

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Fournalanesend C.P. School held at the school on Thursday, May 3rd 2018 at 2pm

PRESENT: Mr Adrian Battley, Mrs Vanessa Burton, Mrs Rebecca Ginger, Miss Helen Marks, Mrs Rebecca Norton (Headteacher), Mrs Sue Robinson, Mr Richard Wilde.

APOLOGIES: Mr Simon King (Chair).

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence:** There were apologies for absence from Mr King; his apologies were accepted. In his absence Miss Marks took the Chair. The clerk being late Mr Wilde took the initial section of the minutes.
2. **Opportunity to declare pecuniary Interests:** none declared.
3. **Minutes of the full Board meeting of March 22nd 2018:**
 - a. Governors accepted the minutes which had been previously circulated and are on the School website. Miss Marks signed them on behalf of the Board as a true and accurate record of the meeting.
4. **Matters arising from the minutes:**
 - a. Mr Battley is still chasing the premises condition reports and has asked for the kitchen floor to be looked at. This is in hand.
 - b. It was noted that the EWO is coming in June not May.
5. **Governor vacancy and Governor appointment:** this was held over until the arrival of the clerk.
6. **Headteacher's Report:**
 - a. Families are being lost due to rent problems. A significant impact is possible with eight children from four families. One family should have a house. The Head said that she makes a brief report on behalf of the School to the Parish Council. She asked if she may, with the Governors permission, mention this issue? This was agreed. A Governors said that there is a local project and councillor meetings. The Head said that many ex-pupils are unable to afford to live in the area.
 - b. Mr Battley suggested a Governor for FAST (Families and Schools Together) should be appointed. Mr Battley and Mrs Robinson will attend a FAST meeting. (VB arrived 2.05pm) FAST has made a difference to children's progress; it has broken down barriers between school and home.
 - c. The Headteacher highlighted data issues. Nine children from the School are below ARE (age related expectations) and not making the usual progress. Two thirds of these are boys who have reading and writing issues. Seven of the nine children are on PP. Two children are not on PP but we think may be eligible. A Governor challenged what was in place for the children? There are interventions and catch-ups in place already. What more can we do? Intensive Triangulated Support (ITS), that is to say, daily support with home and School working together. Mrs Robinson will carry out a Governor Visit to look at this. (Action: SR) All parents will be met and informed they need to provide support for their

children. Teachers have worked together to put together an action plan and to break down the objectives into workable actions. Some children are not doing homework. Mrs Robinson said that she would like to come in and read with the children. The Headteacher asked if it could be done with an ITS focus. She also explained about Strands and Teaching and Learning accountability.

- d. Feedback was given to governors on the evaluated action plan drawn up following the January writing moderation. A Governor challenged on handwriting. Mr Wilde explained what was in place within classes and how improvements had been seen, however where there had been a lack of impact it was due to individual needs.
- e. There is one extra child for the new intake. It will be girl heavy. One child has a EHCP Plan. Governors need to decide whether to accept the child or not. The School has experience of supporting these needs and has no reason to refuse. The Headteacher is challenging the SEN team with the LA. A precedent has been set. The School has to provide the first eighteen hours of support. This child needs thirty-three hours including lunchtime due to a choking risk. The Headteacher is asking for the remainder of the hours to be covered by County. She explained her approach on equal opportunities to Governors and that she will challenge the decision. Governors approved the Headteacher's actions. Once a decision has been made the school will advertise a post to cover the hours. It should be at least NVQ3 to ensure academic understanding. The School wants to encourage the child's independence.

7. Y2/Y6 prediction updates:

- a. A child has left the School in Y1 meaning the percentage predicted is even lower.
- b. A child has left the School from Y5 meaning the predicted percentage is slightly better.
- c. The Head of School Effectiveness is aware of the data and has said the Head's report is a thorough document.

8. Preschool Update:

- a. Contained in a Part 2 confidential appendix

5. Governor vacancy and Governor Appointment

- a. The clerk, having arrived, advised that there were two vacancies and Mrs Robinson who has expressed a keen interest could be appointed to either. Mrs Robinson left the room for the duration of this item. Governors voted unanimously to appoint Mrs Robinson to the co-opted governor vacancy. There remains an LA Governor vacancy. Mrs Robinson was asked to return to the room and was thanked warmly for having put herself forward. Governors welcomed her to the role.

9. Staffing issues:

- a. In a Part 2 confidential appendix.
- b. The class structure for 2018/19 has been looked at with the teaching team. The intention is to split Class 1 according to a general mix of children not on an academic basis. A meeting will be held to explain this.

10. Budget 2018/19:

- a. The Headteacher gave Governors scenarios for staffing and class structure for 2018/19. Staffing is the predominant item in the budget so this has the greatest impact. Scenario 1 would not require the carry forward to be used and would give a bottom line figure of £526,000. Scenarios 2 and 3 would give a bottom line of £539,000 and incur an in-year deficit. Scenario 1 was the status quo structure. Scenario 3 gave an extra 0.6 person for the mornings to make an investment in Y1 to split the cohort. The difficulty with this is the

lack of budget and the problems in finding good staff. The Headteacher said that Governors are always welcome to come to the staff meeting. There is a strong team and she doesn't want to make too many changes and risk affecting the team mentality. A member of staff will be on maternity leave from October half term. Governors were happy with the option of splitting the Y1s to push the children to the best of their ability. There are not expected to be any big changes to the budget and it will be emailed to Governors for approval once the Headteacher has the figures for the SLAs.

11. Uniform working party feedback:

- a. Feedback on the uniform proposal was varied. One parent didn't want a uniform at all. Some parents worried about a lack of uniformity which might pander to fads, and lead to confrontation at home. There were also concerns about a two-tier system. The headteacher emphasised that the options would be made affordable. The children's opinions should be asked, and Mr Wilde was asked to organise this by the 9th. There was some concern expressed about mixing and matching. It was suggested that a manikin be set up for the meeting on the 9th to display the options. (Action: RW)

12. Policies for approval:

- a. Uniform Policy: approved.

13. Premises, Risk Management, Asset Management and Health and Safety Issues:

- a. The School is not happy with the way Cormac is carrying out its cleaning contract. In particular, the caretaker is not happy, and staff have had to do the cleaning if she is off ill since there is no cover provided. This leads to the caretaker trying to work when unwell. A contract has just been received by the School to start from April 1st signed by Cormac on April 17th. The cost is £12,407.50. this includes a deep clean in the holidays, cleaning and supplies and equipment. A new provider has been found. Cleanforce Plymouth who will take on the contract from June 1st and take on the caretaker under TUPE. The annual cost will be £11,884. There will be no impact on the caretaker who is keen to start working with the new company.
- b. The DfE have done a condition report on the school. Three items were listed as category 1 or 2. There was only one 1 item needing immediate attention. This was a broken light fitting on the outside of the building. The category 2 items should be attended to within two years.

14. Governor Responsibilities:

- a. Some adjustments were made to Governor responsibilities:

Safeguarding	Sue Robinson
PP	Vanessa Burton
Whistleblowing	Simon King
SEN	Rebecca Ginger
H&S	Adrian Battley
EYFS	Rebecca Ginger
Governor Development	Simon King
Attendance	Simon King
More Able	Rebecca Ginger
Sports Premium	Helen Marks
Health and Wellbeing	Rebecca Ginger
Data Protection	Simon King

15. Governor visits:

- a. Governors were invited to come in during the week starting the 14th to monitor the integrity of the SATs tests. They were invited to drop in without notice. The School is due a spot check from the Local Authority. Five children are doing SATs tests. One child is below the level of the papers and will not be doing them. Sixteen children will do KS1 SATs. Mr Wilde will observe the process as part of his CPD. Mrs Fran Ferguson will come in to look after her class for SATs.

16. Safeguarding/SEND/CiC:

- a. There are no looked after children.
- b. In a part 2 confidential appendix.

17. Pupil Premium and Sports Premium:

- a. Nothing further to report.

18. Dates of next meetings:

Thursday, July 12th 2018 at 2pm

There being no other business the meeting closed at 4.00 pm.

Chair.....

Date.....

ACTIONS

Action

Pupil voice on uniform
Governor visit on ITS

Date

May 9th

Responsible Person

R. Wilde
S. Robinson