

**Minutes Of A Meeting Of The Full Board Of Governors Of  
The Federation Of Boskenwyn And Germoe Schools:**

**Held At Germoe On Wednesday 12<sup>th</sup> February 2020 At 18:00**

PRESENT:

Dr Russ Monhemius (Chair)  
Miss Paula Blackburn (Head teacher)  
Charlotte Overton (Clerk)  
Naomi Penrose  
Denise Rusga  
Joanne Nicholas  
Katie Knight  
Natalie Thomas  
Anita Care  
Brian Toney  
Tom Richardson

		ACTION
1.	<b>APOLOGIES</b> Received from Ruth Gingell, Wendy Jones, Jay Faust accepted by Russ Monhemius.	
2.	<b>DECLARATION OF PECUNIARY INTERESTS</b> None	
3.	<b>MINUTES OF THE LAST MEETINGS</b> Tom Richardson confirms he wishes to stand as a foundation governor. Panel vote and he is unanimously elected to the position.  Small edit made to point 5 regarding sex education. The sentence should read that it related to Year 6 instead of Year 9. Amendment signed, minutes unanimously agreed by the panel and signed off by the chair.	
4.	<b>MATTERS ARISING</b> None	
5.	<b>SAFEGUARDING</b> Paula Blackburn advises 'My Concern' is working well and most people are routinely using it. 'Operation Encompass' is still in operation and has been successful in making referrals and flagging safeguarding concerns. Paula outlines the origins of the scheme to the panel.  Section 175 will be discussed at the next meeting.	<b>Paula Blackburn</b>
6.	<b>DATA</b> Paula Blackburn advises there has been an update on the IDSR (Inspection Data Summary Report) which OFSTED use during inspections. English and Maths subject leads and leadership team have been made aware of the changes.	

	Rt Hon Nick Gibb MP has written to Germoe to congratulate the school on the high standard it achieved in Key Stage 2 assessments.	
7.	<p><b>SCHOOL DEVELOPMENT PLAN</b></p> <p>Paula Blackburn confirms this has been updated since the last meeting. Staff have taken sections relevant to their subject leads, and updated it according to their own subject action plans. The major focus is on STEAM (Science Technology Engineering And Maths). The updated plan will be circulated to Governors.</p> <p>A further 75,000 Euro has been applied for in relation to STEAM. This funding would include visits and courses to Finland, Estonia, Portugal, Croatia and Italy.</p> <p>Last term Boskenwyn reached a total absence of 7% which is poor. Procedures and protocols are being followed to monitor this and discuss with parents. The data for absence has been analysed within the school environment and reasons behind the absence have been taken into account ie a single block of absence or sporadic absences which are more concerning.</p>	Paula Blackburn
8.	<p><b>SEND</b></p> <p>A detailed action plan has been drafted and will be circulated to governors. Any questions on it to be emailed to Charlotte Overton in advance and will be addressed at the next meeting.</p> <p>Russ Monhemius asks about the success rate of ECHP's. Paula Blackburn answers the success rate of EHCP applications is positive but not without difficulties and is very time consuming. The application process and monitoring of it takes up the majority of the SENDco's time.</p>	Paula Blackburn
10	<p><b>FINANCE AND OTHER COMMITTEE MEETINGS</b></p> <p>A finance meeting was held at Germoe 16/01/2020 and the full minutes will be circulated to the governors by email.</p> <p>There is both overspend and underspend which balance out so there are no significant concerns.</p> <p>Low pupil numbers will see Germoe take a dip in funding next year. At Germoe there have been 3 first choice applications, 2 second choice and 2 third choice.</p> <p>At Boskenwyn 14 first place applications have been received, 4 second choice and 3 third choice. Therefore the budget at Boskenwyn should remain the same.</p> <p>The panel discuss how to strategically target areas and agree that advertising Germoe in local papers would help to raise the profile of the school and reach a wider audience.</p> <p>Tom Richardsons suggests greater publicity around the schools being twinned as this may not be widely known.</p> <p>Naomi Penrose suggests leaflets outlining the message and facilities of the school to be produced and placed in toddler groups in the local area.</p> <p>The panel discuss that Germoe geographically is fairly tucked away and people may be unaware of it's existence unless they are very local.</p>	Paula Blackburn

	<p>Katie Knight discusses the possibility of an open day/parent workshops.</p> <p>Denise Rusga states peer information and recommendations have proven the most successful medium in the past.</p> <p>The option of using social media to promote the school on local pages is discussed.</p> <p>Paula Blackburn advises that a Curriculum meeting has taken place focussing on curriculum design and development. This has been organised by CAPH (Cornwall Association of Primary Heads) and action plans have been drafted on how things will be changed in terms of documenting and evidenced to show it is working. There will be a covering document which will show the intent, implementation and impact of the whole curriculum.</p> <p>Paula Blackburn briefly presents to panel the document on individual subjects. There is a subject lead for each subject which covers both schools. The concept behind 'Cultural Capital' is explained. This includes anything outside of the curriculum but still enhances the students learning. Implementation of this was discussed at the teachers meeting prior to Governor's meeting.</p>	
11	<p><b>PUPIL PREMIUM</b></p> <p>Tom Richardson asks about the success of pupil premium applications following the distribution of a newsletter outlining the scheme.</p> <p>Anita Care replies there have been a couple of enquiries about it, and the funding has been explained to those parents but the uptake is still low.</p>	
12	<p><b>INSET</b></p> <p>Paula Blackburn explains there are 2 staff going to Ljubljana for a week to look at inquiry- based learning at the international school.</p> <p>3 members of staff are going to Finland to benchmark best practice.</p> <p>Inset days are banked together in the first week of June but the trips will be happening at different times.</p>	
13	<p><b>HEAD TEACHERS REPORT</b></p> <p>Hard copies are distributed to the panel and electronic copies to circulated. Any questions which arise can be emailed to Charlotte Overton and answered at the next meeting.</p> <p>Governors are encouraged to be familiar with the document.</p>	<b>Charlotte Overton</b>
14	<p><b>HEALTH &amp; SAFETY</b></p> <p>Paula Blackburn confirms that at Germoe the cleaner (who is also the site supervisor), has been unwell and unable to come to work. As a result the recycling has been stacking up and there are rats as a result of the rubbish. Rentokil have been out and will quote on resolving the issue. Russ Monhemius informs the panel Cornwall Council run a scheme with an annual fee that could be a more cost- effective solution. Anita Care will contact the council to compare prices.</p> <p>Someone has been found to cover cleaning in the interim so this issue should now minimise.</p> <p>A possible mine shaft has been at Germoe in the forest area. This has been cordoned off to keep the area safe. Cornwall Council will deal with this as part of their building maintenance responsibilities.</p> <p>Brian Toney asks for an update on the fire alarm repairs at Boskenwyn.</p> <p>He is advised by Joanne Nicholas that a maintenance visit has taken place at Boskenwyn by Lorne</p>	<b>Anita Care</b>

	<p>Stewart and that numerous issues were found. The quote to replace 2 batteries in the fire panel was: £181.75. However, they did advise that the fire panel itself should be replaced.</p> <p>Firecrest have provided a quote of £11,053.09 to replace the fire system at Boskenwyn.</p> <p>2 x quotes have been received to replace the fire system at Germoe: Firecrest £11,714 and Lorne Stewart £15,230.</p> <p>Finance meetings for both schools for budget planning need to be set.</p> <p>Tom Richardson has read through the asbestos register for Boskenwyn and asks who is responsible for the annual checks as there appear to be gaps in re-inspections. Paula Blackburn will look into this and update.</p>	<p><b>Finance Committee</b></p> <p><b>Paula Blackburn</b></p>
15	<p><b>HEAD TEACHERS PERFORMANCE MANAGEMENT</b></p> <p>2 x Head teachers will be visiting on 23/03/2020 therefore the performance management interview will take place then.</p> <p>Brian Toney will attend this meeting.</p>	
16	<p><b>URGENT/CONFIDENTIAL MATTERS</b></p> <p>See Confidential Minutes</p>	
17	<p><b>AOB</b></p> <p>Denise Rusga advises that herself and James Watson have been looking into obtaining the 'Green Flag Eco Award' to achieve 'Eco Schools Status' across both schools. She makes a request for an 'Eco Schools Governor' to assist with the project and attend half termly meetings. Several governors express interest and will discuss further outside the meeting.</p> <p>Charlotte Overton de -briefs key points from the recent Clerk's Forum held at St. Austell Conference Centre on 05/02/2020. Governors who cannot attend a meeting are encouraged to send through a question or challenge to key documents or issues that can be raised in their absence. The tone of meetings is to challenge and hold to account and governors are encouraged to do so.</p> <p>All governors to check they are up to date with their training and email any completed training to Anita Care so that records can be maintained.</p> <p>A date for governor monitoring is set for the morning of 19/03/2020 at Boskenwyn.</p> <p>Tom Richardson states several parents have asked him to raise 2 issues:</p> <ul style="list-style-type: none"> <li>• Request for the building at Boskenwyn to be painted.</li> </ul> <p>Paula Blackburn advises that it is a shared wish to paint the school building but there are currently budget constraints.</p> <ul style="list-style-type: none"> <li>• Concerns that the ski school trip is not financially viable for all.</li> </ul> <p>Paula Blackburn confirms there will be another local trip which is more accessible for all. The ski trip has been funded by £100 per person to help towards costs.</p>	<p><b>All Governors</b></p> <p><b>All Governors</b></p>
18	<p><b>DATE OF NEXT MEETING</b></p> <p>Boskenwyn Wednesday 15th April at 6pm</p>	