

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Furlanesend C.P. School held at the school on Thursday, March 22nd 2018 at 2pm

PRESENT: Mr Adrian Battley, Mrs Vanessa Burton, Mr Simon King (Chair), Miss Helen Marks, Mrs Rebecca Norton (Headteacher), Mr Richard Wilde.

APOLOGIES: Mrs Rebecca Ginger.

IN ATTENDANCE: Mrs Sue Robinson (prospective Governor), Miss Caroline Stone (Clerk).

1. **Appointment of Clerk:** Governors voted to appoint Miss Stone Clerk to the Board of Governors.
2. **Apologies for absence:** There were apologies for absence from Mrs Ginger; her apologies were accepted. Mrs Eason has resigned.
3. **Opportunity to declare pecuniary Interests:** none declared.
4. **Minutes of the full Board meeting of January 25th 2018 and committee meetings of November 13th 2017:**
 - a. Governors accepted the minutes which had been previously circulated and are on the School website.
5. **Matters arising from the minutes:**
 - a. Item 4 - A Governor asked whether there had been a resolution to the matter of the laptop? The laptop has been returned.
 - b. Item 15 - A new photocopier has been bought outright. Mr Wilde commented on the good quality of the printing. The last one was eight years old. It can still be used but is very expensive in comparison to the new copier.
 - c. Item 24 – Miss Marks said that community funding through HSBC would be explored at a meeting the following day. It may be able to cover items like a reading area. Criteria will be discussed; funding could be between £3,000 and £30,000. A governor asked whether an HLF bid had been considered? An unsuccessful bid was made previously for yurts. Mr Wilde wants to have a roof put over the netball court with lighting. It would be a weather-proof sports area and use could be open to the community. Only one company has been found willing to consider the work. The reading area is to be funded with money raised by the children.
 - d. Catering contract – the Head said that the School is considering doing its own catering. This would be returned to at a future meeting.
6. **School Council:** representatives of the School Council from Class Lynher entered the meeting for this item
 - a. The children explained that they are recording evidence of what they have done to achieve a Bronze PADL (promoting active democracy loudly) Award. They have evidence in the School Council rules, minutes, pupil voice and assembly they led. The assembly was on the UN Rights of the Child. They had looked at the film and picked out some of the rights to present in the assembly. This included video clips they had made. This is on

the notice board. The Bronze has been achieved except for the need to record the evidence. They are now working towards a Silver Award.

7. KS1 and KS2 data 2019: A confidential discussion was held based on predictions

- a. **A Governor challenged when the data would be updated?** *As and when there is a change.*

8. Curriculum Update:

- a. A Governor PE visit has been made and the report circulated.
- b. Under the key points made by Ofsted were more able reading. The Head knew it wasn't an issue but gave in on it to the inspector. Maths and writing are strong focuses with termly Governor visits.
- c. Please look at the topic films on the website.
- d. There is a writing action plan. Under the new curriculum composition and effect loses out to the focus on grammar and punctuation. So, the School has its own action plan which started with book scrutiny. Immediate impact was achieved by applying old style teaching. The school is not using Wordsmith but is adapting Literacy Evolve. The School is developing its own resources to aid planning. The Head noted that she recently took a Y6 group. In the morning they had been very weak on openers. A ten-minute input resulted in a huge improvement. It is being monitored with a fiction piece today. The whole school were shown a Mr Ben film as a prompt for some writing. This linked to the topic of "what I could be?". It has resulted in some interesting pieces of writing. The children were all engaged.
- e. Mr Wilde said that the new approach has been a breath of fresh air, and it is much more interesting to teach. Currently his class is working on Dragon Slayers. The Arts Week film is on the website.

9. Review Quality of Teaching:

- a. Monitoring of teaching is being done through lesson studies, an idea taken from the Chinese. Teachers are paired and have a preliminary meeting to discuss children. Three specific children are focused on by the teacher watching the class to try and see why they aren't making more progress. Afterwards good points and points for progress are fed back. The observations are included along with feedback from children, and the next steps and eventually form a case study. The suggestions for change may be quite small things like changing the position of the child in the class to get them better engaged. The teachers are into the second cycle of lesson observations now. This is carried out three times a year with the same three children as the focus. It has been interesting to find similarity in learning traits across the school. The Headteacher monitors the preliminary meeting and the post observation meeting and the data every term. The teachers also have pupil progress meetings with the Head. Staff have been told if it goes well it will continue next year.

10. SDP/SEF Update:

- a. The SIP felt that the SDP was very detailed with the termly evaluation so a shorter version with headline data will be produced after the next data drop.

11. Pupil Numbers

- a. There are 103 children on roll with six Y6 children leaving in the summer. The Head has been notified that there are sixteen children with the School as their first place choice, four with second place and three third place. The PAN is 20 although the School has a capacity of 150. If numbers got as high as that then the Head would look to add a

temporary classroom. She has restructured the School mid-year before creating a new class. It was well received by parents when the reasons were explained.

12. Attendance data and targets:

- a. The termly Governor report has been done.
- b. The EWO has visited and was very positive. Autumn data was low but it has improved. Unauthorised holiday are a problem and the School is following procedure regarding these. No holiday is authorised. The EWO asked the Head for her definition of exceptional circumstances and the examples she gave were of extreme cases. A Governor asked when his report was expected? Usually they are done quickly but it hasn't been seen yet. He is coming back in May. He was surprised that PP children's attendance was better than non-PP children. This is not usually the case. Equally progress is better for PP children – again not usually the case.

13. Budget monitoring: Governors were given the monthly management accounts dated March 19th 2018

- a. There are no budget issues. The carry forward is £43,881 which is better than expected.

14. Budget setting 2018/19:

- a. The indicative funding statement for 2018/19 shows the School will receive about £20,000 more than the current year. This does not include pupil Premium funding which is a significant amount for the School.
- b. Teachers have received pay increases and TAs are at the top of their scales. The School is doing its best for the staff who work very hard.

15. SFVS:

- a. Governors voted to accept the SFVS statement which was signed by the Chair.

16. Staffing and performance management update:

- a. The teacher on maternity leave is scheduled to return before the end of the summer. There was only one suitable candidate at interview who took up an alternative position. He had said he was looking for a permanent post. The maternity leave is being covered by an agency teacher.
- b. Performance management review meetings are all booked in before Easter. TA performance management is carried out by the teachers.

17. Pupil Premium and Sports Premium:

- a. Detail on the Pupil Premium spending is on the website. Pupil progress data shows the supports is working.
- b. Sports Premium is overspent due to swimming money from last year falling into this year's budget. The cost of ARENA will come from next year's budget however. Next year will see an additional £16,000 in Sports premium.

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

- a. A Governor visit has been carried out and Mr Battley met with the contractor and Headteacher. The contractor carries out inspections produces reports which are then actioned. There are a number of outstanding reports that have yet to be sent to the School.
- b. The report on PE equipment was chased and the handyman has since been able to complete a number of the actions.

- c. **A Governor challenged who chases up the reports?** He then suggested that it be part of the H&S Governor role. He was thanked for taking this on. (Action: A Battley)

19. Data Protection:

- a. A Governor visit has been carried out. The system was bought in July 2016 at a cost of £300. It is an on-line platform which produces the necessary reports and templates.

20. Governor visits:

- a. The Head handed round the monitoring plan. The action to meet the RE co-ordinator cannot be carried out since she is on maternity leave. The Head will update the schedule. (Action: Head)
- b. Some responsibilities were covered by a Governor who has left. Responsibilities will be revisited at the next meeting.
- c. As they stand:

PP	Vanessa Burton
Whistleblowing	Simon King
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

21. Safeguarding/SEND/CiC:

- a. Safeguarding is on a monthly monitoring rota. The Headteacher is the designated Child protection lead. Mr Wilde has been trained to be deputy lead to cover the period of maternity leave. It is useful to have him trained since both Mrs Cunningham and Mrs Ferguson are part-time. The Child Protection leads all meet regularly.
- b. The Headteacher attended a Learning Lessons workshop with other agencies involved in safeguarding; it was looking at ways to minimise abuse. A key point raised was that the focus can too often be on the parents especially where there are complex issues.
- c. There are no looked-after children. Helen Illingworth has updated her training as the CiC lead.

22. Uniform Policy:

- a. The Head would like to consider broadening and updating the uniform policy. The current policy was due for review in 2015 and sounds very out-of-date. She wishes to be forward thinking and remove the differentials between girls and boys. She doesn't want to see the uniform change but to give broader options. Some children would like to have a blazer and crisp white shirt for example. She admired the look of the Callington uniform which has plaid, and has been told that Falmouth University would like to have real-life projects to design fabric. Before a brief is formed it needs to be discussed with parents and she asked Governors to form a working party to consider the approach to parents.
- b. Helen marks and Adrian Battley agreed to join the Head on the working party and Vanessa Burton will be kept informed of discussions. The working party will meet on April 19th at 9am.

23. Dates of next meetings:

Thursday, May 3rd 2018 at 2pm
Thursday, July 12th 2018 at 2pm

There being no other business the meeting closed at 4.02 pm.

Chair.....

Date.....

ACTIONS

Action

Chase H&S reports

Update Governor visit schedule

Date

as soon as possible

as soon as possible

Responsible Person

A. Battley

Head

ITEMS FOR NEXT FGB AGENDA

Appointment of Governor and Governor vacancy

Governor responsibilities

Uniform Policy