

# **Pondhu Primary School**



**Pondhu**  
Primary School

## **Minutes**

**Full Governing Board Meeting**

**Wednesday 27<sup>th</sup> April, 2016**

Clerk to Governing Board - Linda Cackett  
Typed: 27.04.2016  
Approved for circulation: 15.05.2016

### GOVERNING BOARD MEETING MINUTES

<b>School:</b>	<b>Pondhu School</b>
<b>Quorum:</b>	<b>6</b>
<b>Chair:</b>	<b>Mr David Leaity</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Wednesday 27<sup>th</sup> April, 2016 at 5.00 pm</b>
<b>Venue:</b>	<b>Pondhu School – Year 6 Class Room</b>

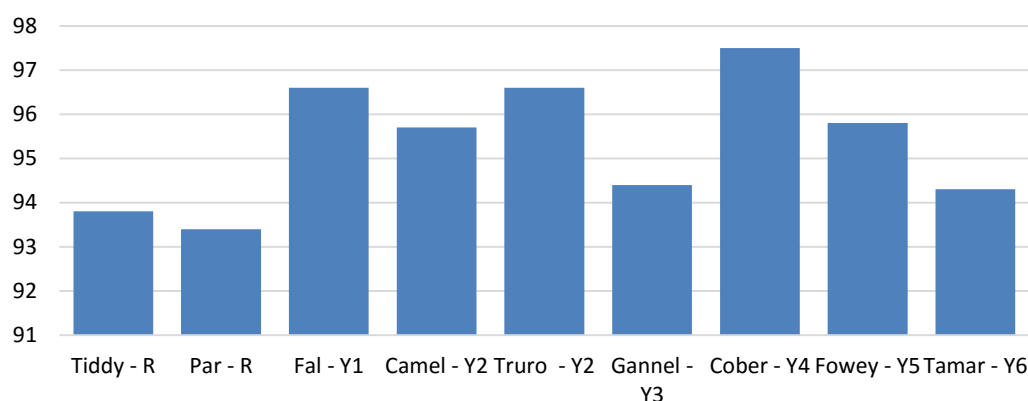
#### **Attendance:**

<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>P</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>Ap</b>
Mrs S Heyward – Local Authority	<b>Yes</b>			<b>P</b>
Mrs S Parekh – Associate Member – Assistant Headteacher		<b>Yes</b>		<b>P</b>
Mrs D Ward – Co-opted	<b>Yes</b>			<b>P</b>
Mrs L Cackett			Clerk	<b>P</b>

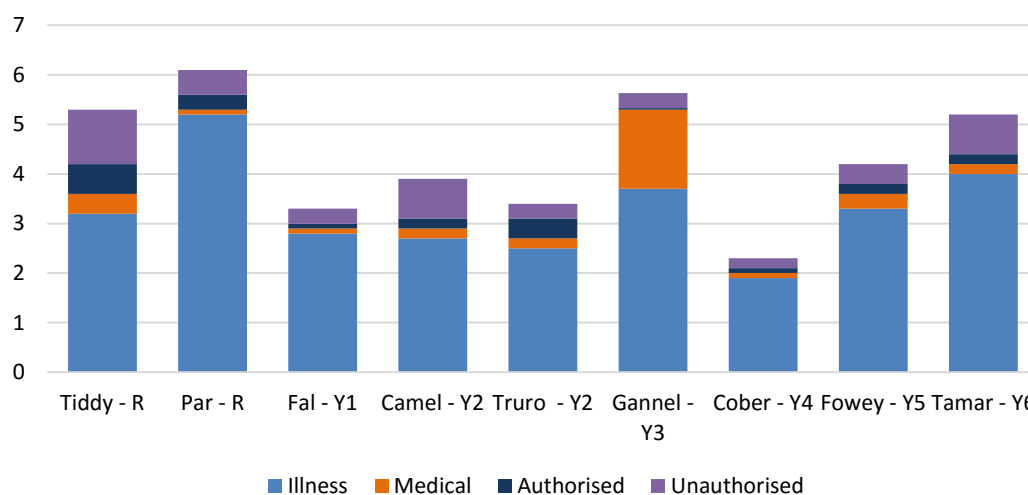
<b>1.0</b>	<b><u>Apologies and consideration of consent for absence</u></b>  Apologies were received, considered and accepted from: <ul style="list-style-type: none"> <li>• Mr Leaity – Out of the country in Paris - work commitments</li> <li>• Mrs Hearn - Unwell</li> </ul>	
<b>2.0</b>	<b><u>An opportunity to declare any additional Business or Pecuniary Interest/s</u></b>  None.	
<b>3.0</b>	<b><u>Constitution</u></b>  The Clerk reported that there are no vacancies at present.  The next term of office to expire is: <ul style="list-style-type: none"> <li>• Mr Leaity – 19.07.2017 – Co-opted</li> </ul>	
<b>4.0</b>	<b><u>Minutes of the Full Governing Board Meeting on 11<sup>th</sup> March, 2016</u></b>	
<b>4.1</b>	<b><u>Approval</u></b>  The minutes were <b>APPROVED</b> as a true and correct record of the meeting.	

4.2	<b><u>Matters arising not already on the Agenda</u></b>	
4.2.1	<b><u>Item 5.2 – Premises, Health and Safety</u></b>  <p>The toilet cubicles have been installed over the Easter holidays and the School Parliament have received very positive feedback from pupils. The spring has not been fitted on the gate despite two attempts to bring in the correct spring.</p>	
5.0	<b><u>Reports</u></b>	
5.1	<b><u>Headteacher</u></b>  <p>The report was available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• There has been significant amount of training regarding the new assessment system.</li> <li>• A governor asked who would be continuing as the Eco leader following on from Mrs Yelland. The Headteacher confirmed that it would be Mr Dawes.</li> <li>• The local school has a similar catchment area to Pondhu. Teachers have completed classroom and subject leader exchanges. There will be a second phase this term involving teaching assistant exchanges, the feedback has been varied but very thought provoking.</li> <li>• A governor asked how a 2<sup>nd</sup> phase is planned, the Headteacher explained that the SLT and herself had met with Bugle and developed a plan. They wish to continue a relationship next year, which will provide opportunities e.g. for cross school moderation</li> <li>• Discussion followed regarding the Local Authority developing its own LA MAT.</li> <li>• The PE funding has had a very positive impact on sport in the school.</li> <li>• The best ever 100% attendance awards took place recently with 90 children achieving awards in the spring term, this represented 34% of the school.</li> </ul>	
5.2	<b><u>Attendance</u></b>  <p>The report was available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• There is less disparity this term between the two reception classes which reflects the focused work to improve attendance.</li> </ul> <p><b><u>Attendance Report Spring Term 2016</u></b></p> <p>The table on the next page shows the overall attendance for each class for the spring term.</p>	

### Percentage Attendance Spring Term 2016



Reasons for absence during the spring term are shown by class in the table below. (% absence per class)



This information is now being shared with all parents of pupils who have at or below 95% by the school PSA.

#### Above 97%: Less than 6 days absence a year

Excellent attendance! These pupils will almost certainly get the best grades they can, leading to better prospects for the future. Pupils will also into the habit of attending school which will help in the future.

#### 95%: 10 days absence a year

These pupils are likely to get good grades and form a habit of attending school regularly. Pupils who take a 2 week holiday every year can only achieve 95% attendance.

#### 90%: 19 days absence a year

Pupils in this group are missing a month of school per year; it will be difficult for them to achieve their best. Attendance of less than 90% is classed as 'Persistent Absence' and are flagged up in meetings with our Education Welfare Officer. Parents in this group could also face the possibility of legal action being taken by the Local Authority.

#### 85%: 29 days absence a year

Pupils in this group are missing six weeks of school per year; it will be very difficult for them to keep up with work and they are unlikely to do their best.

#### 80%: 38 days absence a year

These pupils are missing almost 8 weeks of school and it will be extremely difficult to keep up with work.

5.3	<p><b><u>Governor Training</u></b></p> <ul style="list-style-type: none"><li>• <b>Mrs Ward – Safeguarding – 20.04.2016</b></li></ul> <p>The report was available on the website prior to the meeting. Mrs Ward scored the course 9/10 for the half day course.</p>									
5.4	<p><b><u>Governor Visits to school</u></b></p> <ul style="list-style-type: none"><li>• <b>Mr Mayo – 17.03.2016 – ICT</b></li><li>• <b>Mr Mayo – 17.03.2016 – Class Link Visit – Tiddy</b></li><li>• <b>Mr Mayo – 17.03.2016 – Class Link Visit – Par</b></li><li>• <b>Mrs Heyward – School Parliament – Verbal Report</b></li></ul> <p>The reports were available on the website prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"><li>• Mr Mayo had spent the day in school carrying out his visits.</li><li>• The finger gym was engrossing and pupils really focussed on the activities</li><li>• Mrs Heyward gave an informative verbal report of her visit to School Parliament. Her visit had been very enjoyable and they were very positive regarding the new toilet cubicles the council had requested. She was very impressed how confident the pupils were during her visit; they obviously are getting a lot from being part of the council. There was a tour of the school during her visit, <b>a governor asked what the difference was between the council and school parliament, it was explained that the School Council and the RRSA Team had merged and were now a very streamlined and strategic parliament.</b></li><li>• Mrs Heyward had also participated in RE Workshop with Open Air Mission, facilitated by a local church, it had been a very enjoyable and the way in which the bible stories were presented was excellent. It was an hour long but a worthwhile opportunity for widening the breadth of experience the pupils have. It is important for pupils to be educated and given experience, pupils were clearly evidenced that they were engrossed.</li></ul>	Mrs Heyward to submit reports after meeting.								
5.5	<p><b><u>Finance - School Budget 2016/2017</u></b></p> <p>The Headteacher reported that the Finance Committee had met and the approved budget summary was circulated to the Governing Board, there is an amount of specific reserves which have been identified as the school contribution to the hall expansion. The overall school reserve has been reduced this year and reflects change in funding allocation.</p> <table><tr><td><b>Total Reserves b/forward from 2015/2016</b></td><td><b>£ 158,676</b></td></tr><tr><td><b>Total Funding/Income 2016/2017</b></td><td><b>£1,233,247</b></td></tr><tr><td><b>Total Expenditure 2016/2017</b></td><td><b>£1,382,921</b></td></tr><tr><td><b>Projected Remaining Reserve Balance</b></td><td><b>£ 95,695</b></td></tr></table> <p>Questions were invited, there were none.</p>	<b>Total Reserves b/forward from 2015/2016</b>	<b>£ 158,676</b>	<b>Total Funding/Income 2016/2017</b>	<b>£1,233,247</b>	<b>Total Expenditure 2016/2017</b>	<b>£1,382,921</b>	<b>Projected Remaining Reserve Balance</b>	<b>£ 95,695</b>	
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<b>Projected Remaining Reserve Balance</b>	<b>£ 95,695</b>									
5.6	<p><b><u>Parent Support Advisor</u></b></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"><li>• The PSA is a really effective addition to the school staffing structure.</li></ul>									

5.7	<p>5.31 pm – Mr Cooper left the meeting</p> <ul style="list-style-type: none"> <li>• The PSA enables teachers to focus on teaching confident that pastoral support is available.</li> <li>• The PSA is a trained debt counsellor.</li> <li>• Food vouchers are held by the PSA and she distributes 2/3 per term which underpins the valuable supportive relationships that are formed. The Vice Chair commented that it offers community support to parents/carers.</li> </ul> <p><b><u>Safeguarding</u></b></p> <p>The Headteacher reported that there had been 6 ViSTs since the last meeting, their timings are still of concern. Each one is followed up by the PSA/Headteacher. There have been no changes in the number of pupils on CP support plans. The PSA is now qualified to facilitate Single Agency Safeguarding training and had completed the first session this term with new staff and the new governor.</p>	
6.0	<p><b>Management Policy Reviews</b></p> <ul style="list-style-type: none"> <li>• <b>Asthma</b></li> <li>• <b>Visitor</b></li> <li>• <b>Social Networking</b></li> <li>• <b>ICT Acceptable Use</b></li> <li>• <b>School ICT Filtering</b></li> <li>• <b>Disciplinary</b></li> </ul> <p>The Headteacher explained that the Asthma Care Plan is related to a Policy for Medical Conditions in School Policy is being reviewed and will be presented to H &amp; S committee later this term for future adoption.</p> <p>All policies were available on the web portal prior to the meeting. The Headteacher explained all changes. All policies were proposed, seconded and <b>APPROVED</b> for adoption subject to the agreed amendments at the meeting for inclusion of RSA. <b>A governor asked if staff sign the relevant policies, the Headteacher confirmed that they did and governors do also on an annual basis once adopted by the Governing Board.</b></p> <p>Governors were in agreement that the various appendices in the Disciplinary Policy were thorough and useful and very self-explanatory, clear and concise.</p>	
7.0	<p><b>School Self Evaluation</b></p> <p>The Headteacher circulated the mind map mentioned at the last meeting. Language enrichment is a very large part of the school and enrichment visits are very valuable. RRS underpins everything that the school is about, governors monitor the ethos of the school and there is always high expectation throughout the school. RRS and Pupil Voice is very strong, Pondhu staff are now going out of school as ambassadors. <b>A governor suggested that an arrow should join the PSA role in Community and Pastoral. This was agreed as it is carried out e.g. the provision of food vouchers.</b></p>	

A governor asked what Pupil Premium is used for, the Headteacher explained that there are Pupil Premium Budgets which are very positive. It is used a lot for enrichments and part of the PSA role is funded also. The expenditure is very targeted and 52% of pupils in school are Pupil Premium at present. The outcomes for pupils confirms that the use of pupil premium in school is positive.

The Headteacher presented a task to the Governing Board, governors were split into two teams and asked to carry out the self-review questions.

Both teams reported back on the task and evidenced their answers to all of the self-review questions. During the feedback of the questions both teams gave similar answers, it was evident from the task that governors could review their role in a rigorous fashion. It was agreed that the Governing Board and Committee meetings were efficient and challenged the school effectively, external verification is also paramount e.g. Raise Online etc.

### **Question 1**

**Do governors provide a balance of support and challenge?**

#### **Answers**

- Governor minutes (red/green highlighting)
- Governor link visits
- Minuted evidence of questions in meetings
- Governor visits show support

### **Question 2**

**Do governors know the strengths and areas for improvement of the school?**

#### **Answers**

- Good reports – Headteacher/Assistant Headteachers/PSA
- Mind map of strengths' produced and a working document
- SDP –
- Specifics – we know where to look
- Getting a better grip of key data due to training and discussion
- Well informed by Headteacher
- Shared review and planning meeting with subject leaders

### **Question 3**

**Do governors have a good understanding of the challenges facing the school?**

#### **Answers**

- In terms of school development, buildings and MATs
- Effective pupil premium spend
- Academic – Yr. 1 phonics
- Constant discussion and feedback from Headteacher, Assistant Headteachers at board meetings.

	<p><b>Question 4</b> <b>How do governors know about a) pupil progress, b) staff performance management, c) school finances including DPP and Sports funding? How do you know the information is accurate?</b></p> <p><b>Answers</b></p> <ul style="list-style-type: none"> <li>• Overview given in meetings</li> <li>• Specific committees</li> <li>• Accuracy – trust in committee members to challenge</li> <li>• Detail in reports</li> <li>• A) Excellent charts and explanations</li> <li>• B) Reports – Pay and Personnel Committee</li> <li>• C) Assistant Headteachers' specific reports gone through</li> <li>• C) Finance committee reports</li> <li>• Accurate – Trust – backed up by critical questioning</li> <li>• External verification/questioning</li> </ul> <p><b>Question 5</b> <b>How does school community know about the work of the governing board?</b></p> <p><b>Answers</b></p> <ul style="list-style-type: none"> <li>• Photos, knowledge of existence</li> <li>• Newsletters – calendar</li> <li>• Governor link photos on classroom doors</li> <li>• Parent governors</li> <li>• Parent forum – attendance at and introductions made by Headteacher</li> <li>• Website including email link to Chair</li> </ul>	
8.0	<p><b>Compare your school website</b></p> <p>The Headteacher explained the new Department for Education's 'Compare your school' new beta website for comparing school to the Governing Board. It can be located by going to:</p> <p><a href="http://www.compare-school-performance.service.gov.uk">www.compare-school-performance.service.gov.uk</a></p> <p>Governors felt it was in a good format and the ability to compare schools was excellent and is based on the January Census data. The school has acquired more pupil premium pupils since the last census.</p>	All governors
9.0	<p><b>Chair's Report</b></p> <p>None.</p>	
10.0	<p><b>Date/time of Full Governing Body Meetings – 2015/2016</b></p> <ul style="list-style-type: none"> <li>• 6<sup>th</sup> July, 2016</li> </ul> <p>Wednesday 8<sup>th</sup> June, 2016 at 3.20 pm is the date set for the staff meeting to meet with link governors.</p>	



	The meeting closed at 6.29 pm.	
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These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 6<sup>th</sup> July, 2016.

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

Dated: **Wednesday 6<sup>th</sup> July, 2016**