

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

**9 JUNE 2017 – 3.30PM**

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

<b>Agenda No 1</b>	<b>Apologies</b>	<b>Action:</b>
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**1.1** Apologies were received from Chris Price and Lucy Elliott.

**1.2** There were no changes of Pecuniary Interest and Conflict of Interests.

<b>Agenda No 2</b>	<b>Minutes of the Last Meeting</b>	<b>Action:</b>
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**2.1** The minutes of the last meeting held on 27 March 2017 was proposed as a true copy and signed by the Chair.

<b>Agenda No 3</b>	<b>Matters Arising</b>	<b>Action:</b>
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**3.1**     **4.1** – CHW was pleased to share that a new Headteacher had been appointed.  
          **5.1** – JC reported that two new Governors had been appointed. A full Skills Audit would then take place in September.

**3.2** CW reported that Volunteer's Induction had taken place and the process of following up references had been put in hand.

<b>Agenda No 4</b>	<b>Budget</b>	<b>Action: CHW &amp; CW</b>
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**4.1** Ellie Wilcocks (CFO for PLT) had sent her apologies for not being able to attend. CW passed round a paper outlining the current budget figures.

**4.2** CW talked through the document pointing out our reserves for 2016/2017 and forecast for 2017/2018. The reserves are technically the MAT's but are currently ring fenced for each school.

**4.3** Next year's budget was looking a lot tighter, with savings made in class budgets, staff training, and full cost recovery for the Y5/Y6 residential, with the school no longer able to subsidise the transport costs. A slight deficit still occurs but with final central costs to be confirmed, it is anticipated savings could be made here.

- 4.4 CW fed back interviews of the maternity cover teacher are to take place next week.
- 4.5 Fundraising was felt to be an alternative source of raising money. This year around £7,000 has been raised so far. It was felt next year; fundraising could go towards other essentials, such as new reading books.
- 4.6 SH asked about the interview budget increase for 2016/2017. This increased cost was due to the Headteacher recruitment process.
- 4.7 CHW remarked that the 2017/2018 the budget looked more positive, with an opportunity to look at outsourcing.
- 4.8 The subject of raising the cost of fees for Oceans was discussed. CW asked the LGB their thoughts on this, after much discussion, it was unanimously agreed that the sum of £3.00 per session was thought to be very reasonable, with the last session set at £2.00, with no sibling discount. Breakfast Club would remain at £2.50. The LGB agreed that a letter be sent by CW to all parents/carers outlining the new fees, and relating to them that pupils would not be able to book into Oceans when they are attending a teacher-led club.
- 4.9 The LGB agreed/approved the proposed budget.

<b>Agenda No 5</b>	<b>Governance</b>	<b>Action: LE &amp; KT</b>
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### **Composition of LGB**

CHW said that the composition of the LGB had to be majority PLT Board appointed. There had been the appointment of two new Governors. The Fowey LGB Board is now:

1 Headteacher  
 1 Staff Elected Governor  
 2 Parent Elected Governors  
 6 Board Appointed Governors

### **New Governors**

JC reported that the names of the two new Governors were:

Kay Peacey	–	Parent Appointed Governor
Natalie Peperell	-	Board Appointed Governor

She went on to say that the new Governors are to be mentored by Lucy Elliott and Kay Taylor. Both new Governors are to attend the LGB July meeting.

### **Clerks Retirement**

CHW reported that PR would be stepping down as Clerk. Her last day will be 31 August.

<b>Agenda No 6</b>	<b>Risk Register</b>	<b>Action: CHW</b>
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- 6.1** This document had been e-mailed to the LGB by CW, for discussion at this meeting. The first item on the document was felt to be the most serious risk – the school roof. CW fed back that a capital bid had been submitted to PLT with a decision made at the end of June. Some interim patching internally has already been undertaken.

JC asked who would be the first port of call should there be an out of hours emergency. Cath Ham (Site Supervisor) is the first port of call should there be any emergencies within the school, with Chris Wathern and Maria Barnes on the LA list. This will be updated in September when the new Headteacher starts.

<b>Agenda No 7</b>	<b>Head's Report</b>	<b>Action:</b>
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- 7.1** CW had e-mailed a copy of his report to Governors for their information and discussion prior to the meeting.

<b>Agenda No 8</b>	<b>Standards</b>	<b>Action:</b>
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**8.1 Latest Data, Including Pupil Premium Update**

CW shared that the school had been selected as part of the LA's sample to moderate writing judgments at end of KS2. Several other schools in PLT were also being moderated.

**EYFS** – data indicates approximately 83% of children are on track to achieve a Good Level of Development.

**Y1-Y6 Data for Reading, Writing and Maths** – data indicates some consistency across the school for children to be working above national expectations. We are anticipating RWM combined at the end of KS2 to show an improvement on 2015/2016.

- 8.2** Pupil Premium Strategy was discussed for impact using the Head's report as a guide. SH asked about the ring fencing of this funding. CW went through the impact statements in his Head's report.

<b>Agenda No 9</b>	<b>Safeguarding</b>	<b>Action: JC &amp; CW</b>
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### **S175/157 Return**

A copy of this document had been e-mailed to Governors for their information. CW went on to say that Section 175/157 return had been completed and submitted

to the LA. The school complies with the requirements of “Working Together to Safeguard Children”. Whole school safeguarding training is to take place on 27 June.

- 9.2** CW spoke on one reportable incident to the LA. This incident took place on the residential trip to Bude. All correct procedures had been adhered to. Based on the information provided the Duty Health and Safety Officer for Cornwall Council confirmed that no further investigation is required and was signed off. SH asked about pupils going to London in the light of recent events. Information from the LA was that these trips can go ahead, pending all the required Risk Assessments are completed.

**9.3 Termly Governor Visit**

JC (Safeguarding Governor) is to meet with CW in June to go through Safeguarding procedures.

Agenda No 10	Stakeholders	Action:
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**Headteacher Appointment**

Congratulations were given to Kate Sicolo who has been appointed as the new Headteacher for Fowey School. Thanks were also given to the hard work of the appointment panel and school community. Kate is to attend three days of transition next week, which is to include: ELT meeting; participating in the appointment of the maternity cover teacher; meeting MB and PT about English; attending an LA briefing for Headteachers; and meeting with CW and CHW.

**10.2 Staffing Structure Update**

Interviews for maternity cover to take place next week. CW was asked what would happen if an appointment is not made. CW would liaise with Kate Sicolo about her preferred actions going forward, which may include re-advertising now or in September.

- 10.3** Shortlisting is to take place for two TA posts. It was recommended given the budgetary constraints that both positions are offered on a fixed term basis, pending a financial review after a year.

**10.4 Class Lists**

This information is to be confirmed and reported to parents/carers shortly.

- 10.5** CW discussed the mobility section of his report. It was confirmed we would be full in Reception in September with 30 pupils.

- 10.6** New Governor roles were discussed. Following a discussion about SEN, PR reminded the group that Lucy Elliott was our SEN Governor. The Skills Audit

will be repeated in September with roles allocated then.

<b>Agenda No 11</b>	<b>Questions in Advance Through the Chair/Head</b>	<b>Action:</b>
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**11.1** There were no questions.

<b>Agenda No 12</b>	<b>Date of Next Meeting</b>	<b>Action:</b>
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**12.1** The date for the next meetings has been set at: **Monday 10 July - 3.30 at Fowey Hall**

**There being no further business the meeting closed at 5.50pm**

## **ACTIONS**

- 4.3 CHW to run through budget challenge for 2017/2018 with KS.**
- 4.8 The LGB agreed that a letter be sent by CW to all parents/carers outlining the new fees, and relating to them that pupils would not be able to book into Oceans when they are attending a teacher-led club.**
- 5.2 LE and KT to mentor two new Governors.**
- 6.1 CHW to follow up with the PLT - ref hall roof.**
- 9.3 JC (Safeguarding Governor) is to meet with CW in June to go through Safeguarding procedures.**