the website prior to the meeting. There had been a staffing update at the meeting, there are 4 potential EHC’s which will require 4 additional teaching assistants, adverts have been placed. A governor asked if new members of staff could be mentioned on the newsletters, the Headteacher confirmed that they always were.</p> <p>The reconstitution of the Governing Body has to be agreed by 1st September, 2015 and was discussed at the committee meeting. The Headteacher explained the discussions that took place. The Headteacher asked the Clerk to send the paperwork she had previously sent to her and the Chair to all the Governing Body. Overall it was agreed that on a skills analyses basis the Governing Body is very strong.</p> <p>There have also been three virtual Admissions Committee meetings; the Headteacher gave a brief resume of them. The Local Authority are encouraging the admission of 2 year olds, sadly the school does not have the facilities at present. A governor felt that it would be something that would be welcomed in the area; this was agreed however the school could not provide this at present. Discussion followed regarding the Children’s Centre as a possible venue. This avenue had been previously explored but with limited success.</p> <p><u>Health & Safety/Premises</u></p> <p>Minutes had not been circulated prior to the meeting. The Headteacher reminded everyone that she could not legally prepare minutes. The Chair emphasised that the committee minute taker</p>	

must produce the minutes and have them uploaded in time for a Full Governing Body Meeting. Further discussion emphasised the need for prompt uploading of documents to the website, the Clerk lists the visits and training reports from the website.

The Headteacher provided a verbal report of the meeting. Including:

- A walk around inspection had taken place.
- Ms Roberts, Premises Manager, had given a Premises Management Report.
- The School Crossing Patrol letter has been sent home to parents to ensure that support is given to ensure that there remains to be crossing patrol officers.
- Health and Safety Matrix was completed.
- School Uniform Policy was agreed, this was **APPROVED** by the Governing Body for adoption. A governor commented that it protects children who cannot afford the latest clothes or trainers. It was agreed that the policy was achievable for everyone, most supermarkets offer very reasonably priced uniform. Mrs Parekh suggested additional articles regarding pupil premium that would tick the box for RRSA, these were agreed. A governor asked whether an embroidered badge could be provided, after discussion it was agreed that a blue sweatshirt was sufficient without the need to state it had to be embroidered with the school logo. The question was raised whether there was a recycled uniform scheme; the Headteacher explained various systems were in place. The issue of not mentioning cardigans was raised, it was agreed that cardigans are not part of the uniform.

7.3

Finance Committee – 27.0.2015

Minutes were uploaded to the website, there has been approval to widen the exit road, 6' wide lay by, full length. The purpose to provide 2 way traffic has therefore been achieved, £20,000 and should be put in place in the Easter holidays.

90% of the cost of door replacements throughout part of the school are being met by the Local Authority. £5,000 worth of solar panels have been agreed and will be installed, the blackout blinds in the hall are being replaced.

Benchmarking took place and the SFVS has been completed and submitted to the LA.

7.4

Curriculum Committee

The progress summary evidenced that pupil progress is good throughout the school. It showed that there was no particular group performing less well than any other,

The Pondhu Ethos document was discussed at the meeting; it was a

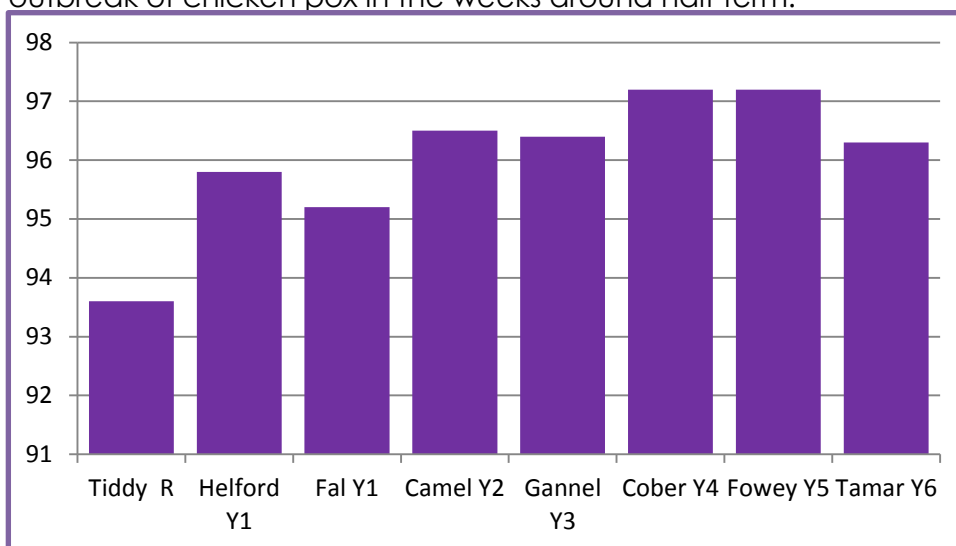
	<p>complex piece of work.</p> <p>Curriculum policy reviews took place on the following policies and were recommended to the Governing Body for adoption:</p> <ul style="list-style-type: none"> • English • PSHE • RE • Social Networking • Acceptable Use • School Filtering <p>The policies, subject to the agreed amendments, were APPROVED by the Governing Body. Governors present signed both the acceptable use and social networking policies. Other governors to sign when next in school</p> <p>British Values Statement</p> <p>The British Values Statement had been agreed and uploaded to the website.</p>	Absent governors
8.0	<u>Reports</u>	
8.1	<u>Key Stage Reports</u>	
8.1.1	<p><u>Key Stage 1</u></p> <p>Mrs Parekh presented her report to the Governing Body:</p> <ul style="list-style-type: none"> • RRSA lead – continues to include meetings with ambassadors, writing up aspects of projects, leading assemblies, staff meetings. Also supporting 2 schools with their Level 1 award. • Staff FOPS Rep – attended 2 meetings, feedback between FOPS and staff • TA performance management (EYFS and KS1) • Led KS meetings • Led KS assemblies • Attended pupil progress meetings for KS1 and EYFS • Organise and support a number of students • Led APP morning for KS1 • Various meetings with parents and outside agencies regarding a number of children in KS1 and EYFS • Developing RRSA/SMSC/PSHE ethos document, presented at INSET to staff • Parent forum presentation with NC on everyday learning opportunities • Supporting KG and KB in the ILD launch • Leading implementation of support package for a TA • Contributed to writing SEF – focus on EYFS section • Key person for a particular child in school, liaison with family and external agencies, resource gathering, led assemblies and led discussions with all classes. 	

	<ul style="list-style-type: none"> • Led INSET on topic boxes • Met with RM re: KS1 phonics • Trialling 'Shanghai' Maths with NC • Met with SIP for 'mock OFSTED' interview <p>The Headteacher added that two Headteacher's had visited the school today and agreed that the 'Pondhu Curriculum' needs to be celebrated and an appropriate name given to it.</p> <p>Mr Cooper's report was presented to the Governing Body:</p> <p>Actions since last Governors meeting</p> <ul style="list-style-type: none"> • TA performance management (round 2 - observations) • Organisation of visitors to support topic and life skills learning (Bitesize 'give it a go') • Led KS meetings • Led KS assemblies • Lead role in continued development of e-schools (timetable of progress to ensure momentum is maintained) • Attended pupil progress meetings for KS2 • Led KS2 APP meetings • P.E. funding management to include coordinating new resources, CPD and reporting to finance committee whilst developing financial tracking document and information to be included on website • Continued development and support of sports student with applications for teacher training – placement now achieved • Coordinated residential camp to London • Shortlisting and appointment for ks2 TA appointment (x2) • Parent forum incidental learning lead • Lead in developing activities for safer internet day • One day CPD for online safety with Jane McFall • TAC meeting – year 5 pupil with multiple medical needs • Led TA meeting <p>Maths developments</p> <ul style="list-style-type: none"> • Roll out of sumdog online maths challenge for KS1 and KS2 • Shanghai maths teaching daily in year 1 with SP as trial to establish effectiveness • Leading maths meeting for HLTA/TA (calculation policy – division) • Coordinated 'maths at work' day for year 5 and year 6 • HMI visit to assess maths effectiveness since initial meeting • Supporting year 5 & 6 G&T pupils with Poltair School • Development of additional 1:1 maths support during afternoons for targeted ks2 pupils <p>The Headteacher reported that unfortunately the expected HMI visitor did not attend yesterday and only Mrs Lynn was in attendance. However she was very positive in her feedback regarding Maths and left very impressed with the school.</p>	
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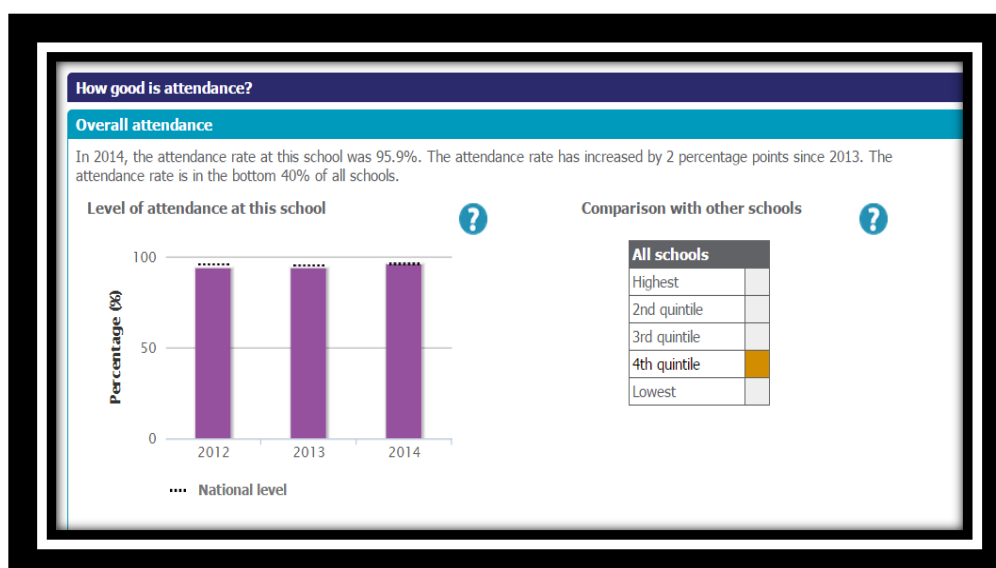
8.2

Attendance Report (previously made available on website)

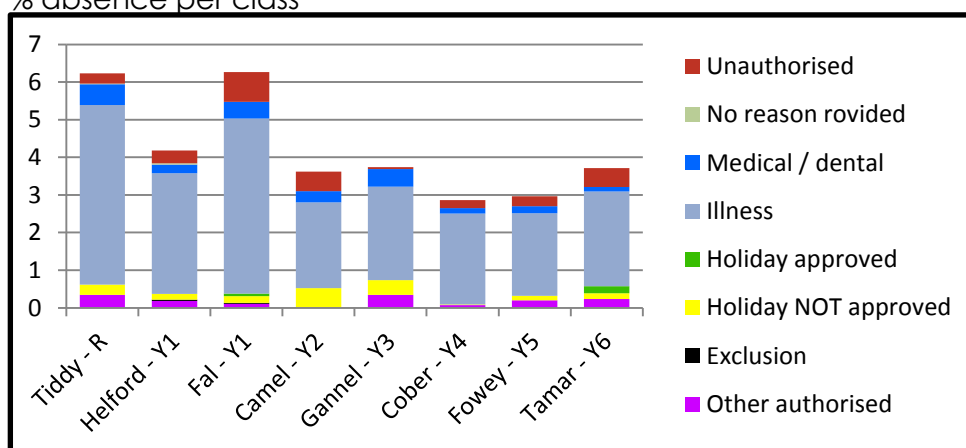
The Headteacher reported that chickenpox had been rife, she presented the following report. The table below shows the overall attendance for each class for the whole of the autumn term and the first half of the spring term. Total attendance for the school this academic year to date is 95.5%. Governors are advised that you can monitor attendance by logging into the governor portal homepage. The younger children have been affected by an outbreak of chicken pox in the weeks around half term.



Below is an extract from the recently published Ofsted Data Dashboard. This shows an improving trend of attendance and we are now broadly in line with national average (95.9% / 96.1%)



Reasons for absence are shown by class in the table below.
% absence per class



She reminded governors that governors could look at the daily attendance figures on the school website. The Ofsted data dashboard has been updated with the 2014 figures and attendance rate at the school was 95.9%.

8.3 **SEND Report (previously made available on website)**

The school is now an accredited THRIVE school.

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

Mr Armstrong commented that his Biomes training had not been that impressive.

8.5 **Governor Visit Reports**

Mr Mayo
Mr Gardiner

8.6 **PE Funding Report**

The Headteacher confirmed that there was approximately £1,000 left.

8.7 **Pupil Premium**

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

9.0 **Management Policy Reviews (previously made available on website)**

• **SEND**

The policy was not yet ready for approval and will be tabled at the next meeting.

Next FGB Meeting

10.0 **School Improvement Partner – Report of Visit**

The Headteacher gave a verbal report on the visit last week; there

	had been a mock Ofsted for the SMT which had gone well. The SEF has been tweaked and will now be regularly updated. There was some behaviour that was not the usual Pondhu expected standard but this has been addressed by SMT and teaching staff meeting	
11.0	<u>Safeguarding</u>	
11.1	<u>Headteacher's update</u> Miss Hollebon, PSA is about to update her Safeguarding lead training. Three safeguarding leading have recently renewed their training; each has an additional section – domestic violence, substance abuse or mental health issues. The Headteacher reported that the Safeguarding team was now well trained. New staff have completed their induction meetings with the Headteacher.	
11.2	<u>121A's</u> Two 121A's have been received since the last meeting.	
12.0	<u>Update on 4Front Partnership Work</u> The Headteacher reported on 4Front work, there has been a recent Head's meeting. Mevagissey have been accepted as an Associate Member to 4Front. There has been a Year 6 moderation visit this week and others have been arranged.	
13.0	<u>Staffing Update</u> The Headteacher reported that there are two new teaching assistants. Mrs Green has gone on maternity leave and visited the school with her son this afternoon.	
14.0	<u>Governor questionnaire to support HLTA with Foundation Degree in Teaching and Learning</u> The Headteacher circulated the governor questionnaire to all governors to complete. A governor asked whether there was a need to know more about the THRIVE approach; the Headteacher replied that a 10 minute presentation could be facilitated.	Headteacher
15.0	<u>British Values Statement</u> Covered under Item 7.0.	
16.0	<u>Update on school developments</u> The Headteacher reported that there had been no definite information received.	

17.0	<u>Reconstitution of Pondhu Governing Body</u> Covered under item 7.1.	
18.0	<u>Clerk's update</u> None.	
19.0	<u>Chair's Report</u> Governors were encouraged to be looked at the Data Dashboard online as there was a lot of positive trends evidenced. The Chair illustrated the website on the interactive whiteboard to the Governing Body. A governor asked whether this was the website to accrue data as per the instructions at the Bob Damerall training. The Headteacher confirmed that it was a good start, discussion followed regarding a crib sheet for data; however the SEF would be another place. There is a new Ofsted framework in September; it was agreed for data to be reviewed in the Summer Term.	
20.0	<u>Date/time of Full Governing Body meetings – 2014/2015</u> <ul style="list-style-type: none"> Wednesday 29th April, 2015 at 5.00 pm Wednesday 1st July, 2015 at 5.00 pm 	
21.0	<u>Forthcoming Events</u> Governor Visit's week next week, governors were encouraged to book their visits. A governor asked if the school was going to do anything special for the solar eclipse next week, the Headteacher confirmed that there was going to be a Community Breakfast. FOPS Bingo next Friday. Reports this Friday. Easter Service on last day of term at St Johns. The meeting closed at 7.05 pm.	

These Minutes were passed as true and accurate at the Full Governors Meeting on Wednesday 29th April, 2015.

Signed: **Chair**
Mr David Leaity

Dated: **Wednesday 29th April, 2015**