

FOURLANESEND COMMUNITY PRIMARY SCHOOL

Minutes of a meeting of the Board of Governors of Fourlanesend C.P. School held at the school on Thursday, July 12th 2018 at 2pm

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

APOLOGIES: Mrs Rebecca Ginger.

IN ATTENDANCE: Miss Caroline Stone (Clerk).

1. **Apologies for absence:** There were apologies for absence from Mrs Ginger; her apologies were accepted.
2. **Opportunity to declare pecuniary interests:** none declared.
3. **School Council:** The School Council have achieved their Bronze PADL (promoting active democracy loudly) award. They attended a ceremony in Truro
4. **Minutes of the full Board meeting of May 3rd 2018:**
 - a. Governors accepted the minutes of the meeting on May 3rd as a true and accurate record of the meeting. The minutes had been previously circulated and are on the School website. The Chair signed them on behalf of the Board.
5. **Matters arising from the minutes:**
 - a. The clerk thanked Mr Wilde for his assistance with the minutes of the last meeting.
6. **Teaching and Learning:**
 - a. Y6 SATs:
 - i. One child was disapplied from SATs and the Chair signed the paperwork for this. The case study showed the child was working below the required level. The child has received support and is now being supported through a special transition.
 - ii. One hundred percent of children passed. Two of five children could have easily not passed, and one child was ten marks below what would have been expected for that child.
 - b. Y1 predicted data: item in confidential appendix
 - c. LA Maths visit: item in confidential appendix
 - d. New intake for September 2018: item in confidential appendix
 - e. Pupil dual registration: item in confidential appendix
 - f. Regional update on education in the South West:
 - i. there are now 28 MATs in Cornwall. Jane Black, Cornwall Council Service Director for Learning and Achievement, has said this is too many and will be reduced to 6. They are not financially viable longterm. 72.9% of schools in Cornwall are in MATs, and 76.4% of pupils. There are 160 MATs in the South West covering around 50% of children. Ofsted is starting to inspect MATs and there has been a drop in standards in the South West. There are five school effectiveness officers in Cornwall so teaching schools are being given school improvement. Research is showing that LAs are more effective than MATs in improving schools.

- ii. There are very few outstanding schools; the Head wants to know where the support is to get schools to outstanding and she would like to challenge Jane Black on this. The LA inspection said that the School was outstanding for behaviour and safeguarding. Ofsted looks primarily at results, although currently attendance is a big focus. The Head will ask the SIP when the next Ofsted inspection can be expected.

7. Finance issues:

- a. Budget 2018/19:
 - i. Governors approved the 2018/19 Budget by email.
 - ii. The Chair signed the 2017/18 reconciliation.
 - iii. Governors were given the June management account report. It being early in the year there was little to note. The Head pointed out that the School is not insured for lunchtime staff absences. There is a new member of staff, a TA.
- b. Benchmarking:
 - i. The Head gave Governors copies of financial benchmarking produced by the DfE. It was produced on 2016-17 data. The apparent discrepancy with comparator school in terms of supply was due to an additional teacher on supply, and supply being applied to the wrong budget line.
 - ii. Catering looks expensive. It is supplied by Chartwells. There were 40-60 covers being supplied at that point. There are now 80 covers which makes the catering more economical. The current cook is a trained chef and the school could consider moving to its own catering. Carbeile does this. There would be issues around providing the correct nutrition balance, but there would be positives to working with local suppliers. The Clerk suggested the school might like to speak to Stratton Primary School who had recently switched to doing their own catering with great success. There had been issues with increased admin load and purchase of equipment and it might be helpful to discuss their experience.

8. School uniform working party feedback:

- a. Feedback has been received from the children and this has been put into the newsletter. The Head has spoken to the parent who had strong opinions.

9. Welcome letter to parents:

- a. The Headteacher gave Governors the welcome letter to new parents she had written containing a notice about treating staff with respect. Governors were concerned about the negative note it struck. Similar comments have been put out before asking parents to park appropriately and the Head said that she was concerned about harassment of staff and wants to ensure they are treated with respect. There has been a rise in poor parental behaviour and so there is always more than one member of staff at the school gate for drop-off and pick-up times. Governors sympathised with this but wanted the letter to end on a positive note. The letter was redrafted and approved by all Governors. It was suggested that Respect signs be placed at strategic points since this is a School value.

10. Premises, Risk Management, and Health and Safety Issues:

- a. The fire alarm has gone off several times due to the heat affecting the sensors. It is an old system but it works. On one occasion it went off at 10pm and the cook who lives locally came up to the school. The suppliers have sorted out the issue. It gave an opportunity to explain the use of the handbell to children. It is used on the field anyway so they recognised the signal.
- b. The work that needs to be done above the front door is to be done under the backlog maintenance programme so the School will only pay 10% of the cost.

- c. The lift has had maintenance costing £1,000 and is in working order. It will require annual maintenance.
- d. LED lighting will be installed over the summer holiday the cost backed by a Government loan scheme which will be paid off through savings in electricity usage.
- e. The fryer in the kitchen needs replacing but it is not used often and a decision has been made to switch to oven chips which are healthier anyway.
- f. Locks have been put on classroom doors. This is partly due to the need to secure data under GDPR and partly to stop children playing hide and seek in the classrooms during the parenting group sessions.
- g. The stage and playground equipment were treated over the half-term holiday and plastic caps put on the playground equipment posts to prevent rot.

11. Data protection:

- a. All staff have been trained in the responsibilities under GDPR according to their role. Locked boxes are being taken to Child Protection meetings and if material is taken on public transport.
- b. Egress secure email is being used.

12. Governor visits:

- a. There are a number of outstanding monitoring reports so Governors will do some through questioning staff by email. Mrs Robinson is coming in to check the SCR and will do EYFS monitoring on the same visit.

13. Safeguarding/SEND/CiC including s175:

- a. A new version of 'Keeping Children Safe in Education' will be issued in September and there will need to be a number of alterations to policies.
- b. The s175 has been completed with the Safeguarding Governor who provided good challenge. Actions on the audit were:
 - i. for Mrs Ferguson to do Tier 3 training which has a focus on domestic violence. The dates for training filled up immediately so additional dates are being requested.
 - ii. The school will promote regular professional dialogue. Scenarios will be put on the staff room wall and updated every two to three weeks and staff requested to consider how they would deal with the scenarios.
 - iii. Safeguarding responsibilities need to be handed over to the new Safeguarding Governor.
 - iv. 'Keeping Children Safe in Education' updates need to be done.
 - v. Mrs Illingworth needs to do termly training for looked after children.
 - vi. The emotional tracking system Motional is being implemented.
 The audit needs to be checked throughout the year, and it may be done in the Spring Term rather than Summer in future when there is more time to give to it.

14. Pupil Premium and Sports Premium:

- a. A sports premium action plan has been submitted to the Cornwall Sports Trust. There needs to be evidence of sustainability. Dance will be included for a whole term next year for the children. Mr Wilde has been doing a PE leaders course as part of his CPD and saw some good dance sessions being delivered.
- b. Pupil Premium progress has been good and the EWO was impressed that levels of PP absence were the same as for non-PP children.

15. Dates of next meetings:

Thursday, September 20th 2018 at 2pm

Thursday, November 22nd 2018 at 2pm

Thursday, January 17th 2019 at 2pm

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

Chair.....

Date.....

ACTIONS

Action

Date

Responsible Person