

# 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, May 18<sup>th</sup> 2022 at 1.30pm

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

APOLOGIES: none.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

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1. **Welcome and apologies for absence:** There were no apologies for absence; all governors were present.
2. **Opportunity to declare Pecuniary Interests:** No additional pecuniary interests were declared.
3. **Minutes of the full Board meeting of March 30<sup>th</sup> 2022:**
  - a. Governors accepted the minutes of the meeting on March 30<sup>th</sup> 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. The CCTV Policy has been reviewed by the Chair. An email address in section 5 doesn't work. **Another Governor challenged: whether the signage was up? Yes. How the footage was stored securely? It is stored digitally and some further work is scheduled to allow it to be stored remotely. How long would it be stored for? Up to 31 days. The Head said that she had been advised that there would be less capacity for local storage if there is a lot of activity. How is it deleted remotely? It is done automatically. Section 10 refers to data protection, what does that entail? An impact assessment has been carried out and the positions of some cameras were altered as a result. The data protection notices have been amended, and the policy is on the website. No sound is being recorded so conversations will not be overheard. It is the outside of school that is being monitored, not teacher performance.** That said, the Head said that it has helped in that it covers a black spot by the cloakroom and can be used to monitor behaviour. The children are all aware it is in place. The Chair said he felt a good balance had been achieved between security and the expectation of privacy.
  - b. When would the next Governor communication with parents happen? Mr Rimron said he was happy to carry on producing a missive. Content for the next one was discussed. The Heads said that there has been an approach from the Lions offering £170 to support a project where the children identify a problem, design a prototype, and present on it. The Head said that this didn't fit with what is being done in class. She would be happy however to be involved in a club after-school to address the question of how to bring the speed limit near school to 20 miles an hour. This could go into the next communication. The timing of when school assemblies and event become free access again could be included. Sports Day which is outside will be free access to parents, assemblies will be from September. A celebration of the year's achievements would be good. Communicating the idea to use music in assemblies was also suggested. Requesting parents' suggestions was discussed. Using a clerk@furlanesend email address to receive these or a letterbox in the entrance were mooted. Governors were concerned that parents' expectations should

be carefully managed. A form will be drawn up so written feedback can be received. Use of the word 'suggestion' was considered problematic.

**5. Head's Report:** the Head's report had been previously circulated and questions were invited

- a. A Governor asked about the training that the member of staff who is leaving had received. A lot of money had been invested in her training which was a large proportion of the CPD (continual professional development), does she take away qualifications? She had completed the DSL (designated safeguarding lead) training but had not been named as such and she had not completed the SEN training. Even more in-house training had also been carried out. She had taken the Cornwall moderation qualification which needs to be renewed annually. The Head noted that you cannot hold staff back from training. Another Governor said that it was good to be seen as a school that invests in people.
- b. A Governor questioned what GLOSSOPS were. This is to highlight what is important in writing. Each letter stands for something such as grammar or punctuation.
- c. The Head said that a worry for an Ofsted inspection is whether the inspector would understand the FLE curriculum. The LA curriculum advisor had struggled with the concept. Governors were shown how the delivery of the curriculum is recorded. The curriculum is not off the shelf but tailored to meet the needs of the school. As a small school the class structure changes from year to year and there are mixed age classes. This means a rolling curriculum is not suitable. The FLE curriculum is based on the National curriculum. Each cohort has a copy of the National curriculum devoted to their teaching. As sections are covered the relevant part of the National Curriculum is high-lighted so there is a record carried with them as they go through the school and any gaps in coverage are clearly seen. In addition, a folder shows the foundation subjects such as history and science. Photos show the sequencing of the learning, highlight important learning points to member and at the end of the folder there is a knowledge map. Cultural capital and previous knowledge is included. It is difficult for an outsider used to a rigid year to year progression to understand perhaps. This is a bespoke approach that teaches in an order and context that suits the year group. This approach builds the necessary skills and matches the content of the National Curriculum. It was suggested that a governor monitoring visit should look at the method of recording the curriculum.
- d. The KS2 SATs have all been completed with no problems. Mrs Richards and Major Battley were thanked for coming in to ensure the security of the papers and to check the room.
- e. A Ukrainian refugee has come in to see the school and the Head hopes that they will start as soon as possible. They will be going into Y6. Support has already come from the LA. The children are excited to have the child coming to the School and are wanting to learn Ukrainian.
- f. The Chair commented that Shelterbox have offered to come to Sports Day and display a shelter. The children have raised in excess of £200 for the charity. They will be receiving a certificate.

**6. Adjusting the timing of the school day:**

- a. The recent White Paper says that schools should be teaching 32½ hours a week from 2023. In order to do this the gates will need to open in the morning at 8.35am and close at 8.45am. The gates will open in the afternoon at 3.15pm. This will have an impact on the TA budget since they will need to be paid for an extra ten minutes a day. Governors felt it was better for learning to add the time at the start of the day. **A Governor challenged what would happen about those coming by bus?** *The bus arrives at quarter to so there will be leniency for those catching the bus.* Governors approved the change which will start from September. The School will go back to having an hour for lunch.

## **7. FS1:**

- a. The Headteacher had previously discussed the possibility of Governor-run provision for 3- and 4-year-olds in the afternoon, and wanted to ask Governors if they would approve it to start from September? Twelve places could be offered without any change to staffing. It would be offered for five days a week and would include the lunchtime. Governors approved the start of the provision.

## **8. Finance:**

- a. Backlog maintenance approval: the Head had circulated the plans for backlog maintenance work to move the boiler room to the far end of the playground, and do work on the fire alarm system. The Head commented that the School has had nearly a quarter of a million pounds of work carried out over the last eighteen months. Governors need to commit to pay a 10% contribution from the school budget to the costs of the work. For the current plans this is estimated to be up to £14,200. Governors approved the commitment to pay for the backlog maintenance work up to £14,200.
- b. Other financial issues:
  - i. The budget for 2022/23 has not yet been finalised. The School has not had a recent visit from a LFS technician. The Head reported that the technician assigned to the school is to revert to being Jenny Winn. Now that points around backlog maintenance and provision have been decided the Head will draw up the budget.
  - ii. The Head noted that the CCTV installation had come in under budget.

## **9. Safeguarding, SEND, CiC:**

- a. Since the end of March, a child has been remotely educated. This has been a concern for the Head since the child's behaviour is worse at home. Alternative provision has now been found for the child. The Head said that the School does not want to lose the child but wants them back in school successfully. The child is missed. There is no adequate space in school for the child or appropriate staffing however. When the child is in School there is a massive impact on the School; both staff and pupils. The parent is talking about refusing the alternative provision. The Head does not want to permanently exclude the child knowing the impact this would have on the child's future.

## **10. Staffing issues:**

- a. Staff appointments and recruitment:
  - i. Maternity cover is in place with Rouen Gargan
  - ii. Two people will be interviewed for the Y2/SENCO vacancy next Thursday. There will be a number of tasks set for the candidates with a lot of pupils involved so their feedback will be available to the interview panel.
  - iii. A long-serving TA, Sarah Miller, has resigned. She is going to become a family support worker. Governors expressed sadness that she was leaving and the Chair asked that the Governors' best wishes and thanks for all her work be passed on to her. She will finish on June 16<sup>th</sup> and the class will need support. The Head is asking supply companies for cover. Often NQT will take up TA work at the end of term to get experience. Then someone can be recruited to start from September.
  - iv. There is still a gap in the TA cover for the Y1/2 class which will have some lunchtime hours added to it and be advertised to start from September.

**11. Staff Health and Wellbeing:**

- a. Staff and children are suffering PTSD following recent incidents in school. A Governor asked what support is available? Danny Biscombe is available if needed.

**12. FLE DNA:**

- a. The Head gave Governors a copy of the output from a meeting with staff and governors on April 27<sup>th</sup> (copy on file) which looked at defining what is unique to FLE, what the cultural capital is. There are both positives to the environment the School operates in and barriers. This DNA explains the unique, bespoke curriculum the School has created.

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

- a. The parent shelter is to be built in conjunction with the fencing work that is to be done. This will be done on Sports Day along with the emergency work.
- b. Refuse has been cleared from the site at a cost of £300.
- c. There is a fault with a thermostat in a fan in the kitchen meaning that the heating has been coming on. With the high cost of oil this is costly. The problem is being dealt with.
- d. Badgers have been digging a latrine in the middle of the school field. Children have been warned to stay away from it and the Head has been covering the mess with sand. Measures to discourage them are being investigated.

**14. Governor visits and visit reports:**

- a. It had been intended that Governors should do termly visits but this has not been possible. The head asked that everyone tries to complete two for the year. The Head will draw up a list of what needs monitoring; attendance and reading will be on the list. (Action: Head)

**15. GDPR:**

- a. No incidents reported.

**16. Governor training:**

- a. Mrs Richards has had to postpone her GOV1 training.

**Date of next meeting:**

July 7<sup>th</sup> 2022 at 1.30pm **(rescheduled from the 14<sup>th</sup>.)**

**There being no other business the meeting closed at 3.00 pm.**

Chair.....

Date.....

**ACTIONS**

Action

Date

Responsible Person

Monitoring visit focus list

Head