



## FOURLANESEND COMMUNITY PRIMARY SCHOOL

### **Minutes of a meeting of the full Board of Governors of Fournalanesend C.P. School held by video conference on Wednesday, October 6<sup>th</sup> 2021 at 1.30pm**

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PRESENT: Major Adrian Battley, Mrs Fran Ferguson, Mrs Helen Marks-Williams (retiring Chair), Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mr Ben Rimron, Mrs Sue Robinson, Mrs Kristine Squires, Mr Piers Taylor (incoming Chair).

APOLOGIES: none.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

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- 1. Apologies for absence:** all Governors were present.
- 2. Pecuniary Interest Forms:** All Governors but one have returned their pecuniary interest forms to the Clerk.
- 3. Election of Chair:** Governors agreed that the term of office would be set at two years. There were two nominations for Chair: Major Adrian Battley and Mr Piers Taylor. Governors voted by a clear majority by an anonymous electronic ballot to elect Mr Taylor Chair of Governors.
- 4. Election of Vice Chair:** Governors agreed that the term of office would be set at two years. There were two nominations for Vice Chair: Major Adrian Battley and Mrs Vicki Richards. Governors voted by a clear majority by an anonymous electronic ballot to elect Mrs Richards Vice Chair. The Chair thanked everyone who had put themselves forward for a role; it is good to see people so willing to contribute to the school. Mrs Marks-Williams relinquished the Chair to Mr Taylor and left the meeting.
- 5. Minutes of the full Board meeting of July 15<sup>th</sup> 2021:** Governors approved the minutes of the FGB meeting of July 15<sup>th</sup> 2021 to be a true and accurate record of the meeting. The minutes will be signed by the Chair on behalf of the Board to reflect this.
- 6. Matters arising from the minutes:**
  - a. Mrs Robinson said that it had been interesting to review the returns from the Parent Survey. She had felt that in some ways the returns were quite negative but the Head had not been surprised. The Head said that this has been a period of unrest in the country and parents have been fractious although some have been extremely supportive. Despite using many different methods it has been difficult to communicate with parents. Mrs Robinson said that there had been some sudden anomalies thrown up in the responses. She understood that the Ofsted questions had been used but felt that the format was difficult to follow. It looked like even the way it had been stapled had made it difficult to follow and some parents seemed to have missed pages. She was surprised that hardly anyone with an SEN child had responded to that section. She suggested that in future the School looked at making it more user friendly. The Head said that the questions are taken from an on-line format but Fournalanesend parents

prefer paper-based material. The survey had been late due to Covid. The format will be reconsidered for future use. The Chair said that these are extraordinarily difficult times and people are under a lot of stress. In some ways the School will be seen as an extension of the Government and people are expressing the pressure they are under and the School is in the firing line through no fault of its own. He felt that the School should not put too much weight on the negative responses.

- b. Feedback on the report on the route to School have been received from Kate Ewert, Cornwall County Councillor for Rame and St Germans, and a representative of Cornwall Council's Highways Department; it was broadly supportive. Now it is time to move on to the next stage and look for solutions to the problems. A Governor asked whether the twenty mile per hour zone could not be extended. The Chair said that it had been proposed that the 20 mile sign will be repositioned since there was no space between the road and pavement but extending the zone up the hill may not work. Drivers need to be on side. There is also an involved process to be followed to alter speed limits. Someone has already displayed 'Slow – children' signs along the route. Advisory yellow and black signs may be possible. An on-line petition has attracted 120 signatures and indicates public support. (Action: PT, BR)

## **7. Items for annual review and adoption:**

- a. Code of Conduct: approved
- b. Governing Body Decision Planner: approved
- c. Scheme of Delegation: approved with small alterations to be made to the wording around the Hiring and Letting Policy for clarity. Related policies to be brought to the next FGB meeting for review and approval. (Action: Clerk and Head)
- d. Standing order for virtual meetings: approved.

## **8. Governor Roles and Responsibilities:**

Chair	Piers Taylor
Vice Chair	Vicky Richards
Safeguarding	Sue Robinson
SEN	Adrian Battley
PP	Piers Taylor
Whistleblowing	Piers Taylor
H&S	Adrian Battley
EYFS	Vicky Richards
Attendance	Ben Rimon
More Able	Kristine Squires
Sports Premium	Piers Taylor
Health and Wellbeing	Ben Rimon
Data Protection	Piers Taylor
RE/SMSC	Sue Robinson

Pay committee: Adrian Battley, Sue Robinson, Kristine Squires  
 Headteacher Performance Management: Chair and Vice Chair

## **9. Curriculum and learning:**

- a. The Head had forwarded the Curriculum Policy and Reading Policy to Governors before the meeting. Reading is the no. 1 priority for the School. The Chair said that he liked the integration and feed back loops. The mind maps and targets were good but he

liked the way it has been made fun. It isn't just box ticking. The inclusion of local material and touch maps on walls is good. The Head said that the School does not use an off-the-shelf curriculum, so although it follows the National curriculum it is formulated to fit actual need. Each classes' learning journey through their entire school career can be tracked. The Head said that the DfE is making reading requirements more prescriptive. A Governor said that it was not easy to find the material on the website. The website is being reformatted and this feedback will be considered.

#### 10. SDP/SEF:

- a. The Head is still working on the SDP although elements of it are already being worked on or are in place. A summary had been sent to Governors in the Head's Report circulated before the meeting. The Head will circulate the SDP to Governors when it is at a more complete stage. (Action: Head)
- b. **A Governor challenged whether support for the upper years will be reduced and instead put in to the lower years since it says the best progress in reading is made in Y2, Y3 and Y4 and the least in Y5 and Y6?** *Children who do not get home support with reading in Y5 and 6 will continue to get time with the reading TAs and other interventions will be in place for other children. It is important to get children reading as early as possible. It is Y2, 3 and 4 where home support for reading tends to drop off.*
- c. **The report says that the School is accessing the National College for training, does this mean that it is moving away from local courses?** *No, the National College offers on-line courses for safeguarding, H&S, fire marshals – that sort of thing. Staff can easily access it in their own time and at their own speed.* It was asked whether it is possible to use the National College for Governor safeguarding training and clerking updates?
- d. The Head said that the past year and a half has shown the impact schooling has on children. The Chair asked whether there is any sign of catch up. The Head said that it will need a long-term effort. It is very difficult with current attendance problems. It can especially be seen in PP children. The School has a high proportion of PP children who make up a third of the school roll. These children tend to be the children who don't get home support and whose parents were reluctant to let them back into school even when it was possible. The impact of this can be seen on data.

#### 11. Pupil numbers:

- a. There are 95 children on roll. There were large numbers of applications and inquiries, but many fell through since they were unable to get accommodation.

#### 12. Safeguarding, SEND, CiC :

- a. updated 'Keeping Children Safe in Education': All Governors were reminded that they should read part 2.
- b. s175 feedback: The Head had circulated s175 feedback to Governors. It was very positive. A suggestion in the feedback is that Staff wellbeing is included as a standard agenda item. Staff wellbeing is included as an important action in the SDP.
- c. Child Protection and Safeguarding Policy: Governors approved the CAPH model Child Protection and Safeguarding Policy.

- d. The Head said that Governors should be aware that she had worked hard over the summer holiday to ensure that a child with low attendance whose parents had thought to home educate had gone to another school.
- e. A Governor asked whether there would be another child safety course like the one he had been able to attend at Torpoint College. The Head said she would see if there is something offered by the National College.

### **13. Staffing:**

- a. There are three vacancies for lunchtime assistants but there were no applications before the deadline. One parent has enquired about the role since. There is a TA leaving from Y2 on December 1<sup>st</sup>. The Caretaker is stepping down from the caretaking role and Emma from the kitchen will step in to the duties. Both caretaking and catering is handled by a subcontractor. The School is desperate to find lunchtime assistants and would welcome suggestions of anyone who might be interested in the work.

### **14. Finance issues:**

- a. Parts of the budget are overspent but this is due to staffing pressures. There is a lot of goodwill being used with the secretary doing lunchtime cover or teachers and the Head providing lunchtime cover. Everyone is doing extra hours and supply is having to be used. The Chair said that staff are doing very well in what is obviously a very tough time.

### **15. Premises and Health and Safety issues:**

- a. Kitchen update: the kitchen is not finished. The Council have finished their part of the work and things are looking good but the final stages which are the responsibility of subcontractors are not finished. Everything is being held up by current shortages. The kitchen is operational but the gate still cannot be used by the School due to on-going works. There is no heating in School today because of problems caused by the kitchen work. It is very cold in school especially since windows are needing to be kept open.
- b. CCTV: The Police have advised that the School installs CCTV to cover its entrances after recent problems. It is not the only property to be targeted locally recently. The Chair said that it is very sad that this conversation is necessary. He suggested asking the alarm company if they can provide CCTV as an extension of their contract.

### **16. Website updating:**

- a. The website is more streamlined and further work is to be done on it. The curriculum material is almost all on the website now.
- b. The Head has had an idea about linking the school values to book characters and having artwork from different ages of child to make it more attractive and personalised. She has also wondered about virtual tours of the school using a drone. The Chair said that he and his wife had been shown around by two pupils, a boy and a girl, and that had been very effective. He would be willing to come in and film a virtual tour and will discuss with the Head what would be possible. (Action: PT)

### **17. Data Protection:** there have been no GDPR breaches.

### **18. Dates for future meetings:** the clerk will look for suitable dates and circulate them.

(Action: clerk)

**There being no other business the meeting closed at 3.23 pm.**

Chair.....

Date.....

**ACTIONS**

Action

Date

Responsible Person

Next steps on improving the route to school

Piers Taylor, Ben Rimon

Policies for approval to next FGB

Head and Clerk

Circulate SDP

Head

Discuss virtual tours

Piers Taylor

FGB dates

Clerk

Letter of thanks to Helen Marks-Williams

Clerk