

# **Pondhu Primary School**



**Pondhu**  
Primary School

## **Minutes**

**Full Governing Board Meeting**

**Wednesday 30<sup>th</sup> September, 2015**

Clerk to Governing Board - Linda Cackett  
Typed: 01.10.2015  
Approved for circulation: 05.10.2015

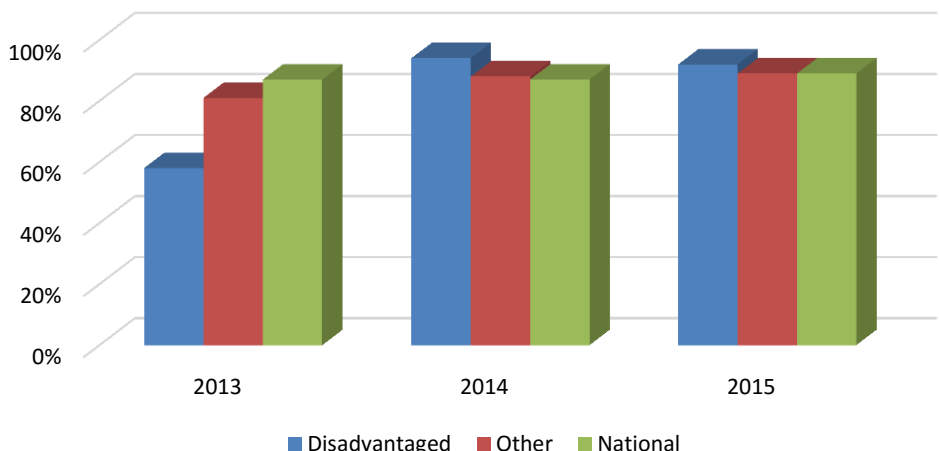
### GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>Pondhu School</b>
<b>Quorum:</b>	<b>8</b>
<b>Chair:</b>	<b>Mr David Leaity</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Wednesday 30<sup>th</sup> September, 2015 at 5.00 pm</b>
<b>Venue:</b>	<b>Pondhu School – Year 4 Class Room</b>

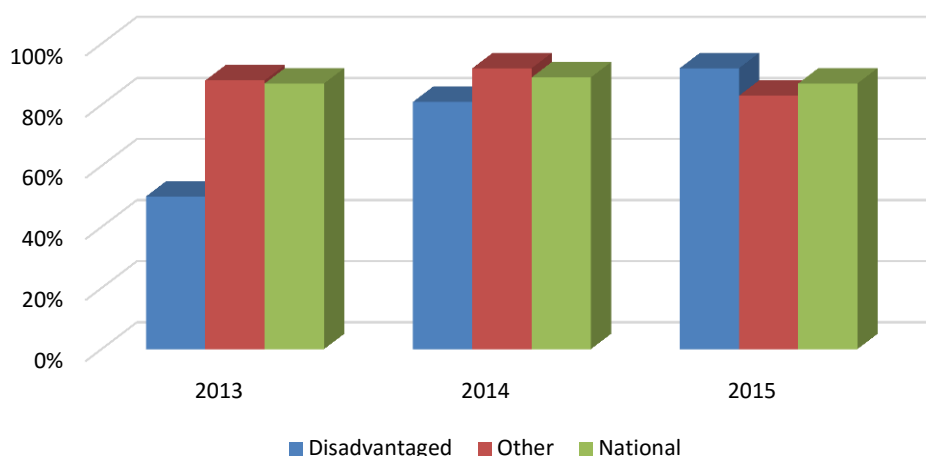
#### **Attendance:**

<b>Name:</b>	<b>Governor</b>	<b>Associate Member</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mrs D Tregellas – Headteacher	<b>Yes</b>			<b>P</b>
Mr D Leaity – Chair – Co-opted	<b>Yes</b>			<b>Ap</b>
Mr A Gardiner – Vice Chair - Parent	<b>Yes</b>			<b>P</b>
Mr D Gilbert – Co-opted	<b>Yes</b>			<b>Ap</b>
Mr M Mayo – Co-opted	<b>Yes</b>			<b>P</b>
Mr N Cooper – Associate Member – Assistant Headteacher		<b>Yes</b>		<b>P</b>
Mr R Martin – Staff: Elected by Whole Staff	<b>Yes</b>			<b>P</b>
Mr T Bowker – Co-opted	<b>Yes</b>			<b>P</b>
Mrs A Truscott – Parent	<b>Yes</b>			<b>P</b>
Mrs K Hearn – Parent	<b>Yes</b>			<b>P</b>
Mrs S Heyward – LA	<b>Yes</b>			<b>P</b>
Mrs S Parekh – Associate Member – Assistant Headteacher		<b>Yes</b>		<b>P</b>
VACANCY – Co-opted	<b>Yes</b>			<b>-</b>
Mrs L Cackett			Clerk	<b>P</b>

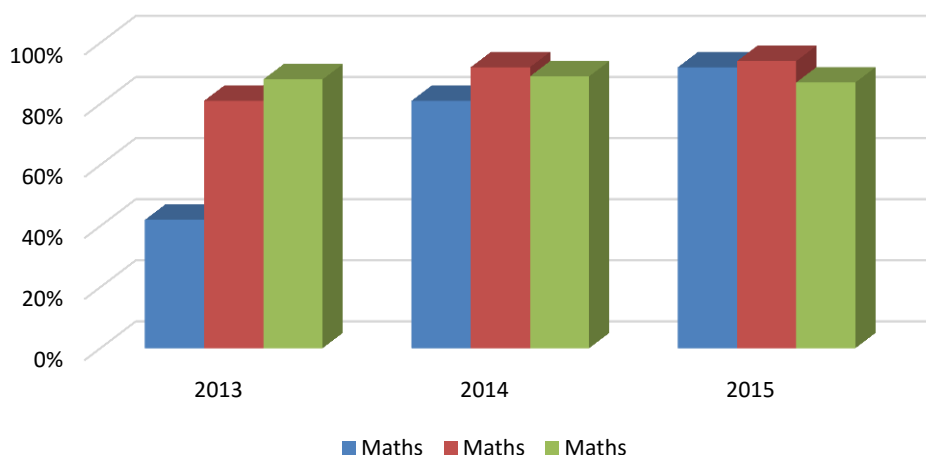
<b>1.0</b>	<p><b><u>Apologies and consideration of consent for absence</u></b></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> <li>• Mr Gilbert</li> <li>• Mr Leaity</li> </ul>	
<b>2.0</b>	<p><b><u>Annual Declaration of Business or Pecuniary Interest/s</u></b></p> <p>Governors completed their forms; the Clerk will compile the Register of Interests and create a table with the necessary information on for the school website.</p>	Clerk
<b>3.0</b>	<p><b><u>Election of Chair and Vice Chair for the 2015/2016 Academic Year</u></b></p> <p>The Clerk was handed the chair, Mr Leaity was proposed, seconded and unanimously <b>APPROVED</b> as Chair, Mr Gardiner was proposed, seconded and unanimously <b>APPROVED</b> as Vice Chair. Mr Gardiner was handed back the chairing of the meeting in the absence of the Chair.</p>	

4.0	<p><b><u>Constitution</u></b></p> <p>The Clerk reported that there is one co-opted vacancy at present following the resignation today of Mrs Cleave, the next term of office to expire is:</p> <ul style="list-style-type: none"><li>• Mrs Hearn – 02.11.2015 – Parent</li></ul> <p>The Headteacher reminded governors that following the skills analysis it has been identified for 'legal' expertise and following Mrs Cleave's resignation today 'finance' expertise is also required. Governors were advised to e-mail the Chair with any suggestions. A thank you letter to be sent to Mrs Cleave for her service on the Governing Board was agreed to be sent.</p>	Chair																
5.0	<p><b><u>Approval of the Minutes of the Full Governing Board Meeting on 20<sup>th</sup> July, 2015</u></b></p> <p>The minutes were <b>APPROVED</b> as a true and correct record of the meeting.</p>																	
6.0	<p><b><u>Matters arising not already on the Agenda</u></b></p> <p><b>6.1    <u>Item 5.2 – Website</u></b></p> <p>Mr Mayo now has admin access to the school website.</p> <p><b>6.2    <u>Item 7.7 – Pupil Premium Funding Report</u></b></p> <p>The Headteacher circulated the analysis requested at the last meeting to governors; it reflected a very positive trend of improvement</p> <p>Pondhu disadvantaged pupils / Pondhu other pupils / National Averages attaining Level 4 + over the last three years.</p> <div><p style="text-align: center;"><b>Reading Expected Level</b></p><table><thead><tr><th>Year</th><th>Disadvantaged (%)</th><th>Other (%)</th><th>National (%)</th></tr></thead><tbody><tr><td>2013</td><td>65</td><td>88</td><td>92</td></tr><tr><td>2014</td><td>98</td><td>95</td><td>95</td></tr><tr><td>2015</td><td>98</td><td>95</td><td>95</td></tr></tbody></table></div>	Year	Disadvantaged (%)	Other (%)	National (%)	2013	65	88	92	2014	98	95	95	2015	98	95	95	
Year	Disadvantaged (%)	Other (%)	National (%)															
2013	65	88	92															
2014	98	95	95															
2015	98	95	95															

### Writing Expected Level



### Mathematics Expected Level



A governor commented at the strength evidenced in the data supplied. The Vice Chair thanked the Headteacher for the informative report.

#### 6.3 Item 9.2 – 121A's Updates

The Headteacher has written the letter, subsequently chased more than once, but no reply has been received as yet.

#### 6.4 Item 12.0 – Update on school developments

Monitoring took place during the summer and the adaptations to the playground were ready for the children as they returned to school.

#### 6.5 Item 16.0 – Changes to the school day

The Headteacher reported that the school day will start at 8.45 am, the playgrounds will be open at 8.30 am and a member of staff on duty but the doors will be locked until 8.45 am. A governor asked if there will be a real difference, the Headteacher explained it is formalising the voluntary

<p>6.6</p> <p>6.7</p>	<p>reading that currently takes place making it part of the school day. Regular opportunity for reading has a marked impact on standards and this will ensure all pupils are provided with this opportunity. .</p> <p><b><u>Item 18.1 – Reconstitution</u></b></p> <p>Mr Richard Martin was elected as Staff Governor.</p> <p>A governor asked if there was a parent with legal expertise could they become a co-opted governor. It was agreed that they could be.</p> <p><b><u>Crossing Patrol</u></b></p> <p>It was noted that he is still in post.</p>	
<p>7.0</p> <p>7.1</p>	<p><b><u>Review and appointment of Committees and Designated Governors</u></b></p> <p>The lists were available on the school website prior to the meeting. Since the resignation of Mrs Cleave prior to the meeting, her responsibilities were reallocated where appropriate.</p> <p><b>Committees:</b></p> <p><b>a) Heads Performance Management</b> Sandra Heyward (Chair) David Gilbert Alex Gardiner (Minutes)</p> <p><b>b) Premises</b> Debbie Tregellas (Chair) Martin Mayo (Minutes) David Leaity Sandra Heyward David Gilbert <i>Rhian Roberts (Associate)</i></p> <p><b>c) Curriculum &amp; Achievement</b> Alex Gardiner (Chair) Tim Bowker (Minutes) Debbie Tregellas Aleah Truscott Martin Mayo Richard Martin</p> <p><b>d) Finance</b> Karen Hearn (Chair) David Gilbert David Leaity Debbie Tregellas <i>Tim Hooper (Associate)</i></p>	

**e) Personnel and Pay**

Sandra Heyward(Chair)  
Karen Hearn (Minutes)  
Alex Gardiner  
David Leaity  
Debbie Tregellas

Admissions: David Leaity, Debbie Tregellas, Sandra Heyward

**f) Appeals**

3 Governors to be formed as required

**7.2 Class Links:**

Nursery Looe: Sandra Heyward  
Reception Tiddy: Martin Mayo  
Reception Par: Martin Mayo  
Year 1 Fal: Alex Gardiner  
Year 2 Camel: ) new governor?  
Year 2 Truro: )  
Year 3 Gannel: Aleah Truscott  
Year 4 Cober: Tim Bowker  
Year 5 Fowey: Karen Hearn  
Year 6 Tamar: David Leaity

**Appointments** (all panel members will have completed safer recruitment training)

**Head Appointments:** To consist of Chair, Vice Chair, plus 3 governors including the teacher representative

**Deputy / Assistant Head Appointments:** To consist of Chair, Vice Chair, Head Teacher plus 2 Governors.

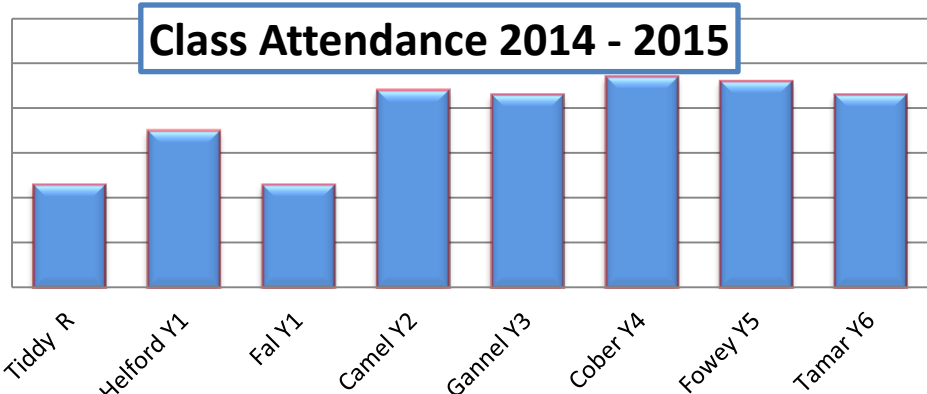
**Teaching Staff Appointments:** To consist of Chair or Vice Chair, Head Teacher and any 2 Governors available

**Non-Teaching Appointments:** To consist of Head Teacher or Deputy / Assistant Head Teacher and any 2 Governors available.

**7.3**

Subject / Area	Staff	Link Governor
English	Richard Martin	Karen Hearn
Mathematics	Nathan Cooper	Alex Gardiner
Computing	Sarah Endean	Martin Mayo
Science	Heidi Horner	Tim Bowker
RRSA	Sarah Parekh	Sandra Heyward
Humanities: History / Geography	Emma Jolliff	Aleah Truscott

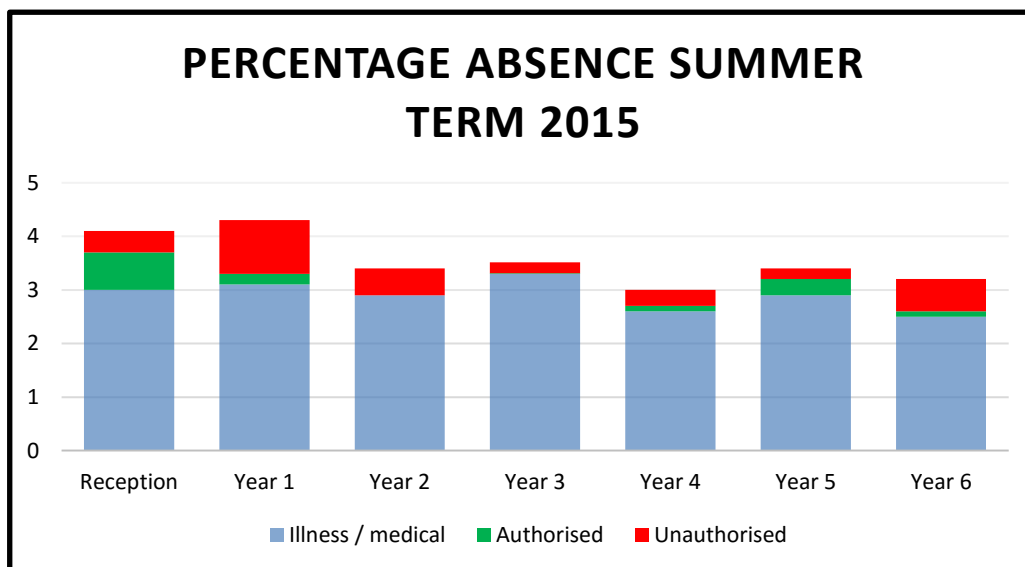
	RE	Kirstie Gay	vacancy	
	MFL	Anna Hickie	Aleah Truscott	
	Performing Arts	Julie Campbell	Karen Hearn	
	Art	Emma Newnes	Aleah Truscott	
	DT	Kevin Dawes	Tim Bowker	
	PE	Nathan Cooper	Dave Gilbert	
	PE funding	Nathan Cooper	David Leaity	
	SEND	Vickie Burgess	David Leaity	
	Foundation Stage	Sarah Parekh	David Leaity	
	Eco	Sarah Yelland	vacancy	
	Healthy Schools	Carole Carter Sarah Bailey	Martin Mayo	
	MAGaT	Vickie Burgess	Karen Hearn	
	PSHE	Vickie Burgess Hannah English	Sandra Heyward	
	School Parliament	Heidi Horner / Sarah Parekh	<del>Aleah Truscott</del>	
	Safeguarding	Debbie Tregellas	Alex Gardiner	
	Children in Care	Debbie Tregellas	David Leaity	
	Whistleblowing		David Leaity	
	Health & Safety	Debbie Tregellas	Dave Gilbert	
	FOPS link	Sarah Parekh	Karen Hearn / Aleah Truscott	
	Website	Debbie Tregellas	Martin Mayo	
	Sustrans	Nic Hadley	Aleah Truscott	
	Pupil Premium	Debbie Tregellas	Karen Hearn	
	Educational Visits + First Aid	Kevin Dawes	David Leaity	
	Students	Sarah Parekh	Alex Gardiner	
	Library	Carole Carter	Karen Hearn	
8.0	<b><u>Annual Review</u></b>			All Committees
8.1	<b><u>Terms of Reference</u></b>  The Terms of Reference will be reviewed by each committee.			
8.2	<b><u>Code of Conduct</u></b>  The Code of Conduct was circulated at the meeting and governors reviewed and <b>APPROVED</b> it. Governors signed their acceptance.			Relevant Committee
8.3	<b><u>Governing Board Decision Planner</u></b>  It was agreed for the relevant parts to be reviewed by the relevant committee.			

8.4	<p><b><u>Instrument of Government</u></b></p> <p>As the Instrument had only just been reviewed it was agreed not to be required for further review.</p>																			
9.0	<p><b><u>Management Policy Reviews</u></b></p> <ul style="list-style-type: none"><li>• <b>Grievance Policy – Local Authority Document</b></li><li>• <b>Election of Parent Policy</b></li></ul> <p>Governors <b>APPROVED</b> the above policies.</p>																			
10.0	<p><b><u>Reports</u></b></p>																			
10.1	<p><b><u>Headteacher's Report</u></b></p> <p>The report was uploaded to the portal prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"><li>• The validated SATs results are slightly different from those presented at the July meeting as 2 appeals have been successful. A governor felt it important to understand that the KS1 levels represent good progress as previously, 11% of this cohort achieved a good level of development at the end of Foundation Stage. Therefore the results for this cohort at the end of 2 year are evidence of good progress. Governors were totally confident that by the end of the journey at Pondhu pupils will be where they should be.</li></ul>																			
10.2	<p><b><u>Attendance Report</u></b></p> <p>The report was uploaded to the portal prior to the meeting.</p> <div><p><b>Class Attendance 2014 - 2015</b></p><table><thead><tr><th>Class</th><th>Attendance (%)</th></tr></thead><tbody><tr><td>Tiddy R</td><td>94.2</td></tr><tr><td>Helford Y1</td><td>95.5</td></tr><tr><td>Fal Y1</td><td>94.2</td></tr><tr><td>Camel Y2</td><td>96.5</td></tr><tr><td>Gannel Y3</td><td>96.2</td></tr><tr><td>Cober Y4</td><td>96.8</td></tr><tr><td>Fowey Y5</td><td>96.5</td></tr><tr><td>Tamar Y6</td><td>96.2</td></tr></tbody></table></div> <p>The overall attendance for the last academic year was 95.5%.</p> <p>From Year 2 upwards attendance has been above 96% overall. The slightly lower attendance in Year 1 Fal has been a focus for Miss Hollebon. The work will continue into next academic year when we hope to see an improvement.</p>	Class	Attendance (%)	Tiddy R	94.2	Helford Y1	95.5	Fal Y1	94.2	Camel Y2	96.5	Gannel Y3	96.2	Cober Y4	96.8	Fowey Y5	96.5	Tamar Y6	96.2	
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Fowey Y5	96.5																			
Tamar Y6	96.2																			



The Headteacher explained that the 'once in lifetime event' is normally considered as an authorized absence. **The question was asked whether the school gets into trouble for poor attendance.** The Headteacher explained it is more the case that the school has to evidence that it **addressing issues.** It was noted that there had been massive improvements in attendance. Persistent offenders are dealt with, the Parent Support Advisor's role is important. The Vice Chair reminded governors that the Board itself had prioritized attendance themselves not Ofsted.

5.46 pm – Mrs Parekh left the meeting



The main cause for absence during the summer term was illness and medical / dental appointments.

Absences are authorised only in exceptional circumstances e.g. immediate family weddings or funerals.

Unauthorised absences are in line with the school policy and include holidays in term time, birthday trip and others that are not acceptable.

### 10.3 Parent Support Advisor Report

The report was available on the portal prior to the meeting, a governor commented how well written the report was and very informative. It was agreed that her role was extremely important and beneficial to the school. She had a very busy role and she has a wealth of expertise and advice to offer to parents.

### 11.0 Safeguarding

The Headteacher reported:

- Children in school with Child Protection Plan: 7
- Children in school with Child in Need Plans: 3
- 121A reports received this term: 3.

	<p>All CP files were reviewed and checked during the summer holiday. Records relating to pupils who have left school have all been shared with receiving schools and receipts obtained for records.</p> <p>Section 157 / 175 declaration of compliance feedback received. This was a very positive report and here is the opening section of the report: <i>'Clear commitment by HT/DSL to provide some very strong and clear evidence of what is happening within the school from a safeguarding perspective. All sections contain some strong evidence. Highlights: Good evidence in relation to integrated working (1.1) as well as 2.7 Hearing the Voice of the Child'.</i></p> <p>Letter sent on 27th July to Safeguarding Board Chair concerning 121As has not yet received a response.</p> <p>Prevent Strategy reviewed by SMT, Safeguarding policy is accurate and reflects the requirements of the Prevent Strategy. One action to be completed – DT to attend further training on 22nd October then disseminate information to school. DT will upload a copy of the Prevent Strategy to the governor's portal for all to read.</p> <p><b><u>121a's - update</u></b></p> <p>There have been 3 121A's received this term.</p>	Headteacher then All governors
<b>12.0</b>	<b><u>School Development Plan 2015-2016- including governance</u></b>	
<b>12.1</b>	<p>The Headteacher reported on the 3 key areas for the whole school:</p> <ul style="list-style-type: none"> <li>• Assessment across the school</li> <li>• Raise attainment and standards</li> <li>• Further develop the role of middle leaders</li> </ul>	
<b>12.2</b>	<p><b>School Development Plan - Governance</b></p> <p>The Governance School Development Plan was circulated to the governors, key priorities:</p> <ul style="list-style-type: none"> <li>• Governors are allocated roles within the FGB</li> <li>• Finance is rigorously managed</li> <li>• All statutory duties are complete</li> </ul>	
<b>13.0</b>	<p><b><u>Staffing Update</u></b></p> <p>The Headteacher reported the following:</p> <ul style="list-style-type: none"> <li>• Mrs Bunt is still on maternity leave and has had a daughter.</li> <li>• Mr Martin has had a son.</li> <li>• Two new Teaching Assistants in Reception.</li> <li>• Two new Lunchtime Supervisors have been appointed.</li> <li>• Mrs Burton has secured a position elsewhere and one more Teaching Assistant position is to be interviewed later this half term to cover this vacancy</li> </ul>	

<b>14.0</b>	<b><u>Update on the new Ofsted Framework</u></b>  The Headteacher reported that as Pondhu is a 'Good' school the next expectation will be a one day inspection by an HMI Inspector, the expectation will be that the school remains good. The challenge is for school to prove that it is more than a 'Good' school and that Safeguarding is robust. If the school is going up or down a grade then the inspection will increase to 2 days. It is very important to show that the school knows its own strengths and areas of development. The nine areas that Inspectors will consider about governors are included in the School Development Plan – Governance document.	
<b>15.0</b>	<b><u>School Expansion Update</u></b>  The Headteacher reported Trewiddle Farm application has gone through planning but need to go to the Inspector for approval. Sharon Hindley has visited the school and confirmed the school is still a priority for expansion. Lack of space in school has been challenging this term.	
<b>16.0</b>	<b><u>Chair's Report</u></b>	Mr Cooper Headteacher
<b>16.1</b>	<b><u>Summer School</u></b>  Summer School took place again this summer and Mr Cooper was requested to prepare a report, a simple tracking report to see whether there is anything that can be tracked. The Chair wishes to identify evidence of those who might have attended both years and whether evidence can be produced showing progression. It was agreed important to look at any hard data as well as the soft data; Mr Cooper agreed to produce the report but reminded governors that the maximum number of extra days for any pupil will be 8.	
<b>16.2</b>	<b><u>Term Times</u></b>  The Headteacher reported that a proposal has gone to CAPH for consultation. Discussion followed regarding possible variations of term dates. The Headteacher agreed to investigate further and report back at the next meeting.	
<b>17.0</b>	<b><u>Date/time of Full Governing Body meetings – 2015/2016</u></b> <ul style="list-style-type: none"> <li>• 2<sup>nd</sup> December, 2015</li> <li>• 3<sup>rd</sup> February, 2016</li> <li>• 16<sup>th</sup> March, 2016</li> <li>• 27<sup>th</sup> April, 2016</li> <li>• 6<sup>th</sup> July, 2016</li> </ul>	
<b>17.1</b>	<b><u>Premises Committee</u></b> Thursday 15 <sup>th</sup> October, 2015 at 1.00 pm	
<b>17.2</b>	<b><u>Pay &amp; Personnel Committee</u></b> Thursday 15 <sup>th</sup> October, 2015 at 2.00 pm	

<b>17.3</b>	<b><u>Finance Committee</u></b> Thursday 15 <sup>th</sup> October, 2015 at 3.00 pm	
<b>17.4</b>	<b><u>Curriculum Committee</u></b> TBC	
<b>18.0</b>	<b><u>Forthcoming Events</u></b>  FOPS AGM – Tuesday 6 <sup>th</sup> October, 2015 Photographs – 19 <sup>th</sup> October, 2015.  The meeting closed at 6.28 pm.	

These Minutes were passed as true and accurate at the Full Governors Meeting on  
Wednesday 2<sup>nd</sup> December, 2015.

Signed: ..... **Chair**  
**Mr David Leaity**

Dated: **Wednesday 2<sup>nd</sup> December, 2015**