

# FOURLANESEND COMMUNITY PRIMARY SCHOOL

## Minutes of a meeting of the Board of Governors of Furlanesend C.P. School held at the school on Thursday, December 5<sup>th</sup> 2019 at 2pm

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PRESENT: Major Adrian Battley, Mrs Vanessa Burton, Mrs Fran Ferguson, Mr Simon King (Chair), Mrs Helen Marks-Williams, Mrs Rebecca Norton (Headteacher), Mrs Sue Robinson.

APOLOGIES:

IN ATTENDANCE: Miss Caroline Stone (Clerk).

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1. **Apologies for absence:** There were no apologies for absence. Mrs Vanessa Burton had sent an apology that she would be arriving at 3pm. Mrs Rebecca Ginger's term of office as a governor had come to an end. The clerk was asked to write on behalf of the Board and thank her for her contribution.
2. **Governor vacancies:**
  - a. There have been two nominations for the parent governor vacancy. The election process needs to run over ten days making the interval before the end of term tight to complete the process. It was decided that with parents distracted by the run up to Christmas that the election should be run in the New Year. This will still permit time for the successful candidate to attend the next Board meeting.
  - b. The Headteacher has spoken with a possible candidate for LA Governor. The person formerly had children at the School and is a local councillor. She fits the School ethos well having good knowledge about climate change and enthusiasm for activities to counter climate change. Governors felt that she would bring energy and drive to the role and were pleased that she would be able to reinforce initiatives that the children have underway. The Headteacher was asked to speak to her and ask if she would be willing to put herself forward as LA Governor. (Action: Head)
3. **Declaration of pecuniary Interests:** There were no new declarations of pecuniary interests. Major Battley completed a declaration of pecuniary interests.
4. **Minutes of the full Board meeting of October 3<sup>rd</sup> 2019:**
  - a. Governors accepted the minutes of the meeting on October 3<sup>rd</sup> as a true and accurate record of the meeting. The Chair signed them on behalf of the Board.
5. **Matters arising from the minutes:**
  - a. The updated Scheme of Delegation was signed by the Chair and Headteacher.
  - b. Mrs Robinson raised the issue of website content. Some of the problem is due to the layout and structure of the website. This will be looked at.
6. **School Council:**
  - a. Members of the School Council attended the meeting to update Governors on their activities. They want to support the Torquay Grammar School petition on climate protest. At the next School Council meeting they want to look at signing up to become a Green School.

- b. Online safety posters have been put up around school and the child line number is being displayed.
- c. They supported the Poppy appeal. For Children in Need they ran a coin trail and pupils donated money to wear sports wear to school. £364 was raised.
- d. The School Council is running Lego and Drawing Clubs for KS2 children during lunchtimes.
- e. There will be a Christmas jumper day.
- f. They have supported a baby shower at the Congregational Church which allowed parents to buy second-hand clothes.
- g. Members of the School Council were involved in the recent interviews for a lunchtime assistant. One of the questions they asked was how they would reduce plastic waste.
- h. A discussion is being had about Christmas crackers. The children don't like the fact that they often contain rubbishy plastic toys that are immediately thrown away. A suggestion box is collecting ideas.
- i. There is a pupil voice on Health and Safety with the children collecting information on repairs or alterations that are needed around school and making a list for remedial action.

- 7. Inspection data summary report:** the report had been circulated to Governors before the meeting
- a. A Governor questioned what stability meant in the context of this report? It means mobility and is an issue in particular cohorts.

**8. Teaching and Learning:**

- a. Curriculum update: Previously the focus was on results – now it is on delivering a broad and balanced curriculum with a focus on reading. Every area of the Curriculum needs evidence to show how it is being taught. Inspectors will look at books and will ask teachers and pupils about the learning. Evidence is also expected to be displayed on the website. E-books will be needed for each lesson with photographs of work. Teachers have never been expected to implement so many changes in such a short space of time to ensure they are meeting requirements. Although outcomes are good now the evidence of the work needs to be shown. It is anticipated that this will add an hour a week to teacher's work load. The Head is taking a retrospective look at topics to allow teachers time for assessments. Time for marking has been reduced but the overall workload is increased. This point was raised with the SIP. Reading at the end of the day has to be done by the teacher. TAs are already doing more paperwork. Knowledge maps are being drawn up for each pupil showing foundation subjects. These are to go home. A positive new way of teaching has been introduced – phonics bug. This is good for those who have not accessed phonics before. Three workshops have been held for parents and the School has ensured that every parent has been seen. It was noted that a thank you for the workshop came in today in a reading record book. (VB arrived 3pm) Phased reading books have been matched to pupils following phonics assessments. Aisha is in on Wednesdays and has made the assessments including KS2; interventions have been put in place. Book quest had been done for years. Rewards have been introduced. Reading with parents had dropped off and the rewards have had a huge impact. A closer eye is being kept on the books being read; they should be practise. Each class has been given £100 to spend on books. Mrs Ferguson's class has been able to buy 35 books. A display has been created in the library that will be changed each term. Currently it is famous women in history and children are writing book reviews connected to this. Every day there is ten minutes of reading in class just for pleasure. The Bookbus came on parents evening and £50 came to School from this. Shared paired reading is being done across classes and presentations being made on books. There is reading space in every class and in the shared area. Twenty four book boxes have been put together and are in the library. The reading and phonics policies have been rewritten. A Governor noted that there were grammatical errors in the

reading policy. The Head said that many different people had given input and it did need a final check. Baseline assessment have been brought in and the Head will do the bottom 20%. End points are up in every class – the SIP liked this. He knowledge maps are being created around the end points. Forever facts are being identified in lessons and displayed on boards. Teachers have their own planning sheets showing a medium term sequence with links. All work is being assessed but a stamp is being used rather than written comments. The new tracking system, DC Pro, is being used daily. It has been customised for the School. ABC (agree build challenge) is being used with children. Last year lesson studies were done in pairs by the teachers. Something similar is being done this year focusing on PP across key stages. There is banding on the children’s books so staff can visually identify the books to focus on. Less homework is being given. There is a focus on ten key questions on wellbeing to gauge the class termly. Positive me boards are up around school. Ordnance survey maps are up on every class so children have a sense of place. A Governor asked about volunteers for doing reading? It is less of a need now with teachers having to do daily reading with the class.

**9. Policies: Curriculum, Reading and Phonics:**

- a. The policies have been circulated to Governors.

**10. Safeguarding/SEND/CiC:**

- a. There is one looked after child. Attached funding has been used to engage professional support. The parents are happy with this and it will be accessing again as needed.
- b. The Safeguarding Governor has made a monitoring visit. She noted that DBS checks are taking too long.
- c. Level 2 training will be done for staff next week. Mrs Robinson has done Prevent training.
- d. The SCR has been looked at and all gaps accounted for. Mrs Robinson suggested the introduction of a tick list on staff folders to save time.

**11. Staffing update:**

- a. Performance management has been completed successfully.
- b. A lunchtime assistant has been appointed.
- c. The member of staff on sabbatical needs to officially inform the school of intent to return by May 31<sup>st</sup>. This is rather late for planning staffing for the next academic year. The Chair will write and informally ask if intentions can be declared earlier to help with succession planning. An update letter is required at the end of each term as part of the terms of the sabbatical. (Action: Chair)

**12. Governor input to SDP:**

- a. Governors had met with the Head and their input at that meeting has been fed into the SDP.

**13. Finance update:**

- a. The latest budget report was circulated to Governors before the meeting. There were no particular points of concern.
- b. The School is to get a new bursar.

**14. Premises and Health and Safety Issues:**

- a. The playground equipment is in but not ready for use yet; a safety surface needs to be installed.
- b. There has been a building condition survey done by County and a survey of equipment. The surveyor was worried about the state of the windows, and the kitchen was declared

the worst seen. It has failed Health and Safety audits so a new kitchen should be installed by County. There are also issues with the fire alarm system and the heating system since the timing is set by County.

- c. The School is hoping to change waste disposal companies.

**15. Links with other schools:**

- a. The Head has been working with Whitstone C.P. School and the speech and language specialist at St Stephens (Saltash) is being shared with Furlanesend.
- b. The Head has attended a meeting held by the LA on working together with other schools.
- c. The secondary school has been emailed about transition. In the past it worked well but there has been nothing in the past few years. Eventually they came into school on the last day of term.

**16. Data protection:**

- a. There have been no breaches.

**17. Governor visits:**

- a. The Head has created a Governor visit schedule linked to the SDP.

**18. Pupil Premium and Sports Premium:**

- a. Sports Premium has been used to pay for the playground equipment. Its usage will be rotated around classes and an audit taken of children's skills so its impact can be evidenced.

**19. Dates of next meetings:**

Thursday, February 13<sup>th</sup> 2020 FGB meeting at 2pm  
Thursday, March 26<sup>th</sup> 2020 FGB meeting at 2pm

**24: AOB:**

- a. The Accessibility audit will be put onto the next agenda.

**There being no other business the meeting closed at 4.07 pm.**

Chair.....

Date.....

**ACTIONS**

<u>Action</u>	<u>Date</u>	<u>Responsible Person</u>
Letter to Rebecca Ginger		Clerk
Speak to possible LA Governor candidate		Head
Letter to staff member on sabbatical		Chair