

**Minutes of a Full Governing Body Meeting of the Governors of Fourlanesend Community Primary School held at the School on Thursday 29<sup>th</sup> June 2017 at 9.30pm**

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<b>Present</b>	Mr A Battley Mr C Chappell Mrs R Ginger Mr S King Miss H Marks Mrs R Norton Mr R Wilde	Chair of Governors  Headteacher
<b>Apologies</b>	Mrs J Eason	
<b>Absent:</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, especially Mr Chappell. Apologies for absence were given by and accepted from Mrs Eason. Mr Down was absent.

**2. Declaration of Pecuniary and Business Interests – verbal update**

The Clerk explained the purpose of this agenda item to Mr Chappell. There were no verbal Declarations of Pecuniary and Business Interests.

**3. Confirm minutes of the meetings held on 14<sup>th</sup> March 2017 (previously circulated)**

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

**4. Matters Arising**

Item 3 – The Chair will ask Mrs Eason if she had received any advice from the NGA.

**ACTION: Chair**

**5. Constitutional Matters:**

**a. Approve Co-opted Governor appointment**

Mr Chris Chappell confirmed that he was happy to stand as a new Co-opted Governor and his appointment was agreed by FGB. The Clerk will forward the required forms to Mr Chappell for his completion and return.

**ACTION: Clerk/Mr Chappell**

The Clerk informed governors that Mr Down had not attended any meeting of the Full Governing Board for a period of six months starting from 29<sup>th</sup> November 2016 without the approval of the Governing Board. Under the terms of the School Governance (Constitution) (England) Regulations 2012 he ceases to be a governor as a result of the record of his attendance and is therefore to be removed from the Governing Board. The Chair confirmed that he had made a number of attempts to call Mr Down over previous weeks but had not received any response. It was agreed that a letter would be written to Mr Down to this effect and a request made for him to return the laptop which had been provided to him by the school so that he could undertake his governor role.

**ACTION: Clerk**

The returned laptop is to be provided to Mr Battley.

**ACTION: Headteacher**

**b. Governor vacancy update**

Governors discussed the need to fill the two Co-opted Governor vacancies. It was agreed that it may be possible to recruit a suitable governor from among the parents of new pupils starting in September.

**ACTION: Headteacher**

It was also agreed that there was a potentially suitable candidate that could be approached to fill one of the vacancies.

**ACTION: Mr Battley**

**c. Appoint Health & Safety Governor**

It was agreed that this appointment would be jointly shared by Mr Chappell and Mr Battley. The list of role definitions will be sent to Mr Chappell and Mr Battley for their reference.

**ACTION: Clerk**

The latest Health and Safety audit will be sent to Mr Chappell and Mr Battley for their reference.

**ACTION: Headteacher**

The list of governors on committees/with specific responsibilities is to be updated and circulated to the Governing Body.

**ACTION: Clerk**

**6. Headteacher's Report (Inc. latest data and SDP/SEF evaluation and progress)**

The Headteacher's Report to the Governing Body (June 2017) had been previously circulated to governors. There were a number of questions and comments:

- **Will the number on roll allow the school to maintain class structures for next year?** The Headteacher confirmed that 8 pupils will be leaving at the end of term with 16 starting in September and the number of classes will remain the same. The Headteacher briefed governors on the class structures for September onwards.
- **Can the Headteacher share a couple of examples of how training/continuous professional development (CPD) has impacted upon pupil outcomes?** The Headteacher explained that Alex Robinson has been coming in to the school since November to provide PE teaching and CPD. As a result, there has been a positive approach from every child (and this was backed-up by Miss Marks). Another example relates to moderation and assessment and the Headteacher described how this had impacted on one of the pupils at the school and how the knowledge had also been of importance in dealing with the LA for this child.
- **The Headteacher was asked how Emotional First Aid training had been received and if more was required next year?** The Headteacher confirmed that Emotional First Aid training helps staff deal better with pupils who may, for example, have experienced a trauma or bad experience/incident at home. The Headteacher provided some examples including de-escalation and appropriate use of language. The Headteacher confirmed that refresher training will be provided next year.
- The Headteacher reported that Mrs Eason had received Tier 3 Safeguarding training in April.
- A governor comment was made about an entry that appears in the table on Page 14 (third line down) which states 'Overall good progress, lowest in writing' but it is noted that it is still on national average, so is OK. This was agreed by the Headteacher.
- **Reference was made to the entry that appears in the table on Page 15 (first line down) and the Headteacher was asked if the lower maths score can be explained? The Headteacher confirmed that this was a specific class issue and there was a reason that this score was pulled down. It appears to also be the Pupil Premium children so how is the school addressing the concern?** The Headteacher explained that this is old data and the position has since improved.

- Reference was made to the entry that appears in the age-related expectation (ARE) table on Page 16 (right hand column) and the Headteacher was asked if it was possible to see the revised data. The Headteacher confirmed that it will be provided.
- The Headteacher confirmed that the wording which is highlighted in yellow in her report relates to particular tasks that staff are working on that she is bringing to the specific attention of governors.

#### **7. Safeguarding update (Inc. S.175 return)**

Safeguarding is included within the Headteacher's Report.

The Headteacher confirmed that the S175 statement was returned to the LA before the deadline of the end of May. Mrs Eason and Mrs Ginger were given the opportunity to input prior to submission. Helen Trelease will check the return on behalf of the LA and provide audit feedback to the school. The final version of the S175 return will be circulated to governors (This was completed on 29<sup>th</sup> June by email).

#### **8. Approve Budget 2017/18**

The LFS Budget Book for Maintained School was circulated to governors. The Headteacher reported that it had been recommended for the Governing Body's approval by Resources Committee. The in-year deficit comment is misleading (LA's terminology) and was explained by the Headteacher. The Headteacher reported how careful the school is being with its budget. The Headteacher was asked if the £500 from HSBC had been received and this was confirmed.

The final version of the LFS Budget Book for Maintained School will be circulated to governors (This was completed on 29<sup>th</sup> June by email).

#### **9. Review SLAs with Cornwall Council**

The Headteacher provided a copy of the screen print to governors and a copy of the service options submitted for 2017/18. The Headteacher reported that the SLA for tree safety inspection and advisory service had been deselected and a copy was provided to governors.

#### **10. School meal catering contract**

The Headteacher reported that the school had submitted a huge audit of equipment as requested. The staff will move across to the new contractor under TUPE regulations. Schools will be notified of the new contractor by 14<sup>th</sup> July. The school wishes to have a greater say in the menus to ensure that food waste is minimalised next year.

#### **11. Summer Term committees - verbal summary of Resources Committee meeting held on 4th May and Curriculum & Standards Committee meeting held on 2<sup>nd</sup> May**

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

As a result of discussions at Resources Committee on 4<sup>th</sup> May the Headteacher referred governors to the letter she had received from Michelmores Hughes (the solicitors acting on behalf of Mount Edgcombe estate) dated 20<sup>th</sup> June attaching the lease agreement. This was signed by the Chair of Governors. Governors agreed that information about the new lease and the part of the school's land covered by it should be made available via a display for parents on 14<sup>th</sup> July.

**ACTION: Headteacher**

Governors were updated on the position re LED lights as discussed at Resources Committee. Three quotes will be sought.

**ACTION: Headteacher**

Governors were updated on the position re the photocopier as discussed at Resources Committee. The school will make a choice from three quotes and discuss this at the next Resources Committee meeting. The item will be added to the agenda.

**ACTION: Headteacher/Clerk**

**12. Governor visits (Inc. governors with specific responsibilities).**

a. **Visits made** – All governor visit reports are available on the school’s website. It was confirmed that a large number had been undertaken already and the schedule will be circulated (This was completed on 29<sup>th</sup> June by email).

b. **Visits scheduled** – Governors are asked to carry out their visits as agreed on the schedule and at the meeting.

**ACTION: All**

Mr Battley asked to shadow some of the scheduled governor visits.

**ACTION: Chair**

**13. Governor training and development**

Mr Battley and Mr Chappell will attend GO1 training next term.

**ACTION: Mr Battley/Mr Chappell**

Mrs Ginger will attend GO2 training next term.

**ACTION: Mrs Ginger**

Safeguarding Governor training will be provided by Helen Trelease and held at Torpoint Nursery and Infant School on 14<sup>th</sup> September from 10.00 until 3.30pm.

Mrs Ginger would like to attend any available SEN training and will ask Mrs Eason.

**ACTION: Mrs Ginger**

**14. Policies for approval**

An example of an Equality and Accessibility Audit and Access Plan had been previously circulated. The Headteacher confirmed that the school was looking for simplicity and clarity as well as compliance with content requirements. The Headteacher will provide a draft to the next FGB meeting and this will be added to the agenda.

**ACTION: Headteacher/Clerk**

The updated Health & Safety Policy had been previously circulated and was agreed.

**15. Update and impact on school – Headteacher’s Briefing and CAPH conference feedback**

The Headteacher provided a verbal update to governors on the recently attended Headteacher’s Briefing. The following points were made:

- The LA can set up a MAT if sufficient funding is provided.
- 60% of the county’s primary population is now in 23 MATs. In due course, these MATs may be reorganised into 7 or 8 regional MATs.
- The LA’s SEN service is being looked at by Ofsted as it needed to make improvements.
- Ofsted receives complaints made by parents. If it is not a safeguarding complaint the school does not get to hear about it until its next inspection.
- The VIST process is changing next term due to Operation Encompass. Schools will be notified by 9am the following day if a child has been involved in any incident where the police have been called to their home. Staff training will be provided.
- Domestic violence (including emotional) training must be included within the SDP next year.

The Headteacher provided a verbal update to governors on the recently attended CAPH conference. The following points were made:

- The Deputy Regional Schools Commissioner, Hannah Woodhouse, has a background in policy not teaching.
- An all-through approach (0 to 19) to MATs is in vogue.
- Pupil Premium is a big focus of the SDP – ‘keeping up not catching up’. The Headteacher briefed governors on actions taken by the school including holding regular meetings with parents of Pupil Premium children in order to hold them to account for their child’s homework.
- Data is to be used as indicators. This is a positive move.
- It has been said that the only successful model for improvement is within a MAT.
- Succession planning and leadership of growth.
- Collaboration and working together.
- ‘Best fit’ for writing is to be used in 2018.

**16. MAT update for governors**

Included in the agenda item above.

**17. Annual statement of governance**

The Clerk briefed governors on the purpose of an annual statement from governors and some of the items that it could include. It was agreed that much of the information is available on the school website. Advice is to be sought from Mrs Eason.

**ACTION: Headteacher**

**18. AOB**

There was none.

**19. Date of next meetings:**

- FGB (admin and business) meeting: Thursday 21<sup>st</sup> September, 9.30am
- Resources Committee: Thursday 9<sup>th</sup> November, 9.30am
- Curriculum Committee: Thursday 9<sup>th</sup> November, 10.30am

Governors to note.

**ACTION: All**

*The meeting finished at 11.15am.*

**CHAIR:**

**DATE:**