

## Minutes of a meeting of the Governors of Halwin Primary School ; Monday 18<sup>th</sup> September 2017. Minutes

<b>Present:</b>			
Dr Loveday Jenkins (Chair)	<b>LJ</b>	Vicky Tamblin	<b>VT</b>
Richard Lawrence (Headteacher)	<b>RL</b>	Thomas Richardson	<b>TR</b>
Roger Wedlake	<b>RW</b>	Sue Board	<b>SB</b>
Sarah Maddern	<b>SM</b>		
Rachel Bickerton	<b>RB</b>		
Graham Vallender	<b>GV</b>		
Anita Street	<b>AS</b>		
Sarah Richards	<b>SR</b>	June Nisbet (In attendance)	<b>JN</b>
		Janet Standring (Clerk)	<b>JS</b>
<b>Pecuniary Interests:</b>		<b>Apologies;</b>	
Governors completed the declaration of Pecuniary Interests for 2017/2018		Chris Gould CG had indicated an intention to resign but no formal resignation had been received to date	<b>CG</b>

<b>No.</b>		<b>Action</b>
<b>1</b>	<b>Election of Chairperson:</b>	
1.1	LJ was proposed and seconded for election as Chairperson for 2017/2018. No other nominations were received. All in favour. LJ was duly elected	<b>LJ</b>
<b>2</b>	<b>Election of Vice Chairperson:</b>	
2.1.	RW was proposed and seconded for election as Vice Chairperson for 2017/2018. No other nominations were received. All in favour. RW was duly elected	<b>RW</b>
<b>3</b>	<b>Governors with specific responsibilities;</b>	
3.1.	All Governors with specific responsibilities agreed to continue for 2017/2018	
3.2.	Hub representatives; LJ and RW	<b>LJ RW</b>
<b>4</b>	<b>Minutes of the last meeting;</b>	
4.1.	The minutes of the last meeting were approved to be accepted as a true record. All in favour	
4.2.	Thanks were expressed to the previous clerk for her work for the school	
4.3.	<b>Matters Arising;</b>	
4.4.		

<p>4.5.</p> <p>4.6.</p> <p>4.7.</p>	<p>The y4 cohort has been split for this academic year, no problems reported.</p> <p>A trip to the County Library to be arranged for pupils</p> <p><b>New Governors;</b></p> <p>Training for new Governors - RL to be arrange</p>	RL
<p>5.</p> <p>5.1.</p> <p>5.2.</p> <p>5.3.</p>	<p><b>Urgent Matters for Discussion;</b></p> <p>The NQT employed in the school had only one more term before completing his NQT period,</p> <p>He is linked to the teaching school at Parc Eglos</p> <p>A discussion took place as regards to his future contract with the school and his continuing support within the school</p>	
<p>6.</p> <p>6.1.</p> <p>6.2.</p> <p>6.3.</p> <p>6.4.</p> <p>6.5.</p> <p>6.6.</p> <p>6.7.</p> <p>6.8.</p> <p>6.9.</p> <p>6.10</p> <p>6.11</p> <p>6.12</p> <p>6.13.</p> <p>6.14.</p> <p>6.15</p> <p>6.16</p> <p>6.17.</p> <p>6.18.</p> <p>6.19</p> <p>6.20</p>	<p><b>Headteachers Report; RL presented his report to Governors:</b></p> <p>A discussion took place with regards to numbers on roll -85 - y2 is now full</p> <p>More children on roll improved the financial security of the school.</p> <p>The school would be able to make use of additional teaching space in the mornings</p> <p>Admissions were discussed and it was reported that there were no appeals pending</p> <p>The largest number the school had had on roll previously was 110</p> <p>The PAN for the school was 15 but had previously been 17 and currently only year 6 had 17 pupils.</p> <p>If Governors considered increasing the PAN up to 17 again they had to consider that they could end up with a class of 34.</p> <p><b><u>Q: Would this mean the school would have to run mixed classes?</u></b></p> <p><b><u>A; This would still be the case as had been in the past. The Trust is the admitting authority but the LA undertakes the administration and deals with any appeals.</u></b></p> <p>If the school was full with a PAN of 17 this would mean that the school would be short of space.</p> <p>A lot of the schools in the Helston area were now full.</p> <p>If the school wished to increase the PAN to 17 this would ultimately be the decision of the Trustees.</p> <p>A new estate was being built close to the school and 450 houses were being built on the Wendron side of Helston, this could increase the numbers of children in the school</p> <p>An increase in numbers could avoid a cross key stage class.</p> <p>With 4 classes it is inevitable that one cohort would be split</p> <p>It was resolved that the school request an increase in the PAN to 17.</p> <p>The capacity of the school</p> <p>Attendance details were presented.</p> <p>New HR policies had now been received from the Trust these had been agreed by the school Unions.</p> <p>Safeguarding; Staff had undertaken training in this</p> <p>Health and Safety; parents/carers were being encouraged to park sensibly and this was being promoted at the present time. A risk assessment had been carried out and control measures put in place.</p> <p>Pupil Premium; The details of children in the school in receipt of this funding stream were presented.</p>	

6.21	FSM; The children who were “ever 6” were in receipt of PP funding.	
6.22	PP Funding was paid for Services Children, and for EAL children 22 children within the school had a Safeguarding file. These were kept in a secure location in the school and the information was passed on to the next establishment that the child attended.	
6.23	All Safeguarding concerns were logged, these are not always child protection issues.	
6.24	This is a high number of children in comparison with the number of children in the school	
6.25	<b><u>Q; Is this because staff are more aware of issues?</u></b> <b><u>A; Staff are aware that this is becoming a very broad agenda and includes the PREVENT strategy.</u></b>	
6.26	Female genital mutilation and child sexual exploitation are issues which also has to be considered.	
6.27	These issues are covered appropriately within the school, discussing subjects such as appropriate touch and who to talk to Sports Premium; £8,000 has been received in the school this year and this will be doubled for the next school year. This is to provide sustainable physical education opportunities. The use of the money had to be included on the school website along with the impact on the children	
6.28	Surfing and life saving skills were paid for and the school bought into the Trust for PE leader provision. The largest amount of funding is used for after school clubs.	
6.29	Parental contribution for after school sports clubs are £1 per child	
6.30	It is essential that any equipment purchased will last for a reasonable amount of time	
6.31	A discussion took place about the possibility of building a small flat wall that could be used for ball games as it felt this would be beneficial	
6.32	It had to be shown that improvements in standards were as a result of the impact of the Sports Premium in getting children active	
6.33	A discussion took place on this, there was now an emphasis on mental health and obesity, one in five children now start school obese and one in three leave school obese. Children should take part in 60 minutes of physical exercise per day in addition to the statutory 2 hours PE provision. Promotion of parent/carer and children after school sports clubs could be a consideration	
6.34	<b>Finance;</b>	
6.35	The latest Financial monitoring statement had not as yet been received.	
6.36	The Academy budget would run from 1 September to 31 August.	
6.37.	RL had discussed the budget figures with Maria Collins (SPMAT)	
6.38	It was anticipated that an amount of reserves would need to be used.	
6.39	The new national funding formula had not been released as yet	
7	<b>Performance Data;</b>	
7.1.	As an Academy the school will not have an impending Ofsted until after January 2019	

7.2.	The latest performance data was circulated to Governors.	
7.3.	The figures for KS1 and KS2 were presented	
7.4.	Comparisons were made against the other schools in the Trust	
7.5.	Overall the KS2 SATS performance was significantly higher in reading and maths than the national average	
7.6.	GPS was slightly below and this would be a focus for the development plan	
7.7.	Standardised scores were presented; this was used to produce the national standard. The average of all schools nationally was above the national standard. The Maths was the lower of the three areas across the gap but the gap is closing	
7.8.	<b><u>Q; Will KS1 SATS will finish in 2023?</u></b> <b><u>A; This is the case but a new national baseline will be introduced in 2020 which will replace the present scheme of recording progress</u></b>	
7.9.	Progress was above or on the national level and there were no gender issues.	
7.10	Figures in comparison with the Cornwall average were presented, these were generally above or in line Internal teacher assessments in comparison with other schools in the Trust were presented. Assessments took place 3 times during the course of the academic year. This demonstrates the progress of each individual child and inform intervention within the school	
7.11	<b><u>Q; What was the school doing to improve writing in the school?</u></b> <b><u>A; Long term planning had been changed, the children's focus would be different. Spell Zoo had been introduced and the SPAG is on the timetable and is taught 3 or 4 times per week. It needed to be ensured that what the children were taught in SPAG and spelling were transferred into their writing. (Brain, book, board, buddy, (use of learning partner) boss, (ask one of the adults)</u></b>	
7.12	It was considered that this was changing children's mindset to quality not quantity.	
8.	<b>School Development Plan:</b>	
8.1	The Head would be in school 1 and 1/2 days per week and would be contactable at other times.	
8.2	Sarah was taking on a percentage of the monitoring role within the school	
8.3.	It is important to ensure correct accountability and some joint appraisals will be taking place.	
8.4.	Targets to be set for next year	
8.5.	Staff have been asked to look at use of the learning objective	
8.6.	Performance Management this term will focus on the success of the learning objectives and RL will be speaking to children to ascertain this. If this is done well children understand what they are expected to do and know what good is and have the satisfaction of having made progress themselves	
8.7.	Pupil Well being; This underpins the care ethos, with character learning, and a 2 week focus which encompasses the whole school, the first two weeks the focus will be on caring.	
8.8.		

8.9.	Individual and group support is in place of social and individual needs	
8.10	Vulnerable pupils are tracked and monitored and individual targets are set	
8.11	The Ofsted framework was likely to change by the time of the next inspection but the action plan will be based on the last inspection	
8.12	Part of the role of Governors will be about self evaluation of the school	
8.13	The LGB needs to provide evidence of the efficiency of the leadership and management within the school	
8.14	Strategic plans; Numbers on roll, future staffing, funding, future of executive head ship - originally till August 2018 - therefore this needs to be considered.	
8.15	Infrastructure; The condition of the school boilers; long term sustainability.	
8.16	Grant available to change over to LED lighting; this lasts longer and reduces the carbon footprint. A Grant is available for this	
8.17	<b>Q; What about solar panels?</b> <b>A; Wendron School has solar panels, but has a large south facing roof. The cost has to be repaid before a profit is applicable to the school. This can represent a saving on electricity costs. However, the condition of the roof may have to be taken into consideration</b> If work had to be carried out on the school roof it may be beneficial to install solar panels at the same time as then the scaffolding only had to be erected once.	
8.18	David Ellis is the premises manager of the Trust.	
8.19	All Trust schools will have to have an energy efficiency certificate	
9.	<b>Safeguarding;</b>	
9.1.	This will be specific action plan	
9.2.	The S175 QA return has been returned by Helen Trelease.	
9.3	This will now become a 157 as the school was no longer a maintained school	
10.	<b>Hub Council/trustee Committee feedback;</b>	
10.1.	The two representatives from the school will feed into the Hub Council and can in the same way report back to the LGB	
10.2.	The next focus will be around the Local Offer and the SEND report	
10.3	The next hub meeting will be on 26 <sup>th</sup> September.	
10.4	It was considered that it would be helpful for LGBs to know the agenda for the MAT committee meetings in advance	
11.	<b>Diary Dates;</b>	
11.1.	<b>LGB meetings;</b> <ul style="list-style-type: none"> <li>• Thursday 18<sup>th</sup> January 2018 at 6pm</li> <li>• Monday 25<sup>th</sup> June 2018 at 6pm</li> <li>• Learning Walk; to take place in Governors week in November. A timetable of subjects for Governors will be formulated</li> </ul>	
12.	<b>Confidential Issues;</b>	

12.1	None presented	

**Signed;.....Date;.....**

**The meeting closed at 8.00pm.**