

Pondhu Primary School



Pondhu
Primary School

Minutes

Full Governing Body Meeting

Wednesday 3rd December, 2014

Clerk to Governing Body - Linda Cackett
Typed: 03.12.2014
Approved for circulation: 10.12.2014

GOVERNING BODY MEETING MINUTES

School:	Pondhu School
Quorum:	7
Chair:	Mr David Leaity
Clerk:	Mrs Linda Cackett
Date of meeting:	Wednesday 3rd December, 2014 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 - 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			P
Mrs S Parekh – Staff: Teacher	Yes			P
Mr N Cooper – Staff: Elected by Whole Staff	Yes			P
Mrs S Yelland – Staff: Non Teacher	Yes			P
Mrs K Hearn – Parent	Yes			Ap
Mrs S Heyward – LA	Yes			P
Mr M Mayo – Community	Yes			P
Mr T Bowker – Community	Yes			P
Mrs A Cleave – LA	Yes			P
Mrs L Cackett			Clerk	P

1.0	<p><u>Apologies and consideration of consent for absence</u></p> <p>The Chair welcomed everyone to the meeting.</p> <p>Apologies were received, considered and accepted from:</p> <ul style="list-style-type: none"> • Mr Gilbert, who also wished the Clerk to pass on his thanks to the Governing Body for his lovely birthday card. • Mrs Hearn • Mr Leaity 	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.</p>	

	<p>The next terms of office to expire this academic year are:</p> <ul style="list-style-type: none"> • Mr Cooper – 09.01.2015 • Mrs Truscott – 29.01.2015 	
4.0	<p><u>Approval of the Minutes of the Full Governors Meeting on 1st October, 2014</u></p> <p>The minutes were APPROVED as a true and correct record of the meeting.</p>	
5.0	<p><u>Matters arising not already on the Agenda</u></p> <p>None.</p>	
6.0	<p><u>Committee Meeting Reports – All uploaded on web portal prior to the meeting</u></p>	MM, JA & AT
6.1	<p><u>Revised Decision Planner and Terms of Reference</u></p> <p>The appropriate committees had reviewed their respective areas of the Decision Planner. The Headteacher reported that an additional line had been entered at 56 to separate the preparation / approval of the prospectus and Nursery Admissions Policy.</p> <p>Terms of reference had been reviewed and approved by the respective committee that had met. The Pay Appeals Panel was asked to review and complete their terms of reference before the next FGB, which was agreed.</p>	
6.2	<p><u>Pay & Personnel (including Admissions)</u></p> <p>The Headteacher explained that the Nursery was now accepting pupils as 'Rising Threes' i.e. in the term of their third birthday. The Headteacher also advised the governors that due to a change in Government policy parents of summer born children could now defer their admission to the following academic year. The governors asked what impact this may have. The Headteacher replied that the impact would be minimal for the school on entry but greater as the pupils move towards the end of their academic careers.</p>	
6.3	<p><u>Health and Safety / Premises</u></p> <p>Discussion followed regarding the impending reduction of the school crossing patrol, it was agreed that the Mrs Cleave would write to Andrew Kerr, Bert Biscoe and Stephen Gilbert MP expressing concern about the impact on the safety of our children crossing the A390. Mrs Heyward agreed to assist Mrs Cleave with this task on behalf of the Governing Body.</p>	
6.4	<p><u>Finance</u></p> <p>The Headteacher confirmed that the Pupil Premium Grant has been</p>	Mrs Cleave and Mrs Heyward

<p>6.5</p>	<p>secured for 2015 – 2016 at a value of £1320 per pupil.</p> <p><u>Curriculum and Achievement</u></p> <p>The policies have been amended to reflect the school's work towards RRSA (Rights Respecting School Award) Level 2. See minutes - Item 8.0.</p>	
<p>7.0</p> <p>7.1</p>	<p><u>Reports</u></p> <p><u>Key Stage Reports</u></p> <p>Mrs Parekh presented her report to the Governing Body, which had been uploaded to the portal prior to the meeting:</p> <ul style="list-style-type: none"> • RRSA lead – including meetings with ambassadors, writing up aspects of projects, leading assemblies, staff meetings, prepared for and supported ambassadors when meeting Stephen Gilbert • Staff FOPS Rep – attended 2 meetings, feedback between FOPS and staff • Some additional staff support for eSchools • TA performance management (EYFS and SEN) • Led KS meetings • Led KS assemblies • Attended EYFS cluster meetings x2 (x1 with KB) • Attended EYFS conference with KB and KG • 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 • 1 day Tier 3 safeguarding refresher training (focus on parental mental illness) • Shortlisting and interviews for FS SEN TA appointment • Leading (with NC) SMSC recording and awareness, including twilight training • Developing RRSA/SMSC/PSHE overview • Attended meeting for Maths project with NC and EJ • Working with KB and KG to coordinate ILD launch to parents • Meeting with DT (and further actions completed) to ensure 'Ofsted readiness' for EYFS – including 2 year check materials. <p>Mr Cooper presented his report to the Governing Body, which had been uploaded to the portal prior to the meeting:</p> <p>Actions since last Governors meeting</p> <ul style="list-style-type: none"> • TA performance management (KS1 & 2 non-SEN) • Organisation of visitors to support topic and life skills learning (Business Enterprise/Daya) • Led KS meetings • Development of behaviour management protocol (flowchart) • Attendance at STABLP meetings for assistants and deputies 	

7.2	<p>(Roche/Mt Charles) with an assessment focus</p> <ul style="list-style-type: none"> • Led KS assemblies • Lead role in development of e-schools (timetable of progress) • Attended pupil progress meetings for KS2 • 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 • Led APP morning for KS2 • Coordinated residential camp • Set up of android tablets to include maths and English apps for teacher evaluation and pupil use within lessons • Attendance at new SEN code of practice training and dissemination to staff • PE annual conference delegate and feedback to staff to include new taster sessions for children once per term • Shortlisting for ks2 TA appointment • SMSC twilight lead • Summer school report – including questionnaire, data and bookings for 2015 • Coordination of life skills programme for further development • Leading (with S.P.) SMSC recording and awareness of incl. twilight <p>Maths developments</p> <ul style="list-style-type: none"> • Sourcing of maths apps for androids • Planning for new curriculum (medium term) • Leading maths meeting for HLT/TA (curriculum changes & developments) • 4Front maths coordinator meetings x2 • Development of additional mental maths material for times tables • Maths hub launch and development of new maths initiatives • 'Shanghai' maths approaches in conjunction with Chacewater school and our year 1 teachers • Supporting year 5 & 6 G&T pupils with Poltair School • Development of additional 1:1 maths support during afternoons for targeted ks2 pupils <p><u>Attendance report (DT)</u></p> <p>The Headteacher's Attendance Report, previously uploaded to the portal was presented to the Governing Body. Unfortunately last week several pupils were ill, prior to that the improvement in attendance was significant and was currently at 96%.</p> <p>She had tracked back on each cohort as requested to at the last meeting and the data was presented in an easy format to read.</p> <p><i>See Appendix 1 attached</i></p>	
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	5.45 pm – Mrs Parekh left the meeting.	
7.3	<p><u>SEND</u></p> <p>The SEND report was uploaded to the portal prior to the meeting. The SEND codes have now changed, behaviour is no longer considered an acceptable reason for an Education and Health Care Plan.</p> <p>The Governors' Report – Parent Support Advisor – Autumn Term 2014 was circulated to the Governing Body for their information. It was a very informative report and will be presented each term at the first governing body meeting.</p>	Agenda Item 1 st FGB termly meeting
7.4	<p><u>Governor training reports (TB, KH & AC, KH & DT)</u></p> <ul style="list-style-type: none"> • Mrs Cleave – 14.10.2014 – Effective Financial Management Training • Headteacher and Mrs Hearn – 28.11.2014 -Pupil Premium Briefing • Mr Bowker – GO01 – Induction Training <p>The reports were circulated prior to the meeting (Mr Bowker's would follow) on the portal. Governors were thanked for their informative reports.</p>	Mr Bowker
7.5	<p><u>Governor visits to school reports (DL, TB)</u></p> <p>All visit reports were reviewed at their relevant committees. A governor asked whether there was still a termly cycle of visits, the Headteacher agreed to revisit the schedule and circulate.</p>	Headteacher
7.6	<p><u>PE Funding report (NC)</u></p> <p>The report was uploaded to the portal prior to the meeting. The school has signed up to a Street Dance Club now on a Friday which is facilitated by a coach which the school is funding. There is also a Five a Day Fitness, online course, available which the pupils enjoy, for 5 minutes and then a 2 minute 'cool down' period. It is a little like Wake and Shake but is proving more beneficial. The netball teams have qualified for the Cornwall Games this year which is to be held in St Austell.</p> <p>There are now excellent football goals in place outside, another case of improving something.</p>	

7.7	<p><u>Pupil Premium</u></p> <p>The Pupil Premium report was on the web portal, a supplementary document was circulated which gave an up to date update:</p> <table><tr><td></td><td>No in Class</td><td>Less than 95% attendance</td><td>Parents evening non-attendance</td><td>Attended Parents Forum</td></tr><tr><td>Year 6</td><td>11</td><td>4</td><td>8</td><td>0</td></tr><tr><td>Year 5</td><td>17</td><td>4</td><td>1</td><td>2</td></tr><tr><td>Year 4</td><td>11</td><td>2</td><td>2</td><td>1</td></tr><tr><td>Year 3</td><td>15</td><td>3</td><td>4</td><td>6</td></tr><tr><td>Year 2</td><td>15</td><td>3</td><td>1</td><td>1</td></tr><tr><td>Year 1</td><td>23</td><td>7</td><td>2</td><td>3</td></tr><tr><td>Year R</td><td>8</td><td>1</td><td>1</td><td>3</td></tr></table> <p>The Headteacher reported that Parent's consultation evenings were very well promoted and parents encouraged to attend by letter, staff and the office contacting each family individually. The overall attendance for the whole school was 90%</p> <p>A governor asked what happened if the PP budget is withdrawn if the criteria was not met. The Headteacher replied that it would be ploughed back into the PP budget and used in a different way to support pupil premium children.</p>		No in Class	Less than 95% attendance	Parents evening non-attendance	Attended Parents Forum	Year 6	11	4	8	0	Year 5	17	4	1	2	Year 4	11	2	2	1	Year 3	15	3	4	6	Year 2	15	3	1	1	Year 1	23	7	2	3	Year R	8	1	1	3	
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8.0	<p><u>Policy Reviews (tabled after Item 6.5)</u></p> <p>Mrs Parekh reported that everything had been embedded within the policies and no longer 'add ons'. At same point the same will be completed for the 41 management policies. It is important for all governors to know how everything has been embedded. After discussion it was agreed to put some example policies on the portal for governor information and for a 10 minute slot to be allocated at the next meeting regarding Rights Respecting School Award.</p> <p>5.26 – Mrs Truscott joined the meeting</p>	Clerk Next FGB Meeting																																								
9.0	<p><u>School Development Partner</u></p> <p>The Headteacher informed the Governing Body that there is now a new School Improvement Partner, Jan Adams.</p> <p>The initial meeting had been a 'getting to know' the school meeting and her report was circulated to the Governing Body, she will be returning in March, 2015.</p> <p>The Headteacher circulated a summary of her report to the governors.</p>																																									

10.0	<u>Safeguarding</u>	
10.1	<u>Headteacher's update</u> The Headteacher reported that all new staff had been inducted; there are now four Safeguarding Leads in the school. A half day basic Safeguarding Course will be at the beginning of next term on a Monday or Tuesday afternoon after Christmas. The Headteacher circulated a 'Safeguarding' form, released today, for completion by all governors and returned ASAP.	Mrs Cleave / Mr Bowker to attend. All governors
10.2	<u>121A's</u> The new system has been refined and improved and became available last week once again. There has been 1 121A reported to the school.	
11.0	<u>Update on 4Front Partnership Work</u> The Headteacher reported that this term there had been 2 x maths, 1x science, 1 x Y6 writing, 1 x EY and a Headteacher learning walk. All work with 4Front is focused on school improvement. One governor asked what the impact of the creation of the MAT in the locality would be. The Headteacher replied that the 4 schools remain committed to continuing the valuable school improvement work.	
12.0	<u>Staffing Update</u> The Headteacher reported that: <ul style="list-style-type: none"> • Two Teaching Assistants have left. • Two new Teaching Assistants have been employed to replace them. • Mrs Parnell has requested reduced hours. • Mrs Burgess has returned to complete KIT days and would be back full time mid-December. • There are interviews for additional teaching assistants pending. 	
13.0	<u>School VLE Update</u> Mr Cooper reported that staff concerns have been addressed by e-schools. Discussion followed regarding ways in which governors documents could be saved on the web portal. Mr Mayo explained file name protocol for saving of files e.g. Pondhu being removed etc. Mr Mayo will circulate instructions for governors. Mr Mayo has compared what is required on the website against a document produced by the Government (Sept 2014) that outlined the requirements of a maintained school website. He confirmed the	Mr Mayo

	<p>school website meets all the criteria necessary.</p> <p>The Clerk drew the Governing Body's attention to the Governor's Handbook, September, 2014 Edition. Particularly to page 18 –</p> <p><i>In the interests of transparency, all schools and academies should publish, including on their website, up to date details of the structure of the governing body and any committees, together with the names of their governors and their particular roles and responsibilities within that structure. They should also publish an annual statement setting out the key issues that have been faced and addressed by the governing body over the last year, including an assessment of the impact of the governing body on the school. For academies, these details of their governance arrangements must also be provided within the governance statement of their published annual accounts.</i></p> <p>The Headteacher reported that she has already discussed this with the Chair and a summary report would be prepared for the next FGB. She also stated that as a school we already publish the minutes of our meetings once they had been approved.</p>	Mr Leaity & Headteacher
14.0	<p><u>Summer School Report</u></p> <p>Mr Cooper circulated his Summer School Report to the Governing Body which was an informative document evidencing feedback and all aspects of the Summer School. The summary report included quotations and feedback from everyone who attended was concluded.</p> <p>Pupil who attended were being carefully tracked and there appeared to be an improvement in maths at the half term assessments. Monitoring of these children will continue.</p>	Mr Cooper and Headteacher
15.0	<p><u>MAT/Academy Status</u></p> <p>The Headteacher shared a brief summary of the Policy Exchange Primary Focus report foreword by Sir David Carter, regional Schools Commissioner for the South West. Following discussion the Governing Body felt that the time was not right for Pondhu to pursue academy status and did not wish to become an academy at present. However it was felt important to review again in the future.</p>	
16.0	<p><u>Chair's Report</u></p> <p>None.</p>	
17.0	<p><u>Date/time of Full Governing Body meetings – 2014/2015</u></p> <ul style="list-style-type: none"> • Wednesday 4th February, 2015 at 5.00 pm • Wednesday 11th March, 2015 at 5.00 pm • Wednesday 29th April, 2015 at 5.00 pm • Wednesday 1st July, 2015 at 5.00 pm 	

18.0	<u>Forthcoming Events</u> <ul style="list-style-type: none">• Christmas Fair – 12th December, 2014• Christmas Lunch – 17th December, 2014• Governor Training with Bob Damerell – 21st January, 2015 at 5.00 pm <p>The meeting closed at 6.35 pm.</p>	
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These Minutes were passed as true and accurate at the Full Governors Meeting on Wednesday 4th February, 2015.

Signed: **Chair**
Mr David Leaity

Dated: **Wednesday 4th February, 2015**