



## FOURLANESEND COMMUNITY PRIMARY SCHOOL

### Minutes of a meeting of the full Board of Governors of Fournalanesend C.P. School held at the school on Wednesday, February 1<sup>st</sup> 2023 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. Apologies for absence:** Mr Ben Rimron sent apologies for absence which were accepted.

**2. Opportunity to declare pecuniary interests:** No new pecuniary interest forms were declared.

**3. Minutes of the full Board meeting of November 17<sup>th</sup> 2022:** Governors approved the minutes of the FGB meeting of November 17<sup>th</sup> 2022 to be a true and accurate record of the meeting. The minutes were signed by the Chair on behalf of the Board to reflect this.

**4. Matters arising from the minutes:**

- a. The clerk continues to chase a reply to the question of H&S governor requirements with Governor Services at Cornwall Council.
- b. The Chair and Head will write to the Parish Council and County Councillor in support of the Lyhner Class' ideas on traffic calming near the School. The letter will be circulated to Governors for approval before it is sent. (Action: PT, RN)

**5. Head's Report:**

- a. The School has had a complete IT system failure and been without computer systems for four weeks. This means that it has not been possible to write a Head's Report. The server is now back up but the wifi is intermittent. It happened just after the School moved to a new IT company. The Chair said that the previous company should have ensured continuity of provision and action should be taken with regard to the failure. The LA legal team have already been involved to enforce the handover of passwords etc.
- b. The SIP has just been in for the first time since the Ofsted inspection. He has been in constant contact and has advised on procedure and been very supportive. Governors are very appreciative of the support he has given. His report to the LA is to say that Fournalanesend "continues to move forward and progress".
- c. The Head asked Governors about opening up FS1 on a full-time basis of 30hours provision from September. There is no provision like this in the area. The expected intake to Reception next year is five so there is space in School. Governors approved this proposal.

**6. SEF:**

- a. The SEF is unavailable due to the IT system collapse. It will be sent to Governors when systems are properly functioning.

## **7. Ofsted Report:**

- a. The Ofsted report referred to RI with regard to a single child's data point. The SIP has reviewed the recommendations and the website and feels that Ofsted did not understand the provision the School has in place. All reviews of the School and the Governors' perceptions have been verified by the SIP. The School is ahead of most national averages and unlike many schools the impact from covid has been minimal.
- b. The local press approached the School for comment on the report and the Chair's letter to parents was sent to them in response. Nothing further has been heard and nothing has been reported yet.
- c. The Chair's letter was written in the space of a day that was given before the publication of the Ofsted report, and was cleared by the LA Legal Team.
- d. Parents are displaying confidence in the School and there has been no negative feedback from parents.
- e. Andrew Beasley from the County School Improvement Team is supporting the School through the process. The Head has asked that an LA officer is in School for the whole time of the next Ofsted inspection. This has been agreed.
- f. The points Ofsted have raised as needing to be done were already in the School Development Plan from last September. Indeed, the Ofsted Inspector liked the SDP. The School will mark up improvements and give more detail. All reports will be tied in together and the output from the plan will be signposted.
- g. The Head has joined with five or six small school heads to form a Small School network suggested by Andrew Beasley. This will be a resource for other small schools to use sharing, for example, good practice in teaching and learning. One of the queries around sections of the Ofsted report was how this could be done in a small school. Ofsted's comments were not appropriate for a small rural school.
- h. However most of the Ofsted report is very good and some comfort can be drawn from this.

## **8. Governor visits and visit reports:**

- a. Mrs Robinson has done a report on her visit to look at SMSC, but needs the report returning in a different format for her final comments.
- b. Mr Taylor has done a PE visit but has yet to write the report.

## **9. Finance:**

- a. Budget monitoring: a report dated January 9<sup>th</sup> was given to Governors. There are no concerns but it was noted that there will need to be a spend on IT.
- b. Catering contract: Chartwells announced at the end of December that they wished to relinquish their contract with immediate effect. They will now continue to Easter. Two alternative providers have been considered: Caterlink and CATERed. CATERed is a co-operative based in Plymouth who are not aiming to make a profit, who aim to use local produce and pay staff at least the living wage. Rather than penalise small schools with a higher price they charge the same price per meal across all schools - £2.41 currently. They are cooking from scratch which pleases the school cook and there are other changes in process that are sensible. The staff will all move across on TUPE. The kitchen equipment will be provided and maintained by CATERed. They will provide plates rather than food trays. This means the School will buy a few more tables and move to 'family dining' – a range of ages eating together on a table with first and second courses served separately. This encourages children to eat more and helps teach social skills. Governors approved the move to CATERed.
- c. SFVS: the SFVS will be brought to the next meeting for Governors' consideration and approval.

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

- a. A child who had gone to alternative provision is now at home and still on the school roll for safeguarding reasons. There are daily calls to home and a weekly meeting with the social worker. A bespoke plan has been created and the Head has completed her input to the EHCP.
- b. There has been a case of bullying with repeated behaviour making a child feel unsafe in their environment. This was observed three times within twenty-four hours. Measures were put in place before the behaviour was identified as bullying. The Head has met with the parents and measures are in place in accordance with the behaviour and Anti-bullying Policies.
- c. The Head has been asked to contribute at a meeting for an Ofsted review of the LA SEN provision.
- d. **A Governor challenged whether the s175 will need completing this term?** *The Head said that schools have been told that the format is not changing and that they should not create it from scratch. The Governor is correct that it needs to be done over the next few months.*

#### **11. Staffing:**

##### **a. Staff contracts:**

Emily Green is returning from maternity leave after Easter and has requested to go part-time. Rouen Gargan is happy to do a job share and is interested in being employed on a more permanent basis. Staff feedback on him has been good and he has worked hard. He has been an asset to the School. The two teachers can be expected to work well together and complement each other. The Head will put together budgeted staffing scenarios. A process will be needed to fill the job share vacancy and it will be advertised internally. Governors were content with the proposal.

#### **12. Staff health and wellbeing:**

- a. Staff responded very well to the problem of the server going down. Likewise despite 85% of schools being closed today due to strikes staff have pulled together and Fourlanesend is open. The SLT is supportive and understanding of the reasons for the strike.
- b. Recent behaviour issues have impacted on staff. A child will be home schooled by parental decision and the school will provide support with appropriate work. Danny Biscombe will work with the parents paid for by the School. This is a necessary step at this time but it is hoped that the child will reach a point when they can cope with being in School. The Chair has been supporting the School through this.

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

- a. For the third year in a row the School will have backlog maintenance work done over the summer holiday. This will restrict staff access to school. Work will be done on windows and the flat roof that has leaked since previous backlog maintenance work.

#### **14. Data Protection:** there have been no GDPR breaches.

#### **15. Governor training:**

- a. No Governor training has been done but Adrian Battley is interested in training for SEN Governors.

**16. Dates for future meetings:**

FGB meetings

Wednesday, March 29<sup>th</sup> at 1.30pm

Wednesday, May 17<sup>th</sup> at 1.30pm

**There being no other business the meeting closed at 2.35 pm.**

Chair.....

Date.....

**ACTIONS**

Action

Date

Responsible Person

Letter regarding traffic calming

Chair & Head