

**Minutes of a meeting of the Governors of  
Godolphin School; Monday 27<sup>th</sup> March 2017 at 3.30pm**

<b>Present:</b>			
Kevin Thomas(Chair)	<b>KT</b>	Sarah Knight	<b>SK</b>
Lucy Wandless ( Headteacher)	<b>LW</b>	Judith Jubb	<b>JJ</b>
Holly Williams	<b>HW</b>	Pam Forrester	<b>PF</b>
Sarah Teeder	<b>ST</b>	Emma Ivey	<b>EI</b>
		Janet Standing (Clerk)	<b>JS</b>
<b>Pecuniary Interests:</b>		<b>Apologies;</b>	
Sarah Teeder (IT)	<b>ST</b>	Claire Salter - Resigned Glynn Bennetts - Resigned	

No.		Action
<b>1</b>	<b>Minutes of the last meeting;</b> The minutes of the last meeting held on 23 <sup>rd</sup> January 2017 were confirmed to be accepted as a true record All in favour	
<b>2</b>	<b>Matters Arising;</b>	
<b>2.1.</b>	Aggression towards staff; nothing further to report	
<b>2.2.</b>	School Improvement Partner; With great sadness it was reported that Richard Chalkley had passed away at the beginning of March	
<b>2.3.</b>	Lynn McNamara would be taking over as the SIP, the first visit would be 17 May 2017. She would cover all 3 schools. The initial visit would be to look around and meet staff. She has asked for access to the Core stats data, it was not sure if this should be shared due to data protection but it was reported that Core Stats could allow access to not include pupil level. It was agreed that this be allowed	
<b>2.4.</b>	Permanent appointment as Executive Head; It was agreed any correspondence would go out from all 3 schools at the same time.	
<b>2.5.</b>	Details of a new initiative was presented, staff from Garras and Sithney were going to look at this and it could then be discussed if it should be used over the three schools (Emotional Toolkit)	
<b>2.6.</b>	Website; This has now been sorted and teachers are working on the class pages	
<b>3</b>	<b>Head teacher's Report;</b>	
<b>3.1.</b>	LW had circulated her report to Governors.	
<b>3.2.</b>		



4.10	The person in the locality who had expressed an interest previously in becoming a Governor could be invited to meet KT and LW to discuss It was considered that it would be worth exploring the possibility of a joint meeting with the other two schools and a LGB meeting. The hub Council meetings could feed back to the Hub meetings	Next FGB  KT  JJ
4.11.	It was resolved that the constitution should remain at 9 / 10 Governors but this would be discussed further at the next FGB, when the level of interest in becoming a Governor amongst parents had been ascertained.	
4.12.	KT would approach the GBs of Garras and Sithney to consider the possibility of having some shared meetings	
4.13.	Governors were invited to join other Governors for an informal discussion on May 10	
4.14.	JJ would approach another person in the community who had expressed an interest in becoming a Governor	
5	<b>Election of Vice Chairperson:</b>	
5.1.	EI agreed to undertake the role of Vice Chair for the remainder to the academic year	EI
6.	<b>Partnership with Garras and Sithney:</b>	
6.1.	Continue to have joint SLT meetings	
6.2.	Looking at y6s having opportunities to get together later in the summer term	
6.3.	Once places have been accepted children who have not obtained their first choice will be allocated school places	
6.4.	Joint sporting activities to be arranged. Archery tournament to take place on 25 May.	
6.5.	Joint staff meetings taken place	
6.6	Numicon training will be taking place	
6.7.	Porthleven Football Club have charitable status and would like to work with the 3 schools to provide football training. The club may use the school field. The possibility of a shelter on the field may be considered in the future if it was used for this purpose	
7.	<b>MAT update;</b>	
7.1.	Conversion now scheduled to take place on 1 June 2017	
7.2.	The situation with regards to pensions has now been clarified	
7.3.	One Trustee has been lost due to conflict of interests therefore a new trustee would have to be recruited	
7.4.	How many trustees are on the Board?	
7.5.	A properties person and a Financial Officer are being recruited and currently there are 5 trustees in place at present. Only two former Chair's are on the Trustees	
7.6.	What is the current position with the school land?	
7.7.	This is still in the hands of the solicitors, there is still an issue due to the "loose tenancy" between a member of the public and County	
7.8	A new agreement with the Pre School would have to be drawn up in readiness for conversion	
9	<b>Budget/Pupil Numbers;</b>	
9.1.		

<p>9.2.</p> <p>9.3.</p> <p>9.4</p> <p>9.5.</p> <p>9.6.</p> <p>9.7.</p> <p>9.8.</p> <p>9.9.</p> <p>9.10</p> <p>9.11</p> <p>9.12</p> <p>9.13</p> <p>9.14</p> <p>9.15.</p> <p>9.16.</p> <p>9.17.</p> <p>9.18.</p> <p>9.19.</p> <p>9.20.</p> <p>9.21.</p> <p>9.22.</p> <p>9.23.</p> <p>9.24.</p> <p>9.25.</p> <p>9.26.</p> <p>9.27.</p> <p>9.28.</p> <p>9.29</p> <p>9.30</p> <p>9.31.</p>	<p>As conversion would not take place until June, the school was obliged to set a budget in line with County guidelines, a new budget would be set following conversion</p> <p>LW stated that this was the first time she had been able to set a budget for the school without any deficit.</p> <p>Maria Collins was the Financial Officer for the new MAT and had overseen the setting of the budget</p> <p>Money had been saved as the school now had an Executive Head teacher</p> <p>Training and sickness insurance for the Head was now shared between the three schools</p> <p>Savings have also been made in joint staff training and resources</p> <p>Thanks to the HLTA's for class cover where necessary which has proved very effective</p> <p>The budget had been based on 98 pupil numbers so savings had been made the more funding has been received</p> <p>Staff increments had been allowed in the new budget</p> <p>Nominal figures were included for SLA's</p> <p>The ICT contract was detailed</p> <p>The cleaning contract with CORMAC was detailed, this had been increased due to the effect of the living wage. Three months' notice is applicable on this SLA</p> <p>UFSM; there has been more funding in this area than originally foreseen</p> <p>A new printer had been purchased</p> <p>Money had been forthcoming for pupil's benefit from the 100 club, thanks to PF</p> <p>Ring fenced money in the curriculum for specific Maths resources</p> <p>Additional money in ICT as new teachers' laptops may need to be purchased</p> <p>Money in repairs and maintenance (£5,000) for the redecoration of the classrooms over the summer holidays</p> <p>Work required on banisters, doors and the front door</p> <p>A summer house is being funded by the PTA</p> <p>Money in DCF will be able to be used towards repairs on the building</p> <p>The Loan appears to have been paid in full</p> <p>A 3 year forecast has been produced; 2018/2019 the budget could be set but on present forecasts there could be a deficit in 2019/2020</p> <p>The school is set to benefit from the new Government funding formula</p> <p>The SFVS was presented and accepted and signed by the Chair of Governors</p> <p>The GB decision planner was presented and accepted. The scheme of delegation will change on conversion to the MAT</p> <p>The catering contract is costing the school disproportionately as the school has a servery</p> <p>This is being considered by the MAT financial officer.</p> <p>It was reported that in general the meals in the school were good, the menus would be changing in September</p> <p>Pupil Numbers: Definite list will be available in April, but the confirmed 1<sup>st</sup> choices are 5, with 8 second choices.</p>	
---	---	--

9.32.	Therefore, the school may need to re structure classes. The school could drop to 3 classes but this was not considered a viable alternative as numbers would increase again the following year. 12 children would be leaving the school at the end of the year	
9.33	Could Little Dolphins be integrated into the school part way through the year?	
9.34	This could be considered but there were year groups who could be said to have a collective need for additional intervention	
9.35	A discussion took place with regards to this Numbers will have to be considered further when setting the budget next year	
10	<b>Pupil/sports Premium;</b>	
10.1.	Sports premium report circulated (prepared by Colin Snook)	
10.2.	Pupil Premium; Data will be considered at the end of term	
10.3.	PP children are making progress in line with peers but some FSM children are not making as much progress as they have entered school later.	
10.4	Service Children make ahead of expected progress	
10.5.	A round of PP meetings have just been held and any children not making expected progress have had more intervention introduced	
11	<b>Safeguarding;</b>	
11.1.	No Safeguarding issues to up date	
11.2.	HW and EI have attended Safeguarding training for Governors and reported on this	HW EI
11.3.	S175 has to be submitted by 31 May. LW, HW and EI to look at this	LW HW EI
11.4.	LW to liaise with other two schools with a view to working together	LW
12.	<b>Policies;</b>	
12.1.	It was proposed and seconded that the following policies are adopted; All in favour <ul style="list-style-type: none"> <li>• Anti-Bullying</li> <li>• Behaviour</li> <li>• Child Protection summary for temporary staff</li> <li>• Children in Care</li> <li>• Confidentiality</li> <li>• Cyber Bullying</li> <li>• Data Protection</li> <li>• Drugs</li> <li>• Emergency procedures</li> <li>• Equal Opportunities for staff</li> <li>• Health and Safety</li> <li>• Visitors</li> <li>• Managing Medical Conditions within school</li> </ul>	
13	<b>Correspondence;</b>	
13.1.	Letters of resignation received	
14	<b>Diary Dates;</b>	
14.1.	Budget meeting Wednesday 10 May at 3.30pm	
14.2.	FGB: Tuesday June 6 at 3.30pm	
15	<b>Exclusions; None presented</b>	

16	<b>Governor Effectiveness:</b> <ul style="list-style-type: none"> <li>• Working towards MAT conversion</li> <li>• Considering re-structuring and succession planning within the GB</li> <li>• Monitoring within the school</li> <li>• Collaborative working with other schools within the Executive Headship</li> <li>• Liaison with local community</li> <li>• Attendance at school events</li> <li>• Safeguarding training attended by Governors</li> <li>• Progress/ Monitoring meetings with Literacy and Maths leaders</li> <li>• Breakfast club and after school's clubs to start</li> <li>• Parents/Carers sessions arranged to share children's work</li> </ul>	
----	---	--

**The meeting closed at 6.30 pm**

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