

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

**26 FEBRUARY 2016 – 3.30PM**

**Present:** Maria Barnes, Jaine Colwill, Sinead Hanks,  
Chris Price, 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 LE and JG.
- 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 19 November 2015 was proposed as a true copy and signed by the Chair.

<b>Agenda No 3</b>	<b>Matters Arising</b>	<b>Action: CW</b>
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- 3.1** The confidential section of the 19 November minutes was passed to Governors for reading.
- 3.2** **Skills Audit** – JC asked about the Skills Audit Forms. All had been completed – a good coverage of skills across the LGB. It was agreed that the PLT template audit forms would be looked at again next year.
- 3.3** **Parent Appointed Governor** – CW fed back that a letter had been sent to all parents/carers within the school, to date no replies had been received. CW was asked to send out another letter.
- 3.4** **Subject Lead** – Governors had contacted the subject lead in their area and had submitted their Governor Visit Forms. SH fed back that she had booked in to liaise with JJ.

<b>Agenda No 4</b>	<b>Head's Report Q&amp;A</b>	<b>Action: CW &amp; JC</b>
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- 4.1** CW had e-mailed a copy of his report to all Governors for their information.
- 4.2** JC asked CW to explain the prime areas in the EYFS. For other year groups, CW went on to say that the figures shown in the data are attainment figures based on a raised bar, rather than showing a progress measure at this stage.

- 4.3 CHW asked CW about the gender split in maths. CW is to e-mail Governors the gender split for maths.
- 4.4 CW spoke through the additional interventions. One strategy is to employ Morwenna Foy for an extra day supply to cover Y2 and Y6, to release the class teachers to work with small groups. CW will also be working with either Y6 for a session a week or working with a group of children, e.g. Pupil Premium for writing and/or more able maths. The funding for this has already been allocated from Pupil Premium funding.
- 4.5 CW fed back that the assessment model the school currently uses was a fair reflection of the attainment of pupils. When National results are published this autumn, the school will obtain the National picture. CP asked about how SATs feed into this. CW explained that this information feeds into RaiseOnline.
- 4.6 CP touched on the subject of barriers and expectations of children reaching their goals. MB reported that pupil progress meetings had taken place where each child is discussed. MB felt that these meetings had been successful. This discussion also led on to engagement of parents. SH asked whether 100% of parents came to the recent parent/teacher meetings. MB reported that teachers follow up any missed appointments, but that we would look to get a % figure for future meetings.
- 4.7 In a question from CP regarding where we are with our current quality of teaching and learning, CW shared that from monitoring activities, data and external visits, this remained good.
- 4.8 PLT Challenge Day took place in January 2016; this event is to happen once a year. This was a first experience within the Trust looking at children's work and teaching. Justine Hocking (Ofsted Inspector) led the day. A school tour with the children was undertaken, as were observations, lunch in the dining hall, pupil discussion groups, book scrutiny/subject leads. During the visit an in-depth review of SEF, SDP and Ofsted Inspection Dashboard took place. There were nine key strengths listed in the report with development points added and some useful Ofsted tips.
- 4.9 CW has attended Carclaze and Pen rice in reciprocal visits.
- 4.10 JC is to e-mail the LGB information on a session she had attended.

Agenda No 5	Standards	Action:
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- 5.1 **Governors Visit Summary**  
The forms relating to these visits had been e-mailed to the LGB.
- 5.2 **SDP Update**  
There was nothing extra to report on this that was not covered in the Head's Report.

**SH LEFT THE MEETING AT THIS POINT – 4.30PM**

<b>Agenda No 6</b>	<b>Safeguarding</b>	<b>Action: CW</b>
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#### **6.1 Updates**

JC reported that she and Kay Adams (KA) had met in February 2016 for a review of Safeguarding within the school, which they both found really interesting and uplifting. They found staff training to be up to date with records kept of this. KA felt there was an overwhelming sense of supportive community and care, with a real sense that the school is fully committed to keeping pupils safe.

Lots of questions were asked of the pupils by KA, and pupils were able to talk clearly and at length.

#### **6.2 Summer Camp Proposal**

CW had been approached by a St Austell church to ask if they could hire our school for a week in the summer break for a church camp. After some discussion it was felt that it would not be possible, as the school was used for other events during the summer and would not fit around the deep clean schedule.

**The LGB voted unanimously against.**

<b>Agenda No 7</b>	<b>Stakeholders</b>	<b>Action: CW &amp; CHW</b>
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#### **7.1 Staffing**

CW reported that Jacqui Kay (Office Manager) (JK) would be retiring at Easter. Office staff responsibilities were to be looked at, taking into account the best use of the office staff.

### **ITEMS 7.2 – 7.10 DISCUSSIONS WERE CONFIDENTIAL SEE APPENDIX**

#### **7.11 PVG Suggestions**

Kay Peacey had e-mailed to the PVG group a paper on Parent Car Parking. A discussion took place at the last PVG meeting and it was felt that flyers on cars would boost compliance. CW had asked the Police for their view in this matter. The advice from the Police was not to put flyers on cars.

**The LGB voted unanimously against putting flyers on cars.**

<b>Agenda No 8</b>	<b>PLT Update</b>	<b>Action:</b>
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**8.1 Benefits Analysis** – This was felt to have been discussed under Agenda Item 7.

<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** Thursday **17 March** meeting has been cancelled.

**10.2** The dates for the next meetings have been set at:

**Friday 13 May 2016**

**Thursday 7 July 2016**

**There being no further business the meeting closed at 6.10pm**

## **ACTIONS**

**3.3 Parent Appointed Governor**

CW is to send out another letter to all parents/carers re the vacancy of a Parent Appointed Governor on the LGB.

**4.3 Progress of girls and boys on the subject of Maths**

CW is to send an e-mail on this subject.

**4.10 JCs Evening Information Sessions**

JC is to e-mail the LGB information on a session she had attended.

**6.2 Summer Camp Proposal**

CW to feed back the LGB's decision on this.

**The LGB voted unanimously against.**

**7.12 PVG Suggestions**

CW to feed back to the PVG's the LGB's decision on this.

**The LGB voted unanimously against.**