

<b>Present</b>	Mrs J Dennehy	
	Mrs J Eason	Chair of Governors
	Mrs R Ginger	
	Miss C Kitching	
	Miss H Marks	
	Mrs R Norton	Headteacher
<b>Apologies</b>	Mr A Down	
<b>In Attendance</b>	Mrs S Garton	Clerk to the Governors

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# **1. Welcome and Apologies**

The Chair welcomed governors to the meeting. Apologies were given by and accepted from Mr Down. The Chair handed out folders to all governors present which she ran through at the meeting as per the relevant agenda items below.

## **2. Annual governance for Academic Year 2015/16:**

### **a. Review Instrument of Government**

The Instrument of Government had been previously circulated and was confirmed as being correct.

### **b. Confirm Governing Body and review governor vacancies (4 x Co-opted Governors)**

It was confirmed that there are currently two Co-opted Governor vacancies. The Headteacher reported that she has approached Torpoint Community College to enquire as to whether they have a member of staff who might wish to stand as a governor at the school and is waiting for confirmation. The Chair asked governors to let her know if they are aware of anyone who might have the right skills to be a governor at the school. It was agreed that Plymouth School of Creative Arts would be approached.

**ACTION: Headteacher**

### **c. Review, confirm and sign Code of Conduct 2015/16**

The Code of Conduct, having been previously circulated, was signed by all governors present. The Chair confirmed that it includes the school's own values.

### **d. Sign Declaration of Pecuniary and Business Interests Form 2015/16**

The Declaration of Pecuniary and Business Interests form had been previously circulated. The Clerk reported that this was a revised form for each governor to individually sign and return to the school to keep on record.

**ACTION: All governors**

### **e. Confirm Standing Orders**

The Chair confirmed she had redrafted the Standing Orders in line with NGA recommendations. The document which had been previously circulated was agreed by Governors.

### **f. Review and confirm Governing Body Delegation Planner**

The Chair confirmed this document was the NGA's model which she ran through at the meeting. The document which had been previously circulated was agreed by Governors.

### **g. Review and confirm Committees' Terms of Reference**

The Chair confirmed the Terms of Reference followed the NGA model and would be reviewed at the end of the academic year.

**ACTION: All**

The Clerk enquired as to whether it included the terms of reference as delivered by the former Pay Committee and this was confirmed by the Chair. The Terms of Reference document which had been previously circulated was agreed by Governors.

**h. Appointments to Committees 2015/16**

The Chair ran through the Role Definitions document which had been previously circulated. The Chair asked if the current Vice Chair, Miss Marks, was willing to stand again and Miss Marks confirmed this.

The names of the designated governors sitting on the committees were agreed as per the attached Committees 2015-16 document.

**i. Appointments to Specific Responsibilities 2015/16**

The names of Governors with Specific Responsibilities were agreed as per the attached Specific Responsibilities 2015-16 document. This is now a shorter list recognising the changes made to the committees.

**j. Review governors' contact details**

The contact list had been previously circulated and was re-circulated to all governors at the meeting to check if it was correct or to make any required amendments.

**k. Confirm DBS checks have been completed for all governors**

It was re-confirmed that all governors must undertake a full DBS check and that this would be done for all new governors.

**ACTION: Headteacher**

**l. Review current Policy list**

It was confirmed that the previous list of school policies had been superseded by the list of statutory policies which the Chair ran through at the meeting.

**3. Confirm minutes of the meetings held on 4<sup>th</sup> June (previously circulated)**

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

**4. Matters Arising**

The Chair asked for an update on the following issues:

- Item 5 (Car parking) – The Headteacher and Miss Marks provided an update and reported on the steps that had already been taken including the use of cameras outside the school, various communications with parents and an ongoing dialogue with the parish council. The issue was reviewed and discussed by governors at the meeting and it was agreed that no further action would be taken at the moment, although the Headteacher will remind staff that they need to speak directly with any parents who park on the zig zag lines outside the school.

**ACTION: Headteacher**

- Item 6 (Ipads) – The Headteacher reported that the 10 Ipads were being used by the teachers for the new assessments and recording lesson observations. Training had been provided to teachers in their use and the Ipads are being used daily.
- Item 12 (Sustainable school) – The Headteacher reported that all schools are under some pressure to academise. However, the Headteacher confirmed that there is no urgent need to take specific action on this at the moment and the Chair supported this view. It was agreed that the school was being proactive in staying informed on current developments and that this will continue.
- Item 14 (Surveys) – The Headteacher confirmed that stakeholder views will be sought in January and the current Ofsted version of the survey would be used.
- Item 17 (Governor visits) – It was agreed that this is a key area for governors to develop and work will start on this at the next meeting on 14<sup>th</sup> January (1.30pm – 4.00pm) when training will also be provided.

## **5. Vision, Values and Aims**

The letter from the Headteacher dated 15<sup>th</sup> October had been previously circulated. The Headteacher confirmed that it is updated every two years. The Headteacher informed governors that the values are clear throughout the school and the aims underpin the values. British Values are clearly enshrined within the letter. The Chair asked the Headteacher how the letter had been developed and the Headteacher reported that this was done by talking to people. The document was accepted by all governors.

## **6. Headteacher's Report**

This report had been previously circulated and was commended by the Chair. Also previously circulated were the EYFS Profile Assessments 2104/15; the CSIT Corestat data for the school dated March 2015; and the Cornwall Summary for Reading, Writing and Maths.

The Chair complemented the Headteacher on the itinerary for the London Visit 2015. The Headteacher confirmed that something similar would be arranged for 2016 linking with the KS2 curriculum e.g. fossils.

The Chair asked for confidential information within the Headteacher's Reports to be anonymised. The Chair also asked for information to be regularly included on absences for both staff and pupils and for a breakdown of spend to be shown for Pupil Premium monies.

**ACTION: Headteacher**

The Clerk reported that the Headteacher's Report, minutes of governor meetings and governor attendance at meetings should be published on the school's website.

**ACTION: Headteacher**

The Headteacher asked governors if they would find it helpful to have a governors tab on the school's website but it was agreed that email was still the preferred option.

## **7. Ofsted/School Development Plan (SDP) update**

The Chair confirmed that a focused session on the SDP would be run for governors at a meeting on 14<sup>th</sup> January (1.30pm – 4.00pm) and all governors were asked to attend. From this the governor visits programme would be developed. Governor visits training will be provided by the Chair. See also Item 4, above.

## **8. Safeguarding update (inc. SI75 return)**

This return is provided to Cornwall Council by 30<sup>th</sup> June each year. Cornwall Council provided QA feedback on the return for the first time this year which has been good. The one area for improvement was already included within the SDP. The Chair will undertake a compliance check on Safeguarding/SI75.

**ACTION: Chair**

## **9. Budget update 2015/16 (inc. Ratify Staff PRP outcomes)**

The Chair confirmed that the meeting of the Resources Committee was scheduled for 17<sup>th</sup> December and the budget would be discussed in detail and the main outcomes reported at the next FGM.

Governors ratified the decision to purchase 'Numicon' which would secure a 5% discount.

## **10. Governor visits (inc. governors with specific responsibilities)**

This will be discussed at the Governors SDP meeting on 14<sup>th</sup> January (see also Items 4 and 7) and training will be provided by the Chair.

It was confirmed that all governor visits should be arranged in advance in conjunction with the Headteacher.

Future governor visits for the New Year were confirmed as follows:

- Health and Safety/Site visit – Mr Down
- Staff performance management targets – Chair/Miss Marks
- Pupil Premium – Mrs Dennehy
- SENDi – Mrs Ginger.

**11. Governor training and development (inc. Governor Skills Audit 2015)**

The Headteacher confirmed that she will provide Tier 2 Safeguarding training for governors and this was scheduled for 4<sup>th</sup> February (9.30am – 11.30am).

All new governors were asked to book themselves on the Governor Induction course (GOI) run by Cornwall Online Learning via the school office.

**12. Policies for approval as notified (inc. Adopt Whole School Pay Policy)**

The Model Whole School Pay Policy was adopted by governors.

The following policies having been previously circulated were approved:

- Homework Policy
- Anti-Bullying Policy
- Curriculum Policy
- Behaviour for Learning Policy
- Teaching and Learning Policy.

**13. Confirm dates/times of 2015/16 Full Governors' and Committee Meetings**

Full Governors Meeting:

- 18<sup>th</sup> March 18th 1.00pm – 3.00pm
- 14<sup>th</sup> July 1.00pm – 3.00pm

Resources Committee:

- 11<sup>th</sup> February 9.30am – 10.30am
- 11<sup>th</sup> March 9.30am – 10.30am
- 19<sup>th</sup> May 9.30am – 10.30am
- 24<sup>th</sup> June 9.30am – 10.30am

Curriculum & Standards Committee:

- 10<sup>th</sup> February 1.00pm – 2.00pm
- 11<sup>th</sup> March 11.00am – 12.00pm
- 19<sup>th</sup> May 11.00am – 12.00pm
- 24<sup>th</sup> June 11.00am – 12.00pm.

**14. Any Other Business (Governors to notify the Clerk in advance)**

The Headteacher reported on the following:

- An email from Daya had been sent to the school congratulating it on being a lovely school
- The negative Facebook comment had been withdrawn
- The Chair would be coming to the Assembly tomorrow
- Governors are asked to look at school website posting of 'Winter Wonderland' which had been an amazing day.

*The meeting finished at 4.30pm.*

**CHAIR:**

**DATE:**