



Minutes of the Second Autumn Termly Meeting Held in School
on 14th December 2015 at 5pm.

PRESENT	Mr Brown (Chair), Mr Wallis (HT), Mrs Butter, Mrs Gabriele, Mr Head, Mrs Lean, Mr Mitchell, Mrs Robinson, Mrs Sanders, Mrs Wade, Mrs Stein (BM)(Associate Member).
OBSERVER	Mrs Sellwood
CLERK	Mrs Harris
ABSENT	Mrs Joslin (Associate Member),

PART 1

1. Welcome and Apologies
Kyle welcomed governors to the meeting. Mr Head introduced himself to the new governors. There were no apologies.
2. Governors' Declarations of Pecuniary Interests in matters to be considered at the meeting
Mr Head's spouse is employed in school.
3. Minutes of the last meeting
The minutes were accepted as a true record. Mrs Wade joined the meeting at this point.
4. Matters Arising
Item 5: The Chair explained that his LA governor application was still being processed and until approval is given Mrs Sellwood would not be able to start her term of office.
Item 6. VIII: The school ethos is being produced on an acrylic poster for display in school. This is in hand. A governor asked if the new School Development Plan would be on display for the children. HT said it is being produced. **Action Point Mr Wallis**
5. Learning and Development Committee Minutes
There have been 4 meetings since the last FGB meeting. Meetings have looked at English, Science, Safeguarding and Early Years. It is proving to be more difficult to get Social Services involved in cases, giving cause for concern. Mrs Sellwood will be taking on the Safeguarding Governor role when she officially becomes a governor.
6. Operations Committee Minutes
There have been 3 meetings. It was agreed that Mrs Harris would clerk the meetings from 12th January.
7. Pay Committee Minutes
The HT targets for the last year have been reviewed and the targets set for next year. The committee has also looked at teacher's performance and pay, ensuring that performance management has taken place for 2014 – 2015.
8. Head Teacher's Report
This was tabled incorrectly as the Head Teacher's report is not due until next term.

The KS assessment data has been validated is now published. A copy of the data was circulated to governors. Year on year comparison shows the school's performance is improving and is above local authority and national average figures. Absence figures are 3.4% against the national average of 3.9%. This is an improving figure particularly with the improvement in attendance of the regular poor attenders. The gap between the progress of disadvantaged children and that of non-disadvantaged children needs to be reduced. A meeting is planned to focus on the achievement of pupil premium children.

9. Finance

The Business Manager (BM) said that the school is looking at a possible underspend of £17,000. The finance report is not due until next term.

10. Governing Body Self-assessment.

The document was completed during the meeting and the results will be collated.

11. Skills Audit

The document is to be completed and handed in this week.

12. Governor Responsibilities

The chair asked for a governor to take responsibility for the minutes folder. Mr Mitchell volunteered.

- Leadership and Management – Mr Head. There is nothing to report due to his work commitments.
- Data Governor – Mr Brown – RAISEonline has been circulated. A governor asked if there could be a session explaining the RAISEonline. It was agreed to hold an after school meeting. There will be a data meeting at the beginning of next term.
- Outcomes for Pupils – Mr Brown. Nothing further to add.
- English – Mr Brown (temporarily until a new governor is elected). Mrs Robinson will be the new English Governor.
- Equality and diversity – Mrs Wade. Nothing to report.
- Quality of Teaching and Assessment – Mrs Gabriel. It was decided to change the responsibility to "Quality of Teaching, Learning and Assessment". A calendar has been drawn up for learning walks and assessments. A governor asked whether allowing the children to choose the level they were working at resulted in some of them making easy choices. The HT said that, generally, the children make appropriate choices and if they did not then the teacher would make suggestions. The chair recommended that governors make their visits at a time when assessments are being carried out because they would be able to obtain more information and understanding. Learning ladders are now being used. Peer critique is also being used with children commenting on the work of others.
- Progress in maths – Mrs Lean. A visit has been made and the report will be circulated.
- PE Premium – Mr Brown. Nothing to report
- Whistleblowing – Mr Mitchell. There have been no incidents. The contact details will be checked.
- SEN – Mrs Wade. There was a visit last term and another is scheduled next term.
- Wraparound and Development – Mrs Sanders. A visit is planned for the beginning of next term. Cornwall Learning is ceasing in March.
- Personal Development, Welfare and Behaviour - Mr Head, Mrs Butter. Mr Head said with the increasing level of need at early years, the school needs to consider the level of support for teachers. Ofsted looks at personal development and welfare and the school needs to consider the various levels. There should be a single point of contact mental health and wellbeing. Mrs Butter will take on that role. The increasing need for mental

health and wellbeing in the school should also be carried forward to Wraparound. Training should be provided for all staff. Schools are now becoming “one stop shops”, having to pull together outside resources and supervision. A governor asked if Mindfulness could be used for other years as well as for year 5. A governor asked how those children that are difficult to reach could be included. The HT said he did it by direct approach. There will be training in Thrive starting in March. A governor said that some organisations were training staff as mental health first aiders. Mrs Butter emphasised that behaviour and incidents must be monitored in school and recorded.

- Early Years –Mrs Wade. There has been a meeting with HT and staffing for EYFS will be reassessed. The BM asked if the funding had been discussed. Mrs Wade said evidence will be gathered to assess if the need can be provided within the current funding. The staff remain positive in what can be a very stressful situation.
- RE – Mrs Sanders. A visit has been made and the results were positive. A further visit will be made next term.

13. Safeguarding, Child Protection and Health and Safety.

No safeguarding or child protection incidents. After 2 incidents where children collided with field gate, the gate is now locked.

14. Disqualification by Association – Governors completed forms at the meeting. Staff have already completed the forms.

15. Collaborative working and academies

Governors had a meeting with Victoria Hatton, Solicitor from Browne Jacobson, who specialises in advising schools and colleges on academy conversions on 23rd November. Following this meeting, a representative from Sir David Carter, the South West Schools Commissioner is coming to talk to governors from the Penair cluster on 11th January. There was discussion as to whether representatives of 2 Multi Academy Trusts (MAT) and a Co-operative should be invited to talk to the governors. It was suggested that other schools in the same situation as Bosvigo should be asked to these meetings as an information gathering exercise. It was agreed that when dates were fixed then other schools would be invited to the meeting. The BM will arrange the meetings. There was discussion about standard questions to be asked of all the visiting representatives of MATs etc. **Action Point Mrs Stein**

16. AOB

An additional governor responsibility to be included. Finance to be added with Mr Mitchell holding that responsibility.

The FGB minutes will be included on the school website.

Use of “Parent View” to be promoted with parents. Information about this will be included in the newsletter early next year.

17. Date of next meeting.

8th February 2016

The meeting closed at 18.50.

Part 2 Confidential Matters

There were no matters for discussion.

Signed as a true and accurate record of the meeting:

_____ Chair _____ Date