

Minutes of a Full Governing Body Meeting of the Governors of Fourlanesend Community Primary School held at the School on Tuesday 29th November 2016 at 9.30pm

Present	Mrs J Dennehy Mrs J Eason Mrs R Ginger Mr S King Mrs R Norton	Chair of Governors Headteacher
Apologies	Miss H Marks	
Absent:	Mr A Down	
In Attendance	Mrs S Garton	Clerk to the Governors

1. Welcome and Apologies

The Chair welcomed governors to the meeting. Apologies for absence were given by and accepted from Miss Marks. Mr Down was absent. Governors discussed this and expressed their concerns. FGB is small in number and needs all governors to actively participate and attend meetings. It was agreed that the school will contact Mr Down.

ACTION: Headteacher

2. Declaration of Pecuniary and Business Interests – verbal update

There were no verbal Declarations of Pecuniary and Business Interests.

Mrs Eason confirmed that all governors had completed, signed and returned their Declaration of Pecuniary and Business Interests Forms to the school except for Mr Down.

ACTION: Mr Down

3. Confirm minutes of the meetings held on 14th July 2016 and 27th September 2016 (previously circulated)

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

4. Matters Arising

Minutes dated 14th July 2016:

- Item 6 - An e-safety governor role description will be drafted. Mrs Ginger will arrange an e-safety governor visit with Mr Wilde.

ACTION: Mrs Eason/Mrs Ginger

- Item 6 – It was confirmed that the LA had provided health and wellbeing training which had been attended by Mrs Ginger.
- Item 15 – It was confirmed that online safer recruitment training had been undertaken by Mrs Eason, Mr King and Mrs Ginger.
- Item 18 – The minutes of FGB and committee meetings will be posted on the school's website.

ACTION: Headteacher

It was confirmed that all other actions had been completed and there were no further matters arising.

Minutes dated 27th September 2016:

It was confirmed that all actions had been completed and there were no matters arising.

5. Constitutional Matters (Governor vacancies (2 x Co-opted governors))

Mrs Dennehy will be leaving the school at the end of this term but wished to stand as a co-opted governor. Governors agreed to this appointment. A GAD form will be emailed to Mrs Dennehy for her completion as a co-opted governor.

ACTION: Clerk/Mrs Dennehy

Staff governor elections will be held at the school to replace Mrs Dennehy.

ACTION: Headteacher

Governors discussed suitable candidates to fill the co-opted governor vacancy. After considering the appropriate skills and links to the school it was agreed that the Chair would approach two suitable candidates and the Headteacher would look to approach volunteers who work at the school.

ACTION: Chair/Headteacher

The Clerk circulated a hard copy of the 2016 version of the NGA's Code of Conduct for governors to sign. The document had been previously emailed to governors.

6. Headteacher's Report

The Headteacher's Report (November 2016) had been previously circulated to governors. Governors thanked the Headteacher for her very comprehensive report and for cutting and pasting in the large number of data tables. The Headteacher provided an opportunity for governors to ask questions. It was confirmed that a detailed discussion on the data analyses had been undertaken at the last Curriculum & Standards Committee meeting, as minuted. It was confirmed that the Headteacher's Report dovetails with both the SDP and SEF.

The Headteacher confirmed that her report would be posted on the school's website.

ACTION: Headteacher

The Headteacher invited governors to the school's Christmas dinner on 15th December (NB Please let Ann know if you are coming along).

Mrs Dennehy asked the Headteacher if she would like a governor visit to look at the progress made on the last Ofsted actions. It was agreed that this would be useful and could provide a full history of the actions taken over the years.

ACTION: Mrs Eason

7. SDP/SEF progress update

It was confirmed that the SDP/SEF detail had been included in the Headteacher's Report (discussed above). The SDP is a 'live' document. The Headteacher reported that the school's SIP had approved the SDP and SEF which was a check to ensure that the school is addressing the correct priorities this year. Governors were very happy with this external validation.

8. Safeguarding update (Inc. S.175)

Mrs Eason confirmed that a Safeguarding visit had been undertaken which focused on the actions emanating from the new statutory guidance as well as the outcomes of the audit of the S175 return. It was confirmed that the school is fully compliant. An in-depth audit will be undertaken.

It was confirmed that the Single Central Record is up to date and that Mrs Eason had had a very good meeting with Mary Taylor who provides four hours per week on Safeguarding.

9. RAISEonline/Ofsted data summary report update

Mrs Eason confirmed that she had checked the school's RAISE data. There are no reported data trends as this is the first year of tests under the new national curriculum and therefore the RAISE report is not

very useful. The Headteacher added that even the progress data is not helpful as a number of pupils joined in-year and that is why the school uses case studies which provide the full picture behind the data and show the impact of good governance.

It was confirmed that the school's internal data does not show a difference between boys and girls performance. The Headteacher reported that the teacher assessments on School Pupil Tracker Online matched the KS2 SAT test results. The Headteacher confirmed that there were very small cohorts. The Headteacher reported that the data won't be published this year as the Year 6 cohort is too small. The school's RAISE 2015/16 data for KSI looks good compared to the national picture (and the Headteacher commented the school had been conservative with the data). The Corestats report (used by the LA), however, shows a different picture.

Mrs Eason had prepared a RAISE 2015/16 analysis which she shared with governors (and will be emailed to them), although she reported that it was not possible to give a proper picture of the school. The Headteacher confirmed that governors had challenged the data. Mrs Dennehy checked Mrs Eason's analysis at the meeting. Mrs Dennehy confirmed she has seen an impact of using the 'White Rose' (Maths) scheme already, especially the analytical aspect. The Chair reported that he had undertaken a very good Maths visit which also confirmed that 'White Rose' is making a difference and that the school's focus on Maths is making an impact.

10. Budget 2016/17 update

The Headteacher confirmed that the budget for 2016/17 is on target and the supply teacher reimbursements have now been posted back to the school's budget. The Headteacher reported that the bursar had commented that the Pupil Premium spend matches exactly with the financial trajectory.

The governors had no questions.

11. Approval of Staff performance outcomes

Mrs Eason confirmed that the Pay Committee had met and had followed the Model teachers' pay policy 2016 for guidance. The committee had been satisfied that the performance management process has been robust and that the Headteacher has provided enough evidence for the committee to be able to award one full point on the main scale pay range based on a successful performance management review for all staff members on the main scale. One member of staff has not undertaken performance management due to long term absence. The Pay Committee had approved the outcomes and this decision was ratified by FGB.

12. Approval of Headteacher's performance outcome

Mrs Eason confirmed that the Headteacher's Performance Management Panel had been attended by the school's SIP and was satisfied that all performance management criteria had been met and were able to offer a pay increment of one point. This decision was agreed by governors and thanks given for the work undertaken by the Headteacher 'above and beyond' in order to ensure a successful school.

13. Autumn Term committee reports (Resources Committee, 18th October and Curriculum & Standards Committee, 18th October)

The minutes of both meetings had been previously circulated and there were no questions from governors.

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

- a. Visits made** – All governor visit reports are available on the school's website. A number of visits had been undertaken this term and governors ran through some of them in detail. The visits included:

- Safeguarding – (Mrs Eason) - Mrs Eason confirmed that two Safeguarding visits had been undertaken and that one had focused on the actions emanating from the new statutory guidance as well as the outcomes of the audit of the S175 return. It was confirmed that

the school is fully compliant. The second safeguarding visit had confirmed that the Single Central Record is up to date and that Mrs Eason had had a very good meeting with Mary Taylor who provides four hours per week on Safeguarding.

- Maths (Chair) - The Chair had undertaken a Maths visit which confirmed that 'White Rose' is making a difference and that the school's focus on Maths is really making an impact. There is evidence of deeper learning included in pupils' workbooks including a clear understanding of how they reached their answers.
- Attendance (Chair) – The Headteacher had detailed the process very clearly and the Chair had challenged the process, including the repercussions of unauthorized absence and consequences of non-attendance.
- High expectations (Mrs Eason) – Mrs Eason had met with staff and pupils to focus on how they deal with high expectations and adherence to the school's values.
- EYFS (Mrs Eason) – The discussions focused on how the school had built on last year's strengths and had addressed the weaknesses.
- Performance management (Jackie Eason) – This had been undertaken in October.
- PE (Miss Marks).
- RE (Miss Marks).
- Global learning (Mrs Ginger).
- SENDi (Mrs Ginger).
- Emotional first aid/health & wellbeing (Mrs Ginger).
- Health & Safety (Mr Down).

b. Visits scheduled

As mentioned above:

- Mrs Eason will look at the progress made on the last Ofsted actions.
- Mrs Ginger will arrange an e-safety governor visit with Mr Wilde.

In addition the Chair asked that follow-up meetings are scheduled proactively at the end of each visit. The Chair will undertake a visit on the process for whistleblowing.

15. Governor training and development

The Chair has attended GO1/GO2 (Induction) as well as training for chairs of governors. Ofsted training had been provided to governors by Mrs Eason on 27th September.

Mrs Ginger will be provided with training on the SENDi role. Mrs Eason will check if this is still being delivered by the LA.

ACTION: Mrs Eason

16. Policies for approval (Inc. Safeguarding and Child Protection Policy)

The Safeguarding and Child Protection Policy had been checked by Mrs Eason and approved by governors.

The Financial Regulations and Scheme of Delegation will be discussed at the next Resources Committee meeting and will be added to the agenda.

ACTION: Clerk

17. MAT update

It was agreed that governors are happy with the status quo at present but will keep this under review. The Headteacher reported that the bursar had confirmed that there were no issues with next year's budget, as things stand.

18. School field update

The Headteacher circulated the letter to the school from Michelmores Hughes dated 24th November urging a reply to their letter dated 8th November. Governors are concerned that the estate is looking

to ensure it receives a tenfold increase in rent (from £20 per year to £200) with no regard as to the health and wellbeing of the children. There was also significant concern by governors that the rent will increase further in future years.

Governors looked at the plan of the field which also showed the part that is Mount Edgcumbe's land. Governors went outside and looked at the site. Upon return to the meeting it was agreed that the school would approach Cornwall Council's legal team and seek their involvement. The school will then reply to Michelmores Hughes accordingly.

ACTION: Headteacher

19. AOB

There was none.

20. Agree dates/times of next meetings

The Spring Term governor meetings will be as follows:

- Resources Committee – Thursday 2nd February, 9.30am.
- Curriculum & Standards Committee – Thursday 2nd February, 10.30am.
- FGB – Tuesday 14th March, 9.30am.

The Summer Term governor meetings will be as follows:

- Resources Committee – Tuesday 2nd May, 9.30am.
- Standards Committee – Tuesday 2nd May, 10.30am.
- FGB – Tuesday 27th June, 9.30pm.

The meeting finished at 11.05am.

CHAIR:

DATE: