

ST MARY'S CHURCH OF ENGLAND PRIMARY SCHOOL

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Head teacher: Mrs Hilary Tyreman



Minutes of a meeting of the FGB held on Monday 7th November 2016 at 4pm

Present:			
Jeff Davis (Chair)	JD	Hilary Tyreman (Headteacher)	HT
Derath Durkin	DD	Barbara McGuire	BM
Mike Cotton	MC	Judith Byrne	JB
Sian Yates	SY	Frank Wilton	FW
Matt Martens	MM		
		Janet Standring (Clerk)	JS
Apologies and Opening Prayer: The meeting was opened with a prayer Noel Michell	NM	Pecuniary Interests; The relevant documentation was completed by the new Foundation Governor elect who was welcomed to the meeting	

No.		Action
1	Minutes of the last meeting	
1.1.	The minutes of the last meeting were confirmed as a true record	

2.	Matters Arising:	
2.1.	JD and HT had met and considered a new structure	
2.2.	HT was commended on the amount of work she had undertaken on this	
3.	Governance;	
3.1.	A new Governors handbook had been formulated	
3.2.	HT took Governors through the handbook	
3.3.	The essentials of effective Governance were detailed	
3.4.	The format for the new Governing body structure was presented	
3.5.	This would enable all Governors to be knowledgeable on all issues	
3.6.	SIAMS areas were included in the remits of each group	
3.7.	The Chair and Headteacher would be part of both of the two new groups.	JD HT
3.8.	Safeguarding was an important area and it was essential that the school had this accurately in place. DD and JB would take particular responsibility for this area.	DD JB
3.9.	Finance Premises, Pay and Personnel; MC, SY and JB would have particular responsibility in this area.	MC SY JB
3.10.	Head teachers Performance Management; JB and MC	JB MC
3.11.	SIAMS areas would be focused on by the Foundation Governors	
3.12.	Learning areas; BM (Maths), NM (English), FW (EYFS) Another new Governor could be included in this area.	BM NM FW
3.13.	Statutory Committees;	
3.14.	Admissions; MC, JD, JB	MC JD JB
3.15.	1 st Committee; JB, MC, SY	JB MC SY
3.16.	2 nd Committee; JD, DD and one other	JD DD
3.17.	Committee Groups; Both groups would meet once per term approximately two weeks prior to the FGB and a report presented to the FGB	
3.18.	Under leadership and management was the feedback on lesson observations, should this not be included in the Learning Group?	
3.19.	It was hoped that both groups would be aware of data and how children were progressing in the key focus areas and how progression is being made	
3.20.	Governors needed to be aware of any lack of progress and intervention strategies in use	
3.21.	An updated Governor Visits policy was presented;	
I		
ii	Statutory duties were detailed	
iii	The policy takes into account that Governors do not have direct rights of access to the school, therefore visits should be undertaken as a part of a strategic programme.	
iv	Visits would be focused on areas requiring attention	
	Visits would be arranged in consultation with the Head and staff so that all can be prepared for the visit and aware of the objectives	

V	All visits contribute in some way to the school's Self Evaluation process, and a report needs to be completed for each visit undertaken	
Vi	Effective Governance has meaningful visits	
Vii	Any causes for concern to be discussed immediately with the Head teacher	
Viii	Will staff be aware that visits are not an opportunity to raise issues with Governors which should in fact be raised with the Head teacher	
Ix	The staff will know the focus of the Governor visits and will know that this is not a forum for raising other issues	
X	It is appropriate to inform a member of staff accordingly if issues are raised that are not within the remit of the Governor	
3.17	Appendices; <ul style="list-style-type: none"> • Current Ofsted framework and judgements on leadership and management. • Monitoring; General proforma for Governor visits • General list of things to observe when visiting • General questions about literacy and Maths • Copies of the Governor Visit report and the Governor Learning Walks Focus check list would be available from the school office. • Examples of questions to ask were included 	
3.18	Governors are not to observe the teaching but pertinent observations without judgements can be included. Will these forms be online?	
3.19	They will be emailed to Governors and contained online and in the office	
3.20	A discussion took place on this.	
3.21.	Governors are making judgements on what they have seen, but care needs to be taken as to how this is presented	
3.22.	Will it be difficult for Governors who wear an education hat to visit without judging, they are bound to make value judgements.	
3.23.	If there were observations that gave rise to concern the Governors would feed back to the Head teacher	
3.24.	This is an excellent handbook for new Governors and HT was thanked for all her work	
4.	Attendance;	MM
4.1.	MM agreed to undertake a visit on this	
5	SEN/ Pupil Premium;	
5.1.	These areas are still contained in the monitoring plan	
6	Visits this term;	
6.1.	Health and Safety visit to take place	
6.2.	Learning Walk before the end of term	

6.3. 6.4. 6.5. 6.6.	Online Safety and Curriculum walk to take place Finance and Premises group to meet with the LFS Technician These areas need to be considered before Christmas Each group needs to focus on their tasks and then meet as a group before feeding back to FGB	
7 7.1. 7.2. 7.3. 7.4. 7.5. 7.6. 7.7. 7.8. 7.9.	Monitoring Report; Barbara Dyer's report had been circulated to GB members. The Action points had been formulated and shared with the Leadership and Learning team. HT went through the Action points with Governors There were children still in the school who had been the subject of two different assessment systems. It needed to be ascertained if these children were reaching the accepted levels at the end of KS2 Targets for staff were linked to the overall progress of the school Learning walks were taking place with the key members of staff in specific areas and it was suggested that Governors with responsibility in specific areas could accompany the HT on these walks Vacancies on the GB; Parent Governor documentation to go out tomorrow. It was hoped to appoint a staff Governor One further vacancy for a Foundation Governor HT to collate the skills base to ascertain what skill set would be useful in a new Governor	 HT HT
8 7.1. 7.2. 7.3. 7.4. 7.5. 7.6. 7.7. 7.8. 7.9.	Diary Dates; Finance and Premises to be held on Tuesday 15 November at 1.30pm Tuesday 13 th December at 4pm MM to meet with HT and EWO on 22 nd November at 1.30pm Thursday 24 th November at 9.30am MM to meet with HT and Emma Hope Health and Safety Walk about to take place on Monday 28 th November at 9.30am Headteacher's Monitoring and Raise to be considered by HT , BM and JD at 9.30am on 22 nd November, BM to meet with staff and look at Maths following this meeting EYFS visit to be undertaken by FW on Wednesday 23 rd November at 11am (Including Data) SIAMS Action Plan; JB and SY to meet with NB, it was hoped this could be done prior to the end of term Online Safety policies and the curriculum to be looked at by DD on 24 th November at 9.30am	 MC SY JB FGB MM HT MM HT HT BM JD BM FW JB SY NB DD
8	Proposed change to RE Curriculum;	
8.1. 8.2. 8.3.	A new RE curriculum is being trialled in the CE schools in the Diocese. This is looking to be an excellent resource and NB had been attending training It was proposed JB and seconded JD that this be adopted. All in favour	

9	Proposed nomination of St Paul's Trust;	
9.1.	The site of the old school was owned by the C of E.	HT
9.2.	Any proceeds of the sale of this land should go to the school or to the wider community	
9.3.	It was proposed by JD and seconded by BM that HT continue to serve on this Trust Board. All in favour.	
10	Effectiveness of GB;	
	<ul style="list-style-type: none"> • JD and HT have met to consider committee structure for the effective future working of the GB • New Foundation Governor appointed • Information given to staff on Staff Governor Vacancy • Parent Governor vacancy about to be advertised. • New Governors handbook produced 	

The meeting closed at 5.50pm

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