



## 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, September 21<sup>st</sup> 2022 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 Rimron sent his apologies for absence which were accepted.

**2. Pecuniary Interest Forms:** Pecuniary interest forms were completed by all those present.

**3. Minutes of the full Board meeting of July 7<sup>th</sup> 2022:** Governors approved the minutes of the FGB meeting of July 7<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 has raised the question of H&S governor requirements with Governor Services at Cornwall Council. They were surprised and are raising this elsewhere within the LA.

**5. Items for annual review and adoption:**

- a. Code of Conduct: approved
- b. Governing Body Decision Planner: approved
- c. Scheme of Delegation: approved
- d. Standing order for virtual meetings: approved.

**6. Governor Roles and Responsibilities:**

|                      |                |
|----------------------|----------------|
| Chair                | Piers Taylor   |
| Vice Chair           | Vicky Richards |
| Safeguarding         | Sue Robinson   |
| SEN                  | Adrian Battley |
| PP                   | Piers Taylor   |
| Whistleblowing       | Piers Taylor   |
| H&S                  | Adrian Battley |
| EYFS                 | Vicky Richards |
| Attendance           | Ben Rimon      |
| Sports Premium       | Piers Taylor   |
| Health and Wellbeing | Ben Rimon      |
| Data Protection      | Piers Taylor   |
| RE/SMSC              | Sue Robinson   |

Pay committee: Adrian Battley, Vicky Richards, Sue Robinson.

Headteacher Performance Management: Chair and Vice Chair

**7. Head's Report:** the Head's report had been previously circulated to Governors

- a. The Head informed Governors that the attendance data that she had been lacking when the report was sent out was 91.74%.
- b. The SATs data from County is still interim data but the school is very pleased with the results. The Head said that Y6 children had worked very hard to achieve the results they did. Overall, the school has bounced back from covid very well. The results reflect what the teachers are seeing in books. Ms Ferguson said she was extremely pleased with the 92% in maths. The phonics pass rate is just a straight pass and doesn't show that in fact the children were generally high scoring. The Head said that phonics delivery is secure and consistent.

**8. Pupil numbers:**

- a. There are 90 children on roll. This includes one child who is dual rolled. One child started in Foundation Stage, but the parent has decided to home school ahead of a move abroad.

**9. Curriculum and learning:**

- a. SDP: The SDP has been based on the 'Moved Forward, Making a Difference' report by the Education Endowment Foundation. The Head said that the school has always had momentum and is constantly looking at practice and evaluating it and assessing how it can be improved. She has put at the top of the SDP "Never standing still!" to reflect this. Good practice needs to be embedded with new staff so it is reiterated in the plan. The overview is on the back of the toilet door to ensure it is at the forefront of people's attention.
- b. Reading and Phonics Policy: The policy has been slightly updated. For example, the way reading books go out to children in KS1 is updated to reflect that at the start of the week they get a book linked to their learning, later in the week they get a book which is still linked to their learning but that they can choose independently. The phonics appendix shows where children should be at different stages so there are clear expectations for the Foundation Stage.

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

- a. updated 'Keeping Children Safe in Education': All Governors have received this and have undertaken to read it.
- b. s175 feedback: The Safeguarding Governor has checked the peer review but there was no further feedback.
- c. Child Protection and Safeguarding Policy: Governors approved the CAPH model Child Protection and Safeguarding Policy.
- d. The Head has contacted Helen Trelease with concerns that Saints SouthWest who are used for delivering PE curriculum and planning are using ipads for their assessments and taking photographs of the children on their equipment. These are then taken to other schools. The Head is very concerned about the safeguarding implications of this. Helen Trelease has raised it to a higher level at County.
- e. Permission forms have been slightly changed this year to ask specifically for permission to post photographs on social media.

**11. Staffing:**

- a. Staffing update:  
A SEN TA resigned on the last day of term. One reference for the candidate to fill the post has not been received. Another child with one-to-one care may be transferred elsewhere. The Head is considering getting temporary cover in case these two members of staff are released.

Governors were happy with this since they want to see continuity for the children and see skills retained within the school.

One lunchtime assistant has resigned. However the school is managing to operate with three rather than four. They have all had training around expectations and playground behaviour has improved. They are very much part of the school team and are coming on trips such as to the Eden Project.

- b. Staff wellbeing: There has been a good start to the term with all the staff showing very positive attitudes. There has been a Governor monitoring report done.
- c. Staff handbook: This has been updated and forms a large part of the staff induction.

## **12. Finance issues:**

- a. Budget monitoring: Governors were given the July management report. The bursar is about to pay another visit. The main concern is around the cost of fuel. The Head said that when the new oil tank was installed the oil in the tank was wasted since the contractors said that they could not transfer it over. Governors were displeased with this and the Head will be seeking recompense. There had been no warning that this was the case. If the school had known they could have run down the tank or made other arrangements.

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

- a. Backlog maintenance work: A year on from the work done on the kitchen, just as it was about to be signed off, it has been found that the air filtration system switches on the heating in school. The work done this year has gone much better although there is some snagging to be dealt with. It was noted that the water pressure is much better. A new fire alarm system has been installed but it still only internal and doesn't alert anyone offsite. The new heating system is supposed to be much more controllable and efficient.

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

## **15. Governor recruitment:**

- a. There are two co-opted governor vacancies. New members of staff will be asked if any of their contacts in the community might be interested in becoming a governor.

## **16. Dates for future meetings:**

Thursday, November 17<sup>th</sup> 2022 at 1.30pm

**There being no other business the meeting closed at 2.50 pm.**

Chair.....

Date.....

### **ACTIONS**

Action

Date

Responsible Person