

MINUTES of a meeting of the Governing Board of the
Germoe-Boskenwyn Federation 19th November 2015 at 6.00pm

PRESENT: Dr Russell Monhemius (Chair)
Mrs Mandy Turton
Mrs Natalie Thomas
Mr Brian Toney
Mrs Jo Nicholas (Asst Head)
Mrs Tracey Stevens
Mrs Denise Rusga

IN ATTENDANCE: Mr Luke Haslam, Clerk
Miss Samantha Prescott (EYFS lead)
Mrs Wendy Jones (Foundation governor)

		ACTION
1.	<p>APOLOGIES & AOB</p> <p>Received and accepted from Katy Chamberlain, Paula Quinney (emergency absence) and Diane Whitehead. Governors heard that Sandy Easterbrook was trying to attend but that the Boskenwyn venue might be difficult for her.</p> <p>Absent: Trevor Broome, Donna Bennetts. It was noted that this was a concurrent absence for Mr Broome, governors asked the clerk to contact, Brian Toney advised he would try to speak to him.</p>	LH
2.	<p>DECLARATION OF BUSINESS AND PECUNIARY INTERESTS</p> <p>The clerk circulated the B&P declaration and code of practice declaration to new governors.</p> <p>No additional interests were declared.</p>	
3.	<p>MINUTES OF THE PREVIOUS MEETING 24.09.2015</p> <p>Governors agreed the previous minutes as a complete and accurate record and the chair signed them as complete.</p>	
4.	<p>MATTERS ARISING</p> <p>The chair and clerk explained the discharge reports and inventories, unfortunately Mrs Quinney's absence meant inventories were not present for this meeting.</p> <p>Chair and clerk to discuss with head and bring to next meeting.</p>	RM/LH

	No further matters were discussed.	
5.	<p>COMMITTEE TERMS OF REFERENCE</p> <p>Governors discussed the terms of reference prepared by the clerk and agreed them as terms for their committees. To be reviewed in Autumn 2016 with committee membership.</p> <p>It was noted that Finance & Premises meetings were hoped to cover both schools in future since a single LFS technician works for both.</p>	LH
6.	<p>DISCHARGE REPORTS & INVENTORIES FOR BOTH SCHOOLS</p> <p>Discussed under matters arising.</p>	
7.	<p>GOVERNOR APPOINTMENTS AND INSTRUMENT OF GOVERNANCE</p> <p>Governors heard that one parent had come forward from each school during the election process, Tracey Stevens for Boskenwyn and Natalie Thomas for Germoe.</p> <p>To clarify requirements for re-election following federation the clerk suggested that as the staff member elected post-federation Jo Nicholas should be the current Staff Governor, Denise Rusga would be classified as a Foundation Governor as she was elected under the previously separate governing bodies.</p> <p>Governors RESOLVED to appoint the following: Wendy Jones (Parent), Foundation Governor Samantha Prescott (Staff), Co-opted Governor</p> <p>The Chair indicated he had spoken with John Keeling and that John wished to take a step back from governing due to personal matters and illness, the board agreed to informally hold a place for him should he wish to make a return.</p>	
8.	<p>ACADEMISATION CONSIDERATIONS</p> <p>Governors heard that the chair had attended a meeting earlier in the week with Neil Gunnell (governor network lead for former south kerrier area), the general feeling among other trust schools seems to be positive towards academisation.</p> <p>Governors heard that there was a meeting on 24th November to discuss the process further, the board was being asked whether they would agree "in principle" to engage with the academisation process as things stand today.</p> <p>Discussions were had around the academisation proposal, considering positive elements and potential negatives.</p>	

	The Board RESOLVED to engage with the process in principle based on current knowledge.	
9.	<p>HEAD'S REPORT</p> <p>Jo Nicholas (JN) delivered the head's report in the absence of the Executive Headteacher.</p> <p>Reported on a SLT day in October with a Teaching & Learning focus across both schools, the executive head took on the role of an inspector and asked the team challenging questions, using different language that you might expect to hear from an inspector.</p> <p>Discussed SDP with governors, some governors noted acronyms and school language can make understanding difficult, Sam Prescott volunteered to draw up a list based on the current SDP to clarify. Example of IEPs now PLPs, no change in meaning.</p> <p>Data sheets shared with governors, APS for all year groups at both schools including demographic splits (Ever6, SEN etc).</p> <p>JN noted Writing identified as a weakness across the board, factored into the SDP. Possible to fall under the DFE floor standard but small cohort size offsets this somewhat.</p> <p>JN indicated the Executive Head felt governor awareness of key areas on the SDP and broad awareness of results across the school and areas needing improvement were key.</p> <p>New framework Ofsted inspections discussed, one-day visit which determines if a longer visit is required, secondary visit instituted if there is reason to believe school is higher/lower performing than their last grade.</p>	SP
10.	<p>COMMITTEE REPORTS</p> <p>10.1 Finance</p> <p>Governors heard that there had been a meeting held for Boskenwyn since they last met, forecasting a deficit at the time of meeting, there were two factors that mitigate this slightly:</p> <ul style="list-style-type: none"> • An appeal going to Cornwall Council to reassess pupil numbers due to a dramatic increase since the funding date for this financial year. • The deficit looks manageable due to healthy forecast for next year (as a result of higher pupil numbers). • There had not been a meeting held for the Germoe budget but the current indication is that the budget there is healthy. 	

	<p>10.2 Safeguarding Committee has not met since last meeting, the chair informed governors he had completed level 3 safeguarding training as the designated Safeguarding Governor, following up with specific governor safeguarding training.</p> <p>10.3 Teaching & Learning Nothing to report at this meeting, a meeting will be held before the end of the Autumn Term.</p>	
11.	<p>POLICIES</p> <p>A number of policies were presented at this meeting, <u>governors asked whether a policy schedule was in place so that policies could be sent out for review ahead of meetings</u>, JN indicated Federation meant the majority of policies were now shared between both schools but that process was causing a large number to come up at once.</p> <p>Governors heard that a folder of policies was in place at both schools, relevant policies also present on school websites, a Federation website is also being worked on which will hold shared policies.</p> <p>11.1 SEND SEND policy presented to governors, Tracey had met with Angie to review the policy, primarily minor updates and tweaking terminology.</p> <p>Governors RESOLVED to approve the SEND policy as presented.</p> <p>11.2 Pay Policy & Teacher's Pay and Conditions Review 2015 Governors received the Teacher's Pay and Conditions Review report for 2015, the report recommended a 1% uplift to all pay ranges with two exceptions: a 2% increase to the maximum of the Mainscale. no increase to the maximum of the 8 Leadership Ranges.</p> <p><u>Governors queried whether this had been accounted for in the budget</u>, The Chair indicated that he believed the LFS technician accounted for a 1% rise but would have to check to be sure.</p> <p>Governors RESOLVED to agree the proposed 1% increase to teacher's pay.</p> <p>Governors heard that the pay policy was currently with Michelmores for review.</p> <p>11.3 Admissions Policy Currently with Michelmores.</p> <p>Governors asked that remaining policies be emailed to them ahead of the next meeting for review.</p>	PQ/JN

12.	<p>PROACTIVE HEALTH & SAFETY REPORT</p> <p>Boskenwyn received a Health and Safety visit from Cornwall Council, one item for action is updating the fire risk assessment for the school. A visit at Germoe school is due on 30th November. Proactive Health and Safety visits are later followed by an audit.</p> <p>Governors heard that a fire risk assessment for Boskenwyn School was in need of renewal, governors were asked if they were prepared to support the costs of bringing in an external provider for this. Brian Toney indicated he had received fire risk assessment training from the Fire Service and could take a look at them before bringing in an external body.</p> <p>Governors RESOLVED to support bringing in an external provider for risk assessments if required.</p>	PQ/BT
13.	<p>SAFEGUARDING</p> <p>Samantha Prescott outlined the PREVENT duty, having completed training earlier in the year. Explained to governors that the procedure is the same as making safeguarding disclosures, if you witness anything that could be indicative of radicalisation please report it to a designated staff member (Sam P, Paula or Angie). All staff had received an information pack and online training. Governors were recommended to complete the training and given links to the web portal: http://course.ncalt.com/Channel_General_Awareness (20-25mins).</p> <p>Governors were informed that the youngest child considered at risk in Cornwall is seven years old, christmas considered a dangerous period, appropriate discussions had been had with children following the attacks in Paris the previous week, asking them if they had seen anything over the weekend and discussing.</p> <p>Single Equality Plan States adoption of PREVENT strategy and that staff/governors have a raised awareness.</p> <p>Governors RESOLVED to approve the Single Equality Plan</p> <p>Staff undertaking PREVENT training at a staff meeting</p> <p>Anita compiling a combined record of governor training.</p>	
14.	<p>PUPIL AND SPORTS PREMIUM</p> <p>Governors heard Katy Chamberlain was happy to stand as the governor with responsibilities for the Sports Premium, clerk to update governor responsibilities.</p>	

	<p>Statements for Pupil Premium and Sports Premium were presented to governors for approval to be uploaded to the school website.</p> <p>Governors RESOLVED to approve the statements as they stand.</p>	
15.	<p>CONFIDENTIAL MATTERS</p> <p>No confidential matters were raised at this meeting.</p>	
16.	<p>ANY OTHER BUSINESS</p> <p>Governors received and discussed the Local Offer.</p> <p>Governors RESOLVED to approve the "Local Offer" presented as it stands.</p> <p>The SEND Development Plan for each school was presented to governors.</p> <p>Governors RESOLVED to approve the plans as they stand.</p> <p>The Executive Head had asked governors to consider Coffee and Cake mornings for both schools, governors suggested that it might be appropriate to link it in with the Boskenwyn Open Day on 27th November, Open day starts 10.30am, Coffee morning proposed for 10.00am.</p> <p>The Chair proposed joining the National Governors Association, it was felt the advice provided by Cornwall Council was not as strong as it used to be and the NGA offer a cost-effective alternative.</p> <p>Governors RESOLVED to agree purchasing of the NGA annual package for this year.</p> <p>Easyfundraising booklets discussed, £45 raised from six users for Boskenwyn so far, being set up for Germoe school as well, please encourage others to use.</p>	RM/PQ
17.	<p>ISSUES FOR THE NEXT MEETING</p> <p>No matters were raised.</p>	
18.	<p>CONFIRM DATES OF NEXT MEETINGS</p> <p>Governors agreed the date for the Teaching and Learning committee to meet as 2nd December 2015, 1.15pm at Boskenwyn School.</p> <p>The next Full Governing Board meeting is set for 21st January 2016, 6.00pm at Germoe School.</p>	

The meeting concluded at 8.15pm

SIGNED

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