

# FOURLANESEND COMMUNITY PRIMARY SCHOOL

## Minutes of a meeting of the full Board of Governors of Furlanesend C.P. School held by video conference on Wednesday, December 8<sup>th</sup> 2021 at 1.30pm

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PRESENT: Major Adrian Battley, Mrs Fran Ferguson, Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mr Ben Rimron, Mrs Sue Robinson, Mr Piers Taylor (Chair).

APOLOGIES: Mrs Kristine Squires.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

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1. **Welcome and apologies for absence:** Mrs Squires had sent apologies for absence: her apologies were accepted.
2. **Opportunity to declare Pecuniary Interests:** No additional pecuniary interests were declared.
3. **Minutes of the full Board meeting of October 6<sup>th</sup> 2021:**
  - a. Governors accepted the minutes of the meeting on October 6<sup>th</sup> 2021 as true and accurate records of the meeting. The Clerk will send the minutes to the Chair to be signed on behalf of the Board.
4. **Matters arising from the minutes:**
  - a. There were no matters arising not elsewhere on the agenda.
5. **Risk Assessment Review:**
  - a. The risk assessment has been reviewed three times since the last full Board meeting, the last time on December 1<sup>st</sup>. It has been updated to take account of the changing situation and guidance. The most recent changes are to clear all desktops at the end of the day to facilitate sanitising, the CO<sup>2</sup> monitors in each classroom and numbers for the school play. Numbers of people able to attend the school play were limited in accordance with the risk assessment and a CO<sup>2</sup> monitor has been positioned in the hall. The Chair congratulated the School on managing to put on the play in the circumstances; he said the storm had made the open sky lights interesting.
6. **Teaching and Learning:**
  - a. Pupil numbers: Three children have been removed from roll: two siblings who have moved house and one child going into home schooling. (item in confidential appendix) There are now 92 on roll. Numbers are falling due to a lack of housing in the area. There has just been a request for a Y2 place come through.
  - b. Learning in school and attendance:
    - i. Average attendance is running at 91%; before Covid average attendance was around 96%. There has been only one positive case of Covid amongst pupils. The child had not been in school for a while since the infection had been working through the family. The Head has made welfare checks and offered remote learning. Attendance has been hit by stomach bugs, coughs and colds. There is a lot of extra sickness around since reduced exposure in the last year and a half has reduced immunity. Any child with a symptom of Covid is not allowed back into School without a negative PCR test.

- ii. Learning is as normal and teachers have managed to keep up with coverage of the full breadth of the national curriculum and deliver the extras for Christmas. The SDP actions are on track, only Governor monitoring is behind schedule. Lesson visits and subject auditing is being done. Things are properly back on track not just the light touch being applied last year. The School is due an Ofsted visit. There is a lot of pressure on schools to keep cover as normal despite the situation. Everything takes much longer than usual. Staff are all having to cover for each other, and supply staff have had to be brought in. Home learning has been set up. But all the extra effort for example to lay out the chairs for the school play audience ensuring adequate spacing and cleaning all takes its toll. The children are getting everything they should including enrichment. Mrs Ferguson said that Governors should see the mural in the corridor which looks great. The Head noted that the NAHT is meeting with Ofsted to discuss the pressure being put on schools.
- iii. SIP visit: The SIP's report had been circulated to Governors. The SIP had said that the School is on top of all that is required of it but suggested more documentation of what is being done to provide evidence. It was noted that this is an example of the extra workload created by Ofsted inspections.

**7. Safeguarding, SEND, CiC:**

- a. Governor safeguarding training: The Head had sent the link to National College safeguarding training to Governors. It takes about three hours but can be stopped and gone back to later. Governors all agreed to complete the training before the next FGB meeting. (Action: all Governors)
- b. Other safeguarding issues:
  - i. There is currently no social services involvement for any of the children.
  - ii. Item in confidential appendix.
  - iii. A Governor who is a Governor at Torpoint College attended the safeguarding audit there and fed back that the LA's new safeguarding lead had stressed that there should be a termly written safeguarding report to Governors from the Head so Governors can challenge. The clerk noted that there is also a section in the termly Head's report that covers safeguarding and safeguarding is on every FGB agenda. The termly safeguarding governor visit hasn't taken place this term yet. The Head said that the new LA lead has not yet delivered training to Heads; this will start on January 12<sup>th</sup>.

**8. Staff Health and Wellbeing:**

- a. Illness has hit staffing badly.
- b. All staff have been affected by aggression directly towards them within the last two weeks even. The issue is getting worse. Some of it is due to communication but the School is trying every possible method of communication every week but some parents are still not picking up information. Even the kitchen staff have been subjected to aggression over the menu despite being excellent on what she delivers. A Governor noted some people's short attention span. It was suggested that Governors project goodness and a please be nice letter is sent out. The places that information can be found should be laid out and parents asked to write for information that isn't in those places. There is a limit to what the School can do. The Head said even asking for questions in writing can cause extreme responses; essays have been received about mundane issues. The Head said that a letter had gone to new parents about where information can be found and this could be adapted for use. All information is on the website and updated weekly. A Governor said it was staggering how much information was available on the website. Governors offered to act as a conduit. It

was noted that they need to be careful not to make promises and to remember not to get involved in operational matters. A letter will go out from Governors; parents don't realise how good the School is. Perceptions in the area are skewed. Comments are heard about Fourlanesend being the school that takes difficult children as if it were a negative rather than saying that Fourlanesend is the School that takes time to nurture difficult children. It was suggested that links to class pages on the website be added to the FoFLS page. Governors are not well known and there are a lot of new Governors; Governors will send two or three sentences about themselves to the clerk to be collated and added to the school website. (Action: all Governors)

#### **9. Staffing:**

- a. A full time TA vacancy was advertised but none of the applicants met the criteria. An existing TA with hours attached to an EHCP and a very intense role will take some of the hours and a person who was ranked second on a previous recruitment will come in on a part-time basis to job share. Louise will be in Cremyll for three days a week; this helps address the welfare concerns of covering such an intense role. This leaves a role that will be advertised with the lunchtime vacancy hours added.
- b. A parent is now providing lunchtime cover so there are two lunchtime assistants now and there should be one more from January. (AB's connection fell out 2.30pm)
- c. A former teacher at the School was providing Covid catch-up tutoring. He has now found a full-time role elsewhere. Mrs Cunningham has picked up the tutoring.

#### **10. Finance:** Governors had received the monthly management accounts dated December 6<sup>th</sup> 2021

- a. Budget monitoring:
  - i. Money has been added to the supply and curriculum lines.
  - ii. Backlog maintenance has not yet been paid for.
- b. Set pay committee meeting:
  - i. The pay committee is constituted of Mrs Robinson, Mrs Squire and Major Battley. The head will arrange a meeting date with them

#### **11. Premises and Health and Safety:**

- a. Route to School: (AB's connection was restored 2.37pm) The Chair screen shared a draft report on the actions that have been taken to improve the pedestrian route to school. The petition received 120 signatures. There have been very positive responses from the County Councillor and Highways Department. The Chair walked the route again last week and the Highways Department have done a very good job. The Parish Council now need to be approached about signage. The report will be shared with parents to show how Governors have worked to get the improvements made.
- b. School kitchen: There remain issues to be resolved with the work on the kitchen. Major Battley is pushing for the work to be completed and a final inspection report issued by Building Control.
- c. Other health and safety issues:
  - i. The Chair noted that the gate by the side entrance had been open the other day; he had closed and secured it from outside. The Head will check since the gate shouldn't have been open.
  - ii. The DfE have visited and the fire alarm system has been condemned. There will be a meeting on the 16<sup>th</sup> about the need for further backlog maintenance. Emergency work has been done on the lightning conductor on safety grounds costing £2,000.
  - iii. One more quote is needed for a CCTV system.

**12. HTPM:**

- a. The HTPM panel has met. The Head has met all her targets. The Chair said that she was to be commended for all she has done.

**13. GDPR:**

- a. There has been a breach of GDPR regulations. The risk has been assessed as minimal and the breach was contained and swiftly dealt with. It did not meet the requirements for report to the Office of the Information Commissioner. The breach and the actions taken have been recorded. The Head had a lengthy meeting with the GDPR Governor who challenged the actions taken and procedure has been tightened.

**14. Governor training:**

- a. Mrs Robinson has done GOV9. She had had to sit through the on-line training without the presentation that was supposed to be displayed on the screen. She was told that it would be sent to her but has not received it.
- b. A Governor asked if Mrs Eason could be asked to give Governors Ofsted readiness training. The Head said she is planning to signpost where information can be found for Governors to prepare for Ofsted. The clerk will approach Mrs Eason about future training.
- c. The clerk asked Governors to forward their certificates to her when they have done training so a record can be kept. If they can't get a certificate a screen shot of their training record from Cornwall Learning is adequate.

(BR left the meeting 2.56pm)

**Dates of next meetings:**

Kate Evan-Hughes, Director of Education, is to visit the School on January 26<sup>th</sup>

- February 2nd 2022 at 1.30pm
- March 30th 2022 at 1.30pm
- May 18th 2022 at 1.30pm
- July 14th 2022 at 1.30pm

The Chair asked the Head to thank the staff for all their work on behalf of the Governors.

**There being no other business the meeting closed at 3.01 pm.**

Chair.....

Date.....

**ACTIONS**

<u>Action</u>	<u>Date</u>	<u>Responsible Person</u>
Safeguarding training	February 2 <sup>nd</sup>	All Governors
Send Profile to Clerk	February 2 <sup>nd</sup>	All Governors