



**MINUTES OF A MEETING OF THE
GOVERNING BODY HELD ON 8TH OCTOBER 2019 at 6:00PM**

Present:

| | |
|-----------------------------------|--------------------------------|
| Linda Hodgson - Chair | Alex Mullaney |
| Chris Roynon - Headteacher | Natasha Ferguson |
| Margaret Byrne | Tim Pullen |
| Eugene McFadden | Mary-Louise Le Vesconte |

In attendance: Nigel Carter-King - Minutes

Apologies received: Eryl Williams

| Item | | |
|--|--|--|
| 01.00 01.01 01.02 | Welcome and Apologies The chair welcomed everyone to the meeting along and noted the apologies received from Eryl Williams and letter of resignation from Tracy Bowers. | |
| 02.00 02.01 | Nomination of Chair and Vice-Chair A nomination was received for Eryl Williams as Vice-Chair and a nomination was received for Linda Hodgson as Chair. The nominations were both accepted by the governing body. | |
| 03.00 03.01 | Declaration of Business and Pecuniary Interest Annual declaration forms were distributed to all governors for completion and will be updated on the school website. | |
| 04.00 04.01 | Minutes of meetings The minutes of the 10 th June 2019 were signed as a true record of the meeting. | |
| 05.00 | Matters Arising | |

| | | |
|--|--|---|
| 05.01 | Item 05.04 - The Headteacher confirmed that the Admissions 2020-2021 Policy, Special Educational Need and Acceptable Use {ICT} Policy had been uploaded onto the school website. | |
| <p>06.00</p> <p>06.01</p> <p>06.02</p> <p>06.03</p> <p>06.04</p> <p>06.05</p> <p>06.06</p> <p>06.07</p> <p>06.08</p> | <p>Governors roles, committee structure, terms of reference, vacancies.</p> <p>The Code of Conduct document from the NGA was distributed to governors.</p> <p>A list of the staff and governor roles for 2019-2020 were distributed to governors. Amendments were made to the Appeals Committee, Pupil Discipline Committee and Health and Safety. A revised list to be distributed to governors.</p> <p>The Chair noted the resignation of Beccy Tilley, non-teaching governor, and Tracy Bowers, Co-Opted governor.</p> <p>The Chair proposed inviting Mr Frank Batt, who is on the Mousehole Mice Pre-School committee, to join the full governing body as a Co-Opted governor and represent Mousehole Mice. This was agreed by governors and the Chair to approach Mr Batt.</p> <p>The Headteacher noted that there was no member of support staff able to replace Mrs Tilley.</p> <p>The term of office for Tim Pullen is due to end. It was agreed to re-appoint Mr Pullen as a Co-Opted governor.</p> <p>The list of Learning Forum subjects and members was distributed to governors and amended accordingly.</p> <p>The Instrument of Governance was presented by the Headteacher in accordance with the new TPAT guidance. It was agreed to adopt the new policy.</p> | <p>Action: NC</p> <p>Action: LH</p> <p>Action: CR</p> <p>Action: NC</p> |
| <p>07.00</p> <p>07.01</p> <p>07.02</p> | <p>Learning forums</p> <p>The English Learning Forum report was presented to governors. It was noted, in particular, interventions to be put in place focusing on Year 3 and Year 4 children. Also a focus on those children able to work at a greater depth. The reported noted a clear impact on spelling, grammar and punctuation.</p> <p>The Maths Learning Forum report was presented to governors. The Headteacher explained how the Club99 worked and making more time for maths in the timetable.</p> | |
| <p>08.00</p> <p>08.01</p> <p>08.02</p> <p>08.03</p> <p>08.04</p> | <p>Headteachers report</p> <p>The Headteacher informed governors that there were currently 105 children on role with another Year 3 starting after the half term. The school census had also taken place.</p> <p>It was noted that there was currently 15% pupil premium children on role. These children attracted additional funding which was being utilized by additional resources and classroom support.</p> <p>The Headteacher updated governors on class projects, in particular Schooner Class covering the ancient Greeks, Lugger Class investigating the Vikings and Skiff Class looking at fossils, stones and bones. Teachers were also covering French and Spanish.</p> <p>One teacher is on maternity leave until after Christmas and the Skiff Class teacher is currently working on a full time contract until their return.</p> | |

| | | |
|-------|---|-------------------|
| 08.05 | There is currently a teaching support staff vacancy with interviews taking place next week. | |
| 08.06 | The School Self-Evaluation plan was presented to governors. It was noted that the plan was in place at the beginning of the term and was completed in conjunction with the TPAT advisor. | |
| 08.07 | The School Development Plan Summary Overview 2019-2020 was presented to governors listing the four target areas. | |
| 09.00 | Management accounts | |
| 09.01 | The Chair and Headteacher reported that they had met with TPAT finance and requested additional information on several areas of overspend, in particular staffing and IT. Adjustments were requested from the capital income. It was noted that a satisfactory response had not yet been received nor an updated budget. | Action: CR |
| 10.00 | Health & Safety and property update | |
| 10.01 | The Headteacher informed governors that the school had been successful in accessing a condition improvement grant to carry out fire prevention work around the school. Works would be starting over the half term. | |
| 10.02 | Funding was still pending for the replacement of the back play area traversing wall. | |
| 11.00 | Policies | |
| 11.01 | The following policies were reviewed by the chair and accepted by the governing body. <ul style="list-style-type: none"> • Equality and Diversity Policy • Health and Safety Policy • The Health and Safety Handbook • Upper Pay Rang Assessment Application Form • Governor Personnel Committee Terms of Reference • Governor Appeals Committee Terms of Reference • Intimae Care Plan • Discipline Policy • Policy and Guidance on Safe Touch • Keeping Children Safe in Education Child Protection and Safeguarding Policy | |
| 12.00 | TPAT update | |
| 12.01 | The Chair and Clerks termly meeting takes place next week. Additional property support staff and finance staff have been appointed by TPAT. | |
| 12.02 | Three governors will be attending the governors conference later this week. | |
| 12.03 | The Headteacher distributed The Prevent Strategy and risk assessment for governors information. | |
| 13.00 | Safeguarding | |
| 13.01 | Report at the next governors meeting. | Action: LH |

| | | |
|-------------------------|--|-------------------|
| | | |
| 14.00 14.01 | Correspondence The chair reported that a resignation letter from Tracy Bowers had been received. | |
| 15.00 15.01 15.02 | Chairs report The Chair updated governors on the transfer of Mousehole Mice Pre-School to the school. It was noted that the solicitors were moving a little slow. It was also noted that a consultation meeting had taken place with staff to discuss TUPE and also with parents. The Chair informed governors that a specially convened sub-committee had met to review a confidential appeal process. | Action: LH |
| . | Date and time of next meeting: Full Governing Body - Tuesday, 3rd December 2019, at 6:00pm. | |