



**MINUTES OF A MEETING OF THE
GOVERNING BODY HELD ON 12TH NOVEMBER 2018 at 6:00PM**

Present:	Linda Hodgson - Chair	Tim Pullen
	Chris Roynon - Headteacher	Natasha Ferguson
	Eryl Williams	Tracy Bowers
	Margaret Byrne	Alex Mullaney
	Becey Tilley	Eugene McFadden

In attendance: Nigel Carter-King - Minutes

Apologies received: Mel LeVesconte

Item		
01.00 01.01 01.02	Welcome and Apologies The chair welcomed everyone to the meeting, in particular Mrs Tilley as the new staff governor and Mr McFadden as the newly elected parent governor. Apologies were received from the new co-opted governor Ms LeVesconte	
02.00 02.01 02.02	Election of Chair & Vice-Chair The Clerk informed governors that four nominations had been received for Mrs Hodgson to remain as chair of governors. Two nominations had also been received for Mr Williams to be appointed as Vice-Chair. Governors voted unanimously on the tabled nominations of Chair and Vice-Chair.	
03.00 03.01	Declaration of Business and Pecuniary Interest New TPAT annual declaration forms were distributed. There were no declarations.	
04.00 04.01	Minutes of meetings The minutes of the 9 th July 2018 were signed as a true record of the meeting.	

<p>05.00 Matters Arising</p> <p>05.01 Item 04.01. The chair informed governors that the Rock Pool Car Park had now adjusted their parking charges to 50p per 30 minutes. Parents would be informed via the school newsletter.</p> <p>05.02 Item 11.02. Smartlog {used for risk assessments and health and safety training} is being updated by TPAT to become more relevant to schools and usable. It was noted that the governing body does not have a Health & Safety governor.</p> <p>05.03 Item 13.01. Annual Governor Conference taking place in October 2018. The chair informed governors that they were unwell and did not attend.</p>		Action LH
<p>11.00 SEN update</p> <p>11.01 Mrs Smith was introduced as the new SENc replacing Mrs Newborn.</p> <p>11.02 Mrs Smith reported that she had now completed her training and had been reviewing the whole school provisions and needs with teachers. This included those children on alert and those requiring support. There are currently no children with EHSP {statement}. It was noted that 4.6% of children in school have some sort of SEN interaction compared with 13% the national average.</p> <p>11.03 Mrs Smith is part of the TPAT SEN hub and is in the process of linking in with other professionals for support and resources.</p>		
<p>06.00 TPAT Trustees meeting minutes</p> <p>06.01 The minutes from the meeting held on the 16th May 2018 were previously distributed to governors for information.</p>		
<p>07.00 Governing body</p> <p>07.01 The chair again welcomed Mr McFadden, newly elected parent governor, to the meeting. It was noted that two parents ran for the position with 32 and 34 votes received respectively. Mr McFadden gave a brief overview of his work experience relevant to being a school governor.</p> <p>07.02 It was noted that the Skills Audit had not been completed by all governors and the lead governor to report back at the next meeting.</p> <p>07.03 The chair noted that there was a Health & Safety governor vacancy. Once the Skills Audit had been received the Roles and Responsibilities of governors would be reviewed accordingly.</p>		EW to report back. LH & CR to action.
<p>08.00 Headteachers report</p> <p>08.01 The Headteacher Report, previously distributed, was presented to Governors.</p> <p>08.02 The Clerk {Business Manager} reported back to governors on how the recent finance audit went. A full report is expected via TPAT after the financial close down.</p> <p>08.03 It was noted that Mr Mullaney was fully involved with the TPAT Maths Hub and noted that some funding was available.</p>		

08.04	It was also noted that more schools had recently joined TPAT and it had grown to approximately 23 schools.	
08.05	The record of attendance is looking good at 96.3% with the national average being 95.8%. It was noted that the EWO {Education Welfare Officer} had met the Headteacher to review the current attendance reports.	
09.00	School Improvement Plan	
09.01	The Headteacher reported that he had met with the working party at the end of last term and would post the SIP on the schools website.	
09.02	It was noted that the new TPAT overview for 2018-2019 format was being used which included four target areas.	
09.03	The Headteacher reported that the school was working with the TPAT hubs and looking at 'Maths No Problem' as well as other mastery resources but they are very expensive. The school is now consistently planning from White Rose Schemes of Learning across all classes. The school was also involved in 'Shakespeare and More' and looking at holding a spelling bee.	
09.04	It was noted that Mr Mullaney had completed moderation training and had started internal moderation with KS1 and KS2.	
10.00	School budget	
10.01	The Headteacher reported that he had discussed the school budget with TPAT finance and had the extraordinary meeting with the chair and finance lead governor to resolve the outstanding questions on the proposed budget.	
10.02	The Headteacher noted that he was waiting to discuss the budget further with TPAT finance and noted an increasingly tight budget in the next three year forecast.	CR to report back.
12.00	Policies	
12.01	The following policies were presented to governors for acceptance: <ul style="list-style-type: none"> • Emergency Procedures for Educational Visits • Collective Worship Policy • Early Years Foundation Stage Policy • Whistleblowing Policy • Recruitment Policy • Probation Policy • Performance Management Policy and Procedure • Health & Safety Policy • Parent and Visitor Code of Conduct • Code of Conduct for Directors, Governors and Committee Members • Complaints Policy • Acceptable Use Policy - Staff and Volunteers • Marking and Feedback Policy • Medical Conditions Policy Supporting Children with Special Needs • Monitoring and Evaluation Policy • Governor Induction Policy • Intimate Care Plan • Data Protection Policy • Flexi School Agreement • First Committee • Keeping Children Safe in Education Child Protection Policy 	

	<ul style="list-style-type: none"> • Child Protection Procedures Guidance for School Staff • Accessibility Plan 2018-2021 • KS2 Technology Acceptable Use Policy 	
<p>13.00 TPAT Update</p> <p>13.01 The Headteacher informed governors that teachers and office staff had attended a TPAT staff training day on the 29th October 2018.</p> <p>13.02 It was noted that we were part of the TPAT triad which included Sennen School and Mithian School. We are also actively involved with the SEN, Maths and English network meetings.</p> <p>13.03 The Headteacher also informed governors that we due and Ofsted inspection.</p>		
<p>14.00 Safeguarding</p> <p>14.01 The Safeguarding Monitoring Autumn Report, previously distributed, was presented to governors.</p> <p>14.02 It was noted that Mrs Smith is now the Deputy Designated Safeguarding Officer.</p> <p>14.03 The Headteacher informed governors that the two gates to the playground were being locked when children were in the playground. This enabled staff to have greater control of adults gaining access to the playground without them knowing.</p> <p>14.04 Signage to the school was due for upgrading overall too.</p>		NCK to action.
<p>15.00 Health & Safety</p> <p>15.01 As previously discussed, a health and safety governor is yet to be appointed.</p>		
<p>16.00 Correspondence</p> <p>16.01 The chair reported a letter had been received from a parent regarding bullying. This has subsequently be resolved.</p>		
<p>17.00 Chairs report</p> <p>1.01 The chair reported to governors that the Personnel Committee had met and reviewed all staff pay.</p> <p>The Headteacher informed and requested governors approval to become executive head of Sennen School. This would be a temporary position until the end of the academic year. Cover would be put in place for the lead teacher along with the recruitment of and Early Years and Year 1 teacher to cover maternity leave. The Headteacher to inform parents.</p>		CR to action.
	<p>Date and time of next meeting:</p> <p>Full Governing Body - Tuesday, 22nd January 2019 at 6:00pm</p> <p>Full Governing Body - Tuesday, 5th March 2019 at 6:00pm</p> <p>Full Governing Body - Tuesday, 30th April 2019 at 6:00pm</p> <p>Full Governing Body - Tuesday, 18th June 2019 at 6:00pm</p>	