

**Minutes of a meeting of the Governors of
Godolphin School; Tuesday September 2017 at 3.30pm**

Present:			
Emma Ivey (Chair)	EI	Sarah Knight	SK
Lucy Wandless (Headteacher)	LW	Becky Hosking (V Chair)	BH
Holly Williams	HW	Pam Forrester	PF
Sarah Teeder	ST	Kevin Thomas (SPMAT Trust)	KT
Kim Durrant (Observer)	KD		
		Janet Standring (Clerk)	JS
Pecuniary Interests:		Apologies and Welcome;	
Sarah Teeder (IT)	ST	Mark Gibbs Donna Richards	MG DR

No.		Action
1	Election of Chairperson for 2017/2018:	
1.1	EI had self nominated for election as Chairperson; No other nominations were received. All in favour.	EI
1.2.	Election of Vice Chairperson for 2017/2018:	
1.3.	BH was prepared to stand as Vice Chair, but would be happier if this role could be shared with another Governor. DR to be invited to become a joint Vice Chair. All in favour	BH EI DR
1.4.	Governors with specific responsibilities;	
1.5.	Finance; DR	DR
1.6.	Safeguarding; HW	HW
1.7.	Whistle Blower; EI	EI
1.8.	SEN; PF	PF
1.9.	Attendance; EI	EI
1.10	Alumni; HW was prepared to become the Alumni Governor if the enquiries for an additional Governor were not successful	HW
1.11.	Pupil representative Governor; HW	HW
1.12.	Minutes of the last meeting; Confirmed to be approved as a true record	
2	Notification of any newly appointed Governors;	

<p>2.1.</p> <p>2.2.</p> <p>2.3.</p>	<p>DR and KD had completed their documentation as new Governors and this had been submitted to the Board of Trustees</p> <p>Skills Audit;</p> <p>It was considered that the National Governor Council skills audit was of more benefit to the school and it was agreed this be used by the school</p>	
<p>3</p> <p>3.1.</p> <p>3.1.</p> <p>3.2.</p> <p>3.3.</p> <p>3.4.</p> <p>3.5.</p> <p>3.6.</p> <p>3.7.</p> <p>3.8.</p> <p>3.9.</p> <p>3.10.</p> <p>3.11.</p> <p>3.12.</p> <p>3.13.</p> <p>3.14.</p> <p>3.15.</p>	<p>Urgent matters for discussion;</p> <p>There are teething problems with the Finance systems of the new MAT but hopefully this is now improving</p> <p>A new Finance Officer Sean Pinhay has now been appointed</p> <p>A discussion took place on payment of invoices as this was now presenting a problem in getting supplies to the schools</p> <p>This may mean that there will have to be bridges built with some suppliers.</p> <p>A number of suppliers have been in touch to say that services have not been paid for</p> <p>It was considered that more information/support would have been beneficial regarding who has been paid</p> <p>No budget figures were currently available and this was an issue for a number of schools.</p> <p>There was also a problem with Cornwall Council releasing funds</p> <p>On the whole, however, it was considered that conversion to the MAT had been seamless other than the Finances</p> <p>Buildings and Premises issues; No clear remit has been given with regards to arranging for work to be done in the school following the appointment of Dave Ellis as the Premises Officer. Clarification was needed as to what jobs should be arranged by the school and what would be undertaken by maintenance staff from Helston School</p> <p>KT would feed these issues back to the Trust Board</p> <p>MAT Policies;</p> <p>These had now been through the consultation period and would be adopted from the 1st October. LW would email these to Governors for their perusal</p> <p>The MAT would have their own admissions policy; this would have variances for Church Schools.</p> <p>All the policies have been agreed with the Unions</p> <p>The policies would be available in the school for staff to views and all policies appropriate to parents would go on the school website</p> <p>KT stated it would be useful if the MAT informed the schools when things were starting to improve</p>	<p>KT</p>
<p>4.</p> <p>4.1.</p> <p>4.2.</p> <p>4.3.</p>	<p>Head teachers Report;</p> <p>This was following the new MAT format.</p> <p>Feedback had been given on this and this report may evolve as the year progressed.</p> <p>Care had been taken to ensure that children could not be identified given the new format of the report.</p>	

4.4.	<u>Q What was a CAMHS referral?</u> <u>A: This was explained to Governors, a CAMHS referral was made for a child that was referred to another agency.</u>	LW
4.5.	The school had 85 children on roll, which was lower than in previous years as the school had had larger cohort's leaving. Only 6 new pupils joined in September.	
4.6.	The PAN for the school was 15, another child had applied for admission to y1 which would take the number in this cohort over PAN but there was space in the school as a whole. The admission was going to appeal and the appeal would dealt with by County and would probably be lost as there was capacity within the school.	
4.7.		
4.8.	The school PAN had recently been increased from 13 to 15. The school had a smaller y2 cohort and it was resolved that LW contact the parents and inform them that the child would be admitted to the school without going to appeal, as the school had overall capacity 5 children had entered the school (other than reception) in the last academic year but 6 children had left.	
4.9.		
4.10.		
4.11.	Details of Pupil Premium children (9) were presented No children in the school were in receipt of a statement but 5 children in KS2 had school support.	
4.12.		
4.13.	7 service families within the school Attendance; A termly analysis of attendance would take place. Overall for last year was 95.7%. There were still issues with holidays in term time.	
4.14.		
4.15.	SEN children attendance is below national average (92.9%) (See Confidential Issues on previous minutes) A further review meeting would be taking place with the EWO	
4.16.	It is the Governors role to challenge the Head teacher on the attendance figures and to consider the reasons if attendance was below national average There had been no exclusions so far this term.	
4.17.	Wellbeing; no CAMHS referrals had been made this term but a couple	
4.18	of children had been receiving counselling. No staff changes were reported	
4.19	The MAT are looking at using SIMS to record Staff attendance	
4.20	<u>Q; Is the jury service going ahead?</u>	
4.21	<u>A; This will be the case and the school have arranged cover for this</u> No official complaints have been made	
4.22.	Two accidents have been reported using the online system (Cornwall Council website)	
4.23		
4.24	Two referrals have been made with regards to Safeguarding Tracking system in school is used by all the MAT schools	
4.25	A graph depicted pupil achievement	
4.26	It is beneficial to the school to be able to ascertain what children are on track	
4.27		
4.28	A further graph outlined the progress of the children	
4.29	A staff meeting would discuss children to be targeted in this academic year Governors would be invited to a staff meeting to discuss data/progress when figures were available	
4.30		
	<u>Q; More money was being allocated as part of sports premium, how</u>	

4.31	would this be used? A; CS had considered this and made recommendations for use of this funding, this would feed into the School development plan and Governors were directed to this documentation	
4.32	It is important that whatever this funding was spent on was sustainable as there was no guarantee that the money would always be available	
4.3.	Q; How long would the coaching sessions last? A; This would be for 12 weeks and it was hoped that this would facilitate staff coaching as well as pupils.	
5	School Development Plan;	
5.1.	Parc Eglos School had suggested that all schools in the hub use the same format.	
5.2.	The new plan is currently being formulated, the main target being to raise standards and for children to make acceptable expected progress.	
5.3.		
5.4.	The plan would be ready in October	
5.5.	Headline data was circulated to Governors.	
5.6	3 years' data contained on one sheet	
5.7.	The maths results had been lower than anticipated this year, but this was due to a small number of children not performing on the day. The teacher assessments had been positive.	
5.8.	Jason Hurr had also produced data for the school and this was circulated to Governors	
5.9.	A discussion took place on this data.	
5.10	LW explained the data to Governors.	
5.11.	The school was classed as a coasting school this year	
5.12.	The small cohort in last year's y6 had previously been identified as low achievers but this may mean that the school would be scrutinised for this set of results. Governors needed to be aware of the reasons for the results and be aware of the methods in place to improve the results in subsequent years.	
5.13		
5.14.	Maths is the main focus for additional work. It was considered that the maths test was harder than in previous years.	
5.15		
5.16	Attendance also has an impact on results.	
5.17	JH considered that the KS2 results would still be above floor target New initiatives were being introduced in KS1 with regards to writing, to encourage more exploration writing encompassing a rich environment	
5.18		
5.19	A discussion took place on the educational effects of summer born children	
5.20	The question of how parents/carers could encourage their children to work at home was discussed	
5.21.	Homework was always an issue as some parents/carers agreed with this and some did not It was considered that discussions with preschool with regard to the way that fine and gross motor skills use could be promoted with the younger children	
6.	Safeguarding;	

6.1.	All staff undertaken safeguarding training.	
6.2.	The safeguarding leaflet was presented to Governors	
6.3.	The MAT will be having a designated Safeguarding lead meeting each term and a MAT safeguarding policy will be issued and will be on the website	
7.	Hub Council/Trustee Committees feedback;	
7.1.	Activity for hub representatives for Hub Council meeting - the website is currently being updated	
7.2.	Impact of GB meeting Officers had been appointed for the new academic year New Governors had appointments pending approval by Trust Board New policies adopted as part of the SPMAT Governors appointed as hub representatives to the new MAT PAN at school considered in light of applications for admission Governors aware of school data Governor meeting dates and times being considered with a view to complete inclusion and meeting the requirements of the Board. Continue to work in collaboration with other local primaries as part of an Executive Headship	
9	Diary Dates confirmation;	
9.1.	8 th January 2018	
9.2.	18 th June 2018	
9.3.	The next learning walk focus still to be agreed but may be on Data protection. Date to be confirmed.	
9.4.	Hub meeting date 5 th October 2017 at Parc Eglos	
9.5.	One governor had an issue with the time of Governors meetings	
9.6.	A discussion took place on this.	
9.7.	The general consensus was that one of the meetings for 2018 could start at 4.30pm. It was agreed that this would be the June meeting	
9.8.	The meeting days may have to be discussed further in the future	

The meeting closed at 5.45 pm