

# FOURLANESEND COMMUNITY PRIMARY SCHOOL

## Minutes of a meeting of the Board of Governors of Furlanesend C.P. School held at the school on Friday, February 1<sup>st</sup> 2019 at 2.00pm

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

APOLOGIES:

IN ATTENDANCE: Miss Caroline Stone (Clerk) by telephone.

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1. **Apologies for absence:** There were no apologies for absence. The clerk attended the meeting by conference call.
2. **Opportunity to declare pecuniary interests:** No additional interests declared.
3. **School Council:** members of the School Council came in to inform the Governors of their recent activities.
  - a. The School Council have written a letter about the squishy red noses to Red Nose Day organisers. They will bring £1.25 into school but don't want to have plastic noses. They will paint their noses with eco face paint or bring an alternative to use. The letter has made it into the national press and is being shared with all Cornish schools. The issue of plastic noses had been raised by a child last year and was brought forward on the School Council agenda to this year.
  - b. The children are raising money for the Cornwall and Plymouth group of Cancer Research with 'Fill a Jar'; this is usually a big money raiser.
4. **Minutes of the full Board meeting of November 22<sup>nd</sup> 2018:**
  - a. Governors accepted the minutes of the meeting on November 22<sup>nd</sup> as a true and accurate record of the meeting. The minutes had been previously circulated.
5. **Matters arising from the minutes:**
  - a. No matters were raised from the minutes.
6. **Head's Report:** previously circulated to Governors
  - a. Data for the Autumn term was fairly average with most children at emerging. Some children are still emerging Y3 at the end of Y3 and despite a lot of intervention remain emerging. The school has been identifying those not making enough progress and has installed a zero tolerance approach with those children. When you look at what is holding some of them back there is no good reason. It might be an issue like punctuation, so staff are being strict that they must always use capital letters, or full stops correctly. Especially when copying from the board it must be copied correctly. Some children need to redo their work three times. After half term books will be inspected to see if there is an improvement. High expectations are being set. **A Governor challenged whether there was anything worrying or unexpected in the data?** *No, it is generally as would be expected at this time of year.*

## 7. Teaching and Learning:

- a. Curriculum:
- i. Some curriculum ideas were trialled last year. Every subject has been set up so the achievement, use of English, Maths and computing skills across that subject, and the narrowing of gaps can be seen. You can see how many in KS1 are below, at or above expectation, and which subject they are strong in. A Governor asked if this can be shared at a parents' evening? It can be shared at the end of the year, but it fluctuates through the year. For example, children have different knowledge of different parts of science and may know a lot about horses and nothing about another topic so it is really only useful at the end of the year.
  - ii. **A Governor asked how the School makes sure enough time is spent on non-core subjects?** The mornings are taken up with Maths and English and then other subjects are taught in the afternoons with the Maths and English skills applied across all subjects. A Governor questioned rhetorically that was why there was calculation going on in sports lessons. There is no guide to the time spent. Ofsted is looking for a broad base and skills being used across subjects rather than the children just being drilled.
  - iii. For history the next step will be monitoring through book scrutiny. Maths was included in the planning, but there wasn't enough writing so the monitoring will be able to check for this. In Geography children are explaining investigations and using sequencing skills drawing out their use of English.
  - iv. The Head showed Governors a copy of the National Curriculum to demonstrate the issue of lack of breadth. English is covered in pages 13-98 and Maths runs from page 99 to 144. Science is pages 144 to 176, Art and Design pages 176 and 177, Computing 178-179, and music is just half a page. A Governor asked if this proportion was followed? No, Ofsted is looking for a balance and the other subjects have to be taught. A Governor challenged the teaching of RE? All RE is taught using Cornwall syllabus as guidance and is roughly 60% Christianity and 40% other religions.
  - v. The School has not been as narrow as other schools in its teaching, and the NGA consultant Jackie Eason commented that Furlanesend won't have as much as other schools to change. The new draft Framework was published in January 2019 but Furlanesend had already started drawing up its SEF in a way that fitted with the changes. The requirement is to make the intension and implementation of the teaching and curriculum clear, show impact and to match teaching to the children's needs which the School has always done. The challenge will be that it needs to be published on the Internet in advance for each subject. The challenge is that the school has always been responsive to children's needs rather than pre-planning.
- b. SMSC Bronze Award: (Spiritual, Moral, Social and Cultural development)
- i. There is a fee of £500 for the accreditation and the document shows what the next steps are to attain the Silver Award. The PTA may be asked if they will cover the fee. Emma Cunningham spoke very eloquently and there were sources of evidence for everything. Maybe in future it would be good to display evidence in one area since it was spread around the School.
  - ii. The School is 44% towards getting the Silver Award. Diversity is an area that needs covering which is difficult when the population is not diverse. A Governor suggesting linking with a school in Enfield that she has a connection with where there is huge diversity. Another Governor suggested doing more with the link school in Tanzania which has 40 different nationalities attending.
  - iii. A Governor questioned the value of the award and what going for Silver would display? It shows the school is working at a higher level. A comment was made

that PTA spending needs to be for the benefit of the children. There is a book assessment in April; it would be a pity to leave it when so much has been done already.

- c. **Marking and Feedback Policy:** This has been updated to reflect changes in practise such as the new zero tolerance approach.

#### **8. Finance issues:**

- a. Budget monitoring:
  - i. The Bursar is due in on Monday. The School has a new bursar who the Head was pleased to find was easily able to answer questions.
  - ii. The current carry forward is £60,000 so there is no in-year deficit.
- b. Benchmarking:
  - i. The Head gave Governors data showing the School compared to other schools. There wasn't a great deal of difference in the comparisons irrespective of setting. Generally the school came out low on total expenditure and staffing. It was mid-level for premises spend but the aim is to keep things in good repair. Energy costs are high but the School has to use oil. Andy Winn, head of school finance at County, has said that the gap between Cornwall and the highest spending authorities is set to be £2,700 per pupil this year. Despite the Fair Funding Formula Cornwall remains at the bottom for funding although some of the gap has closed. The School does really well with the money it has. There is no indicative budget through yet for next year, but indications from Andy Winn were that it should be slightly better. However costs have gone up.
- c. SFVS: A Governor questioned the change in assessment to question 18? The Head said she couldn't see why it had been rated 'in part' last year. Ofsted is going to be asking about collaboration too. Much more is done than people are consciously aware of so this needs to be recorded. For example, staff share ideas as do Governors when taking training. The School is collaborating with a group of schools to find the best value contract for the supply of school lunches. Collaboration happens as and when it is needed. Recording of it will be added to staff meetings but the Head doesn't want to create additional work. Governors approved the SFVS and the Chair signed a copy.
- d. Other financial issues: none.

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

- a. A member of staff who was employed for breakfast band as a lunchtime assistant has resigned. The going to and fro school was getting too much. The lunchtime assistant role was advertised and a new parent was interviewed by a panel with two Governors on it. The DBS check has been done and she will start subject to references.
- b. Mrs Perry was due to return from maternity leave after Easter and has asked if she could delay this to half term. This was agreed. There is good cover in place. She will return on a part-time basis.
- c. The Head will present a number of staffing options to Governors with her initial draft of next year's budget.

#### **10. Parent Survey:**

- a. A parent survey is done every two years. The head intends to use two colours of paper this year so it can be clearly seen which responses come from parents whose children have only ever been at Fourlanesend and those who have experience of other schools. There tends to be a more appreciative response when parents have known other schools and it would be useful to see this clearly. Governors discussed the timing of the survey and it was decided it would go out after the parents evening. The two colours will be explained to parents.

**11. Managing allegiances against other pupils:** Governors approved this policy.

**12. Premises and Health and Safety Issues:**

- a. Health and safety audit: this was much better than the previous audit but all items identified previously had been addressed. There were no points of concern. A Governor wanted to challenge the error in the audit report about the School's risk assessments. Health and safety and risk assessments are reviewed at every staff meeting. The school writes its own risk assessments which are held on the school computer and displayed on the staffroom wall.

**13. Data protection:**

- a. A Governor visit report has been circulated.

**14. Governor visits and reports:**

- a. The Governor visit fortnight was set for March 4-15<sup>th</sup>.

**15. Safeguarding/SEND/CiC:**

- a. The School has started using MyConcern to record safeguarding information. Everyone has been training and it is proving easy to use. It takes away the need to update part-time staff since they can already see the information on the system. It does reduce workload. A Governor monitoring report is needed to look at it.
- b. The date for the s175 has been brought forward to April. The Safeguarding Governor will look at the return. It is about 9,000 words and very thorough.

**16. Policies:**

Child Protection and Safeguarding: updated policy approved

Complaints: approved

Charging and remission: approved

**17. Pupil Premium and Sports Premium:**

- a. The PP report has been checked by a Governor.
- b. Mr Wilde has looked at the Sports Premium funding along with the ARENA sports partnership rep.

**18. AOB:**

- a. School Pupil Tracker is giving up so the School is looking for another system and hoping to have an overlap period up to December. This was chosen as the only one to use the same measures as the DfE. **A Governor questioned whether a system could be got at the same price?**
- b. The School is aware that 18 children have the School as first choice for September 2019. Ten have it as second choice and 3 as third. Numbers are likely to increase. The school has never had so many parents to look round school, and they all commented that the School is not a MAT. The intake looks to be quite different – there are fewer FSM and PP than usual.
- c. A Governor asked if there are plans for a residential? Yes the children are going to Camp Kernow. The Governor said that a company that runs breaks for disadvantaged children is setting up a new site in the North. It is not currently using its sites in Devon and Cornwall and might be willing to let the School use their site. The Head said that could be interesting. They want sole use of a site and it needs to be secure for safeguarding reasons.

- d. A Governor said that she has had contact with a representative of a company that finds Governors for schools. There is currently a LA Governor vacancy.

**19. Dates of next meetings:**

Tuesday, March 26<sup>th</sup> 2019 at 2pm

Thursday, May 9<sup>th</sup> 2019 at 2pm

**There being no other business the meeting closed at 3.54 pm.**

Chair.....

Date.....

**ACTIONS**

Action

Date

Responsible Person

Updated profile details to be sent to the Clerk

All Governors