

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the full Board of Governors of Furlanesend C.P. School held by video conference on Thursday, July 15th 2021 at 1.30pm

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

APOLOGIES: Mr Piers Taylor.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Welcome and apologies for absence:** Mr Taylor had sent apologies for absence: his apologies were accepted.
2. **Opportunity to declare Pecuniary Interests:** No additional pecuniary interests were declared. New Governors have completed pecuniary interest forms.
3. **Minutes of the full Board meeting of May 19th 2021:**
 - a. Governors accepted the minutes of the meeting on May 19th 2021 as true and accurate records of the meeting. The Clerk will send the minutes to the Chair to be signed on behalf of the Board.
4. **Matters arising from the minutes:**
 - a. Mr Taylor had asked the Head for previous budget reports to evidence her assertion that budget outcomes are always more favourable than the forecast at the start of the year. He has asked that it be minuted that he had seen several year's worth of accounts and had been able to confirm the statement.
 - b. Item in confidential appendix.
 - c. Behaviour is much more settled and there have been no further social media issues.
5. **Chair of Governors position:**
 - a. The Clerk explained that Mrs Marks-Williams had stepped up to the position of Chair from Vice Chair a year and a half ago and then been elected Chair. She has seen the School through a longer period than she had hoped would be necessary and has been an excellent Chair. She does now wish to stand down and so the Clerk will send out a request for nominations for the Chair early in the Autumn Term. An election for Chair will take place at the first meeting of the term with Mrs Marks-Williams standing down as of the meeting. The Clerk asked that everyone consider whether this was a role they could take on. The Head endorsed the comment that Mrs Marks-Williams has been an excellent Chair.

The Head had circulated a Head's Report to Governors prior to the meeting containing material for the next items.

6. **Risk Assessment Review:**
 - a. Corona virus cases have risen sharply in the area, and so the School is being strict with the precautionary measures it is taking. National restrictions are removed on Monday meaning that if a positive case is recorded in a class the entire class will not need to self-

isolate so long as they test negative. However, until August 16th adult staff will need self-isolate even if they have been double vaccinated.

- b. It is too early to know what protective measures will need to be in place in September but it is expected that some will remain.

7. Teaching and Learning:

a. SIP and LA visits:

- i. The School's SIP is a lead Ofsted inspector and reads reports for the SW to quality check them. He feels that some of the actions detailed in the report from the LA visit are unnecessary. The Head felt that the representative from the LA struggled to understand the reality of small schools and was trying to fit research suitable for urban schools to a small rural school. The School has created a bespoke curriculum which would tick the box for outstanding,
- ii. The SIP comes into School three times a year paid for under the school improvement SLA. The Head said that the School might employ him directly in future as a consultant. The LA report was of limited use for the amount of time that was taken up. It was supposed to be in lieu of training. There were some small actions which were helpful, one being around the school website.
- iii. There were inaccuracies in the report and the Head would like to provide feedback on the visit.
- iv. A Governor expressed concern that comments in the report could have a negative impact on the School.

8. Change to school day:

- a. It is intended to change lunch times from the Autumn Term. TAs will take lunch from 11.50am to 12.50pm. Children will have a ten minute shorter lunch break since they have been losing ten minutes of teaching time out of the day. Teachers will have their lunches from 12 midday to 1pm and the TAs will read books to the class directly after the children finish their lunch break. This will allow the School to continue with staggered start and end times which manages traffic much better than before. It will also improve the afternoon session when it was difficult to teach two subjects.

9. Arrangements for September and transition for Y6:

- a. In September the Y1/2 class and Y3/4 classes will switch rooms which will put the larger class group into the larger room.
- b. It is impossible to know with any certainty how many children will be starting at the School in September. In the last four weeks there have been sixteen inquiries but people are finding it difficult to get properties in the area. There could be anywhere between 95 and 109 children on roll.
- c. Most of Y6 are going on to Torpoint and there will be a week of activities run during the holidays using catch up funding to help them transition. Transitional forms have been completed and any safeguarding concerns passed on.
- d. One child coming into reception has an EHCP and some adjustments will need to be made for them. Most of what will be needed is already in place.

10. Safeguarding, SEND, CiC

- a. There will be a new KCSiE published and policies will need to be adjusted to take it into account.
- b. The new SENCO will come in the holidays. A new SEN room is being set up with new equipment as a sensory room.

11. Staffing:

- a. No issues reported.

12. Finance: Governors had received the monthly management accounts dated July 6th 2021

- a. Budget monitoring:
 - i. Supply staff have been brought in so teachers could carry out planning together.
 - ii. The SENCO was appointed on a lower grade than had been provided for in the budget.
- b. Increase in office hours:
 - i. Both the SIP and the LA report have highlighted the need to improve the School website. It is the first port of call for Ofsted to highlight areas of inquiry before they even ring the School to say they are coming in. Currently the layout is rather confusing although work has been done to improve the content. The problem is that no one person has responsibility in their job description for the website. The School ranks low in terms of admin expenditure in benchmarking reports and the Head would like to propose that Claire is given more hours to take on the website and also some work on H&S compliancy. She suggested four hours a week at a monthly cost of £175. Governors approved this.

13. Parent Survey:

- a. The returns are back in from the parent survey. The Head asked if Mrs Robinson would be happy to look at them again. She agreed. One comment has already been dealt with since it was based on misapprehensions. (Action: SR)

14. Route to School:

- a. Governors commented on the thoroughness of the report they had received. There are some easy actions such as moving the 30 mile limit signs to before the bend so drivers were aware earlier of the area they are entering and adjust their speed sooner. There isn't much in the report about speed but there are some sensible ideas. Kingfishers Nursery are starting a petition and Mr Taylor would like to ask that the School does too. An online petition should attract local support and is easier for people to access. Mrs Robinson said that she would like to walk the route with someone because she did not know it well. A Governor asked whether there were any report from previous occasions when Highways had been to look at the road? The Head said there wasn't.
- b. The Head said that she has met with a new parish councillor, Anne Marie Sutcliffe, who was asking about the previously proposed car park the plans for which the School had not been notified of. The Head explained that the School wants to encourage parents to walk their children to school. Mrs Sutcliffe was supportive. Governors note that both parish councils should be approached. A facebook group has been set up commenting on the issue and people have been encouraged to email the County Councillor. Governors approved the setting up of an on-line petition. Governors were happy for the draft report to be finalised.

15. Premises and Health and Safety issues:

- a. The work on the school kitchen is on a tight deadline for completion. The chimney has come down but there is asbestos on the roof which will be removed over the holidays. The overall cost of the work has been considerably reduced to £194,000 of which the School will need to pay 10%.
- b. The Head will come in over the holidays and paint the new sensory room and the entrance area (is that right?). Mr Rinmon offered to help but the Head thanked him but said she

wanted to minimise the number of people on site with the building work going on and especially with the asbestos removal.

- c. The H&S audit has been completed and the overall score was brought down because legionnaires checks had not been carried out by the external contractors. The run off has been done in School but the checks of that not performed. The extra office hours will help monitor the necessary H&S actions.
- d. There has been some vandalism in the school grounds. The Police have been in and are aware of the perpetrators. A confession and an apology has been received from one. It has been recommended that CCTV is obtained. There are already lights on motion sensors. It may help that there will be workmen on the site over the summer.
- e. A list has been completed of work needed to accommodate a child with an EHCP. A gate is needed on the steps in the Foundation area.

16. GDPR:

- a. Nothing to be reported.

17. Governor training:

- a. New dates for training will be circulated as soon as the Clerk receives them. She has asked County to consider runs training on Saturdays.

Dates of next meetings:

Wednesday, October 6th 2021 FGB meeting at 1.30pm

There being no other business the meeting closed at 2.40 pm.

Chair.....

Date.....

ACTIONS

Action

Parent survey

Date

Responsible Person

SR