



Minutes of the First Autumn Termly Meeting Held in School on 18th September 2017 at 5pm.

PRESENT	Mr Brown (Chair), Mr Wallis (HT), Mrs Knight, Mrs McKenna-Sanders, Mr Mitchell, Mrs O’Kane, Mrs Robinson, Mrs Sellwood, Mrs Tucker, Mrs Wade and Associate Members: Mr Edwards, Mr Head, Mrs Joslin, Mrs Stein (BM)
OTHER	Mrs Harris (Clerk)
ABSENT	Mrs Knight

PART 1

Associated documents: Declaration of Business/Pecuniary Interest/s Form, Code of Conduct, Governing Body Decision Planner, Terms of Reference GB and Committee, School Development Plan, School Vision and Ethos, Governor Annual Statement.

1. Welcome and Apologies
Mrs O’Kane was welcomed as Staff Governor.
Mrs Knight sent her apologies which were accepted.
2. Governors’ Declarations of Pecuniary Interests in matters to be considered at the meeting
No additional interests were declared.
3. Election of Chair
The Clerk took the chair for this item. Mr Brown was nominated as Chair. He left the room and it was agreed he would be Chair.
4. Election of Vice Chair
Mrs Tucker was nominated as Vice Chair. She left the room and it was agreed she would be Vice Chair.
5. Governing Board terms and vacancies
Mr Mitchell’s term of office will end on 7th November 2017. He will not be standing again.
Mrs McKenna-Sanders’ term of office ends on 7th January 2018. Currently there is a vacancy for a Co-opted Governor due to the resignation of Mrs Sewell. It was suggested that one of the current Parent Governors changes category to Co-opted Governor. Mrs Wade agreed to move to Co-opted Governor. Parents would then be approached to find a Parent Governor with the appropriate skills. This course of action was agreed. Mr Head will finish as Associate Member at the end of the 17/18 school year.
6. Current Governor Terms
This item was covered above.
7. Annual Review and Approval:
 - i. Declaration of Business/Pecuniary Interest/s Form
Governors present at the meeting completed the forms.

- ii. **Governors' Code of Conduct**
The Code of Conduct was circulated in advance of the meeting. Governors agreed to adopt the code and signed the document.
- iii. **Governing Body Decision Planner –**
The document was circulated in advance of the meeting. A section has been added to include the Wraparound and Holiday Club Working Group. Otherwise the document is as last year. It was agreed to adopt the document.
- iv. **Terms of Reference GB and Committee**
The document was circulated in advance of the meeting. A section has been added to include terms of reference for the Wraparound and Holiday Club Working Group. It was agreed to adopt the document.
- v. **Committee Membership**
There will be three committees: Operations, Learning and Development and Pay. It was proposed to retain the same structures as the in the previous year.
 - **Operations Committee**
It was agreed Mrs Tucker will Chair the Operations Committee. Mr Head and Mr Edwards will no longer be part of that committee. Members will be: Mrs Tucker, Mr Mitchell, Mrs Sanders, Mr Brown, Mr Wallis and Associate Members: Mrs Joslin (non- voting), Mrs Stein (non-voting), and the governor who fills the current vacancy.
 - **Learning and Development**
It was agreed Mrs Sellwood will Chair the committee. Members will be Mrs Sellwood, Mr Brown, Mrs Wade, Mrs Robinson, Mrs Knight, Mrs O’Kane, Mr Wallis and Associate Members Mrs Joslin (non-voting), Mrs Stein (non-voting), Mr Edwards (voting).
 - **Pay Committee.**
The committee will continue to be chaired by Mrs Sanders. Members will be Mr Brown, Mr Mitchell, Mrs Tucker and Mr Wallis (non-voting).
 - **Appeals Panel**
Mrs Wade is Chair of the Appeals Panel. Members of the panel will be appointed as necessary.
 - **Members of the Wraparound Working Group will be Mr Brown, Mrs Robinson, Mrs Tucker (Chair), Emma Austin (Wraparound Manager), Mrs Sanders, Mrs Stein and Mr Wallis.**
- vi. **School Development Plan**
The updated draft of the SDP was tabled at the meeting. The document is attached to these minutes. The HT explained the plan. Data has yet to be included and further detail is required regarding intended outcomes and priorities for Wraparound. Progress was better than national averages in Reading, Writing and Maths at KS2 and the school does not meet the criteria for Coasting Schools status. The pressure of an imminent inspection has been removed by last year’s inspection. Attainment in KS2 was a lower than last year but the cohort's progress was above the national average and an improvement on last year. KS1 data was mixed, with attainment in Writing and Maths being below national figures. The curriculum focus across the school will be more general this year. The school is awaiting a visit from the School Improvement Partner. There will be a focus in the SDP on Parental Engagement. The school will look to recruit volunteers and ensure best use is made of them. There was discussion about the role FOBSA could play within the school. Science will be included in the SDP as it was expected that a silver level of the Primary Science Quality Mark would be achieved this year. Achievement in Phonics was lower this year 69% compared to 80% last year. This was largely cohort specific due to four children joining the school close to the testing date and not meeting the standard, as well as a number of children with recognised additional needs.

- vii. Governor responsibilities
 - Leadership and Management: Mr Brown, Mrs Tucker
 - Data and outcomes for pupils: Mr Brown
 - English: Mrs Robinson
 - Equality and diversity: Mrs Wade
 - Quality of teaching, learning and assessment: Mrs Robinson, Mrs Sellwood, Mr Brown, Mr Edwards
 - Maths: Mr Brown and Mr Edwards
 - PP and Sport Premium: Mr Brown.
 - Whistleblowing: Mrs Sellwood
 - SEN: Mrs Wade
 - Safeguarding: Mrs Sellwood and Mrs Knight
 - Wraparound: Mrs Sanders
 - Governor Development: Mrs Sanders
 - Health and Safety: Mrs Sanders and Mrs Tucker
 - Finance: Mr Mitchell,
 - Personal development, Welfare and Behaviour: Mr Head
 - Early Years: Mrs Wade and Mrs Knight
 - RE: Mrs Sanders
 - PREVENT: Mr Brown
 - Digital Wellbeing: Mr Head
- viii. School Vision and Ethos
 - The document will be redrafted in January as part of the Strategy meeting, but the current vision and ethos were accepted in the interim.

- 8. Governor Annual Statement
 - The draft statement was circulated before the meeting. The draft was agreed with the addition of a request for volunteers and governors.
- 9. Minutes of the last FGB meeting – Monday 10th July 2017
 - The minutes were agreed to be an accurate record of the meeting.
- 10. Matters arising not on the agenda
 - Item 4: The leadership delegation plan has not yet been completed.
 - Item 7(2): The strategy meeting will be organised for January.
 - Item 7 (17): The list of policies is being developed.
- 11. Learning and Development Committee Minutes
 - Minutes of four meetings: 25th April 2017, 16th May 2017, 13th June 2017, 18th July 2017 were circulated before the meeting. There was nothing further to add to the minutes.
- 12. Operations Committee Minutes
 - Minutes of three meetings: 2nd May 2017, 6th June 2017, 29th June 2017 were circulated before the meeting. There was nothing further to add to the minutes.
- 13. Pay Committee Minutes
 - The minutes of two meetings: 23rd May 2017 and 29th June 2017 were circulated before the meeting. There was nothing further to add to the minutes.

14. Finance - SFVS

The school is on track with the budget. The government has stated that the funding will be £3500 per primary school pupil. Funding for deprivation has been reduced. Possible total increase 0.5% per child. It is anticipated that the income to the school will be the same as two years ago. As long as current plan is maintained then the budget should be sustainable. If there is a significant increase in funding then it will be top sliced by county. There will be more PP+ children in the school this year.

15. Governor Responsibilities: Existing responsibilities below:

Leadership and Management: Mr Brown. There was nothing to report.

Data and outcomes for pupils: Mr Brown. There has been a meeting to discuss data.

English: Mrs Robinson a visit was made last term and the report circulated. It is held in the Governors' file

Equality and diversity: Mrs Wade – There was nothing to report.

Quality of teaching, learning and assessment: Mrs Robinson, Mrs Sellwood, Mr Brown There has been a data meeting.

Maths: Mr Brown and Mr Edwards. There was nothing to report.

PP Premium: Mr Brown. There was nothing to report.

Whistleblowing: Mr Mitchell. No incidents to report.

SEN: Mrs Wade. There was nothing to report.

Safeguarding: Mrs Sellwood and Mrs Knight. The Single Central Record will be checked this term.

Wraparound: Mrs Sanders. The Wraparound Manager is due to meet with Mrs Sanders.

Governor Development: Mrs Sanders. There was nothing to report.

Health and Safety: Mr Mitchell and Mrs Sanders. The Air Ambulance landed in the field during the summer term without advance notice. There is a protocol for landing the helicopter but the pilot thought the school was closed. There has been no contact by the Air Ambulance control since. The BM will contact the Air Ambulance office to discuss what happened and ensure a report is created. **Action Point BM**

Finance: Mr Mitchell and Mrs Tucker. There was nothing to report.

Personal development, Welfare and Behaviour: Mr Head. There was nothing to report.

Early Years: Mrs Wade and Mrs Knight. There was nothing to report.

RE: Mrs Sanders. The RE lead teacher has drawn up a very interesting programme of visits and talks.

PREVENT: Mr Brown. There was nothing to report.

Digital Wellbeing: Mr Head. There was nothing to report.

16. Safeguarding, Child Protection and Health & Safety

i. Safeguarding

There are no safeguarding issues currently. Some children new to the school have child protection plans. All staff have had level 2 safeguarding training

ii. 121A's

There was one incident during the summer holiday.

iii. Health and Safety

Some deterioration of the Planetarium has been noticed. It will be reported to Interserve.
Action Point BM

17. Pupil Premium Allowance

It is understood that funding will remain as previously. The HT is attending Children in Care training. He hopes to be able to clarify how the extra funding can be spent.

18. Governors' Reports

i. Training

There were no training reports

ii. Visits

The English visit report is held in Governors' file.

19. Wraparound/Holiday Club Working Group

Members of the Working Group were agreed in 7(v) above.

20. Communications strategy

A draft communication plan has been created. The document is attached to these minutes. It was suggested there should be a working party. Mrs Robinson, Mrs Joslin and Mr Brown volunteered to be part of this. There are approximately 9 families within the school for whom email contact details are not held. It was suggested there should be a group focusing on users. A survey of parents will be arranged. **Action Point BM.** A request for volunteers for the working group will be included. The working group will report to the Operations Committee. It was suggested that communication also involves the wider community. Mrs Robinson Mrs Joslin and Mr Brown will draw up the questions for the survey and circulate them to governors.

21. Strategy meeting

The meeting will be held on 5th January 2018. As this will involve staff this will be part of the January Inset days.

22. Academy Status update

There are no developments to date. There was a Penair cluster meeting last term but members were non-committal. Some of the schools were really not interested in becoming academies.

23. Other matters not on the agenda

A presentation was made to thank Mr Mitchell for his long service to Bosvigo School Governing Board.

24. Date of next meeting 27th November 2017 at 5pm.

The meeting closed at 19.35.

Signed as a true and accurate record of the meeting

_____ Chair _____ Date

Item	Action Point	
10	Draw up Leadership Delegation Plan	SLT
10	Check Leadership Delegation Plan	Governors
15	Contact Air Ambulance office re landing	BM
16(iii)	Report condition of Planetarium to Interserve	BM
20	Submit questions for communications survey	Mrs Robinson, Mrs Joslin, Mr Brown
20	Issue Communications survey	BM
21	Organise Strategy meeting for Governors and Staff for January 2018	Chair/HT