

**Minutes of a Full Governing Body Meeting of the Governors of Fourlanesend Community Primary School held at the School on Tuesday 14<sup>th</sup> March 2017 at 9.30pm**

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<b>Present</b>	Mr A Battley Mrs J Eason Mrs R Ginger Mr S King Mrs R Norton Mr R Wilde	Chair of Governors Headteacher
<b>Apologies</b>	Miss H Marks	
<b>Absent:</b>	Mr A Down	
<b>In Attendance</b>	Mrs S Garton	Clerk to the Governors

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**1. Welcome and Apologies**

The Chair welcomed governors to the meeting. Apologies for absence were given by and accepted from Miss Marks. Mr Down was absent. Governors discussed this and expressed their concerns.

**2. Declaration of Pecuniary and Business Interests – verbal update**

There were no verbal Declarations of Pecuniary and Business Interests.

**3. Confirm minutes of the meetings held on 29<sup>th</sup> November 2016 (previously circulated)**

The minutes, which had been previously circulated, were agreed and signed as a true record of the meeting.

The Clerk emphasised the need to ensure that Part 2 (confidential) minutes of governors' meetings are held separately and securely by the Headteacher. The Headteacher confirmed that the school already complies with this practice. Governors discussed whether confidential minutes of meetings should be sent to governors electronically. Mrs Eason emailed the NGA for advice and is awaiting a response.

**ACTION: Mrs Eason**

**4. Matters Arising**

It was confirmed that all actions had been completed.

Item 18 - The Headteacher confirmed that the school's PTA will cover the increase in rent by Mount Edgumbe estate (from £20 per year to £200) and that this will be made clear in the reply.

**5. Constitutional Matters (Governor vacancies (2 x Co-opted governors))**

It was confirmed that the new Staff Governor is Mr Richard Wilde. The Clerk had forwarded the required forms to Mr Wilde for his completion.

**ACTION: Mr Wilde**

*Mr Battley joined the meeting at 10.00am.*

Governors agreed that inviting prospective new governors to a governors' meeting before appointment is a positive approach to recruitment and one that will become future practice. Mr Adrian Battley had been invited to attend the last round of committee meetings as an observer. Mr Battley confirmed that he would like to join the school's FGB and his appointment as a co-opted governor was confirmed by

FGB at the meeting. Mr Battley offered to shadow other governors during their school visits and will attend the committee meetings as part of his induction.

Governors discussed the need to fill the remaining co-opted governor vacancy. It was agreed that it was worth taking another look at the *Inspiring Governance* website and following discussion governors agreed that there were some potentially suitable candidates that could be approached.

**ACTION: Chair**

## **6. Headteacher's Report**

The Headteacher's Report (March 2017) had been previously circulated to governors. The Headteacher invited governors to ask questions or comment on her report:

- Governors discussed the fact that a number of children had left the school with the Headteacher. The reasons for leaving had been included in the report and were detailed by the Headteacher at the meeting. It was suggested that parents of outgoing pupils could be interviewed. Following discussion it was felt that this may not always be appropriate, but if required it could be used as an example of governor challenge. Governors concluded that the Headteacher had provided sound reasoning and evidence as to why the pupils had left. Governors expressed concern over national home schooling arrangements. The Headteacher reported that a parent had enquired about flexi-schooling for their child and this was discussed. There had been some new in-year entrants and this September 16 new pupils are expected to join the school which is the highest intake for years.
- The Headteacher reported that Female Genital Mutilation (FGM) training had been provided at a staff meeting and that Ofsted are keen on this training. It had been intense and graphic. There had been 28 cases of FGM in Torbay in 2016.
- The Headteacher explained that evidence is maintained of holding staff to account rigorously in order to meet expectations.
- Pride in outcomes was discussed including the use of 'What I am proud of' slips being used in class which is working well. The Headteacher was asked if 'Wow' walls are used and it was confirmed they are used in each class. The Headteacher was asked if these are kept up to date and it was confirmed that they were last updated January or February.
- Governors discussed more able KS2 pupils with the Headteacher as well as achieving greater depth.
- The Headteacher explained the need to use case studies where pupil results are not statistically significant (valid). Governors discussed the importance of these in setting out pupils' journeys.
- SEN pupils are performing better than average for ARE.
- Governors asked the Headteacher if it was possible to schedule FGB meetings after SDP meetings so the information is fresh and it was agreed that this was a good idea could be considered next year.

## **7. SDP/SEF progress update**

This had been discussed as part of Item 6 above.

## **8. Safeguarding update (Inc. S.175 return)**

Safeguarding is included within the Headteacher's Report.

The Headteacher will shortly be preparing the S175 return for the LA by the end of May. Mrs Eason confirmed that she will assist and will also book a governor visit focusing on bullying.

**ACTION: Mrs Eason**

## **9. Data update**

This had been discussed as part of Item 6 above and will be combined as one agenda item in future.

**ACTION: Clerk**

The Headteacher provided governors with a copy of Ofsted's school inspection update. Governors discussed the likelihood of an Ofsted visit in the near future and whether there should be a 'Mocksted'

to help the school prepare. It was agreed that the stress on staff would be unhelpful and may provide a different outcome to an Ofsted outcome. It was also agreed that governor visits help provide evidence of how the school is performing.

#### **10. Budget 2016/17 update and Draft Budget 2017/18**

The LFS Team Management Account for Schools dated 7<sup>th</sup> March 2017 was circulated to governors. The Headteacher confirmed that the 2016/17 budget spend was on track. Governors discussed the report with the Headteacher. Governors discussed the Management Account Report Pie Charts with the Headteacher, especially staffing as a percentage of overall funding.

The Funding Statement 2017/18 was circulated to governors. The Headteacher reported that no further detail had been made available to schools.

#### **11. SFVS approval**

The SFVS had been previously circulated to governors and a hard copy was circulated at the meeting and opportunity provided for questions. It was reported that the answer to question 18 is 'In part'; all others are 'Yes'. The SFVS was approved by FGB and signed by the Chair.

#### **12. Review SLAs with Cornwall Council**

The Headteacher confirmed that this information is not yet available and therefore this item needs to be included on the next FGB agenda.

**ACTION: Clerk**

#### **13. Benchmarking**

The Schools Financial Benchmarking data report was provided to all governors. The Headteacher had annotated the report on page 2 regarding the teaching and supply staff data. Governors were asked to email the Headteacher with any questions they had.

#### **14. Spring Term committees - verbal summary of Resources and Curriculum & Standards Committees held on 3<sup>rd</sup> February**

The minutes of both meetings had been previously circulated and there were no questions from governors.

#### **15. Governor visits (Inc. governors with specific responsibilities).**

- a. Visits made** – All governor visit reports are available on the school's website. It was confirmed that a large number had been undertaken already and Mrs Eason had updated the schedule, including those still required. Mrs Eason confirmed these at the meeting and asked governors to arrange their visits.

**ACTION: All**

Mrs Ginger ran through her recent Emotional First Aid/Health & Wellbeing visit. She was asked if it is possible to get a grant for health and wellbeing and this was confirmed.

Mrs Eason clarified the process for making governor visits for Mr Battley.

- b. Visits scheduled** - As above.

#### **16. Governor training and development**

Mr Battley confirmed he had attended NGA Governor Effectiveness training and will attend GO1 with Mr Wilde.

**ACTION: Mr Battley/Mr Wilde**

Mrs Ginger will attend GO2 training.

**ACTION: Mrs Ginger**

Mrs Eason confirmed that she had attended Tier 2 Safeguarding training on 27<sup>th</sup> February and she will shortly be attending Tier 3 Safeguarding training. Prevent training will be undertaken online by governors and will be organised by the Headteacher.

**ACTION: Headteacher**

**17. Policies for approval (Financial Regulations and Scheme of Delegation, Health & Safety Policy)**

The Health & Safety Policy will be emailed to governors for their approval.

**ACTION: Headteacher**

The Financial Regulations and Scheme of Delegation was approved.

**18. MAT update**

The Headteacher reported that she had attended the recent presentation from Jane Black, Service Director for Education & Early Years, Cornwall Council, and she ran through this for governors. The Headteacher also reported that Rebecca Clark, Regional Schools Commissioner for South West England had invited LA leads to a meeting on 24<sup>th</sup> November to discuss her plans and her role. Rebecca Clark wants to see a model for the south west split geographically into eight regional MATs. The role of the LA will focus on school improvement. Governors discussed the practicality of this with regard to academies.

**19. AOB**

- The Headteacher reported that a Spanish teacher wishes to spend 10 days at the school next academic year.
- Mrs Eason asked if Year 6 wishes to do 'Cycleability' training next year.
- The Headteacher reported that a school is reported to be using TAs as unqualified teachers. Governors discussed the pros and cons.

*The meeting finished at 12.05pm.*

**CHAIR:**

**DATE:**