|  |
| --- |
| **Circulation list:-**  St Wenn School – copy for public access  Governor Services, County Hall Truro  Clerk’s copy  **Governing Board**  Mrs Sally Berry – Head Teacher  Dr T Cubitt – Chair – Co-opted Governor  Mrs N Mathers – Vice Chair-Co-opted Governor  Mr T Bourton – Co-opted Governor  Mrs S Waller – Parent Governor  Mr K Beer – Staff Governor  Mr E Coode – Parent Governor  Mrs E Lawrenson– Parent Governor  Dr G Smith-Laing - Local Authority Governor  Mr R Savage – Co-opted Governor  Co-opted Governor - VACANCY |

**St Wenn School**



**Minutes**

**St Wenn School Full Governing Board Meeting –**

**Monday 01st April 2019 at 5.30pm.**

***Joanne Trudgian, Clerk to the Governing Board***

***Typed: 01.04.19***

***Approved for circulation:03.04.19***

**ST WENN SCHOOL GOVERNING BOARD MINUTES OF MEETING**

|  |  |
| --- | --- |
| **School:** | **St Wenn School** |
| **Quorum:** | **6** |
| **Chair:** | **Dr Tessa Cubitt** |
| **Clerk** | **Miss Joanne Trudgian** |
| **Date of Meeting:** | **Monday 01st April 2019 at 5.30pm** |
| **Venue:** | **St Wenn School** |

**Attendance:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME** | **GOVERNOR** | **ASSOCIATE MEMBER** | **OTHER (Please state)** | **P**resent**/**  **Ap**ologies**/**  **A**bsent |
| Mrs S Berry – Head Teacher (SB) | YES |  |  | **P** |
| Dr T Cubitt – Chair – Co-opted Governor (TC) | YES |  |  | **P** |
| Mrs E Lawrenson – V/C – Parent Governor (EC) | YES |  |  | **P** |
| Mr T Bourton – Co-opted Governor (TB) | YES |  |  | **A** |
| Mr E Coode – Parent Governor (EC) | YES |  |  | **Ap** |
| Mr K Beer – Staff Governor (KB) | YES |  |  | **P** |
| Mrs N Mathers – Co-opted Governor (NM) | YES |  |  | **P** |
| Dr G Smith-Laing - Local Authority Governor (GSL) | YES |  |  | **P** |
| Mrs S Waller – Parent Governor (SW) | YES |  |  | **A** |
| Mr R Savage – Co-opted Governor (RS) | YES |  |  | **Ap** |
| Co-opted Governor VACANCY |  |  |  |  |
| Miss J Trudgian | NO |  | Clerk | **P** |
| Miss Louise McDonald (LM) | NO |  | Bursar | **P** |

|  |  |  |
| --- | --- | --- |
| **1.** | **Welcome, apologies and consideration for absence**  Chair welcomed everyone and declared the meeting open at 4.33pm. LM was welcomed as Bursar and it was suggested to change the order for the agenda, going to Item 6 after 4.2.  Apologies were received from RS who was working away and EC who was away also. These were considered and **ACCEPTED**. It was noted by the Clerk that no apologies had been received from SW and TB. These will be recorded as absent. A Governor thought that SW may have confused the dates of the meeting but was unsure. |  |
| **2.**  **2.1**  **2.2** | **Constitution**  **Next term of office to expire – NM 27.04.19**  NM has agreed to continue as Co-opted Governor and Vice Chair. Clerk to issue new GAD from 27th April.  **Vacancy for Co-opted Governor**  A few names had been mentioned. These will be considered for an approach by the Chair. |  |
| **3.**  **3.1** | **Declaration of Business and Pecuniary Interest**  **To declare any interests**  There were no declarations of interest made. |  |
| **4.**  **4.1**  **4.2** | **Minutes of meeting held on 27.02.19**  **To receive and approve the minutes**  Minutes had been circulated prior to the meeting, read and signed as a true and correct record. Proposed by SB, seconded by KB and unanimously **APPROVED**.  **To receive and approve a Confidential Item 12 meeting 28.11.18**  Papers were distributed at the meeting, read and **APPROVED** unanimously. Papers returned to Clerk. |  |
| **5.** | **Matters Arising**  **Item 1** – TC had yet to discuss attendance with SW and will do so following this meeting.  **Item 5.1** – Vision Meeting. TC was yet to write up the report for this and a meeting with SB was scheduled for next week.  **Item 5.3** – TC had contacted North Cornwall Learning Trust (NCLT) that St Wenn would like to work with them through closer collaboration. Further documentation had been requested from NCLT and the Board was now waiting for a response.  In the meantime, closer working relationships had been established with Nanstallon School including moderation meetings.  **Item 10** – website –a company called ‘Flying Lizard’ had been appointed to design a new website and were populating the site gradually. Provision in the budget was covered. Training would be available shortly. | TC  TC/SB |
| **6.**  **6.1**  **6.2**  **6.3** | **Budget setting Financial Year 2019/2020**  **Presentation from Bursar**  The Budget for 19/20 is to be set with an in-year surplus of over £2,000.  There is additional DSG (Dedicated School Grant) funding (£10,000). This is partly to do with De-Delegation funding reducing (by £2,264) by County usually takes back money for some services e.g contingency and redundancy planning. However, this is NOT happening this year. The DSG saving is being offset by the increase in staff costs – which includes the incremental and percentage pay rises through the Teachers’ Pay Grant (TPG). There is uncertainty how the TPG will be covered in future years and has not been included for 20/21 and 21/22 budget projections. There is a small in-year deficit of £1,473 in 20/21 which could be covered by the reserve (22,616) or savings to be identified. As pupil numbers are expected to reduce in 21/22 and thus increase the in-year deficit further. The budget would need to be carefully reviewed. The Board discussed how this should be monitored and for the financial aspect, it was suggested that the Finance Committee meet more often than it does presently. **APPROVED** to meet on a monthly basis and scrutinise the monthly reports produced.  **Pupil Premium and Sports Premium** are predicted as the same values as 18/19.  **Other Income** includes a projected figure for the Biomas/energy based on 18/19 year (£6750).  **Expenses - Staffing** Support staff increase in pay rates from April and CRP of 1% in September. Teachers expected 2% pay rise depending on grades included in budget along with CRP of 1% from September for those not at the top of their scale. Teacher Pension is expected to rise by over 7% in September 2019 but this is expected to covered by Government. Therefore, this has not been included within the Budget.  **Staffing and Resources** – at the recent Finance Committee meeting staffing was discussed as a matter of urgency. Some TA Staff were leaving and cover had been altered to reflect this, particularly in instances where Pupil Premium money was used for pupils. Governor asked if staff were happy with these proposed changes? YES. Everyone acknowledges the extra support we have had but that this year going forward will be difficult. IS there still cover for additional needs for **all** children? Interventions were covered for raising standards? YES. Interventions will still be covered in classes but cover for other roles less so. Absence cover may prove difficult. Are we covered for sickness through insurance? Only after 5 days. As a small school, are there local people who could cover TA support…should we obtain a volunteer list? Good idea, some people are already helping. Reception and nursery cover– can it revert to 2 staff? Ratio is 1-8 (3 year- old) and rising 3s 1-4. With these having different needs, we have declined accepting rising 3’s. Consideration also reducing nursery to 4 days per week. Staff have looked at different ways of saving money too e.g training, photocopier use etc. Are we ensuring CPD is ok? It is up to date and online training is being maximised. How should we review these interim practices? Good idea for Standards Committee to meet to look at the implications of staff cover arrangements and the impacts on learning and attainment. This **APPROVED** fully.  **Reserve** for 19/20 - £24,000  **Premises** – based on 18/19 spend. Reduction applied on repairs and maintenance.  **Administration** – based on 18/19 less a one-off grant fee.  **Breakfast club** – Budgeted to breakeven. Overspent in 18/19.  **SLA’s** change applied as library service has been removed.  **Nursery** - Forecast to overspend. This will be closely monitored over the year. Discussion on the rates applied. £6.25 in some nurseries with St Wenn at £4.20. How does the funding come in? A set rate at £4.20. Could the morning rate increase to £6.00 and a lower rate for the afternoon? Do children have school lunches? Yes, and lunches are at the school’s expense. The Board proposed to allow SB to increase the rate to £5.50 include a FREE lunch from September 20119. **APPROVED** unanimously.  **Curriculum** – some cuts. Camp is the balance of the Pupil Premium. General – reduced to £5,000 from £8,000. Basic resources are now in place such as white boards. ICT is the same based on historical information.  **Catering** – budget is the cost to provide free school meals (£1520 of spend)  **Minutes of the meeting of Finance Committee 25.03.19**  This meeting discussed the additional staffing costs now expected through the TPG and the potential risk to the budget 19/20, given these costs and savings needed to be identified. See Item 6.1 for clarity.  **Consider and approve the Budget**  The Full Governing Board decided to **APPROVE** the Budget and it was signed by SB as Head Teacher and TC as Chair of Governors. Louise was thanked for the amazing help offered.  *Louise MacDonald left the meeting at 6.20pm.* | Action for Finance Committee  Action for Standard Committee  SB to increase rate of nursery |
| **7.** | **School Development Plan (SDP) for Academic Year – 18/19**  The SDP was still a working document. Raising standards addressed through half termly assessment week which was happening shortly. Pupil Progress meetings were planned. |  |
| **8.** | **Self- Evaluation Form (SEF)**  The SEF had been circulated prior to the meeting. Joe Flynn, School Improvement Partner (SIP) had visited and worked with SB on the report which was heavily evidenced based. The SEF is issued to OFSTED when they first contact the school for assessment. Governors were asked to read this fully and share any additional comments/evidence. Governors felt that the SDP, SEF and the Governor Monitoring Planner worked well to identify the key areas for challenge and improvement. | All Governors to feedback |
| **9.**  **9.1**  **9.2**  **9.3**  **9.4**  **9.5** | **Governor visits**  The Chair reminded Governors to record the key impacts from visits. NM had added a column to the monitoring planner to record this. From recent training, it was suggested that Boards should have an impact statement for Governors. The end of year report from the Chair included impacts also. It was also considered appropriate to include the ‘child’s voice’ when undertaking visits. GSL should now be added to the monitoring planner and will undertake a observational visit as part of his new Governor mentoring. School Council needs to be assessed again but decision to wait until a volunteer to the school had got it fully running.    **EYFS visit 18.01.19 – EL**  Report circulated prior to meeting. A valuable visit. The new toilet has been installed in the classroom. Further actions identified. Follow up meeting to be scheduled.  **Attainment in Writing 28.01.19 – NM**  Improvements were clear.Actions had been identified. Follow up meeting to be scheduled.  **Marking and feedback 28.01.19 – NM**  Improvements were clear. Actions had been identified. Follow up meeting to be scheduled.  **School trips and resources 06.03.19 – TC and NM**  Trips linked to termly topics. Children clearly enjoy them. Actions identified. F/U identified.  **EYFS monitor Reading 06.03.19 – TC**  Improvements made with 89% expected to achieve Early Learning Goals. Very impressed with the progress made. | EL to f/u visit  NM to f/u  NM to f/u  TC and NM to f/u |
| **10.**  **10.1**  **10.2**  **10.3** | **Committee update**  **Standards and Curriculum Committee 12.03.19**  Standards – Action points – concern about spelling and writing and discussion with Teacher about this. Editing the writing seems quite successful. A meeting with the children to discuss the editing is planned. Phonics 100% last year, on course for 77% this year. Books to be marked daily and feedback given twice a week.  **H&S Walkthrough**  Premises Manager, Rhian, had been requested to carry out the walkthrough and a report made available to Governors which had been circulated prior to the meeting. Given the Budget situation, the recommendations in the reports would be based on urgent need taking priority.  **PR Committee**  Website improvements making headway. Fliers were ready for printing to promote visits to the school for potential pupils/families. Promotional material about the school to be placed in Estate Agents and Property Lettings Agents. Need to have intake of children constant particularly for reception. Are flyers ready for the Withiel Spring event middle Saturday of the holiday? Awaiting on one image. |  |
| **11.**  **11.1**  **11.2**  **11.3**  **11.4** | **Governor Training**  **To receive written training report from G Smith-Laing GOV2 15.03.19**  Written report yet to be completed. Verbal report indicated that he was pleased with standard of training and ready to start undertaking Governor visits.  **Being OFSTED ready from N Mathers and E Lawrenson**  Report circulated prior to meeting. Course was very useful and it confirmed that this Board had knowledge of the school and evidence through monitoring planner, visits, data reviews, timetables of teaching- where and when and SDP/SEF. It was important the Governors knew how to evidence and where that evidence was stored. It was felt that Governors may need to know how to interpret data further – discussion with Joe Flynn about this point. He also felt it important to practise for OFSTED and to have a ‘crib sheet’ on discussion points. The planned OFSTED health checks would address this. All these points to be discussed in the informal meeting on the 2nd May 2019.  **Safeguarding – What Governors need to know 26.03.19**  Report circulated prior to the meeting. A very intensive course. Reiterated that Governors should NOT know personal information about pupils. Discussion about this followed how difficult this could be in such a small school and with small cohorts. Options available to address this were discussed. It had been stated that children should be consulted on their safeguarding and this was very much the case on ALL Governor monitoring visits. There should be an annual safeguarding report by the Chair/ Safeguarding Lead. Impacts should also be recorded from all visits.  **Future Training**   1. **Performance Management Training –** decision to delay this training for the moment purely due to the Budget situation currently. 2. **Safeguarding Training 17th June Trethorne –** EL to attend training. | **ALL GOV’s attend**  **Informal Governor Meeting 2.05.19** |
| **12.** | **Correspondence**  No correspondence received |  |
| **13.**  **13.1** | **Dates of future meetings**  **3 July 2019**  Governors were asked if the meeting could change to the **2nd July at 5.30pm** instead. Clerk to send email to full board to notify them of the change and to announce the date for the informal Governor meeting to be held on 2nd May at 5.30pm at Naomi Mathers’ home. |  |
| **14.** | **Close meeting**  The Chair declared the meeting closed at 7.30pm and thanked Governors for their attendance. |  |

|  |
| --- |
| These Minutes were signed as a true and accurate record at the Full Governing Board Meeting held on 03.07.19.  Signed*: T Cubitt* Chair of Governors  **03.07.19** |

**Action Points from the meeting:-**

|  |
| --- |
| Head   * To work with TC and write up the minutes from Vision meeting * Increase rate of Nursery from September |
| Chair   * Work with SB to write up minutes of the Vision meeting * Discuss with SW her future on the Board * To arrange Standards Committee meetings to monitor the effect of staffing on performance. Liaise with Ross and Finance * To approach potential new Governor |
| Elizabeth   * Arrange follow up visits |
| Naomi   * Arrange follow up visits * Add Gray to the monitoring planner |
| Gray   * To provide the clerk with written reports of GOV1 and GOV2 |
| Ross   * To arrange monthly Finance meetings and liaise with Standards Committee on impacts regarding staff cover in classes |
| All governors   * All to read the SEF (sent with associated papers for FGB 1.4.19) and feedback any suggestions/changes to Sally * To attend the informal Governor Meeting on 2nd May at Naomi’s house at 5,30pm * To be mindful of the change of date of next FGB – 2nd July 2019 at 5.30pm |