

# Fowey Primary School

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**Headteacher: Kate Sicolo**



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Minutes of a Meeting of the Local Governing Committee of Fowey Primary School held in the Headteacher's Office on 3<sup>rd</sup> December 2019 at 3:30pm.

**Present:**

**Kay Peacey (Acting Chair), Kate Sicolo (Headteacher),  
Maria Barnes, Chris Price, and Tony Freshwater.**

**Absent:**

**Kay Taylor**

**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 her office.

**3. Declaration of Business or Pecuniary Interest – verbal**

There were no additional business or pecuniary interests to declare.

**4. Apologies for Absence**

Apologies were received from Kay Taylor.

**5. Minutes of the meeting held on 10<sup>th</sup> October 2019 and Matters Arising not included on the agenda**

The minutes of the meeting held on 10th October 2019, having previously been circulated, were agreed as an accurate record. The Headteacher said that no one had attended the Prevent training at Carclaze School and that this training has been re-scheduled for January 2020.

**6. To receive and consider the following matters:**

**Appointment of Chair to Governors**

The Headteacher said that the post had been advertised in the Fowey News magazine but there had been no response. She said that the next step is to advertise the vacancy on Facebook and in the Cornish Guardian.

**CELT**

It was noted that the merger has happened, and that CELT comprises 12 schools (13 in September). The Headteacher said that the scheme of delegation may change with the merger.



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She said that Sarah Carkeek (Trust Lead – Secondary) was working alongside Lisa Mannell (Trust Lead – Primary). She said that a Board has been appointed focused on skills and neutrality. **A governor asked the Headteacher which schools are looked to for the provision of support when it is required.** She said that the schools in the Trust are not intertwined but they do work alongside each other. She said that more shared working is proposed across the schools and that some collaborative events do take place, such as a Foundation Leads meeting. **A governor asked if the Trust will support the school with its financial reserves.** The Headteacher said this could possibly occur.

## Policies

The Headteacher said that the Safeguarding policy must be updated annually based on the policy template from Cornwall Association of Primary Heads. Governors ratified the Safeguarding policy. The Headteacher explained that she was intending to introduce a Bring Your Own Device policy as she said that the aim is to encourage staff to take photographs on their own phones and upload them onto social media. She said that this can be done on a school surface, but it is laborious and time consuming. The Headteacher acknowledged that there is a risk associated with staff using their own phones for this purpose, but she said that all staff are DBS checked so the risk in terms of safeguarding is minimal. She said that she had obtained a BYOD policy from IT and that she had added a section to it which is specific to this school, explaining that using one's own phone is a choice not a requirement and detailing the purposes for which they can be used, timeframes and precautions to be taken. She said that volunteers and visitors would not be permitted to use their own phones to take photographs. **A governor said that the biggest vulnerability is how the school will check that the photographs are not being transferred to the cloud and retained there as, with the best of intentions, it is very difficult to disable cloud storage. A governor challenged the Headteacher to explain what the sanction will be if the policy is not followed.** The Headteacher said it would be a disciplinary matter. She said that there are alternative surfaces in school that can be used if staff do not want to take the risk of photographs being transferred from their devices to cloud storage. She said that the onus is on staff to check that their cloud settings are such that photographs are not transferred to this medium. **A governor asked if school surfaces should be encouraged as a priority.** The Headteacher said that she will make it clear that there are school surfaces which can be used as an alternative. **A governor asked if parents have a say as to whether their child is photographed.** The Headteacher said that they do, and that staff are also aware of this. **A governor said that it is imperative that the correct network controls are in place for wi-fi and mobile data use.** Governors agreed that they are satisfied that the school is managing the risk and they ratified the BYOD policy provided IT can assure the school that the correct network controls are in place.

## Year 4 Data

The Headteacher circulated details of the current year 4 outcomes and she said that the overall conclusion is that the children are progressing in the correct direction but there is still a way to go. She explained that, at the end of last year, 31% of children who are now in Year 4 were achieving at the expected or higher level in reading, writing and Maths. She said that in the Autumn term, these figures are now 83%, 61% and 44% respectively. She said that she would expect the Maths “catch up” to be slower. It was noted that 17% of children in writing and 11% in Maths are below the expected levels. **A governor asked if these were the same children.** The Headteacher said that one is the same child, so the total is 4 children, all of whom have individual action plans in place. **A governor asked if the impact of these action plans will be monitored.** The Headteacher said it would be evaluated in 6 weeks' time. **A governor challenged the Headteacher to explain why there is a focus on Year 4 children.** The Headteacher said that this cohort were dropping in terms of achievement and progress last year due to staff uncertainties, so they are a massive focus this year. She said the data for Year 4 is positive news but there is still a way to go in Maths. She explained that the children are across



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two classes and they are catching up in both classes. She said that the PEERA and PUMA tests show progress in reading and Maths with the average points progress being 12.8 in reading and 6.1 in Maths. **A governor asked if the parents of those children who are not achieving understand why this is the case.** The Headteacher said there are reasons why some children are not achieving and where this is the case, interventions have been put in place. **A governor asked if the PEERA test pinpoints specific areas within subjects.** The Headteacher said they did not do this and there are better tests for analyzing specific areas within subjects. **A governor asked if the children who need intervention can be grouped together.** The Headteacher said this was a possibility. She said that the next PEERA and PUMA tests would be at the end of the Spring term and that, in addition, White Rose testing is also being used.

### Head Teacher's Report

It was noted that the report had been circulated in advance of the meeting and questions were invited on the report. The Headteacher said that the number of Fte was now 2. She said that, in terms of behavior from parents, she was generally very pleased as there has been a reduction in the number of incidents of parental aggressive behavior. She said that there has been good attendance at parents' evening and the parents' stakeholder body. She said that parents had asked for another meeting of the latter group to discuss the educational philosophy behind behavior management. She said that PA will appear poor as 2 or 3 children have left the school but are still counted on the school's roll for attendance data until they start their new school. **A governor asked about the progress with the provision of slabs on the disabled ramps.** The Headteacher said that the school had secured a contractor for the provision of slabs but views on a suitable surface varied within the Trust and, as a result, the disabled access in school is being looked at as part of a bigger project. **A governor asked what the timeframe for this will be.** The Headteacher said that she hoped to have some feedback within the next two weeks. It was agreed that the Headteacher will provide an update at the next LGC meeting as the disabled access impacts on the children who are already in school.

**A governor asked the Headteacher if she could include a section in her report relating to the school's finance.** The Headteacher said that she could do this and that, at the end October 2019, the prediction was a £2,000 deficit due to an increase in TA hours to cover the nurture room.

**A governor challenged the Headteacher to explain if the school is struggling with 6 classes instead of 7 considering that it was forced down this route due to the low levels of reserves.** The Headteacher said that it is working satisfactorily and that it would be sustainable next year based on the pupil numbers on the October census. She said the net effect is positive on the children as several new resources have been able to be procured. **A governor asked the Headteacher if the results are not as good at the year-end as expected, will this be down to lack of money.** The Headteacher said that this would not be the case. **A governor asked if the school could return to 7 classes.** The Headteacher said this could happen if there were enough numbers.

### Governor Business

The Headteacher said that the Ofsted new framework training will take place on 20<sup>th</sup> January 2020 and that governor safeguarding awareness training will take place at 9am in school on 10<sup>th</sup> January 2020. The Headteacher said that the Trust has appointed a new governance lead.

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There was no further business and the meeting closed at 4:35pm. The next meeting of the LGC will be on Tuesday 11<sup>th</sup> February 2020 commencing at 3:30pm.



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