

FOWEY PRIMARY SCHOOL MINUTES OF THE LOCAL GOVERNING BOARD MEETING

20 October 2017 – 3.30PM

Present: Maria Barnes, Jaine Colwill, Sinead Hanks, Kay peacey
Kay Taylor, Kate Sicolo (Headteacher), Natalie Peperell
Chris Williams (Chair)

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| Agenda No 1 | Apologies | Action: |
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- 1.1 Apologies were received from Lucy Elliott & Chris Price
- 1.2 An updated Pecuniary Interest and Conflict of Interest form was submitted by SH

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| Agenda No 2 | Minutes of the Last Meeting | Action: |
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- 2.1 The minutes of the last meeting held on 11th September were proposed as a true copy and signed by the Chair.

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| Agenda No 3 | Matters Arising | Action: CP |
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- 3.1 CW and KS updated Gov's on the short term remedial works and long term solution for the school hall roof
- 3.2 CP to lease with PLT on this
- 3.3 Gov's agreed roles and areas of responsibility for this year, dates are set out in the SDP. It was agreed that Gov's would have an initial meeting with the teaching lead for there area to clarify priorities for the visits.

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| Agenda No 4 | Vision & Values feedback / Ratification | Action: |
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- 4.1 KS outlined the process that the school went through involving, children, all staff and now governors.
- 4.2 The governors ratified the updated vision and values

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| Agenda No 5 | School Development plan & Data targets | Action: KS |
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- 5.1 Governors agreed the new format for separating out the data targets with the development actions was a positive change.
- 5.2 KS ran through the targets for each year group.
- 5.3 CW questioned the seemingly low target of 50% for children in year two have previously attained greater depth, KS explained this was due to the very different measurement criteria in EYFS and Year 1.
- 5.4 KS holding 6 weekly pupil progress meetings with teachers to track progress KT asked if changes would be made to teaching if targets were not being met, KS explained that they would and that this was the purpose of the progress meetings

- 5.5** It was noted that writing across the school was an area for development, KS agreed that she would be reviewing this over the whole of this year with teachers before implementing a long term strategy.
- 5.6** KS outlined the three key areas of the SDP: Safeguarding; Quality of teaching, learning, assessment & outcomes.
- 5.7** Particular focus this year will also be on ensuring that children who are working at greater depth during early years and KS1 continue to be working at greater depth when they leave Y6
- 5.8** Working with parents to improve attendance will continue

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| Agenda No 6 | Governors skills audit | Action: All |
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- 6.1** JC outlined the areas of strength across the gov's team: Leadership, Finance, Clearly defined roles & responsibilities; Culture; Values and ethos
- 6.2** Areas for our development were: Data analysis; Audit or financial controls of internal systems;
- 6.3** CW & KS agreed that it was not necessary for all gov's to be strong in all areas, for example CP and CW have strengths in finance and are on the finance committee, other governors did not need therefore finance training
- 6.4** KS agreed to host some 1 hour data training sessions
- 6.5** The school has paid for the governors training package within the School Bus recourse so that gov's can pick and choose the online training modules for their development and training
- 6.5** CW to ask one of the other governors to coordinate training, recording and evidence gathering

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| Agenda No 7 | Safeguarding | Action: JC & KS |
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- 7.1** JC ran through the actions from her Sept visit:
- KS trained on Compass
 - Safeguarding training for all staff on each of the inset days this year
 - HR records have gone to PLT for updating
 - County SCR review completed
 - Lone worker home visit policy reviewed
 - Pond fence height increased
 - New carpet ordered for two class rooms

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| Agenda No 7 | Policies | Action: |
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7.1 The following policies were sent out prior to the meeting, each was discussed in turn by the governors with recommendations for changes or improvement made

- **Health and Safety policy**
- **Asthma policy**
- **Educational visits policy**
- **Attendance policy**

After amendments all of the policies were adopted unanimously and will be placed onto our website

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| Agenda No 9 | Data dash board training | Action: KS |
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9.1 KS agreed to host one hour data dashboard training sessions to improve governors ability to review data

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| Agenda No 10 | Compass | Info: |
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10.1 Governors were informed of the national Compass procedure

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| Agenda No 11 | Items in Advance Through the Chair | Info: |
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11.1 There were no items through the chair

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| Agenda No 12 | Date of Next Meeting | Info: |
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12.1 The date for the next meetings has been set at: **Monday Nov 13th – 5.00 at school**

There being no further business the meeting closed at 5.00pm