

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, March 30th 2022 at 1.30pm

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

APOLOGIES: Mr Ben Rimron

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Welcome and apologies for absence:** There were apologies for absence from Mr Ben Rimron and Mrs Kristine Squires had resigned as a governor due to time pressure from a new job and a house move taking her further away from the school.
2. **Opportunity to declare Pecuniary Interests:** No additional pecuniary interests were declared.
3. **Minutes of the full Board meeting of February 2nd 2022:**
 - a. Governors accepted the minutes of the meeting on February 2nd 2022 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. **School Development Plan (SDP):**
 - a. The Head said that all actions are on track. The SDP will be evaluated in tonight's staff meeting. The progress against the plan will be evaluated in the Head's Report at the next FGB meeting and presented with the data.
6. **School structure 2022/23:**
 - a. The Head dealt with the school structure and staffing issues together.
 - b. Currently the School is aware that there are sixteen children for whom Furlanesend has been put as the first choice for September 2022. The Head is planning a Foundation Stage (FS) of 16 children and a Y1/2 class of 16. Currently FS and Y1 are combined. Y3/4 would be together in a class of 31 and Y5/6 would be 32.
 - c. The Head has had discussions with the class teacher and is considering having pre-school child in school for afternoons. Children are coming into school not school ready but those who had a half term in school are flourishing in comparison to their peers. There is a shortage of pre-school places in the area and not enough childminders either. The plan is to have the FS children settle in the morning and focus on their learning and the pre-school children join them in the afternoon. The teacher likes the idea since she will be able to concentrate on the EYFS curriculum instead of teaching two curriculum as she does at the moment, EYFS and the National Curriculum. There is a lot of anxiety after Covid and children have not learnt play skills. Bringing them into school in this way would help their development. Governors supported the proposal.
 - d. The SENCO and Y2 teacher has resigned. The Chair had an exit interview with her and she has resigned for family reasons. She told the Chair she thought the School's behaviour policies are admirable. When asked if she felt there was something she thought the School could do better she brought up the FS modifications for SEN children. She suggested that

staff might not be confident enough. The Head said that there is a document which deals with each subject and is on the website. She had also commented that the Covid recovery was going well and that staff worked extremely hard.

- e. The Y2 teacher is expecting a child in September and will be going on maternity leave. The Head said that she has not had good experiences with teachers covering maternity leave in the past. She has held them to account for their work while they were viewing it as a short term post.
- f. The Head intends to advertise a permanent mainscale post with an SEN point or on the UPS (upper payscale). Stability is a big issue. There are a lot of new teachers in School and it takes time to induct them into the Fourlanesend way of doing things. Staff are assigned to mentor them. For the Y2 post there is a supply teacher who has worked here a lot in the past and particularly in Y2. He has a good working relationship with the staff team. He may be interested in the post. The vacancy will be advertised on the website.
- g. Cremyll class is short of a TA (2 days) but this vacancy hasn't been advertised. Extra cover has been provided to the class which is a small class with no particular issues. The Head intends to advertise when the class teacher has been appointed and it is clear exactly what the requirements might be.

7. Behaviour:

- a. Behaviour across the School is good but there are specific issues with some children. The Chair commented that the School has no suitable safe space for children with issues. The School has coped well with one particular child and improvement had been achieved. (In confidential appendix). The Head showed Governors a video, which is on the school website to help educate parents, on Windows of Tolerance and how the brain develops and coping mechanisms that are adopted with children whose development has been affected. A recent CAPH survey has shown a high level of parents are saying there is something wrong with their child, and that they have needs that need addressing – basically looking for a label for their child. Children are needing to be taught how to manage their emotions and to communicate. Covid has worsened the situation. Children haven't had interaction with others and have spent too much time with devices. They are not giving eye contact noted one governor. The Head said that a handful of children are not in the right place to learn and another handful have emotional needs that need addressing. Staff are coping well but it is having a big impact on the School.

8. Finance:

- a. Budget update: (Governors were given the March budget statement) The end of year reserve is estimated to be £119,928 but a lot of lines are overspent due to increases in costs.
- b. Benchmarking: Governors had seen benchmarking that compares the School to other similar schools on both a National and Cornwall basis. The School stands in a comfortable position on the comparisons. It was noted that there is a high pupil/adult ratio which is due to the reading teaching assistants – an idea that is now being copied elsewhere.
- c. SFVS: The Chair had worked with the Head on the SFVS. Governors approved the document.

9. Safeguarding, SEND, CiC:

- a. S175: There is a new format for the SFVS. The head had to miss the training since she was dealing with urgent issues. She has asked for the notes but not received them. Schools should now work collaboratively on the S175; FLS will work with Whitstone which is a similar school but in a different area. A Governor said that the secondary school where she is also a governor had found they were in year two of a three-year cycle although no-

one had known there was a year one. There has been very poor communication about the new format.

- b. There is currently no social worker involvement with any child in school.
- c. Item in confidential appendix.

10. Staffing issues:

- a. Dealt with under item 6.

11. Staff Health and Wellbeing: (RN left at 2.30pm for an important case meeting)

- a. Staff are doing the best they can but there are significant challenges and so staff feel very low. Behaviour issues are taking up time across the whole school. The Head is involved with every incident and this is having a knock on effect on her work load.
- b. It is difficult to get supply teachers – an issue across the country – and so classes are needing to be combined and restructured to ensure cover. A governor asked if anything could be done to help? The Deputy Head replied no, not really. We can't drop anything. There are good working relationships in school which helps. And generally, the children are lovely.

12. Governor email/communication with parents (promotion of FLE):

- a. Mr Rimron had put together a flier which went out in book bags to parents. The Chair said that it is difficult to do well and was an attempt to make Governors less faceless. He had overheard positive comments from parents. A Governor said that she felt it should have been seen by Governors before it went out. Other Governors should have been able to give input so it could be more representative and less personal. The Chair said that the Head had seen it and approved it. It was suggested that it should be more about the role and less personal. Confidentiality could be explained and why Governors can't get into discussions with parents.
- b. Governor profiles are now up on the website. The photographs on the board in the entrance need updating.
- c. It was thought that communication with parents should be on-going, perhaps termly. An introduction for the governors will be included in the new parents' welcome pack and a governor attend the transition day. Governor communications will be on the next agenda.

13. Premises and Health and Safety:

- a. Volunteer keyholder: Someone is needed as an additional keyholder in the case of the alarm going off in the middle of the night. Major Battley volunteered.
- b. Installation of the CCTV has started. Advice is being sought on policies and signage.
- c. The cost of oil has gone up.
- d. Next Wednesday the electricity will be cut off while work is done in the area. The power company will supply a generator and cold lunches will be served.
- e. The water, boiler and alarm checks have been done.
- f. The asbestos register has been updated. Two items have been removed due to the work on the kitchen.
- g. The fire risk assessment has been done.
- h. The 5-year fixed wiring test has been done.
- i. Repairs to the roof had to be done after the recent storms costing £1,500.
- j. The work on the fence and gates is still pending. The Chair said that the work on the gate to the Foundation class needs to be done properly and the gate is so heavy it needs to have a stanchion. He would like to be involved with the specifications for the work. He said that work needs to be urgently prioritised on the gates.
- k. The DfE have sent a condition data collection report.

- l. The School has been given five stars following the Environmental Health visit.
- m. The backlog maintenance has not been paid for yet. More work is to be done and the School's contribution will be at a lower rate since the work is essential.
- n. Major Battley reported that the kitchen work has now been signed off by the LA.
- o. A Governor noted that the fence panels along the drive are loose, and children are climbing through them. The Chair said they need to be taped off as a warning.

14. Policies for approval:

Low level concern policy: approved. It was note that on page 4 either the word "if" or "once" needs deleting.

Supervision Policy: approved.

15. Governor visits and visit reports:

- a. PP and SEN visits have been done and reports written.
- b. A Governor asked whether they should be signing their reports. It was note that at the last meeting it was said that visit reports would be circulated to all governors and the clerk would keep them on file. This will be chased up. (Action: clerk)

16. GDPR:

- a. No incidents reported.

17. Governor training:

- a. Mrs Robinson has done Prevent training. She commented that she has been doing the hour long sofa sessions on safeguarding provided for free by Judicium Education and has found them good. They give answers to frequently asked questions afterwards.
- b. Mrs Richards is booked onto GOV1 in May.
- c. Mr Taylor has done safeguarding training.

18. Governor appointments and vacancies:

- a. Mrs Squires has resigned and Mrs Robinson's term of office comes to an end in May. Mrs Robinson said that she didn't wish to carry on but would continue to the end of the school year. Governors were grateful for this. Mrs Robinson is the safeguarding governor and she will be a big loss.
- b. This will leave the Board with three co-opted governor vacancies.

Dates of next meetings:

May 18th 2022 at 1.30pm

July 7th 2022 at 1.30pm (rescheduled from the 14th.)

There being no other business the meeting closed at 3.15 pm.

Chair.....

Date.....

ACTIONS

<u>Action</u>	<u>Date</u>	<u>Responsible Person</u>
Chase governor visit reports	By next meeting	Clerk