

# FOURLANESEND COMMUNITY PRIMARY SCHOOL

## Minutes of a meeting of the Board of Governors of Furlanesend C.P. School held at the school on Thursday, July 4<sup>th</sup> 2019 at 2.00pm

---

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

APOLOGIES: Mrs Sue Robinson.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

---

1. **Apologies for absence:** Mrs Robinson had sent apologies that she would be unable to attend. Her apologies were accepted.
2. **Opportunity to declare pecuniary interests:** A potential supplier of playground equipment is a potential client for Simon King.
3. **Minutes of the full Board meeting of May 9<sup>th</sup> 2019:**
  - a. Governors accepted the minutes of the meeting on May 9<sup>th</sup> 2019 as a true and accurate record of the meeting. The minutes had been previously circulated. The Chair signed the minutes.
4. **Matters arising from the minutes:**
  - a. The Head had eventually succeeded in getting a reference from Plymouth University for the job applicant.
5. **School Council:** the School Council attended for this item
  - a. The school won the Wales and West group of the Better Energy Awards and had been to London Zoo for the presentation. The children said they had got up at 4.30am to catch the coach. It took six hours to get to London. It was a very posh room where the awards were held and the children had met lots of celebrities. Dermot O'Leary had been genuinely interested in what the children had done. They went on stage and made a very good and fluent, unscripted presentation. There were many comments about how confident the children were. Lots of other schools referenced what Furlanesend had done. The children received a trophy and a cheque for £1,000. There will be a meeting to decide how the prize money is won. The children weren't home until 11.30pm.
  - b. The children have achieved the Silver Learner Participation Award. The Head asked that it be put on the agenda for September since it will require governor participation.
6. **SMSC Award:**
  - a. The School has achieved the Bronze Award. However the Head was very unhappy about the assessor's opinions and approach. She intends to make a complaint. She has discussed it with the SIP who agreed that the School's methods and responses were correct. The School teaches in an age appropriate and mindful way. (VB arrived 2.20pm)
7. **Finance issues:**
  - a. Budget monitoring:
    - i. The year-end carry forward for 2018/19 was £120,373.84. (AB arrived 2.25pm)

- ii. The Head has been considering the high level of reserves. One problem is that staff are too busy to keep the school as tidy as it should be. She intends to offer two hours a week extra hours to a member of staff to keep on top of ensuring stuff is put away, the loft storage properly organised and to improve the functionality of the school space. She would also like to offer a few hours for displays around the school. This is not for the in-class displays which are the responsibility of the class teachers but for other displays. The SIP has mentioned that the school does not promote itself well enough or show off sufficiently the good work it is doing. Staff life/work balance needs to be considered and she feels this could be best done by someone other than a teacher. This can also be funded from reserves although a post has just been filled at M4 when the budget had provided for M1. This saving alone would probably cover the extra hours.
- b. Pupil Premium and Sports Premium:
  - i. The DfE has issued new guidance on PP suggesting a more long-term approach to spending amongst other guidance.
  - ii. The Sport Premium report has been completed and sent to the LA. Mr Wilde said he thought there had been an underspend of about £4,000.
  - iii. Next year Mr Wilde intends to use provision from Southampton Football Club costing £4,600 for the year. This will provide sports lessons on Wednesdays, supervision of lunchtime activity and an after-school club. A Governor challenged how this would be quality controlled? The Head will assess. She keeps anyone on-site under close scrutiny. It will give Key Stage teams time to plan together. Mr Wilde is getting a curriculum map to show what will be covered. The School's own teachers will teach the second hour of sport in the timetable.
  - iv. The Healthy School application has been submitted.
- c. Any other financial issues: The Head gave Governors the June budget report.

#### **8. Staffing issues:**

- a. Aysha Gillespie has been hired for the job share vacancy. She is on M1 but is not an NQT. Her specialism is phonics. She came with very strong references. The Head commented that Governor input on the panel was very insightful.
- b. Governors should be aware that from September the school will have two job shares. The Reception class will have a job share and Y5/6 will be a job share.
- c. A lunchtime assistant is leaving. The hours will be advertised tomorrow.

#### **9. Annual Governance Statement:**

- a. The Clerk had circulated the Annual Governance statement compiled from Governor input. Suggestions were made about the future strategy which the Clerk will add to the Statement.

#### **10. Pre-School:**

- a. The School assisted Little Monkeys with emergency provision for a few days which meant that the pre-school did not lose many children. All is now resolved.
- b. The local MAT is to open a pre-school at Antony and possibly at other sites in the future.
- c. The Head suggested to Governors that the school considers erecting a building on site that could be rented to Millbrook Preschool. They would work independently but co-operatively on safeguarding. Currently Millbrook Preschool are renting rooms in Millbrook but don't have the grounds to be able to compete with the MAT. The Head felt that a building could be erected on the field at an economic price. She is considering the possibility of composting lavatories. Governors questioned the access and parking, and

whether the numbers would make it viable. Quotes are being looked into. It is believed that the Parish Council has voted to install eco-parking opposite the school without consulting or informing the School. Roll out matting could provide a path to the new building. It will be carefully risk assessed.

- d. Currently Millbrook Preschool does mornings. County would like to see longer hours. The school could offer afternoon provision to 3 pluses. Having done the paperwork for the emergency provision everything is in place to be able to do that.
- e. Governors were all content for the idea to be further investigated.

#### **11. Teaching and Learning Issues:**

- a. Arrangements for September: The September intake will be 20, which is equal to the PAN. There has been an inquiry for twins and the Head told the parents to appeal. Two thirds of the intake are boys.
- b. Any other teaching and learning issues: The SIP visited this morning. He is a lead Ofsted Inspector and had attended a meeting with Amanda Spielman, the Chief Inspector, on Friday. He has given the Head a steer on the new framework. Phonics will be key. The School already has a focus on reading. The newly appointed teacher would like to be the phonics lead. The post had been advertised as 0.5 and it has been set up as 0.6 so there is sufficient time for those responsibilities. The SIP was very pleased with the teachers' planning and the Head said she is very proud of them. The SIP said the organisation of the plans for the curriculum was the best he had seen. The Head was pleased that her discussion with the SIP showed she is leading the School in the right direction.

(BG left 3.30pm)

#### **12. Safeguarding/SEND/CiC:**

- a. MyConcern is working well. Mrs Robinson has done a monitoring visit.
- b. Following issues at Sports Day the School will change its protocol. Staff handled the situation extremely well when parents with parental responsibility arrived on premises drunk. It was dealt with without it being obvious to others that an issue had arisen. The child's carers have sent a card and chocolates in gratitude. In future there will be an adult on the gate and people attending Sports day will be signed in and then the gate locked. There will be walkie talkies for communication with the office in case the police need to be summoned. The Head received an abusive phone call from one of the people involved in the incident this morning. After warning, she put the phone down.
- c. S175 feedback: the feedback is quite general with a lot of cut and pasting. The Head had commented on the timing of child protection conferences during the summer holiday meaning that staff had to prepare familiarising themselves with distressing issues during their holiday. She feels this is not good for staff wellbeing. The response had been that there is little flexibility for the timing. The feedback will be used for safeguarding actions on the SDP.
- d. The new Ed. Phyc. is providing much better reports. County will only be used for the preparation of EHCP.
- e. A child has broken their arm. An accident report has been filed. A member of staff fainted. Again a report has been done but the issue was dehydration.

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

- a. Playground equipment: three quotes have been received. £25,000, £29,000 and £78,000 – the last not including any surfaces. It will be funded from the SP budget. The existing equipment will be removed and recycled. The final plans will be brought to the next meeting. A Governor questioned whether the School had activities marked out on the ground. There are but they could perhaps be improved.

**14. Data protection:**

- a. There are no breaches to report.

**15. Governor visits and reports:**

- a. A Sports report has been done. Mr King will do attendance and maths on July 10<sup>th</sup>. Major Battley will do a H&S visit and tie it in with the loft reorganisation.

**16. Dates of next meetings:**

Thursday, October 3<sup>rd</sup> 2019 at 2pm

**There being no other business the meeting closed at 4.01 pm.**

Chair.....

Date.....

**ACTIONS**

New Actions

Date

Responsible Person