

# FOWEY PRIMARY SCHOOL MINUTES OF THE LOCAL GOVERNING BOARD MEETING

**10 JUNE 2016 – 5.00PM**

**Present:** Maria Barnes, Jaine Colwill, Lucy Elliott,  
Joanne Guest, Sinead Hanks,  
Chris Wathern (Headteacher),  
Chris Williams (CHW) (Chair), Pat Richards (Clerk),

<b>Agenda No 1</b>	<b>Apologies Declaration of Pecuniary Interests Conflict of Interest</b>	<b>Action:</b>
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- 1.1** Apologies were received and accepted from CP.
- 1.2** There were no changes in the Declaration of Pecuniary Interests and Conflict of Interest.

<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 26 February 2016 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 6.2 – Summer Camp**  
This had unanimously been voted against.
- 7.11 – PVG Suggestions**  
CW had fed back to the PVG that the LGB had voted unanimously against the putting of flyers on cars to boost compliance.

<b>Agenda No 4</b>	<b>Parent Appointed Governor</b>	<b>Action: CHW &amp; PR</b>
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- 4.1** CW reported that there had been four applicants that had applied for the position of Parent Appointed Governor.
- 4.2** The LGB had looked at all the nomination forms of the applicants, including our current Skills Audit. All applicants experience had been looked at. CHW asked whether a Maths focus should be considered. JC considered that there was a need for the candidate to be able to challenge and be objective and look beyond a subject specifically.
- 4.3** The LGB thought it would be a very hard decision to make as all candidates have their own qualities to bring to the position.

- 4.4** Voting then took place. CW and MB would abstain from the voting. After much deliberation it was unanimously voted and agreed that Kay Taylor would be offered the Parent Appointed Governor position.
- 4.5** CHW and PR would set up letters to be sent to Kay Taylor and the other applicants next week.

<b>Agenda No 5</b>	<b>Standards</b>	<b>Action:</b>
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- 5.1** CW had e-mailed his Headteacher's report for June 2016, to Governors for their information and questioning of CW.
- 5.2** JG reported that she had met with Paul Trudgeon (PT). The purpose of her visit was to look at the provision of Guided Reading. She went on to say that her visit had included monitoring children's written reading comprehension, to match that of their oral assessments during Guided Reading, and their effective use of questioning. She observed pupils being able to discuss their learning and their expansive strategies for answering comprehension activities.
- 5.3** CW went on to say that since JG's visit PT had led a staff meeting. Teaching staff are to look at Reciprocal Reading to give pupils further opportunities to experience a variety of roles with a Guided Group session. CW went on to say that effective use of TAs in the classrooms had been very positive and successful, and their use was well embedded from being a focus last year. The focus this year centred on reading strengths and development.
- 5.4** SH had visited EYFS with Mrs Jones. She will arrange to visit again, and fill in a Governor's Visit Form.
- 5.5** CHW is to set up his final visit of the year focussing on well-being. He went on to ask if all Governors had visited the school and when doing so asked them to produce a Governor's Visit Form, a copy of which is to go to PR and a copy in the office file.
- 5.6** JG asked about the recent SATs in YR6. CW fed back that overall the KS2 SATs were felt to be more challenging than previous years which reflects the new curriculum. It is anticipated by NAHT that if the whole country found the reading paper difficult, it is likely the threshold mark will probably be lower. Results are published at the beginning of July, with progress measure not known until the autumn term.
- 5.7** CW was questioned on the subject of Phonics. He fed back that the predicted 'pass' rate for current YR1 would be 82%. YR2 have 13 pupils eligible for re-check, with an anticipated 'pass' rate of 85%.
- 5.8** CW was asked about Pupil Premium Attainment. He fed back the progress measure for YR2 and YR6 will not be known until the autumn term.

<b>Agenda No 6</b>	<b>Safeguarding</b>	<b>Action:</b>
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- 6.1** JC led on this. She was encouraged that our attendance rate had been stable across the year, at 96.2%, which is in line with our target of 96%. CW had received a number of requests for authorised absences since the media case, with a high court ruling, of a parent taking their children out of school. Penalties for unauthorised absences are to be considered as part of our policy review in September. If this process was put in place any monies would go to Cornwall Council and not the school. JG asked whether PLT considered changing term dates. CW fed back that the Unions were not in favour of countrywide changes.
- 6.2** JC asked CW about the two injuries sustained last half-term, during playtime games, MB had met with one set of parents about the accident. The class teacher met with the other parents. In these type of incidents reviews of practice was always undertaken.
- 6.3** CW talked on the subject of hoax bomb threats. The school has a procedure in place and a checklist of what to do in the event of such a threat. The Critical Incident Policy is to be updated for September. JC and CW are to discuss this matter, along with policies at their termly meetings.
- 6.4** The S175/157 audit return and action document had been e-mailed to Governors, for their information and discussion. JC went through this document to field any questions or comments from Governors.
- 6.5** The subject of e-safety was discussed at some length. MB is the school's lead for e-safety. CW went on to say that all staff and students are aware of e-safety issues, though it was thought that different ways of outreach to parents needed to be looked at, e.g. at parent/teacher meetings, and lunch 'n' learn sessions.

<b>Agenda No 7</b>	<b>Stakeholders</b>	<b>Action: CHW</b>
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- 7.1** SH asked questions on whether the fall in the number of children expected across the school in September 2016 was expected from 176 to 170. CW relayed that this was to be expected as our current YR6 group of 32 leaving is replaced with 23 children coming into YR. However, we also have inward mobility with several children having started recently in other year groups or starting soon.
- 7.2** CW had covered the current staffing arrangement in the office in his Head's report. CHW asked about whether the roles had been resolved yet. CW said there had been significant challenges and referred to the context in his report.
- 7.3** An advert has been produced by the PLT for another administrator to work in the school's office for the equivalent of two days; Lostwithiel has the same request. So it will either be one person for the two schools or two different members of staff. The closing date for applications is 10 June. It was felt that if there were no applicants for this post, an external advertisement would cause further delays. For the time-being CW is 'managing' the office, in the absence of an office manager.

**7.4** As part of PLT centralisation, Hollie and Ruth are concentrating on the Finance and HR respectively which gives a focus and efficiency to their role.

**7.5** CHW and JC felt that this matter should be fed back to PLT to help resolve.

<b>Agenda No 8</b>	<b>PLT Update</b>	<b>Action:</b>
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**8.1** CW gave feedback that David Parker (CEO) had been unwell for the last two months, but is back now. In the interim the ELT had been working together to formulate an action plan following the DfE visit to Mevagissey and Penrice. This draft plan had been presented to the PLT Board and now we have follow-up meetings to plan for September.

**8.2** CHW had met with other Chairs, the Chair of PLT Board and David Parker this morning to discuss how items can be communicated between the PLT Board and LGB, e.g. writing a report.

**8.3** MB communicated that teachers had been attending moderation meetings, and that she was representing staff dealing with policies.

<b>Agenda No 9</b>	<b>Questions in Advance through the Chair/Head</b>	<b>Action:</b>
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**9.1** There were no questions.

<b>Agenda No 10</b>	<b>Date of Next Meeting</b>	<b>Action:</b>
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**10.1** The date for the next meetings has been set at:

**Thursday 7 July 2016 at 3.30pm.**

**There being no further business the meeting closed at 6.45pm**

## **ACTIONS**

- 4.5 CHW and PR to put together a letter informing the successful candidate of becoming a Parent Elected Governor. A letter is also to be sent to the other candidates.**
- 6.3 Critical Incident Policy - JC and CW are to discuss this matter at their termly meetings.**
- 7.5 Office Staffing – CHW to feedback to the PLT Board.**