



**MINUTES OF A MEETING OF THE
GOVERNING BODY HELD ON 1ST MAY 2018 at 5:00PM**

Present:

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| Linda Hodgson - Chair | Alex Mullaney |
| Chris Roynon - Headteacher | Karyn Matthews |
| Eryl Williams | Tim Pullen {arrived late} |
| Natasha Ferguson {arrived late} | |

In attendance: Nigel Carter-King - Minutes

Apologies received: Margaret Byrne and Tracy Bowers

| Item | | |
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| 01.00 01.01 01.02 01.03 | Welcome and Apologies The chair welcomed everyone to the meeting and in particular Karyn Matthews the new staff governor. Apologies were received from Margaret Byrne and Tracy Bowers It was noted that due to a governor arriving late the agenda would be amended accordingly. | |
| 02.00 02.01 | Declaration of Business and Pecuniary Interest There were no declarations. | |
| 03.00 03.01 | Minutes of meetings The minutes of the 3 ^{0th} January 2018 were signed as a true record of the meeting. | |
| 04.00 04.01 | Matters Arising Item 04.01. The Chair reported that there was no progress with the owners of the Rock Pool Car Park and would chase again. The Headteacher noted he had contacted the Community Police Officer and twice asked they attend at the peak time of parent parking. It was also | LH to action. |

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| 04.02 | <p>noted that a meeting with Councilor Harding regarding school parking in general was still outstanding.</p> <p>Item 05.01. Only one skills audit questionnaire has been received. Can all governors complete and return to the clerk.</p> | <p>CR to chase.</p> <p>All to action.</p> |
| 09.00 09.01 09.02 09.03 | <p>TPAT Update</p> <p>The Headteacher informed governors that a person had been appointed by TPAT to head the Human Resources department.</p> <p>It was also noted that a former Headteacher and trained Ofsted inspector had been appointed as the Director of Teaching and Learning for TPAT.</p> <p>The chair informed governors that the Chairs Forum meeting had been cancelled but noted that there would be a preference for TPAT meetings to be shared across the county and not always at Truro College.</p> | |
| 10.00 10.01 10.02 | <p>Safeguarding</p> <p>The chair informed governors that there was a planned meeting with the Headteacher on 9th July 2018.</p> <p>It was noted that the S175 was yet to be submitted.</p> | <p>CR to action.</p> |
| 11.00 11.01 | <p>Correspondence</p> <p>The chair noted that resignation messages had been received from Steve Potter and Thalia Hughes. The chair noted that 'thank you' cards will be sent out.</p> | <p>LH to action.</p> |
| 08.00 08.01 08.02 | <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"> • Acceptable Use Policy {ICT} <p>The Headteacher reported that there had been some concerns regarding parent and governors using social media. This had now been resolved. It was also noted that the school was going to trial Seesaw as a platform for children to put their work and communication between teachers and parents.</p> | |
| 05.00 05.01 05.02 05.03 05.04 05.05 | <p>Governing body roles and structure</p> <p>The Headteacher informed governors that the current TPAT recommended structure was for the committee to include two staff and two parent governors.</p> <p>It was noted that once the governors skills audit had been completed nomination papers could be sent out to parents to fill the one parent governor vacancy.</p> <p>The chair also asked for any nominations for local co-opted governors.</p> <p>The chair noted that the learning forums would need to be re-structured. It was agreed that each forum should consist of two governors and one member of staff.</p> <p>With consultation with the TPAT Hub, it was suggested that the Finance & Premises Sub-Committee be combined with the Full Governors meeting. This was agreed with the existing F&P chair taking the lead at the Full Governors meetings.</p> | <p>EW to action.</p> <p>All to action.</p> |

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| 05.06 | It was noted that there was a vacancy for the Health & Safety governor. | |
| 06.00 | Headteachers report | |
| 06.01 | The Headteacher noted that there were currently 107 children on role with 8 children requesting places for Reception in September 2018. | |
| 06.02 | The Headteacher informed governors of the classes' activities, in particular the star gazing, art show and film screening. Rehearsals for The Jungle Book were well under way with the production in July. | |
| 06.03 | The Headteacher noted that the Three2Five Club leader would be leaving at the end of term with a Teaching Assistant taking their place. The current Skiff Class teacher would be taking on the SEN responsibilities from September 2018. It was noted that the current Schooner Class teacher would be leaving at the end of term. | |
| 06.04 | The Headteacher set out a proposed new class structure for September 2018 which combined years but had a separate dedicated Year 6 class. This proposal was accepted by governors. | |
| 06.05 | The Headteacher noted that he and the chair had been shortlisting applications for a KS1 teacher. | |
| 06.06 | Governors were informed that as part of the new GDPR policy all governors, chairs and clerks were required to have a school email account. To ensure that information is kept secure, notification will be sent out to governors with documents loaded onto the school website. Governors are asked to keep school data and information secure. | All to action. |
| 07.00 | School budget 2018-2019 | |
| 07.01 | A budget proposal from TPAT finance was distributed to governors. It was noted that there were several points that needed clarification before the budget could be agreed by governors. After some discussion, it was agreed that an extraordinary meeting would take place with TPAT finance, the chair, Headteacher and finance governor. Once clarification had been received, the extraordinary meeting members could agree the proposed budget on behalf of the full committee. | EW to report back. |
| 12.00 | Chairs report | |
| 12.01 | The Chair wished to remind everyone about the May King and Queen crowning ceremony and maypole dance taking place on Saturday. | |
| . | Date and time of next meeting: Full Governing Body - Monday, 9th July 2018 at 5:00pm | |