

**FOWEY PRIMARY SCHOOL
MINUTES OF THE LOCAL GOVERNING BOARD MEETING**

27 MARCH 2017 – 3.30PM

Present: Maria Barnes, Jaine Colwill, Lucy Elliott, Sinead Hanks,
Chris Price, Kay Taylor, Chris Wathern (Headteacher),
Chris Williams (Chair), Pat Richards (Clerk)

Agenda No 1	Apologies	Action:
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1.1 There were no apologies.

1.2 KT declared a change in her Declaration of Pecuniary Interest and Conflict of Interests. This is listed as her husband Chris Taylor becoming a Governor at Poltair School. There were no other changes in the Declaration of Pecuniary Interests and Conflict of Interests.

Agenda No 2	Minutes of the Last Meeting	Action:
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2.1 The minutes of the last meeting held on 6 February 2017 was proposed as a true copy and signed by the Chair.

Agenda No 3	Matters Arising	Action:
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3.1 5.2 – CHW asked if there had been any movement on this matter. CW fed back that the budget would need to be looked at following the permanent staffing decisions coming up e.g. appointment of Headteacher before making any decision.

5.3 – It was a legal duty for parents to send their children to school. CW reported that the school had had the termly visit by the EWO. From that visit CW had written letters to all parents whose children's attendance is 90% or below. Good attendance had been attained from sending these letters out in the past. SH asked how many parents had received letters on this matter, it was fed back 12. CW went on to say that general illness is recognised within the school, with punctuality being monitored. Current attendance is 95.5% slightly below last year's figures.

CP conveyed it would be helpful to minute the LGB's discussions about unauthorised attendances and the support of the Headteacher in encouraging good attendance. SH fed back about the recent High Court Ruling. Councils are reviewing their position in the light of this. Fixed Penalty Notices can also be issued.

6.1 – CHW and CP are to set a date to meet to discuss the Pupil Premium review at the end of the meeting.

JAINE COLWILL ENTERED THE MEETING AT THIS POINT – 3.50PM

Agenda No 4	Headteacher Recruitment	Action:
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- 4.1** CHW reported that the Headteacher interview day had been very successful, unfortunately an appointment had not been made. CHW, JC, CP, Austin McNamara, AM (Interim CEO – PLT) and Justine Hocking, (JH) (Independent Member) made up the interview panel, with additional input/support from MB, x2 teachers, x2 TAs and the School Council.
- 4.2** Three candidates had been shortlisted. SH asked for a précis of what happened on the day. Four parallel activities were completed in the morning. Final interviews were scheduled to take place in the afternoon, which was to include a ten minute presentation, without technology, based on what the candidates learned from their morning at the school.
- 4.3** CHW set out the new plan. An advert would be placed in the TES, with a closing date of 24 April. A shortlist would be made up by 27 April with interviews taking place on 5 May.

Agenda No 5	Governor Applications	Action: PR & CHW
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- 5.1** Two applications had been received Kay Peacey and Natalie Peperell. CHW talked on the subject of an Associate Governor. These Governors could not vote at meetings. Both applicants were discussed, but it was felt that JC should look at the skills audit documentation, before a meeting with LE and KT to take this matter forward. PR is to e-mail the skills audit document to JC. CHW is to e-mail Kay and Natalie to update them.

Agenda No 6	Feedback from LGB Chairs Meeting	Action: JC
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- 6.1** JC had attended this meeting. JC is to e-mail the LGB AM's presentation report. He fed back that on the whole the Trust was in a relative stable financial position, with shared values and operating a more cohesive organisation. His vision was looking at where the Trust was going; he was very keen for comments to be fed back to him on this matter.
- 6.2** AM's next step was:
- * to finish the overall plan
 - * look at the Scheme of Delegation

- * look at Policies and Procedures
- * look at the Communication Strategy
- * Governor Handbook; to be put in place
- * look at a Governor Portal
- * central services review

6.3 The next LGB Chairs meetings were to take place on 26 May at 8.00pm and 29 June at 5.30pm, venues to be to be found.

6.4 A pro-forma has been set up for all schools to complete on the termly reports. With Governor visits having been updated.

Fowey's LGB was felt to be using the 3Ss agenda schedule effectively.

Agenda No 7	Adoption of Policies	Action: CW
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7.1 Transgender Policy and Self Harm Policy – This Policy was adopted via e-mail by all Governors.

Health and Safety Policy – This Policy was adopted via e-mail by all Governors.

PLT Complaints Policy and Procedures – This Policy was adopted via e-mail by all Governors.

Fowey Primary School Admission Arrangements – This Policy was adopted via e-mail by all Governors.

7.2 CW reported that in the light of the Volunteers Policy being updated, a Volunteer Form had been sent out to all parents/carers, explaining the new system, for completion. He went on to say that this was a cross school PLT Policy, devised in relation to Best Practice and Safeguarding Practice. This policy is now consistent across the whole of the PLT.

7.3 CW held an informal coffee afternoon and morning in early March for volunteers to ask any questions. CW is to take volunteers in group interviews with an induction session attached. CW fed back that Fowey also welcomes community volunteers.

Agenda No 8	Head's Report	Action: CW
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8.1 All Governors had received a copy of this report be e-mail.

8.2 Standards

CW reported that the next data drop is Easter. He will e-mail Governors an updated overview assessment grid once all information is collected. CHW asked if there were any concerns at KS2 as well as giving an overview of current standards. Attainment was on track to be higher than last year with reading, writing and maths at/above 80% ARE; all Governors agreed this was a very

positive result.

8.3 Phonics and Read Write Inc. Development Day

A Phonics and Read Write Inc. (RWI) Development Day follow-up had taken place at the beginning of March. Katie Lillis (Trainer), Simon Pollard (Head at Carclaze), Rachel Downes (Reading Leader at Carglaze, Julie Jones (Reading Leader at Fowey) and CW were involved. The Development Day looked at strengths and next steps; it was felt to be very positive – these had been shared in the Head's report. Julie was set to undertake training to develop the role as a coach.

8.4 LE asked about one to one assessments; CW fed back that took place at the end of each term.

Safeguarding

A risk assessment had been carried out on the damaged ceiling in the hall due to damage caused by rain, over the last year and a half. JC asked about the roof. Chris Bennett (PLT) and a roofing contractor had been on site to inspect the roof, to give advice on the best course of action to take. A surveyor is to be instructed to take this problem forward. CHW had also visited the school for a health and safety inspection. He fed back that Penrice staff had visited the school and cleared the gutters.

8.6 CW added there will be a capital bid programme with PLT where we can bid for funding.

8.7 Lorne Stewart had come into the school to replace the water tank. Tools had been left in the corridor making the visit a safeguarding risk. CW and CB have made a complaint.

8.8 A discussion took place over the need to review our site hours, within the budgetary decisions, in order to better support the maintenance of the building.

8.9 Stakeholders

In terms of mobility 2016-2017, 15 children have joined since September and two have moved. CW reported that the SIP was being updated to develop our mobility policy.

SH LEFT THE MEETING AT THIS POINT – 4.55PM

8.10 Staffing

Fran Howells will be retiring from her role as Administrator at the end of April. It is undecided at present whether this role will be replaced in its current format. This will be reviewed in the summer term. Morwenna Walker, who is currently on maternity leave, has taken the decision

not to return to Fowey. CW reported that she will not be replaced.
A Lunchtime Supervisor post has been advertised for a like-for-like replacement.

Agenda No 9	Questions in Advance through the Chair/Head	Action:
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- 9.1** An e-mail had been sent to all LGB members asking for volunteers to become Vice Chair of the LGB. It was unanimously agreed that JC would take on this role.

Agenda No 10	Date of Next Meeting	Action:
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- 14.1** The date for the next meetings has been set at: **Friday 9 June - 3.30**

There being no further business the meeting closed at 5.10pm

ACTIONS

4.3 CHW is to place an advert for a Headteacher in the TES, with a closing date of 24 April.

PR is to e-mail the skills audit document to JC.

JC is to e-mail the LGB AM's presentation report.

CW is to take volunteers in group interviews with an induction session attached.

CW will e-mail Governors an updated standards overview assessment grid once all data information is collected.