

Minutes of a Full Governing Body Meeting of the Governors of Furlanesend Community Primary School held at the School on Thursday 25th January 2018 at 2.00pm

Present	Mr A Battley Mrs V Burton Mrs J Eason Mrs R Ginger Mr S King Miss H Marks Mrs R Norton Mr R Wilde	Chair of Governors Headteacher
Apologies	None	
In Attendance	Mrs S Garton	Clerk to the Governors

1. Welcome, Introductions and Apologies

The Chair welcomed governors to the meeting. There were no apologies for absence as all governors were present.

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 23rd November 2017 (previously circulated)

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

4. Matters Arising not covered by the agenda

These were as follows:

- Item 4 - The laptop had still not been returned despite the letter sent by the Headteacher. The follow-up letter was read aloud to governors and agreed at the meeting.
- Item 4 - Mr Chappell had stepped down as a governor (see Item 5) and Mr Battley will carry out a Health & Safety visit.

ACTION: Mr Battley

A copy of the last Health & Safety audit is to be sent to Mr Battley.

ACTION: Headteacher

- Item 4 - The Mount Edgcombe estate had made the refund as requested.
- Item 4 – The annual governance statement had been circulated and published on the school’s website.
- It was confirmed that the remaining actions had been completed.

5. Constitutional Matters:

- a. **Resignation of Clerk** – It was noted that Mrs Garton had resigned as Clerk. Thanks were given to Mrs Garton. A replacement clerk is being sought.

ACTION: Headteacher/Mrs Eason

- b. **Governor vacancy** – The Clerk reported that Mr Chappell had resigned as a co-opted governor for personal reasons. Governors wished to thank Mr Chappell for being a governor and discussed the options for seeking a replacement. It was agreed that governors would be mindful of filling the vacancy, pursue the options as discussed and keep the Headteacher and Chair informed.

ACTION: All

6. Headteacher's Report

The last Headteacher's Report to the Governing Body (January 2018) had been previously circulated and the Headteacher presented the report at the meeting. The Headteacher drew particular attention to:

- The Learning Walk to be completed with a governor if possible – Mr Battley agreed to undertake this along with the Health & Safety visit (see Item 4).

ACTION: Mr Battley

- Toot Toot – In answer to a question the Headteacher reported how this had been used at the school.
- Boys writing – This is still below in attainment and progress. In answer to a question the Headteacher briefed governors on the detailed steps being taken to improve boys writing at the school. In answer to a further question the Headteacher explained how the actions will be followed up. Another question was asked and the Headteacher confirmed that tracking of groups of boys and girls can be undertaken by governors as part of a visit. The Headteacher explained how progress in the Autumn Term is always good and slows in later terms, and why this happens. The Headteacher was asked if there were any other concerns apart from boys writing. The Headteacher reported that EYFS is low on technology and often support has to be given to children before they can use the technology with respect.
- Governors were pleased with the progress of SEN children.
- The FAST programme was discussed. In answer to a question the Headteacher explained how the programme was having a real impact and Miss Marks agreed with this and commented on the difference she had seen for herself. Governors hoped that the FAST programme would be able to continue and it is hoped that another round will start in September as it is considered to be a valuable programme. It was noted how useful and good the contents of the hampers had been at Christmas.

7. Review data – Pupil attainment/progress Inc. Pupil Premium and other vulnerable groups

This had been discussed as part of Item 6.

8. SDP/SEF update

The latest SDP had been previously circulated to governors. This had been discussed as part of Item 6.

9. Review quality of teaching

This had been discussed as part of Item 6.

10. Review attendance

This had been discussed as part of Item 6.

11. Budget 2017/18 update

The Headteacher reported that the school had been allocated another new bursar. The LFS Team Management Account Report for Schools dated 12 December was circulated to all governors at the meeting. The following issues were discussed:

- The Headteacher drew governors' attention to the detail relating to the Before/After School Clubs and explained these were running at a loss. A £300 donation had been received from the local church.
- Supply cover was discussed. It was confirmed it is not over budget.
- A separate budget line is required for Health and well-being.

ACTION: Headteacher

- Miss Marks reported that £500 is available for distribution at the school's discretion.
- It was agreed that the rates are underbudgeted and this requires an increase in the budget line next year.

ACTION: Headteacher

Governors were happy with the school's budget position.

The SFVS is to be discussed and agreed at the next FGB meeting.

ACTION: Headteacher

12. Safeguarding update (Inc. S.175 return)

At the start of the meeting the Headteacher had provided each governor with a pack of Safeguarding-related policies as per the 'Document Distribution Register 2017/18' (which is held by the Headteacher). The pack contained 35 policies. Mrs Eason thanked the Headteacher for her comprehensive pack and asked each governor to read the policies during the next week.

ACTION: All governors

The following issues were discussed:

- Mrs Eason had undertaken a Safeguarding visit.
- The Headteacher confirmed that the S175 statement will be updated in readiness for the first Summer Term FGB meeting.

ACTION: Headteacher

- Another Safeguarding training session will be run at the school and any remaining governors who had not yet attended will be invited.
- It was confirmed that the SCR has been checked and signed off by Mrs. Eason.
- Mr Wilde confirmed that the online safety review had been done and the school had improved the process. It was confirmed that children are also helping to deliver the training to parents.
- Mrs Eason reported to governors on the Pete Bower video link.

13. School Council

This will be discussed at the next FGB meeting and children invited to attend.

ACTION: Headteacher

14. Data Protection

The Headteacher confirmed that the Chair and herself would be attending a GDPR briefing session organised by CAPH on 30th January. The Headteacher also confirmed that required policies are already being put in place and the school is on track. A GDPR briefing will be given to governors at the next FGB meeting.

ACTION: Headteacher

15. Decision to purchase photocopier

Three proposals were circulated to each governor at the meeting (Concorde, Baytek and Zerographic). Governors discussed the proposals and agreed that more information was required. The Chair will seek advice on the proposals.

ACTION: Chair

As the amount falls below £2,000 governors gave authority for the Headteacher to proceed once the Chair had reported back with the requested advice.

16. LED lighting

Governors had been kept fully informed via email. Ray Clarke will undertake the survey during the next half term.

17. Governor to attend interviews for maternity cover post

Mr Battley agreed to attend the interviews on Thursday 31st January at 10.30am.

18. Pre-school working party

The proposal was discussed in detail with the Headteacher.

19. Ratify Headteacher's performance management outcomes

The Headteacher left the room for this agenda item.

It was confirmed that the Headteacher's Performance Management Review had been undertaken on 24th November and attended by Mrs Eason and the SIP, in conjunction with the Chair (by phone). The targets had all been met and the performance outcome was reported to and ratified by FGB.

20. Governor visits (Inc. governors with specific responsibilities)

Governor visits are a particular strength of the school and the reports are available on the school's website. It was confirmed that a number of visits had been undertaken on EYFS, Safeguarding, Maths, Attendance, Pupil Premium and Anti-Bullying. Further governor visits are planned.

21. Governor training and development

Mrs Eason confirmed that there is a 'School Governors in Cornwall' Facebook page for governors to look at. Mrs Burton will be arranging to attend GO1 and Mrs Ginger GO2.

22. Policies for approval

The following policies had been previously circulated and were approved by FGB:

- Financial Regulations and Scheme of Delegation
- Managing Allegations Against Other Pupils
- Children in Care in Education
- Staff Code of Conduct, Data Handling
- Mobile Technology
- Curriculum
- Online safety
- Personal Data Protection and Privacy Policy
- DPO Roles and responsibilities
- School Information Security Policy
- Personal Data Handling
- Mobile Phone Policy.

23. Confirm Date of next FGB meeting: Thursday, 22nd March, 2.00pm

Agreed.

24. AOB

Governor Working Group to apply for grants for the community and the development of the playground (Mr Wilde) – Mr Wilde briefed governors on the need for this working party. A grant is to be sought for a covered Multi Use Games Area (MUGA) at the school. The Chair will approach a relevant party with experience in grant funding to assist with the bid.

ACTION: Chair

The meeting finished at 4.05pm.

CHAIR:

DATE: