

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Board Meeting

Wednesday 21st September, 2016

Clerk to Governing Board - Linda Cackett
Typed: 24.09.2016
Approved for circulation: 03.10.2016

GOVERNING BOARD MEETING MINUTES

School:	Pondhu School
Quorum:	6
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 21st September, 2016 at 5.00 pm
Venue:	Pondhu School – Year 3 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			Ap
Mr A Gardiner – Vice Chair - Parent	Yes			P
Mr D Gilbert – Co-opted	Yes			P
Mr M Mayo – Co-opted	Yes			P
Mr N Cooper – Associate Member – Assistant Headteacher		Yes		P
Mr R Martin – Staff: Elected by Whole Staff	Yes			P
Mr T Bowker – Co-opted	Yes			P
Mrs A Truscott – Parent	Yes			P
Mrs K Hearn – Parent	Yes			P
Mrs S Heyward – Local Authority	Yes			P
Mrs S Parekh – Associate Member – Assistant Headteacher		Yes		P
Mrs D Ward – Co-opted	Yes			P
Mrs L Cackett			Clerk	P

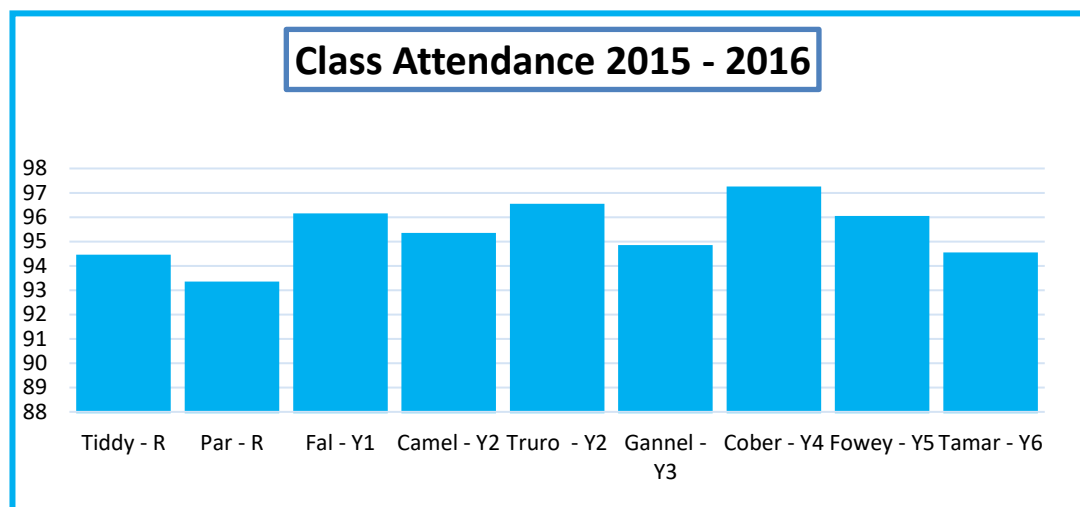
1.0	<p><u>Apologies and consideration of consent for absence</u></p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Leaity <p>Mr Gardiner kindly agreed to chair the meeting, Mrs Truscott had tendered her apologies that she would be arriving late due to work commitments.</p>	
2.0	<p><u>Annual Tasks</u></p>	
2.1	<p><u>Election of Chair and Vice Chair</u></p> <p><i>Mr Gardiner and Mrs Heyward left the meeting.</i></p> <p>Mr Leaity was proposed, seconded and unanimously elected as Chair on the proviso that following the Ofsted inspection he will resign. Mr Gardiner and Mrs Heyward were both proposed, seconded and unanimously elected as Vice Chairs with the expectation that one will step up to the role of Chair when Mr Leaity leaves. This is to ensure thorough and effective succession planning.</p> <p><i>Mr Gardiner and Mrs Heyward re-joined the meeting.</i></p>	

2.2	<p><u>Declaration of Business or Pecuniary Interest/s</u></p> <p>The Clerk circulated the annual form for completion and will collate the Register of Business/Pecuniary Interest/s.</p>	Clerk
2.3	<p><u>Impact of Meeting – Explanation</u></p> <p>The Vice Chair explained why this item had been added to the agenda, governors were circulated a sheet which identified the strategic direction, accountability and financial probity of the Board.</p>	
2.4	<p><u>Governor Code of Conduct</u></p> <p>The Board APPROVED the National Governors Association's Code of Conduct for adoption and governors signed a form of consent.</p>	
2.5	<p><u>Review and appointment of Committees and Designated Governors</u></p> <p>a) Heads Performance Management Sandra Heyward (Chair) David Gilbert Alex Gardiner (Minutes)</p> <p>b) Premises Debbie Tregellas (Chair) Martin Mayo David Leaity Sandra Heyward David Gilbert <i>Rhian Roberts (Associate)</i></p> <p>c) Curriculum & Achievement Alex Gardiner (Chair) Tim Bowker Debbie Tregellas Aleah Truscott Martin Mayo Richard Martin Debs Ward</p> <p>d) Finance Karen Hearn (Chair) David Gilbert David Leaity Debbie Tregellas <i>Tim Hooper (Associate)</i></p> <p>e) Personnel and Pay Sandra Heyward (Chair) Karen Hearn</p>	

	<p>Alex Gardiner David Leaity Debbie Tregellas</p> <p>Admissions: David Leaity, Debbie Tregellas, Sandra Heyward</p> <p>f) Appeals 3 Governors to be formed as required</p>	
2.6	<p><u>Terms of Reference</u></p> <p>Committees will review their own terms of reference at their first meeting this year</p>	Committees
2.7	<p><u>Decision Planner</u></p> <p>Committees will review their own delegated responsibilities at the first committee meeting this year</p>	Committees
2.8	<p><u>Instrument of Government</u></p> <p>The Instrument was reviewed and it was APPROVED that no amendments were required.</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	<p><u>Minutes of the Full Governing Board Meeting on 6th July, 2016</u></p>	
4.1	<p><u>Approval</u></p> <p>The minutes were APPROVED as a true and correct record of the meeting.</p>	
4.2	<p><u>Matters arising not already on the Agenda</u></p>	
4.2.1	<p><u>Item 5.1 – Letter to LA – Admissions</u></p> <p>The Headteacher confirmed that the Clerk has written to the Local Authority, they replied that they would note the contents when the time was appropriate.</p>	
4.2.2	<p><u>Item 5.1 – Actions Table</u></p> <p>The table has been added to the minutes.</p>	

4.2.3	<p><u>Item 6.4 – Outstanding Visit Reports</u></p> <p>Outstanding reports will be completed ASAP.</p>	Mr Mayo Mrs Heyward Mrs Hearn																															
5.0	<p><u>Reports</u></p>																																
5.1	<p><u>Headteacher’s 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">• There has been staff changes and training.• Questions were invited, there were none.																																
5.2	<p><u>Attendance Summary 2015/2016</u></p> <p>The report was available on the website prior to the meeting. Attendance continues to be carefully monitored across the school.</p> <p>The table below shows the trend of absence (from RaiseOnline) over the last three years for the whole school.</p> <table><tr><td></td><td colspan="2">Absence R – Y6</td></tr><tr><td></td><td>School %</td><td>National %</td></tr><tr><td>2014</td><td>4.1</td><td>3.9</td></tr><tr><td>2015</td><td>3.9</td><td>4.0</td></tr><tr><td>2016</td><td>4.5</td><td>Not yet available</td></tr></table> <p>Absence for 2015/16 is higher due to the larger number of non-statutory EYFS children not being brought to school as often as they could have attended. YR – Y6 absence 4.5%, Y1 – Y6 absence 4.0%. The Parent Support Advisor has been working with these parents and we are expecting to see an improvement this year.</p> <p>Percentage Attendance by Key Stage</p> <p>A request from the Chair at the previous meeting for the following data was presented by the Headteacher.</p> <table><tr><td></td><td>2013/14</td><td>2014 /15</td><td>2015 /16</td></tr><tr><td>FS</td><td>93.6%</td><td>94.4%</td><td>93.9%</td></tr><tr><td>KS1</td><td>95.6%</td><td>95.3%</td><td>96.0%</td></tr><tr><td>KS2</td><td>96.0%</td><td>96.4%</td><td>95.9%</td></tr></table>		Absence R – Y6			School %	National %	2014	4.1	3.9	2015	3.9	4.0	2016	4.5	Not yet available		2013/14	2014 /15	2015 /16	FS	93.6%	94.4%	93.9%	KS1	95.6%	95.3%	96.0%	KS2	96.0%	96.4%	95.9%	
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The table below shows the overall attendance for each class for the academic year.



5.3 **Governor Training**

None, the Clerk circulated the new NGA courses to be held at Bodmin College to governors. Governors were invited to contact the Headteacher if they wished to attend any. The Clerk reported that the Induction 1 and 2 course dates have been set she will circulate information to governors when the venues are allocated.

5.4 **Governor Visits to school**

- Mrs Hearn – Visit to Poltair – 14.09.2016

Mrs Hearn gave a verbal report to the Board, the written report will be uploaded to the website after the meeting.

Mrs Hearn

5.5 **PE Premium/Sports Grant Report**

There were no changes to the full report that had been given at the end of last term. However, it was further noted that:

- The school was very successful last year.
- Mr Cooper will be looking at the curriculum aspect this year, e.g. prioritizing swimming and ensuring the curriculum is well resourced and staff up-skilled to ensure sustainability

5.6 **Pupil Premium Report**

There have been no significant changes since the July report. However, it was noted that Mr Dawes has commenced the Pupil Premium Project and all pupils Year 1 upwards to be given first aid training.

The Headteacher reported on the success and trends of pupil premium and the variations throughout the classes.

5.7

PSA Report

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

- Evident that enormous amount of effort put in across the school.
- The report was very informative and well received.
- The report contains attendance data.
- The PSA works very hard and her role enables teachers to focus on teaching

5.8

SATS Results

The Headteacher reported the SATS results to the Board:

	Reading Expected Standard		Writing Expected Standard		Maths Expected Standard		SPAG Expected Standard		Science Expected Standard		RWM Combined at Expected Standard	
	Pondhu	National	Pondhu	National	Pondhu	National	Pondhu	National	Pondhu	National		
Year 6	69%	66%	72%	74%	59%	70%	72%	72%			52%	51% (Cornwall)
Year 2	73%	N/K	59%	N/K	70%	N/K			83%	85% (Cornwall)	54%	58% (Cornwall)
EYFS	Good Level of Development: 52% National 69%											

A governor asked if the Year 2 data was exam based or teacher assessment, the Headteacher confirmed that it was teacher assessment which included tests. Year 6 as has a degree of teacher assessment in writing. The bar was raised much higher this year Governors felt that it was a useful set of data, although there is no RaiseOnline available for comparison yet. A governor commented on how well supported and prepared the Year 6 pupils had been for the tests.

5.9

SIP (School Improvement Partner) Report

The Headteacher reported that there is a new SIP – Alison Cohgar, who had previously carried out a review in the Spring and attended Pondhu last Thursday. She is making visit at the beginning of next term.

6.0

Policy Reviews

6.1Appraisal and Performance Management Policy

6.2M11 - Freedom of Information

The policy was available on the website prior to the meeting. It was APPROVED for adoption by the Board.

6.3M35 – Active Travel

This will be reviewed by the Premises Committee and School Parliament.

6.4M37 – Whistleblowing

The policy was available on the website prior to the meeting. It was APPROVED for adoption by the Board.

Headteacher

<p>6.5</p>	<p><u>M42 – Violence and Aggression</u></p> <p>The policy was available on the website prior to the meeting. It was APPROVED for adoption by the Board, it was a new policy for the school and indicative of the way in which a few people express themselves and the need for the policy to be in place. Governors approved of the structure of the policy and how everything was clearly laid out.</p>	
<p>6.6</p>	<p><u>SEND</u></p> <p>The policy and local offer was available on the website prior to the meeting. The policy was reviewed, discussed and APPROVED for adoption.</p>	
<p>7.0</p>	<p><u>Safeguarding</u></p> <p>The Headteacher reported that:</p> <p><u>VISTS</u></p> <p><u>2015 – 16</u> Autumn term: 7 Spring term: 14 Summer term: 11 <u>Total: 32</u></p> <p><u>2016 – 17</u> Autumn term: 1</p> <p><u>MARU referrals</u></p> <p><u>2015 – 16</u> Referrals were made concerning six families and all resulted in social worker assessments being completed.</p> <p><u>Child Protection / Child in Need</u></p> <p>By the end of the school year (2015 – 16) eight children were subject to Child Protection Plans. At the start of this term we have four children subject to a Child Protection Plan and three children supported by Child in Need Plans.</p> <p>A governor asked if all new staff have induction on Safeguarding, the Headteacher confirmed that they did.</p> <p><u>S175</u></p> <p>The Headteacher reported that it had been a lengthy report to complete, a very positive response 'carry on what you are doing' had been the action! The safeguarding governor reported that he had met with the Headteacher prior to the report being submitted and he acknowledged the commitment the school continues to place on ensuring all aspects of Safeguarding.</p>	<p>All governors</p>

	<p><u>Staff and Governor Single Agency Training – 06.10.2016 – 3.30 – 6.00pm</u></p> <p>All staff and governors to attend.</p>																			
8.0	<p><u>Staffing Update</u></p> <p>The Headteacher reported that:</p> <p><u>Teachers:</u></p> <ul style="list-style-type: none"> • Emma Newnes is now on maternity leave, congratulations on the birth of Elowen Grace. Year 5 is being taught by Richard Jones. • Kylie Bunt has returned from maternity leave and is teaching Reception this year. • Kevin Dawes is non-classed based to deliver Pupil Premium Enrichment Project – a very positive start. <p><u>Support staff:</u></p> <ul style="list-style-type: none"> • Kath Rundle a teaching assistant for eighteen years at Pondhu has retired. • Rebecca Rodgers a teaching assistant with a specific child has moved schools to continue working with the same child. • New higher level teaching assistants this term – Sam Bird and Maureen Goosey. Both have made a very positive start. • Anna Hickie another higher level teaching assistant is still on maternity leave. 																			
9.0	<p><u>School Development Plan - Governance Plan Review</u></p> <p>The Headteacher presented the key areas for this year:</p> <p>School Development Plan 2016 – 17 Summary</p> <p>This new plan is designed to both consolidate and develop the work of previous plans and focus on two key areas. These plans are supported by individual subject plans developed by subject leaders in partnership with the link governor for that subject.</p> <table border="1"> <thead> <tr> <th>Key Area</th><th>2016 - 17</th><th>2017 - 18</th></tr> </thead> <tbody> <tr> <td rowspan="3">Curriculum</td><td>Language development and fluency</td><td></td></tr> <tr> <td>Global Learning Project</td><td>Global Learning Project</td></tr> <tr> <td>Pupil Premium project</td><td></td></tr> <tr> <td rowspan="2">Attainment and progress</td><td>Maths</td><td>English</td></tr> <tr> <td>Assessment</td><td>Assessment</td></tr> <tr> <td>Stakeholders</td><td>Further develop parental engagement</td><td></td></tr> </tbody> </table> <p>It was noted that Parents Forum was extremely well attended last week, 74 pupils were represented. A governor noted that there was a lot of information on the evening, possibly next time certain areas could be split.</p> <p>A governor asked what the link is between toddler group and the school, the Headteacher replied that there was no real link other than the fact that they rent the hall from the school. The school has however helped financially in the past when their numbers were low regarding rent. The Headteacher suggested that consideration regarding a more formal partnership may need to be considered in the future.</p> <p>It was felt by a governor that some people make their own minds up about schools regardless of Ofsted etc., discussion followed regarding perceptions, it was agreed that through time perceptions change. The Toddler Group</p>	Key Area	2016 - 17	2017 - 18	Curriculum	Language development and fluency		Global Learning Project	Global Learning Project	Pupil Premium project		Attainment and progress	Maths	English	Assessment	Assessment	Stakeholders	Further develop parental engagement		
Key Area	2016 - 17	2017 - 18																		
Curriculum	Language development and fluency																			
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Attainment and progress	Maths	English																		
	Assessment	Assessment																		
Stakeholders	Further develop parental engagement																			

	<p>could show case the school, it was agreed that the Pondhu has a lovely atmosphere, people cannot see the school from the road!</p> <p>There will be a display in Reception to evidence targets met and will be important for governors.</p>	
10.0	<p><u>Governance Plan</u></p> <p>The new Governance Plan was shown by the Headteacher, actions required were explained and how targets will be evidenced. It was proposed that a sub-committee regarding academies be set up and meet on a termly basis to ensure everyone knows the current information available. Feedback from this sub-committee to be an agenda item at the next meeting.</p> <p>The committee to comprise Chair, both Vice Chairs and the Headteacher</p>	<p>Clerk</p> <p>Committee</p>
11.0	<p><u>Summer School 2016</u></p> <p>Mr Cooper's report was available on the website prior to the meeting. He added that:</p> <ul style="list-style-type: none"> • Numbers were improved on last year, in the 30's each session • Parents now expect this as an annual event. • More than double the amount of pupil premium pupils attended. • Staff are keen to support it. • A lot of outdoor learning in am, English and Maths, afternoons were different, shelter building, golf etc. etc., for some pupils it is the highlight of their summer to attend. • Lots of pupils attend the 4 days, free childcare for parents. • Positive experience for pupils attending. • Encouragement of soft data is evidenced as successful. • A governor commented that some parents had already booked other things and wondered if it was possible to advertise earlier, Mr Cooper explained there was a lot to put in place he would take the comment on board. They have in the past been the same dates each year, it was agreed that the dates could be included in the school calendar now. • It was asked whether other schools offer summer school, it was thought that there was not. <p>The Vice Chair thanked Mr Cooper for his report.</p>	
12.0	<p><u>Annual Governance Statement</u></p> <p>The statement had been circulated and no further feedback received, it was APPROVED to be uploaded the website.</p>	
13.0	<p><u>Holiday Projects</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • Cloakrooms have been made in the classrooms in KS2, the additional space has been converted to a learning space • The decking outside the Wernicks had been completed and door. 	

	<ul style="list-style-type: none"> The photocopier room has been converted to an office for the SENDCO. The Headteacher explained why this was carried, the PSA now has her own office in the most appropriate area of the school. 	
14.0	<p><u>Global Learning Project – Tabled during Item 9.0</u></p> <p>Mrs Parekh explained the project and how it links with RRSA, the school has been asked to be a 'Hub Centre' for local schools to access. Schools will pool resources; the programme runs over four terms. Pondhu is well placed to be a Hub School and look forward to the challenge. It has been advertised on School Messenger and hopefully schools will be interested, it is designed for KS2/KS3 and funding is available.</p>	
15.0	<p><u>Chair's Report</u></p> <p>None.</p>	
16.0	<p><u>Impact of Meeting</u></p> <p>Governors felt:</p> <ul style="list-style-type: none"> They had a very good understanding of the positive effect of the summer school within the school and local community and the increased attendance of pupil premium pupils. The S175 had been very efficiently completely and governors were very pleased with the extremely positive feedback evidencing the gravity of how the school regards safeguarding. 	
17.0	<p><u>FOPS – Friends of Pondhu School</u></p> <p>Mrs Truscott wished to make the Board aware that the FOPS committee have their AGM on 27th September, the current committee are hoping for new parents to join. The Board were reminded that FOPS raise a lot of funding for extra things for the school. She thanked everyone who helped with the Summer Fayre this year.</p>	
18.0	<p><u>Date/time of Full Governing Board Meetings – 2016/2017</u></p> <ul style="list-style-type: none"> Wednesday 23rd November, 2016 Wednesday 1st February, 2017 Wednesday 15th March, 2017 Wednesday 10th May, 2017 Wednesday 5th July, 2 <p>Premises Committee at 8.30 am on 4th October, 2016 Personnel Committee at 9.30 am on 4th October, 2016 Finance Committee at 10.30 am on 4th October, 2016 Curriculum and Achievement at 2.00 pm on Wednesday 16th November, 2016</p> <p>The meeting closed at 6.59 pm.</p>	

These Minutes were passed as true and accurate at the Full Governing Board Meeting on Wednesday 23rd November, 2016.

Signed: **Chair**

Mr David Leaity

Dated: **Wednesday 23rd November, 2016**

ACTION POINTS ARISING FROM MINUTES OF FULL GOVERNING BOARD MEETING

WEDNESDAY 21st SEPTEMBER, 2016

ITEM:	ACTION:	WHO:	BY:
2.2	Create 2016/82017 Business/Pecuniary Interest/s Register.	Clerk	31.10.2016
2.6	Terms of reference to be reviewed.	All committees	Next FGB meeting
2.7	Decision Planner to be reviewed.	All committees	Next FGB meeting
4.2.3	Outstanding visit reports to be submitted.	Mr Mayo Mrs Heyward Mrs Hearn	15.10.2016
5.4	Mrs Hearn to submit governor visit report w.r.t. visit to Poltair.	Mrs Hearn	15.10.2016
10.0	Sub Committee to be set and meet on termly basis w.r.t. academies.	Headteacher	15.10.2016
10.0	Academies Sub Committee to be agenda item for next meeting.	Clerk	24.09.2016