

Fowey Primary School

Windmill, Fowey, Cornwall, PL23 1HH

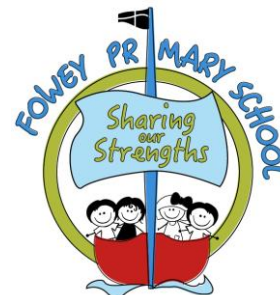
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Minutes of a Meeting of the Local Governing Committee of Fowey Primary School held in the Staff Room on 10th January 2019 at 3:30pm.

Present:

Chris Williams (Chair), Kay Peacey (Vice Chair), Kate Sicolo (Headteacher), Maria Barnes, Kay Taylor and Chris Price

Absent:

Natalie Peperell

In Attendance: Sue Blaxley (Clerk to the Governors)

1. Welcome

The Chair welcomed everyone to the meeting.

2. Procedure for evacuating the building

The Headteacher outlined the procedure for evacuation of the staff room.

3. Declaration of Business or Pecuniary Interest – verbal

There were no additional business or pecuniary interests to declare.

4. Apologies for Absence

Apologies for absence were received and accepted from Natalie Peperell.



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5. **Minutes of the meeting held on 9th November 2018 and Matters Arising not included on the agenda**

The minutes of the meeting held on 9th November 2018, having previously been circulated, were agreed as an accurate record. The Headteacher circulated the calendar of governor monitoring dates. She said there were gaps in that some areas of responsibility, such as SEN, did not have a governor responsibility. In terms of attendance, the Headteacher said that attendance is 97.01% compared to 96% at this time last year. She said that persistent absence is 4.07% compared to 6.06% in November 2018. She said that, currently, no children are on target to hit the persistent absence threshold for the whole year. Overall, she commented that she was very pleased with the shifts in attendance. **A governor asked if any of the children who are persistently absent this year were persistently absent last year.** The Headteacher said that there were none although one child who is persistently absent this year was very close to the persistent absence threshold for last year. **A governor asked if any of the children who are currently persistently absent are pupil premium children.** The Headteacher said that two of them are pupil premium children. **A governor asked if some pupil premium children were also persistently absent last year.** The Headteacher said this was the case. She said that many different factors are aiding the improvement in attendance including the buddy system for year 6 children and meetings with the EWO and parents when there is a concern. She said that she believes that attendance has improved due to the new curriculum and particularly due to holding events in the last week of term, such as the school disco and the restaurant. She said there has also been a culture change in parents. **A governor asked if the number of holiday requests had fallen.** The Headteacher said she will quantify the data. She said that fixed penalty notices are issued every time a child is taken on a holiday in term time.

The Headteacher said that, in terms of the new curriculum, there is a move towards a knowledge organizer. She circulated a copy of this to governors. She said this entails writing down the key transferable knowledge for each term so that overlaps in the knowledge can be identified as well as how learning is threading through the year groups. **A governor asked if parents will be given a copy of the knowledge organizer.** The Headteacher said that the document will be put on the website when it is finalized. The Headteacher said that there had been very positive feedback on the restaurant and science fair. **A governor challenged the Headteacher to explain if there are any risk factors associated with the new curriculum.** She said there were not any risk factors as it is going very well. She said that a balance has to be struck between being robust and able to be monitored but also for the teaching staff to be able to feel free to question the parameters of the curriculum. She said that the Knowledge Programme Map is very much a working document. **A governor asked what the cycle of topics is in the curriculum.** The Headteacher said that they are reviewed on a two-yearly basis but this would probably involve one or two thematic changes as the core questions will remain the same.



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6. SEND – to receive and consider a report on SEND

It was noted that a governor responsible for SEND is required. Kay Taylor volunteered to undertake this role. It was noted that SEN visits are needed. The Deputy Headteacher circulated the Annual Information Report which detailed what was undertaken last year regarding SEN. She said this included an overview, the resources put in place for SEN children, the number of children on the Record of Need, how the quality of provision is monitored, the roles of TAs in terms of SEN and the quality and impact of their support and how funds for SEN children are distributed. **A governor asked what the funding for SEN children is based on.** She said that the funding is based on the number of SEN pupils and their needs, but the school is meant to “top up” some of this funding over and above the government’s contribution. The Headteacher said that the DfE will be reviewing the amount of money the school is expected to provide for SEN students out of general funding. The Deputy Headteacher explained that the report also looks at SEN training. **A governor asked if any training has been undertaken with PLT.** The Headteacher said that it has not been undertaken with PLT as it has been tailored to what is being presented in school in terms of the SEN children. The Deputy Headteacher said that the report also details partnerships and transitions. **A governor challenged the Headteacher to explain if the problems associated with a difficult transition from nursery school to the primary school which had occurred for one child was now rectified.** She said that in respect of this case, there are a few communication issues which are being worked on. The Deputy Headteacher said that the Annual Information Report also detailed the complaints procedure and a breakdown of SEN pupil attendance. It was noted that the attendance of EHCP children would be expected to be below those of non EHCP children but unauthorized absences at 2.2% is higher than would be expected.



7. Headteacher's Report – to receive and consider the Headteacher's Report

The Headteacher said that she had not prepared a detailed report. She summarized the relative progress data for the past 3 years. She said there has been a definite shift to the right in reading and writing and in middle attainers' reading and writing. She said there has been some movement in Maths but there has not been a definite shift to the right yet. **A governor asked what the white boxes on the data sheets related to.** The Headteacher said they indicate figures which are not statistically significant. The Headteacher drew governors' attention to the data behind the shifts and to the data relating to the percentage of children achieving the expected standard or higher over the last three years. She said the latter will take a dip this year as there are a small number of children in year 6 and a high percentage of them are SEN children. **A governor asked why there is not a scaled score for writing.** The Headteacher explained that this is because writing is teacher assessed.

In terms of class contributions, the Headteacher explained that the class contributions last term covered all the curriculum costs and all classes had small excesses of funds from class contributions. The Headteacher said that there is some concern about Year 6 SAT's outcomes for 2019 and therefore, she explained that she has purchased a Year 6 Bootcamp Revision website for which the link will be sent to parents. She said that revision classes for the SATs will start earlier this year, as will the parents' evening regarding the SATs and the mock tests. The Headteacher explained that if the Year 6 teacher goes on maternity leave prior to the SATs, she will be teaching the year group. **A governor asked if the Year 6 children and their parents are aware of why these measures are being put into place.** She said that it is imperative that the children do not become anxious about their SATs so any measures are being kept as low key as possible and that parents are being informed that it is necessary to start the revision earlier due to the Year 6 teacher going on maternity leave.

The Headteacher said that the new play equipment is installed and is loved by the children. She explained that a child had fallen from the equipment and broken his arm. She said that it is anticipated that the second stage of the new play equipment will hopefully be installed towards the end of the summer term. It was noted that the cost of the second stage will be approximately £7,000 and that some fund raising will take place to cover the cost. The Headteacher said that two fixed penalty notices which were issued last year have now progressed to court. She also said that in the last half of term, there had been a fixed term exclusion for a child for 1.5 days for repeated hitting and kicking of staff. In addition, she said that the TA replacement had not proved successful so the post has been re-advertised.



8. **Premises – to receive and consider a report on works to the roof, ceilings and lighting**

The Headteacher said that the velux rooflights and the flashing need replacing and that she has agreed that this can happen in term time in order to speed up the process. **A governor asked if it was feasible to do these works during term time.** The Headteacher said that it was. In terms of the ceilings, the Headteacher said that new ceilings and lights have been installed in the hall and in Years 2 and 4. She said that she has asked for a schedule of when the remaining ceilings and lights will be replaced so that these works can correlate with the decorating. It was noted that the new ceiling and lights to Year 1 will be undertaken in the summer holiday 2019. She said that the works to the premises are having a positive impact on parents' perception and childrens' enthusiasm.



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9. Challenge Day – to receive and consider feedback on Challenge Day

The Headteacher said that Challenge Day was held on 9th January 2019 with KTSA. She said that it had been a useful exercise in terms of coaching and mentoring. However, she commented that more rigour in the challenge would have been useful. In terms of feedback from Challenge Day, she said that the following strengths were noted: governance, the credibility of the middle leaders as well as their calmness, their focus on impact and their demonstration of growth in their development, the solidifying of “outstanding”, the curriculum and the behavior and comments made by the children. It was also noted that the outcomes were strong and there was an improvement in progress scores. In terms of areas to work on, these were identified as: sustained improvement in attendance, more opportunities for writing in EYFS, boys’ writing, teaching quality in Year 3 and the systems and structures for the new curriculum.

10. Links with the Church – to consider links with the Church

The Headteacher explained that there has been a shift in the relationship with the Church in that the school no longer holds assemblies with them. However, she said that the school is trying to maintain a relationship with the Church and it was noted that the nativity at Christmas was held in the Church. It was noted that carols were sung in the town by the children and there had been a school Christmas celebration. **A governor asked why the latter event had been poorly attended.** The Headteacher said this may have been because the performance only included readers and that if other performances had taken place, this may have attracted a larger audience. She said that, in future, community groups such as residential homes and the memory café would be invited to the events. **A governor asked if events over Christmas with the Church had gone well.** The Headteacher said that they had and that an Easter date is already booked. She said that in 2019, it was planned to do a harvest event, to celebrate Remembrance Day as well as doing a nativity and Christmas and music readings.

11. New governor appointments – to receive and consider new governor appointments

The Chair explained that there were two good applicants to join the LGC and he proposed that both be invited to join the team. It was agreed that one of the new governors will be responsible for Health and Safety, Admissions and Exclusions and the other would be the EYFS and Community Link governor. It was noted that they had attended induction training with PLT. Kay Peacey volunteered to undertake induction and online training with them and the Headteacher said she would undertake Safeguarding training with them.

A governor asked if new volunteers will be sought to drive the minibus. The Headteacher said they would be when the school is confident with the drivers they currently have.



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PART B – CONFIDENTIAL ITEMS

12. Oceans – to consider the staffing for Oceans

This item is confidential and is the subject of a separate confidential minute.

13. Confirm Date and Time of Next Meeting

The date of the next LGC will be on Wednesday 27th February 2019 in the Headteacher's Office at Fowey Primary School commencing at 3:30pm.

The meeting finished at 5:15pm.



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