



**MINUTES OF A MEETING OF THE  
GOVERNING BODY HELD ON 3<sup>RD</sup> DECEMBER 2019 at 6:00PM**

**Present:**

Linda Hodgson - Chair	Alex Mullaney
Chris Roynon - Headteacher	Eryl Williams
Margaret Byrne	Frank Batt
Eugene McFadden	

**In attendance:** Nigel Carter-King - Minutes

**Apologies received:** Mary-Louise Le Vesconte and Natasha Ferguson

**No apologies received:** Tim Pullen

Item		
01.00	<b>Welcome and Apologies</b>	
01.01	The chair welcomed everyone to the meeting especially Mr Batt who was attending for the first time.	
01.02	Apologies were received from Ms Le Vesconte and Miss Ferguson.	
02.00	<b>Declaration of Business and Pecuniary Interest</b>	
02.01	No new declarations were received from Governors.	
03.00	<b>Minutes of meetings</b>	
03.01	The minutes of the 8 <sup>th</sup> October 2019 were signed as a true record of the meeting.	
04.00	<b>Matters Arising</b>	
04.01	Item 06.02 - The new Staff and Governor Roles 2019-2020 was reviewed and amended with distribution to all Governors once complete.	<b>Action: NC</b>
04.02	Item 06.03 - Mrs Paula Brockelsby, Teaching Assistant, has shown an interest in replacing Mrs Tilley as the support staff governor. This was accepted by all governors.	<b>Action: LH</b>
04.03	It was noted that two governors had attended the Governor's Conference and had found the workshop on finance particularly useful.	

<p><b>05.00</b></p> <p><b>05.01</b></p> <p><b>05.02</b></p> <p><b>05.03</b></p> <p><b>05.04</b></p>	<p><b>Headteachers report</b></p> <p>The Headteachers report, previously distributed, was presented to governors.</p> <p>It was particularly noted that there were currently 108 children on role, which would show on our school census and would factor into our income calculation. The Headteacher also reported that he was showing prospective parents around for the Reception 2020 intake.</p> <p>It was reported that the attendance rate for the 2018-2019 academic year was 96.2%. With a stable attendance rate and no concerns, it was agreed not to buy into the Educational Welfare Service.</p> <p>A summary of the Key Stage 2 outcomes for math's and English 2019 were presented to governors.</p>	
<p><b>06.00</b></p> <p><b>06.01</b></p> <p><b>06.02</b></p>	<p><b>Learning forums</b></p> <p>The Maths Learning Forum report, previously distributed, was presented to governors. It was noted how enthusiastic the children were and their ability in using maths.</p> <p>The English Learning Forum report, previously distributed, was presented to governors. Again, it was noted the greater depth of work by some children and enthusiasm of the subject.</p>	
<p><b>07.00</b></p> <p><b>07.01</b></p> <p><b>07.02</b></p>	<p><b>Curriculum review</b></p> <p>The Headteacher distributed a question sheet on the curriculum for governors to answer followed by a review of the answers.</p> <p>The Headteacher presented the curriculum coverage review and project plan audit and monitoring on 'Flick'.</p>	
<p><b>08.00</b></p> <p><b>08.01</b></p> <p><b>08.02</b></p> <p><b>08.03</b></p> <p><b>08.04</b></p>	<p><b>Management accounts</b></p> <p>The financial management accounts up to October 2019, previously distributed, were presented to governors.</p> <p>The Headteacher informed governors that new interactive televisions had now been installed except one class. It was agreed to go ahead with the additional purchase.</p> <p>The Headteacher, chair and finance governors to meet with the new TPAT finance technician next week to review the budget to date and raise any issues. The transfer of capital funding to the budget for ICT was raised as an on-going query.</p> <p>It was noted that a staff overpayment had been resolved and allocated back into the school budget.</p>	<p><b>Action: CR</b></p> <p><b>Action: CR</b></p>
<p><b>09.00</b></p> <p><b>09.01</b></p>	<p><b>Mousehole Mice Pre-School update</b></p> <p>The Chair informed governors that there was a delay in the transfer of Mousehole Mice Pre-School to school due to complications with the TPAT solicitors and the registration of the school with the DoE. Governors were informed the transfer was now due to go to the headteachers board and the final decision with the DoE was on hold due to the impending government election.</p>	

09.02	It was noted that the insurance cover had been extended up to February 2020.	
09.03	The Chair informed governors that the management of the Pre-School would be transferred to the Headteacher.	
10.00	<b>Policies</b>	
10.01	Any policies due would be reviewed at the next meeting.	<b>Action: CR</b>
11.00	<b>Property update</b>	
11.01	The Headteacher informed governors that works to the fire door upgrade had been completed except the double doors to Block 2, which were on order.	
11.02	An application for funding to replace the rear play area traversing wall was still outstanding and a decision expected soon.	<b>Action: CR</b>
12.00	<b>TPAT update</b>	
12.01	The minutes from the 2 <sup>nd</sup> July 2019 Board of trustees of the Truro and Penwith Academy Trust were presented for information to governors.	
13.00	<b>Safeguarding</b>	
13.01	The Autumn Term 2019 Safeguarding Report was presented to governors along with the record of need in the school.	
13.02	It was noted that the equality and diversity training needed to be updated by April 2020.	<b>Action: CR</b>
14.00	<b>Correspondence</b>	
14.01	No correspondence had been received.	
15.00	<b>Chairs report</b>	
15.01	The Chair informed governors that the Solomon Brown Hall had been successful in its Lottery funding bid for a gardening project in conjunction with the school.	
.	<b>Date and time of next meeting:</b> <b>Full Governing Body - Tuesday, 6:00pm TBC</b>	