

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the full Board of Governors of Furlanesend C.P. School held at the School on Thursday, July 7th 2022 at 1.30pm

PRESENT: Major Adrian Battley, Mrs Fran Ferguson, Mrs Rebecca Norton (Headteacher), Mr Piers Taylor (Chair).

APOLOGIES: Mrs Vicki Richards, Mr Ben Rimron, Mrs Sue Robinson.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Welcome and apologies for absence:** Apologies for absence were received from Mrs Richards, Mr Rimron and Mrs Robinson; the apologies were accepted.
2. **Opportunity to declare Pecuniary Interests:** no new interests were declared.
3. **Minutes of the full Board meeting of May 18th 2022:** the minutes of the meeting on May 18th 2022 were agreed to be a true and accurate record of the meeting and were signed by the Chair.
4. **Matters arising from the minutes not elsewhere on the agenda:** none.
5. **Finance:**
 - a. Budget 2022/23: the Chair had approved the budget. The hours for the TA in Plym were increased by an hour a day to cover lunch and the set up of the classroom for the next day. The June budget report was given to Governors. It is the first for the new financial year and there were no particular issues to be noted. Governors should note that even in the short period since the budget was drawn up prices for all sorts of things have risen sharply. The boiler has been switched off because it was kicking in when not wanted.
 - b. Any other finance issues: the contract with the caterers Chartwell has reached a review period. School meals should not be subsidised from the school budget but due to the size of the school that has always been the case. Currently that amounts to £150 a month. There is now a significant increase in this under the new proposals. All KS1 meals are paid for by the Government but the uptake is not 100% since some bring packed lunches despite there being a lot of choices. To keep the cost of meals down there needs to be a better uptake. Governors agreed proposal 3 which will result in subsidising meals by £236.33 a month.
6. **Safeguarding, SEND, CiC incl. s175:**
 - a. There are no children with a social worker at the moment and no looked after children. All EHCP are being reviewed and the review will be complete by the end of term. Everything is in place for next year.
 - b. The s175 has been done and was peer reviewed with a similar sized school in North Cornwall. Any possible concerns had been addressed in advance of

drawing up the audit. The SCR is on an electronic system which flags up gaps. The Head of the school that the peer review was done with is interested in getting the system. To be sure the school is getting an LA audit done of the SCR. The s175 has been sent to the safeguarding governor.

7. Staffing update:

- a. Staff appointments and recruitment:
 - i. A SENCO and Y1/2 teacher has been appointed. The interview process was very carefully refined. Candidates were sat down with children with specific special needs. It was very revealing of the candidates' strengths. The successful candidate, Karen Mackay, engaged very well with the children. The post is a permanent appointment. Mrs Richards took part in the recruitment process and was very helpful; she delivered very insightful feedback to the candidates. Governors were impressed with the inventive and robust interview process.
 - ii. There are interviews for three posts tomorrow. The Head has three candidates and is hopeful of filling the posts. There are two candidates for the lunchtime assistant posts which would let the school get back to full strength. Sarah Miller's post was advertised as HLTA or equivalent, only one person met the criteria. They will be interviewed tomorrow.
- b. Any other staffing issues:
 - i. Longer TA hours have been budgeted for from September to enable the introduction of the longer school day.
 - ii. Danny Biscombe is to deliver training on behaviour management to all TAs and the new lunchtime assistants at the beginning of next term covering such things as de-escalation.

8. Staff health and wellbeing: one or two members of staff are having home life issues and are receiving huge internal support. Danny Biscombe is working with one member of staff. He isn't solely there for the children; his support is available to staff too.

9. Policies for approval:

Attendance Policy: approved. The policy has been drawn up informed by the most up-to-date DfE guidance and written for the current situation where there are no EWOs available in Cornwall. It will be rewritten when the LA announces its new set up. Attendance will be a big focus for next year. For the first time in nineteen years there has been no-one with 100% attendance.

¹Currently attendance is at 91%.

10. Premises and Health and Safety issues:

- a. H&S audit: A H&S audit has been done by the LA. Major Battley, the H&S governor, provided superb support. The school scored 93.33%. The Head had

¹ This was later found to be an administrative error and one child had, in fact, achieved 100% attendance.

insisted for prior notice of what would be looked at before the audit. The Head is frustrated that the points where the school failed were all things for which there was no information on the website and no information had been sent out. The school was marked down since the H&S governor had not been trained to the level that IOSH leading safety or equivalent. The clerk was outraged at this, saying that this is not the role of a governor. A governor should be challenging the leadership team on their delivery not delivering on the H&S themselves. She will raise this with Governor Services. (Action: clerk) The audit took three and a half hours.

- b. Other Premises and H&S issues: The parents' shelter has been done and £3,000 of fencing is about to be done. The Chair suggested a leaning rail be put into the shelter. A lot of work is to be done over the summer including the relocation of the oil tank to the bottom of the site.

11. Data Protection: There have been no data protection issues.

12. Board of Governors' items:

- a. Governor communication: the next governor newsletter written by Mr Rimron was approved by Governors who thought it hit a good note. The Clerk suggested a change from "your parent governor" to "one of the parent governors"; it is not sensible to make parents think that parent governors are there to represent them.
- b. Governor training: the question of H&S Governor training will be investigated and raised with the LA.
- c. Governor visits and visit reports: By the end of term all scheduled visits should have been done.
- d. Governor recruitment: new staff will be asked if they have any contacts that might be interested in becoming a Governor.

13. Items brought by the Head:

- a. The SIP came yesterday and has advised that if the Ofsted call comes next week when key staff are out on the residential, the Head should ask for a deferral. The only member of staff who could switch around is in her third trimester and the residential is sailing. Any refusal of a deferral could be considered to be discrimination against a small school and the SIP has given advice on that.
- b. SATs results are fantastic. Detail will be given at the first meeting of the Autumn Term.
- c. A member of FoFLES has acted without consulting the FoFLES committee and set up an Instagram account using the school branding. This has been closed down. The same individual defamed the school and specifically a member of staff at a meeting in front of other parents. Investigation has shown that the comments were groundless and false. This has caused considerable upset. The Head will write to FoFLES saying how disappointed the school is at the groundless comments, particularly in light of all the good work the Friends

do. The Head will also check that public liability insurance is held by any external traders attending the school fete at the aegis of FoFLES.

(Action: Head)

14. Dates for future FGB meetings :

FGB meetings:

Wednesday, September 21st 2022 at 1.30pm

Thursday, November 17th 2022 at 1.30pm

There being no other business the meeting closed at 3.00pm

Chair.....

Date.....

ACTIONS

Action

Raise H&S governor training requirements with LA

Write to FoFLES

Responsible Person

Clerk

Head