



Minutes of the First Autumn Termly Meeting Held in School on 1st October 2018 at 5pm.

PRESENT	Mr Brown (Chair), Mr Wallis (HT), Mr Bullen, Mrs Knight, Mrs O’Kane, Mr O’Leary, Mrs Robinson, Mrs Sellwood, Mrs Tucker, and Associate Member: Mrs Stein (BM)
OTHER	Mrs Harris (Clerk) Mrs Colvill (Observer)
ABSENT	Mrs Joslin

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
Mr Brown welcomed everyone to the meeting especially Mrs Colvill the prospective governor. Introductions were made.
Mrs Joslin 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. Mrs Tucker was nominated. She left the room while this was discussed. Mrs Tucker’s appointment was endorsed.
4. Election of Vice Chair
Previously Bosvigo had 2 vice chairs. The FGB approved the appointment of 2 VCs. A governor said that there should be a defined skill set for the VCs. Mrs Knight and Mr Brown were nominated as vice chairs. They were approved.
5. Governing Board terms and vacancies
There are currently 2 Co-opted governor vacancies. Mrs Colvill left the room. The appointment of Mrs Colvill as Co-opted Governor was approved.
6. Annual Review and Approval:
 - i. Declaration of Business/Pecuniary Interest/s Form
All governors present signed the form.
 - ii. Governors’ Code of Conduct
The Code of Conduct was circulated before the meeting and all governors present signed the master copy.
 - iii. Instrument of Government
The document was circulated with the agenda. It was agreed that no changes were required.

iv. Governing Body Decision Planner

The document was circulated with the agenda. It was proposed and agreed to include a reference to the School Improvement Partner's involvement.

v. Terms of Reference GB and Committees

The document was circulated with the agenda. Responsibility for the Children's Centre will be included for the Operations Committee. The document was approved.

vi. Committee Membership

Mr O'Leary volunteered to be Chair of the Operations Committee. This was approved.

Mrs Colvill will be a member of the Learning and Development Committee. Mrs Robinson is aware of someone who might be suitable to be a Co-opted Governor. She will make an approach.

vii. School Development Plan

This item was taken after item six.

viii. Governor responsibilities

The list of existing responsibilities was circulated with the agenda. Mr Wallis joined the meeting. The responsibilities were amended as per the list below.

ix. School Vision and Ethos

The document was circulated with the agenda. It is the same as last year. The document was approved.

vii. School Development Plan

Mr Wallis explained the SDP and its updates.

- Data has been updated to include 2018 figures. The FS GLD percentage of 67% was slightly lower than expected but still broadly in line with national figures and Year 1 Phonics attainment was below the national average. KS2 results demonstrated positive progress in Reading, Writing and Maths. KS1 progress is difficult to assess as there are 2 different systems, but the SLT will be looking into progress made by the 2018 Year 2 cohort, particularly with regard to Reading. The approach to writing and reading will be reviewed but the approach to maths is good. Reading was subject to moderation and this looked at fluency of reading. Some of the children were not able to read at the required rate. Lessons have been learned from the moderation. Writing is being improved using the Story Telling approach. **A governor asked if the intense concentration on Maths had had a detrimental effect on English.** Mr Wallis and Mrs O'Kane didn't feel it had, but the approach to English will be modelled on how Maths has been improved.
- Leadership and Management has not been changed on the SDP but Mrs O'Kane has been appointed as Assistant Head Teacher. The SLT will meet weekly. The emphasis will be on training and improvement rather than scrutiny. An openness amongst staff will be generated so staff can discuss how to improve. Some teachers are using Seesaw for announcements, blogs and updates. **A governor asked if Seesaw was being used consistently throughout the school. It is being used in all classes but in different ways. A governor asked if some parents have difficulty accessing it. Most people can use it because it can be accessed on phones etc. It can be printed for people who cannot access it electronically. This will be raised at a parents' meeting. An email can be sent to all parents who have not logged on.** Volunteers are difficult to attract. Only 2 senior generation people came to the information event.
- Quality of Teaching Learning and assessment. A mental calculation strategy must be developed and parents can help with improving mental maths. It was important that parents engender a good work ethic for homework. **A governor asked if maths mastery was embedded. There are a few tweaks needed.** Talk for writing was important. Staff have had training. **A governor pointed out that there were 4 lead staff for maths but only 2 for English. The 4 maths lead staff are not fully engaged in maths through working pattern**

and class responsibility. A governor asked if the school has sufficient resources for English. New books have been purchased and the quality of books is good compared with other schools. The school is aiming for the Primary Science Quality Mark gold standard in the next academic year. Only a bronze was awarded for School Games because the self-review tool was not used. This was due to a misunderstanding. A governor asked if the training teachers were to have in PE has been completed. This has not been fully delivered.

A new approach to Feedback to children (responsive marking) will be embedded. Trauma Informed Schools training has been delivered to staff during an inset day. The Wraparound Manager will undergo the full training. Mr Wallis explained about TIS. There is further work to be done. A governor asked how effectiveness of the system can be measured. It is not quantifiable but more about recognising how children can cope during the day.

Informal profiling is completed termly. PSHE has not been changed since last year. A new resource has been purchased and will be trialled. Some online safety training will be completed with teachers. The wellbeing of children online is crucial.

- Outcomes for pupils: Progress and attainment to be improved across the curriculum for KS1. The KS2 group is more focussed this year. A governor asked how the school compared with other schools in the area. The data is good. KS 2 compares well against local schools but KS1 is not as good.

7. Governor Annual Statement

A draft statement was emailed to governors before the meeting. Involvement of the School Improvement Partner will be included. The document was approved.

8. Minutes of the last FGB meeting – Monday 9th July 2018

The minutes were agreed to be a true record.

9. Matters arising not on the agenda

Item 5: There were more girls than boys at a recent training event and participation of girls is improving.

Item 5: Work is ongoing on staff/children relationships policy. It will then be integrated into the behaviour policy

Item 7: The monitoring schedule will be circulated. A specific training for governors on monitoring visits will be arranged. Mrs Tucker will circulate potential dates to governors.

Action Point Mrs Tucker

10. Highlights of Learning and Development Committee meetings

There has been one meeting so far this year. The S175 Safeguarding review was discussed.

The feedback from the county safeguarding lead was very good. All governors must read Keeping Children Safe in Education. Any incidents will be logged on SIMS. Currently there is no lead teacher for ICT. A governor mentioned information about potential inspections of schools to look at sexual abuse in the family environment. This information will be forwarded to Mrs Sellwood. **Action Point Mr O’Leary**

11. Highlights of Operations Committee meetings

Items of large expenditure have been monitored as has the take on of the children’s centre. Some H&S incidents were discussed.

12. Highlights of Pay Committee meetings

There has been one meeting to discuss HT performance management.

13. Finance

A full update will be issued at the next Operations Committee meeting. Finance is currently on track. The figures for Wraparound for the summer were strong. The pay award for teachers has been agreed at around 3%. Extra funding will be received to cover this.

14. Governor Responsibilities: Existing responsibilities below with changes in italic:

- Leadership and Management: Mr Brown, Mrs Tucker, *Mrs Knight*
Nothing to report.
- Data and outcomes for pupils: Mr Brown, *Mr O'Leary*
A data meeting will be arranged.
- English: Mrs Robinson
Nothing to report.
- Equality and diversity: *Mrs Colvill*
Previously a vacancy so there was no report.
- Quality of teaching learning and assessment: Mrs Robinson, Mr Brown, Mrs Sellwood, *Mrs Knight*
Nothing to report.
- Maths: Mr Brown, *Mrs Colvill*
Nothing to report.
- Pupil Premium: Mr Brown
Nothing to report.
- PE Premium: Mr Brown, *Mr O'Leary*
Nothing to report.
- Whistleblowing: Mrs Sellwood
No incidents to report.
- SEN: *Mrs Colvill*
Previously a vacancy so there was no report.
- Safeguarding: Mrs Sellwood, Mrs Knight
Nothing to report.
- Wraparound: Mrs Robinson
Mrs Robinson has made a visit and her report was circulated. Wraparound after school has been fully booked this week. Staffing is being reassessed.
- Governor Development: Mrs Sellwood
Nothing to report.
- Health and Safety: Mrs Tucker, Mr Bullen
Nothing to report
- Finance and GDPR: Mr Bullen
GDPR was added to this responsibility at the meeting.
- Personal development, Welfare and Behaviour: *Mr Brown, Mrs Robinson*
Nothing to report
- Early Years: *Mrs Knight*
Previously a vacancy so there was no report.
- RE: Mr Brown
Nothing to report.
- PREVENT: Mr Brown
Nothing to report.
- Digital Wellbeing: *Mr O'Leary*
Previously a vacancy so there was no report.
- Children in Care *Mrs Sellwood Mrs Knight*
This is a new responsibility

Mrs O'Kane left the meeting

15. Safeguarding, Child Protection and Health & Safety
 - i.Safeguarding
There haven't been any incidents.
 - ii.ViSTs
There has been an incident but it was not received as a ViST. A child disclosed information.
A governor asked how a report is followed up. A report is for awareness and information although on occasion further action may be required.
 - iii.Health and Safety
There haven't been any incidents.
16. Pupil Premium allowance
HT has enrolled for a course on maximising Pupil Premium expenditure.
17. Governors' Reports
 - i.Training
The NGA online courses have been purchased.
 - ii.Visits
Mrs Robinson has made a visit and her report has been circulated.
18. Wraparound/Holiday Club
Staff and children seemed quite perky when Mrs Robinson visited during the holiday. The atmosphere was very positive.
19. Strategy meeting
There isn't a need to have a whole staff/governor strategy meeting but a governor strategy meeting will be held in January.
20. Other matters not on the agenda.
There were no other matters.
21. Date of next meeting 26th November 2018 at 5pm.

The meeting closed at 19.15.

Signed as a true and accurate record of the meeting

_____ Chair _____ Date

Item	Action Point	
9	Circulate potential training dates	Mrs Tucker
10	Forward possible inspection information to Mrs Sellwood	Mr O'Leary