

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Furlanesend C.P. School held at the school on Tuesday, March 26th 2019 at 2.00pm

PRESENT: Mrs Vanessa Burton, Mr Simon King (Chair), Mrs Helen Marks-Williams, Mrs Rebecca Norton (Headteacher), Mrs Sue Robinson, Mr Richard Wilde.

APOLOGIES: Mrs Rebecca Ginger.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence:** There were apologies for absence from Mrs Rebecca Ginger; her apologies were accepted.
2. **Opportunity to declare pecuniary interests:** No additional interests declared.
3. **Minutes of the full Board meeting of February 1st 2019:**
 - a. Governors accepted the minutes of the meeting on February 1st 2019 as a true and accurate record of the meeting. The minutes had been previously circulated. The Chair signed the minutes.
4. **Matters arising from the minutes:**
 - a. Two governor visits are still needed: Health and Safety and writing. Mrs Burton volunteered to do writing. Major Battley will do the Health and Safety visit. (Action: VN, AB)
5. **School Council:** representatives of the school Council attended for this item
 - a. The School Council achieved huge publicity nationally for their concern around single-use plastic red noses. The BBC have been in to film and it has been carried on national radio and in the national newspapers. It is publicised in school the children explained, and on the school website. The children dressed in red, made red cakes to sell and paid £1.25 to wear an alternative to a plastic red nose. In School the children raised £329 which is much more than normal. The Head said that a feedback form had come from Comic Relief and it specifically asked about the plastic noses – this was the first time they have done this. There have been a lot of unexpected outcomes of the initiative. Boxes of books to each class have been sent from someone in Shropshire. The BBC live lesson specifically welcomed Furlanesend School at the start of the broadcast. Governors told the children how proud they are of them and commended them for raising the profile of the school.
6. **Finance issues:**
 - a. Budget monitoring:
 - i. Governors were given a copy of the most recent management accounts. The current carry forward is £69,173.
 - b. Budget 2019/20:
 - i. The indicative baseline income for the school for 2019/20 is £451,662. This year's has been £437,165. The main issue will be pay increases with a 2% increase in teachers' pay and TAs pay also rising. However the TAs are already on the highest points in their ranges so the effect of that is minimised. Although the Head always achieves a very

favourable budget outcome the children are always put first and priority given to their educational needs.

- c. School meal contract: The school is part of a 50 school tendering group for school meal contracts with Litmus. The tendering process is underway and visits have been received from the candidates. Three companies are in the running and the Head's preference is Aspen. It is slightly more expensive but the portions are a better size and the meals consist of things the children are more likely to eat. The tendering process closes on April 5th and the schools will meet on April 29th to decide who the contract is awarded to.
- d. Other financial issues: The Bursar will be in on Monday and the Head will bring budget options to the next FGB meeting.

7. Staffing issues:

- a. A request has been received from a member of staff for a twelve month sabbatical. A meeting of the Personnel Committee will be convened consisting of Mr King, Mrs Robinson and Major Battley to consider the request.
- b. The member of staff on maternity leave will return at half-term and her cover will stay on a full-time contract until the summer holiday and job-share with her. If the sabbatical goes ahead then extra cover will be needed for the hand over, and then the cover can continue for the period of the sabbatical. A part-time post for September would then be advertised if this scenario goes ahead.

8. Parent Survey:

- a. The Head asked for a Governor to collate the responses from the Parent Survey and record feedback. Mrs Robinson and Mrs Marks-William agreed to take this on.

(VB left meeting at 2.48pm)

9. Safeguarding/SEND/CiC:

- a. The date for the s175 to be submitted is April 5th. The Safeguarding Governor has looked at the return, and there has been other staff input.
- b. There has been a Safeguarding monitoring visit and the Safeguarding Governor has been on training. She received a suggested role description at that training. This will be discussed by Governors at the next meeting. The Safeguarding visit reports will be circulated to all Governors.
- c. The Safeguarding Governor said the s175 response is a very comprehensive document and the school has covered its responsibilities well. She does have a concern however about references for staff. Plymouth University has failed to provide a written reference for a member of staff. She feels this is unacceptable and suggests a letter of complaint is written. This will be sent jointly by the Head and Chair. The Head spoke to the person's last placement but they cannot give a reference. (Action: RN, SK)
- d. MyConcern is working well but the School used to monthly monitor concerns. With the different system there is a need to look at the level of registered concerns.

10. Confidential item: carried in a confidential appendix

11. Premises and Health and Safety Issues:

- a. The Head said that a number of compliance checks have been done. The intruder/firm alarm has been checked, the boiler has been checked and the hall floors have been polished, film renewed on safety glass and the cold/hot regulator on the taps adjusted. The wheelchair lift has also been checked. Ray Clarke has also been in to confirm it has all been done.

- b. Playground equipment maintenance is now needed and the Head is getting quotes. The Chair declared this as a potential pecuniary interest but said that a potential client of his is a local company doing just this work, he will give contact details to the Head.

12. School website:

- a. An audit is needed of the website. Mrs Robinson will check it but it needs doing on a regular basis and it was agreed that it would be rotated around Governors. It will be put on the next agenda.

13. Data protection:

- a. There are no breaches to report.

14. Governor visits and reports:

- a. The Governor visit fortnight has again been successful. The Clerk said she had raised it at the Clerks Forum as a possible model for other schools to follow.
- b. Governors discussed the challenge and points arising from the reports. In EYFS the teacher had done analysis showing how few children were being heard read by their parents. Of 115 opportunities only two had exceeded or met the level. Some had been heard as few as six times. There is a strong link to literacy skills. By Y6 the School achieves a high level of greater depth in reading but this is by giving children opportunities to read in school. Volunteers from the village come in to hear children read. The school has a zero tolerance on homework, but parents sign off to say children have read even when they hadn't.

15. Pupil Premium and Sports Premium:

- a. Mr Wilde has drawn up the Sports Premium plan for 2019/20 along with the ARENA sports partnership rep.. It needs to go on the website.
- b. Mr Wilde asked Governors to agree an amendment to the Charging and Remissions Policy. He has negotiated with Cawsands Bay Sailing Club for children to be charged £45 each instead of £200, and he wants to bring it down to £15. Only limited numbers will be able to take this opportunity up and he would like to be able to charge the full period if attendance drops off or behaviour is poor. Governors agreed this amendment. The policy will be posted on the school website. The children will end up with qualifications.

(Action: Clerk)

16. Dates of next meetings:

Thursday, May 9th 2019 at 2pm

There being no other business the meeting closed at 3.35 pm.

Chair.....

Date.....

ACTIONS

Carried forward Actions

Date

Responsible Person

Updated profile details to be sent to the Clerk

All Governors

New Actions

Writing visit

Collate Parent Survey

School website audit

Letter to Plymouth University

Amend Charging and Remissions Policy

Date

By April 23rd

By May 8th

Responsible Person

Vanessa Burton

Sue Robinson

Sue Robinson

Head and Chair

Clerk

ITEMS FOR NEXT AGENDA

Safeguarding Governor role description

School website audit