

# FOURLANESEND COMMUNITY PRIMARY SCHOOL

## Minutes of a meeting of the full Board of Governors of Furlanesend C.P. School held at the School on Wednesday, February 2<sup>nd</sup> 2022 at 1.30pm

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PRESENT: Major Adrian Battley, Mrs Fran Ferguson, Mrs Rebecca Norton (Headteacher), Mrs Vicki Richards, Mr Ben Rimron, Mrs Sue Robinson, Mrs Kristine Squires, Mr Piers Taylor (Chair).

APOLOGIES: none

IN ATTENDANCE: Miss Caroline Stone (Clerk).

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1. **Welcome and apologies for absence:**
  - a. There were no apologies for absence; all Governors were present.
  - b. Governors were asked to confirm that they had taken a lateral flow test; all had and were negative.
2. **Opportunity to declare Pecuniary Interests:** No additional pecuniary interests were declared.
3. **Minutes of the full Board meeting of December 8<sup>th</sup> 2021:**
  - a. Governors accepted the minutes of the meeting on December 8<sup>th</sup> 2021 as a true and accurate record of the meeting. The Chair signed the minutes on behalf of the Board.
4. **Matters arising from the minutes:**
  - a. There were no matters arising not elsewhere on the agenda.
5. **Head's Report:**
  - a. **A Governor challenged whether the Educational Welfare Officer (EWO) had made any specific recommendations regarding attendance?** *The Head said that the individual circumstances of each child are understood. Some are suffering from long Covid and not coping well with school. There does seem to be an issue of more term-time holidays being taken – EWO support will come into play after two weeks absence, before two weeks it is recorded as unauthorised absence. The School is taking a humane and proportionate response understanding that for some it is necessary to allow time for family recovery. Action has been taken on two cases and there were different outcomes in each case. Home learning is being provided to children out of school.*
6. **Self-evaluation Form (SEF):**
  - a. The Head said that SEFs are good practice rather than a requirement. The section on quality of education is fairly brief since that information is contained elsewhere. Other sections contain more detail since there are no other documents containing this information. The Head asked what Governors' opinions were having read it? The Chair said that he felt it echoed and amplified what he knew about the School. Another Governor had found it useful in its conciseness.
7. **Ofsted Readiness:**
  - a. The Head has circulated a crib sheet to Governors. Along with the SEF and SDP this should help Governors answer any questions that Ofsted inspectors might ask. The School is expecting a one-day inspection next time.

- b. A new vision for the School will be worked on for next year. At the moment the focus is on recovery for pupils and families so they are in a good position for a new, clear vision to be put in place in the new year.

**8. Governor visits and visit reports:**

- a. A number of visits have been carried out and reports written. Some are awaiting approval before circulation. Reports will be circulated to all Governors to help develop their in-depth knowledge of the School. The clerk will keep reports on file.

**9. Finance:**

- a. Budget update: (Governors had been supplied with the latest budget update before the meeting.) There will be an overspend on the Pupil Premium (PP) line; this is due to expenditure on reading catch-up. Supply is also over-spent. This has been necessary to cover staff absence and help with staff health and wellbeing. There are extra demands on staff such as covering absences and providing remote learning. The School is very lucky to be able to get supply staff since they enjoy working at the School, many schools are finding it difficult to source supply staff at the moment.
- b. SFVS: **Governors challenged whether the SFVS would be completed in time for approval before the March 31<sup>st</sup> deadline?** *The Head said that it would be ready for the next Board meeting.*

**10. Safeguarding, SEND, CiC:**

- a. **A Governor challenged whether the Head had undertaken the safeguarding training given by the new LA lead?** *The Head said that she is currently undergoing the training which is weekly for six weeks.* It is by and large confirming what the School already has in place. Policies are in place that hold people to account. The point of policies is often to stop issues building into big problems and stop issues impacting on other people.
- b. There is currently no social worker involvement with any child in school.
- c. Item in confidential appendix.

**11. Staffing issues:**

- a. There is still a vacancy for a part-time Y2 TA. The class teacher has been offered cover but feels that they can cope at the moment. It is a class of 17 with no behavioural issues. The post will be readvertised after half term.

**12. Staff Health and Wellbeing:**

- a. A flier will be issued to parents by the end of term. The first will focus on the improvements to road safety effected by Governor intervention. (Action: BR) A Governor asked whether the parent attitude had improved? The Head said yes, overall but there are still some individual issues. Parents have shown disapproval of negative attitudes expressed by a few and this has helped.
- b. Item in confidential appendix.
- c. The Pay Committee as met and approved the Headteacher's recommendations.

**13. Premises and Health and Safety:**

- a. Route to School: The next step is to send the report to the local parish councils and see if improved signage can be requested. The report will be sent to parents. (Action: BR)
- b. CCTV: Three quotes have been received for CCTV. The cheapest was from Universal Fire & Security which is the firm already used by the School for its alarm systems. All the quotes were in the £4,-5,000 range. The work can be done in early March. Governors approved

the quote from Universal Fire & Security and hoped the work could be done before the Easter holiday.

- c. Backlog maintenance: The School has been asked for a lot of information related to the fire alarm system, electric works and the boiler room which is being considered for re-siting. Governors should be aware that the five-year electrical survey which was due last year has not been carried out. With so much work underway on the kitchen it was not a good time for it and now the LA is considering backlog maintenance on the electrics so it is still not an appropriate time to have it done.
- d. Maintenance: Unsafe posts have been removed from the school grounds. The play equipment has had its safety survey. A wobbly gate has been repaired.
- e. H&S incident: item in confidential appendix.
- f. Tree work: a tree risk assessment has identified some work to be done. This will be done over the Easter holiday by the contractor who the School has used before and has done good work at a good price around Easter time.
- g. Radon tests have been put in place.
- h. Fire survey: Cornwall has sent through a strategy to be considered in conjunction with surveys of the fire alarm system.
- i. School kitchen: The snagging list has still not been completed. Major Battley has contacted the LA and the contractors but nothing can be achieved until the snagging is completed. Then a final inspection report can be issued by Building Control. The contractors have not been paid.
- j. The side gate has been left open several times. Deliverymen cannot close it from outside. The Chair suggested that a procedure is put in place of ensuring deliverymen are escorted off-site and the gate closed behind them. (Action: Head)
- k. A Governor asked if anything was being done about the shelter? It is on the list of things to be done by Nick.

#### **14. Policies for approval:**

Pay Policy (teaching staff): approved.

Pay Policy (support staff): approved.

#### **15. GDPR:**

- a. There have been no GDPR issues but there has been a problem about a social media posting. Parents receive a letter every September warning that there should be no negative postings about the School or naming of the School or people in postings. If there are breaches the letter is re-sent to the individual with the points highlighted. In this case there was a negative response to receiving the letter; the School replied with a screen shot of the offending posting so there was no doubt what was being referred to.

#### **16. Governor training:**

- a. Several Governors have completed the National College Safeguarding training and forwarded their certificates to the Clerk. Others are part way through the training.
- b. Prevent training for Governors will be considered.
- c. Mrs Squires has had to rebook her GOV1 training.

#### **Dates of next meetings:**

March 30<sup>th</sup> 2022 at 1.30pm

May 18<sup>th</sup> 2022 at 1.30pm

July 14<sup>th</sup> 2022 at 1.30pm

There being no other business the meeting closed at 2.57 pm.

Chair.....

Date.....

**ACTIONS**

Action

Flier to parents

School route report to Parish Councils

New gate procedure

Date

By end of term

By end of term

Immediate

Responsible Person

Ben Rinmon

Ben Rinmon

Head