



**MINUTES OF A MEETING OF THE
GOVERNING BODY HELD ON 30th January 2018 at 5:00PM**

Present:

Linda Hodgson - Chair	Alex Mullaney
Chris Roynon - Headteacher	Tim Pullen {arrived late}
Eryl Williams {left early}	Steve Potter {arrived late}
Natasha Ferguson {arrived late}	
Thalia Hughes {arrived late}	

In attendance: Nigel Carter-King - Minutes

Apologies received: Margaret Byrne

Item		
01.00	Welcome and Apologies	
01.01	The chair welcomed everyone to the meeting at the start of the new year. Apologies were received from Margaret Byrne.	
02.00	Declaration of Business and Pecuniary Interest	
02.01	There were no declarations. It was noted that since joining TPAT a new declaration form might be required for governors to complete.	
03.00	Minutes of meetings	
03.01	The minutes of the 3 rd October 2017 were signed as a true record of the meeting.	
03.02	It was noted that the planned governors meeting of the 5 th December 2017 did not take place due to governor sickness and absence.	
04.00	Matters Arising	
04.01	Item 05.01. It was decided not to write to Parking Enforcement regarding residents placing cones along the road. The Chair reported that she had written to the owners of the Rock Pool Car Park suggesting parent parking	LH & CR to action.

<p>04.02</p>	<p>concessions. It was noted that a 50p per 20 minutes parking might be possible. It was noted that the Headteacher had received correspondence from a local resident regarding parking which had also been sent to Fire Services and Councilor Harding. The Headteacher would arrange a meeting with Fire Services and Councilor Harding. Parking and pedestrian options were again briefly discussed. Item 10.02. The Headteacher and Chair of Governors have now attended Safer Recruitment Training.</p>	<p>CR to action.</p>
<p>06.00 06.01 06.02 06.03</p>	<p>Headteacher's report {brought forward on the agenda} The Headteacher noted in his report distributed in December 2017 that pupil numbers had continued to increase and were now 105 with another child due to start after the half term. It was also noted that he was turning down applications as years were full, unless the family was likely to win an appeal. The Headteacher noted that pupil numbers in September 2018 for Reception Class were due to drop and possibly only eight children from Mousehole Mice moving up. The Chair noted the pupil progress and attainment in Reading, Writing and Maths.</p>	
<p>05.00 05.01 05.02</p>	<p>Governing body roles and structure It was noted that the last governors skills audit had been conducted three years ago. The Chair of Finance & Premises to look at the available question sets on the NGA site and distribute to governors for completion. The Chair noted that meetings can not start if there is not a quorate membership in attendance and urged governors to be on time or give apologies. It was agreed to change the Full Governing Body meetings to a Monday, starting at 5:00pm. It was also agreed to change the Finance & Premises meetings to a Tuesday, starting at 2:00pm.</p>	<p>NCK to liaise with EW and distribute. NCK to notify governors.</p>
<p>07.00 07.01 07.02 07.03</p>	<p>Learning forums The Maths Learning Forum and Governor Monitoring report from the 15th November 2017 and the English Learning Forum and Governor Monitoring report from the 16th November 2017, previously distributed, were presented to governors. The Headteacher noted that the Year 3 & 4 children were being taught a new maths scheme and that the whole class took part in a 20 minute spelling session focusing on patterns. The Chair noted that governors were quite inspired by what they had heard and seen from the children. It was questioned if children are aware, or talk about, their skills progression?</p>	
<p>08.00 08.01 08.02</p>	<p>School Improvement Plan The Headteacher noted that he had met with Janet Dinsmore and discussed the SIP. It was also noted that Mousehole School, as part of TPAT would be taking part in a SHIP review on conjunction with Sennen and Mithian Schools. The</p>	

	Headteacher also noted that the two schools we are associated with would change annually.	
09.00 09.01	<p>Policies</p> <p>The following policies were reviewed by the chair of governors and presented for approval.</p> <ul style="list-style-type: none"> • Admissions {TPAT policy} • Emergency Lockdown • Relationships and Sex • Prevent Duty • Special Education Needs • Safeguarding 	
10.00 10.01 10.02 10.03 10.04 10.05	<p>Truro & Penwith Academy Trust {TPAT} update</p> <p>The Headteacher noted that he had attended the headteachers meeting. After another TPAT school had a recent Ofsted inspection an audit of the schools website had been highlighted.</p> <p>There was another Health & Safety audit expected soon.</p> <p>A TPAT financial report had been received by the school giving the projected budget to the end of August as opposed to the end for March.</p> <p>It was noted that there were other schools in the Bodmin area which were now joining TPAT and creating an eastern hub.</p> <p>It was noted that the Reception teachers had already been involved in networking with other TPAT early years leaders.</p>	CR to action.
11.00 11.01 11.02 11.03 11.04 11.05	<p>Safeguarding</p> <p>It was noted that the Chair had taken on the role of Safeguarding governor. A Safeguarding report, already distributed, was presented to governors.</p> <p>Following on from a recent playground safeguarding report it was noted that a fence had now been installed at the Paul Lane entrance restricting access to children from the road. It was also noted that children inform the staff member on duty if there is an adult at the gate of wanting to access the school.</p> <p>Governors were informed that the Safeguarding policy had been amended and agreed under item 9 of the agenda.</p> <p>Safeguarding training for governors to be arranged by the Headteacher.</p> <p>The Headteacher informed governors he had attended Operation Encompass training.</p>	<p>LH to action.</p> <p>CR to action.</p> <p>CR to action.</p>
12.00 12.01 12.02	<p>Correspondence</p> <p>A letter from the Mousehole Harbour Lights committee had been received raising concerns about the last Tom Bawcocks event held on the 23rd December 2017. The Headteacher noted that he has spoken with the organisers of the event and would respond in writing to the letter.</p> <p>The Chair noted that a letter of complaint had been received from a previous parent and TPAT were responding to the letter.</p>	
13.00	Chairs report	

13.01	The Chair noted that she would meet with the Headteacher and produce a list of governor meeting dates for circulation.	
	<p>Date and time of next meeting: Full Governing Body - Tuesday, 1st May 2018 at 5:00pm Full Governing Body - Monday, 9th July 2018 at 5:00pm</p>	