

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Fourlanesend C.P. School held at the school on Thursday, February 13th 2020 at 2pm

PRESENT: Major Adrian Battley, Mrs Vanessa Burton, Mrs Fran Ferguson, Mr Simon King (Chair), Mrs Helen Marks-Williams, Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mrs Sue Robinson.

APOLOGIES:

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence:** The newly elected parent governor was attending training and had sent apologies for absence.
2. **Governor vacancies:**
 - a. The parent governor election had been run with good robust procedures. The vote was witnessed by Major Battley and the clerk. Mrs Vicki Richards had received the most votes by a comfortable margin.
 - b. The Head is to meet with the prospective LA Governor candidate on Friday.
3. **Declaration of pecuniary Interests:** There were no new declarations of pecuniary interests.
4. **Confidentiality:**
 - a. Governors were reminded of the duty of confidentiality.
 - b. Since the Governing structure operates without subcommittees there is more confidential material discussed at full Board meetings than might otherwise be the case. Due to this full Board meetings are closed. A Governor suggested that the first meeting of the school year when annual business is contracted and the previous year's results discussed could be an open meeting so people could see something of the working of the Board. The clerk advised that it is common practise for non-Governors to make presentations to Boards before the main agenda to allow them to leave rather than sit through a meeting.
5. **Minutes of the full Board meeting of December 5th 2019:**
 - a. Governors accepted the minutes of the meeting on December 5th 2019 as a true and accurate record of the meeting. The Chair signed them on behalf of the Board.
6. **Matters arising from the minutes:**
 - a. All matters arising are elsewhere on the agenda.
7. **School Council:**
 - a. Members of the School Council attended the meeting to update Governors on their activities.
 - b. The boxes of items for playground activities have been well received and so have been added to and the use expanded. There were two boxes per two classes. There are now four boxes and the children can use them together. They will now be in use every day not just Fridays. The boxes contain things like chalk, binoculars, figures, and tape measures so the children can create their own games.
 - c. There is going to be a disco for Sports Relief Day.

- d. Drawing and Lego clubs led by KS2 children have been popular and will be done again next term.
- e. Cornwall Council have asked to film at the school for part of a video about climate change showing how things in Cornwall can lead national change. The choir are to be recorded in a professional studio.
- f. The school council think it is a very good idea for the school to go plastic free. Instead of having things like yogurt and jelly in pots they will have it straight onto their plates. Things won't be thrown out when they break but mended. The School Council made a presentation in the pupil voice assembly and have organised it all themselves.

8. Teaching and Learning:

- a. The Oracy Project: The Oracy Project has been running in Derbyshire for ten years and has been the subject of several reports; it aims to address low levels of communication skills. Vicki Richards is attending a similar course for preschools and Helen Illingworth) as SENCO for the school. A lot of the measures being recommended are already in force in the school. It will start with one class this year to build the strategies and then be rolled out across the school. It has been shown to improve attainment and attendance, and build enjoyment of learning. Learning to talk will need to be the focus for Fourlanesend looking at sentence structure. It is starting in Cremyl Class. **A Governor challenged why that class?** *Purely because it is the class of the person attending the training. It will be rolled out across the school once embedded.*
- b. Reading update following assessments: A formal assessment of pupils' reading was done in January. There is an online assessment to give a reading age and the teacher's assessment. From this children were chosen for a diagnostic assessment. Forty six have been completed. These are one-on-one assessments all done by the Head to ensure conformity. It helps to unpick where the particular problem lies. There is a trend emerging. The school ranks fifth in the County for reading and comprehension is good but fluency is poor. Fluency means the rate of reading and the accuracy. These are skills that should have developed first. It may be that the Ofsted focus has engendered this. A letter is going out to parents to explain the changes. One child has been moved down by two reading levels. Improved fluency should help with Maths where the reasoning papers has always been a problem. High frequency words are being looked at and children are reading books three times: once to decode, once for fluency and once to celebrate. **How many children is this a problem for?** The bottom 20% but actually it is more than that. Spot checks have been done to confirm the trend by setting a wider picture. **A Governor noted that it is very time consuming for the Head.** It has taken up the greater part of the term but it is important to have the consistency of the same person doing the assessments. It is interesting that the issue of processing is the same thing that comes up for cognition, dyslexia, and for the Ed. Physc.. So for example taking a letter out of a word, frog → fog. It can be done as a game for the younger children. The children will be retested in June.
- c. Curriculum leadership: The Head has concerns about deep dives in Ofsted inspections. In a school like Fourlanesend there are only four teachers and no middle leadership. Inexperienced teachers are being mentored so the curriculum responsibilities can't be apportioned out to different members of staff as they would be in a larger school. So Fourlanesend doesn't have subject leaders other than the SENCO, Emma who leads on SMSC and Fran Ferguson on Maths. Subjects are looked at collectively by staff. The Head has been advised by Tracey Hannon, an Ofsted HMI, that the school should get in four supply teachers to cover an Ofsted inspection and all staff meet the inspectors. A Governor said that her school had been inspected recently and all the chemistry teachers had gone in together for three hours with the inspectors and the teaching had also been observed.

9. Safeguarding/SEND/CiC incl. s175:

- a. The s175 safeguarding audit is due in by March 27th. The safeguarding governor has been given a blank of the form and will participate in its compilation.
- b. There are on-going issues with some children where court orders have been breached.

10. Staffing update:

- a. Request from staff: A TA wishes to attend theraplay training on a course that takes place during school time. She has requested permission from Governors to do this. There is a theraplay trained person in school already. The member of staff in question has completed a degree in psychology over ten years while working. She is not asking to be paid to do the course, but the school would have to pay for supply staff to cover. Governors felt they wanted to support staff CPD and agreed that time could be taken to do the course.
- b. Other staffing issues:
 - i. Ayesha Gillespie has been working full-time since Christmas.
 - ii. There has been a brief contact from the member of staff on sabbatical. The Head has written to him giving a lengthy update on changes in school.

11. Finance update:

- a. The February 10th budget report was given to Governors. There were no particular points of concern.
- b. The Head showed Governors details of the school benchmarked against other similarly sized schools in Cornwall. Overall expenditure shows to be low against other schools in Cornwall although similar to the national figure. Staff costs are low. Premises costs are in the median range, but occupation including energy is high because the school uses oil for heating. The Head has attended a South West buying hub meeting and is looking into an interest-free loan for a heating upgrade. Ways of reducing energy usage are being looked into as well. She also used the meeting to check the cost of ICT providers and the cost of a temporary building. Special facilities showed as a high expenditure for the school because swimming is included. Also the cost of supporting a child in another school and holiday clubs. Ray who is used for property compliance is good value for money and the Head asked Governors if she could renew the SLA with him. Early renewal brings a 10% reduction. Governors approved the renewal.
- c. The SFVS is in a new format requiring a lot of input of data. The Head intends to ask the bursar to provide the data. The official guidance for the new format is not very helpful in defining exactly what information is required.

12. Pupil Premium and Sports Premium:

- a. A meeting is needed with the PP Governor.
- b. Looking at data for PP children over one term they had done two weeks less reading on average and attainment was lowest. The Head has costed a full-time TA to work with PP children on their reading. This would be a temporary contract and would be open to job share. It is affordable within the budget. The Head feels this is the best way to close the gap for these children. The post would be assessed for its impact at the end of the summer term. Governors approved the post.
- c. Helen Marks is meeting Kieran Davies to look at Sports Premium. Other than missing detail on the financial side all seems to be excellent.

13. Premises and Health and Safety Issues:

- a. The Head is switching to Zero to Landfill for waste collection. Although no contract is in place with Biffa currently she wants to ensure there is no overlap; she has been unable to get a response from Biffa so far however. Zero to Landfill will also collect the food waste. The cost is the same as the contract with Biffa. It is being taken on a one year basis.
- b. The shelter in front of the School is dangerous and needs removing. A fence will be erected in its place.
- c. There has been an offer for Raleigh recruits to come and paint the classrooms. Plym was last done some 7 or 8 years ago. Supervisors will have DBS checks in place and school staff will be able to monitor what is happening. Classrooms will be evacuated one at a time to allow redecoration.

14. Website compliance:

- a. Sue Robinson will check the website again with the DfE checklist of requirements. She will make a summary report. The curriculum areas are to be updated.

15. Data protection:

- a. There have been no breaches.

16. Governor visits:

- a. The Head gave a list of necessary Governor visits to Governors.

17. Governor Training:

- a. Sue Robinson has done Prevent training.

18. Heads Report:

- a. **A Governor challenged why members of staff who are on temporary contracts were doing Wild Tribe training?** *They are in the classes that are doing Wild Tribe.*
- b. **A Governor questioned why TA motivation has improved?** *They like Phonics Bug; they like the structure and the children are more engaged.*
- c. There was an incident of cyber bullying. The child received community service and parents were informed.
- d. The tracking system shows if children are secure in their learning but it impacts on progress. It is useful for meetings with teachers. Next term's report will be interesting to review.

19. Dates of next meetings:

Thursday, March 26th 2020 FGB meeting at 2pm

There being no other business the meeting closed at 3.58 pm.

Chair.....

Date.....

ACTIONS

<u>Action</u>	<u>Date</u>	<u>Responsible Person</u>
Speak to possible LA Governor candidate		Head

Letter to staff member on sabbatical

Chair