

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 9th November 2018 at 3:30pm.

Present:

Chris Williams (Chair), Kay Peacey (Vice Chair), Kate Sicolo (Headteacher) and Natalie Peperell

Absent:

Maria Barnes, Kay Taylor and Chris Price

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 the Headteacher's office.

3. Declaration of Business or Pecuniary Interest – verbal

There were no additional business or pecuniary interests to declare. The Clerk gave all governors a declaration of interests form for completion as soon as possible.

4. Apologies for Absence

Apologies for absence were received and accepted from Natalie Peperell, Chris Williams and Kay Peacey.

5. Minutes of the meeting held on 18th October 2018 and Matters Arising not included on the agenda

The minutes of the meeting held on 18th October 2018, having previously been circulated, were agreed as an accurate record. It was noted that the making of a video for the website about why it would be positive to volunteer in school had not yet been actioned. In terms of governors' specific areas of focus, the Headteacher explained that she had had some initial meetings with governors and would meet with the governor responsible for Health and Safety and Health and Well Being in due course. She said she would collate a calendar for the year detailing governors' visits to school to focus on their specific area of responsibility.



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6. SCR Audit – to receive and consider the initial feedback on the SCR Audit

The Headteacher explained that Cornwall Council had undertaken its annual visit and had inspected the SCR. She said the outcome was that the auditor said the SCR was very good. She explained that minor issues were identified such as the use of inconsistent font. She said that lots of work has been undertaken on the SCR and it is now very accurate. **A governor challenged the Headteacher to explain how the accuracy of the SCR is guaranteed going forward.** The Headteacher said that she checks it every 6 weeks and a governor checks it every 12 weeks. In addition, she said that PLT checks the SCR twice a year. **A governor challenged the Headteacher to explain if every inspection of the SCR involves checking every aspect of the record.** The Headteacher said that it does and that in addition, she undertakes a cross reference check to ensure that the Human Resources files are compliant.

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7. Headteacher's Report – to receive and consider the Headteacher's Report

Questions were invited on the Headteacher's report which was circulated in advance of the meeting. **A governor asked the Headteacher for an update on attendance.** The Headteacher explained that this time last year, the absence figure was 95.85% and that it was currently 97.35%. She said that there had been a few cases of children being taken on holiday during term time. **A governor challenged the Headteacher to explain what action is taken in these cases.** The Headteacher said that the school telephones home on Day 1 to ascertain why the child is not in school and that on Day 2, the school telephones home again and leaves a message to say that the school is concerned as to the whereabouts of the child. She said that on Day 3, the Headteacher visits the child's home and delivers a letter saying that if the letter is not responded to by Day 5, the school will assume the child has been taken away on holiday and that a fixed penalty notice will be issued. The Headteacher said that it is important that parents understand that taking holidays during term time is not allowed. She said that fixed penalty notices will be issued for the two cases this term and this information rapidly becomes disseminated between parents. She said that she also inserts gentle reminders in the school newsletters. **A governor asked if intervention is needed by the school if the school knows that a child has been taken on holiday during term time.** She said that no interventions were needed in these cases.

In terms of persistent absence, the Headteacher explained that the figure was 13.64% last term and is 6.06% this term. Governors acknowledged that this is a significant improvement. The Headteacher explained that meetings had been held with four parents with the Educational Welfare Officer regarding children who are persistently absent from school with very little illness. **A governor asked the Headteacher if there had been progress with these families to date.** The Headteacher said that some progress had been made but it was not enough. **A governor asked if there is evidence that early intervention in terms of persistent absence is effective.** The Headteacher said that there is evidence to suggest this is the case as if often shifts children away from being persistently absent. **A governor asked if there was evidence of good practice at national level in terms of persistent absence.** The Headteacher said that she was not aware of national good practice in this respect but she said that there is an agreement with parents that the school will telephone home if the child is unwell in school but she said the interpretation of what constitutes unwell often differs between parents and staff. **A governor challenged the Headteacher to explain whether, if the persistent absence figure was removed from the absence data, the overall absence figure would still show an overall improvement.** The Headteacher said that she thought that it would but would look into this further. She said that the average attendance in Cornwall is 95.3%. She said that whilst the school was less than the national average in terms of attendance, it was above the average for Cornwall.

A governor challenged the Headteacher to outline the challenges of the new curriculum. She said the challenges were as follows: the time allocation for planning quality input, finance and funding, ensuring that teachers consistently undertake cross phase work and the measurement of progress and developmental learning within the new curriculum. **A governor asked if there is a template for measuring how the progress and developmental learning is measured.** The Headteacher said that all schools in this position do not have clear templates in place but that the school will work with Humberstone and REACH in this respect whilst simultaneously personalizing the templates to the school. She said that a balance needs to be struck between measuring effectiveness and the content of the delivery of the new curriculum. **A governor asked what sort of evidence Ofsted will accept in terms of measuring progress and developmental learning.** The Headteacher said she was unsure but the school is considering doing undertaking the task on an anonymous sampling basis. **A governor challenged the Headteacher to explain why the focus is not just on the content of the curriculum.** The Headteacher said that it is important to keep challenging the staff and to keep checks and balances in place as part of the accountability system. In terms of measuring the progress and developmental learning, the Headteacher explained that the comparative model is a good one to use because if there is a focus, for example, on children being high quality writers, the rest will follow, such as the use of more sophisticated punctuation. However, she said that for staff to believe that focusing on the content is acceptable is a huge culture change.

A governor challenged the Headteacher to explain the action that is being taken in respect of Maths. The Headteacher said that the Deputy Headteacher will present a report at the next meeting regarding this matter. She said that Maths will be a focus for the school in due course with a "push" on greater depth Maths and on challenge and reasoning in Maths.



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A governor challenged the Headteacher to explain the targeted approach the school is taking to pupil premium children and the impact it is having. The Headteacher said that it is too early to assess the impact but she acknowledged that there has been less impact this term than she would have hoped due to unexpected staff changes. **A governor asked what the way forward is with the targeted approach to pupil premium students.** The Headteacher explained that speech and language pupil premium students are a focus for the rest of the term. She said that KS2 pupil premium students will be a focus in the afternoons in school. **A governor challenged the Headteacher to explain when the evidence of the impact of this intervention will be available.** The Headteacher said that there may be a small shift in the data which will be available in three weeks' time but it will only be minor due to the delay in implementing the intervention. **A governor challenged the Headteacher to explain if there will be a different approach to pupil premium students in the future to ensure that the provision goes to those children.** The Headteacher said that, this year, money has been allocated to specific staff to work with pupil premium students so it should be possible to measure the impact. She said there is also a need to put in more specific intervention for some pupil premium students. **A governor asked what would trigger staff being moved from this specific allocation.** The Headteacher said that budget restraints may trigger suspension of such provision and that the need to provide PPA for teachers may necessitate staff being moved from this provision on a temporary basis. She said there is now more flexibility in terms of the pupil premium provision as there are two HLTAs in one HLTA role. She said the aim is not to employ any supply staff as they are very costly. The Headteacher said that a member of staff will attend the next meeting of the LGC and talk about pupil premium provision.

A governor challenged the Headteacher to explain if the roof repairs have been effective. The Headteacher said that the roof is leaking in the Headteacher's office, in Year 2 and in Year 6 areas which are all new leaks. She said there are no leaks in the areas that once were leaking. She said that she has challenged PLT to deal with the new leaks. She said that all the soffits and gutters will be cleaned in the Easter holidays.

A governor challenged the Headteacher to explain the position on class contributions. The Headteacher said that 57% of the contributions are now in and that the school has paid the contribution for 18 pupil premium students which amounts to 320.00. In total, 67% of the contributions have now been received which amounts to 2,310.00. Governors agreed that this figure was very encouraging.

8. **Sports Premium Spending Plan – to receive and consider the Sports Premium Spending Plan**

There were no questions on the report which was circulated in advance of the meeting. The Headteacher brought governors' attention to the fact that some of the EYFS money was being moved to KS2 provision and that she had over budgeted for the mini bus. She said that the sports premium money helps to encourage those who raise funds for the school but that they seem to have few volunteers. Governors agreed that the message asking for volunteers needs to be more specific and targeted. **A governor challenged the Headteacher to explain when the 10,000 allocated to each school for "little extras" in the Chancellor's budget will be received.** She said that this money was not expected until September 2019.

9. **SEND – to receive and consider a report on SEND**

There was no report. The Headteacher said there will be an annual report at the next LGC meeting.

PART B – CONFIDENTIAL ITEMS

10. **Finance to receive and consider a report on finance for 2019/2020**

This item is confidential and is the subject of a separate confidential minute.



11. Confirm Date and Time of Next Meeting

The date of the next LGC will be on Tuesday 8th January 2019 in the Headteacher's Office at Fowey Primary School commencing at 3:30pm.

The meeting finished at 5pm.



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