

ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL

Redinnick Place, Penzance, Cornwall TR18 4HP

Telephone/Fax: 01736 363009

Email: head@st-marys-ce-pz.cornwall.sch.uk

Website: <http://www.st-marys-ce-pz.cornwall.sch.uk/site>

Head teacher: Mrs Hilary Tyreman



Minutes of a meeting of the FGB held on Friday 21st October 2016 at 4pm

Present:			
Jeff Davis (Chair)	JD	Hilary Tyreman (Headteacher)	HT
Derath Durkin	DD	Noel Michell	NM
Mike Cotton	MC	Judith Byrne	JB
Sian Yates	SY	Frank Wilton	FW
		Janet Standring (Clerk)	JS
Apologies and Opening Prayer: The meeting was opened with a prayer		Pecuniary Interests; The relevant documentation was circulated and completed	
Peter Cattran	PC		
Barbara McGuire	BM		

No.		Action
1	Election of Chairperson	
1.1.	JD had been suggested by the LA following the governors request for the LA to provide an interim chair for 2016/2017; No other nominations being received. JD was duly elected. All in favour	JD
1.2.		
1.3.		

	as a former Head teacher and an LA Consultant	
2.	Election of Vice Chair for 2016/2017:	
2.1.	It was proposed and seconded that JB be elected as Vice Chair for 2016/2017. No other nominations were received. JB was duly elected. All in favour	JB
3.	Minutes of the last meeting;	
3.1.	The minutes of the meeting held on 5 th July 2016 were approved to be accepted as a true record.	
4.	Committee Reports;	
4.1.	Finance and Premises Committee Report;	
5	The Chair of the Finance and Premises Committee had looked in depth at all the budget.	HT
5.1.		
5.2.	A number of areas were overspent and the Finance and Premises Committee would be carefully monitoring the figures over the next few months.	
5.3.	The percentage of overspend was high but did not appear to tally with the projected overspend at the end of the year	
5.4.	Despite asking several pertinent questions, the committee did not feel that a satisfactory explanation was forthcoming	
5.5.	Historically the support from the LFS team had been very good, but there had been some problems over the course of the past year	
5.6.	This had presented difficulties for the Pay and Personnel Committee when undertaking the annual pay review	
5.7.	The LFS Technician to be asked to go through the budget with the Finance Committee as a matter of urgency. HT to contact the LFS Team	
6	Head teachers Report;	
6.1.	HT presented her report to Governors	
6.2.	A new Leadership and Management team was now in situ in the school, and the action points following the LA review were being addressed.	
6.3.	It was considered that this team have the drive to take the school forward	
6.4.	Job descriptions would be updated by the Head teacher over half term	
6.5.	There are clear positives for the children learning.	
6.6.	Would members of the leadership team be able to make a presentation to Governors at future meetings?	
6.7.	This would be done and had been written into the job descriptions.	
6.8.	Thanks were expressed to HT for all her work over the past year, the system of delegation had failed due to problems with staffing, not through any fault on the part of the Head. The school was now in a position to move on.	
6.9.	A learning walk had taken place and the classrooms were looking better.	
6.10.	A lot of work had been done with the children thinking about themselves as learners. The children have responded well to this initiative	

6.11.	Governors were asked to undertake learning walks. SY had done this and had produced a report. She had found this to be a beneficial exercise and considered that the children felt their learning was important to them	JD
6.12.	JD was prepared to offer pointers for GB members undertaking learning walks	
6.13.	Writing is a big focus for this year.	
6.14.	There was also a focus on provision for more able children and a number of pupils had been attending sessions at the Humphry Davy.	
6.15.	Staff had moved around in the school this year and it was reported that y6 were doing very well and the teacher was content in the new role	
6.16.	How are y4 progressing with their new teacher?	
6.17.	They have had a positive start and are progressing well.	
6.18.	Has there been progress in writing this half term?	
6.19.	There has been good input in grammar and punctuation and there is an improvement in writing within the school. There is a confidence that children are working at a greater depth in order to achieve the expected results this year. (Floor Standard is the target for this year given the cohort involved)	
6.20.	When the first piece of writing had been monitored and assessed, what was the gap at present?	
6.21.	By the end of half term HT would have the figures available, using classroom monitor. This information is collated and analysed in depth, headline data will be produced each half term Each child should make at least expected progress from their starting point	HT
6.22.	How are interventions and support offered within the school?	
6.23.	Various methods are followed and were outlined. Some interventions are run by TAs and these are rigorously evaluated each half term to make sure progress is being made	
6.24.	It is important that where there is the greatest need, the most experienced staff should be used to provide the intervention. The Amber children in y6 would be a focus for intervention	
6.25.	How many children attend breakfast club?	
6.26.	This is usually about 11 children, but where these children are from families who have a difficulty getting the children to school on time, but the children need breakfast club provision, the school works with these families to improve the situation	
6.27.	Is there a reason why the take up of FSM is low in the school?	
6.28.	The school has undertaken various methods to improve this, and an additional 4 children are registered this year.	
6.29.	HT was thanked for a comprehensive report	
7	Governance Issues;	
7.1.	JD suggested that the committee structure is changed	
7.2.	To split the GB into two halves to consider all issues of Governance.	
7.3.	Present committees could be combined.	
7.4.	Statutory committees will still be in place	

7.5.	Suggested;1. Effectiveness of Leadership and Management; To include Finance and Pay and Personnel; 2. Behaviour and Safety Committee	
7.6.	Committees could consider the following:	
i	Quality of teaching and assessment	
ii	Outcomes	
iii	Curriculum responsibilities could be undertaken by the committee based on the Ofsted framework	
iv	A Governors week could be planned and GB members could undertake learning walks and look at various aspects of school life.	
v	A second week could be held later in the academic year	
vi	The focus of GB needs to be the quality of teaching and learning. It is the GB responsibility to offer full support for the Head and staff in the school	
vii	Consideration had to be given to the way in which the school used their funding, and the how TAs were deployed within the school JD would be happy to share the comments presented in Ofsted reports at other schools relating to Governance	
viii	An SLT member from Humphry Davy may be interested in joining the Governors as an Associate. It was considered that there could be advantages to this, but the school had a number of Governors with an education background. It was decided to wait until the existing vacancies were filled and discuss the matter further.	
ix	One Prospective Foundation Governor had been identified	
x	The Parent Governor election would take place after half term	
xi	To date no Prospective Staff Governor had come forward, it was felt that this would be beneficial for a member of middle management and would be good for their professional development	
xii	JD suggested that Governors should meet again soon and look at the Skills Audit to see who was best suited for each Committee	
xiii	The Head and Chair would produce a committee structure looking at the School Improvement Plan and present this to the GB.	
xiv	It was suggested that the Chair and Head look at the skills audit and consider which Governor would best sit on which committee.	
xv	The Head and Chair would be meeting on Monday 31 October, and thereafter would meet at least every 2 weeks	JD HT
8	Date of Next Meeting;	
8.1.	Monday 7th November, 2016 at 4pm FGB	All GB Admissions Comm
8.2.	Tuesday 8th November, 2016 at 1.30pm Admissions	
9	Academies;	
9.1.	It was suggested that a day with presentations from various academies should be held as soon as possible in order that Governors could make a decision	
9.2.	It was felt that the school needed to embed the recent changes and implement improvements before this took place	
9.3.	It was suggested that the second half of the Spring term would be a good time to hold such a day	
9.4.	Dates to be discussed at the next meeting	

10	Scheme of Delegation;	
10.1.	The amount requiring 3 signatories was currently £1,000, it was suggested that this was increased to £3,000. Approved to accept	
11	Policies;	
11.1.	The statutory policies presented were accepted to be approved	
12	Safeguarding:	
12.1.	DD had met two pupils from each year group this half term and ascertained that they knew who to go to if they had a concern.	
12.2.	A number of policies were being considered for ratification at a future meeting	
12.3.	Safer Recruitment Training; It needed to be clarified how many GB members had undertaken this training	
12.4.	It was suggested that pictures of Governors in the entrance hall to the school would be beneficial	
12.5.	Governors wearing identification at school events would be beneficial.	
12.6.	This could be arranged, JD asked if Governors had a section in the newsletter and attended community events? It was felt that this was an important aspect of the work of Governors and was also useful for the children to be aware of who was a GB member	

The meeting closed at 6pm

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