



# COWES PRIMARY SCHOOL

## MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 21st March 2019 at 6.30 pm

<b>Attendance</b>	
Malcolm Carter (MC) Chair	Amy Duncan (AD) Vice Chair
Liz Jackson (LJ)	Stephanie Praetig (SP)
Hilary Richardson (HR)	Paul Taylor (PT)
Rachael Groves (RG)	Margaret Goodwin (MG)
Chris Frisby (CF)	Andy Mayes (AM)
Nicky Coates (NC) – Associate	
<b>Also Present:</b> Kim Comer - Clerk (KC), Donna Robinson (DR) – Business Manager	

<b>1</b>	<p><b><u>Apologies &amp; Introduction to Proposed New Governors</u></b></p> <p>Apologies were received from Gillian Phenix (GP).</p> <p>MC introduced the new Proposed governors present at the meeting – Margaret Goodwin (MG), Chris Frisby (CF) and Andy Mayes (AM). Margaret had applied to be a co-opted governor and Chris and Andy had both made parent governor applications following the recent vacancy left by Andy Brandham. Normally this would result in a parent election ballot, but Emma Lincoln had decided to stand down as a full governor for health reasons. She hoped to remain as an associate governor to help with marketing. In view of this there were two vacancies for parent governors and as two applications had been received a ballot was not required.</p> <p>MC recommended that the three new governors be accepted onto the board and this was agreed unanimously.</p> <p>An introduction to all present was given. MC advised the new governors to ask if they wanted clarification on anything and that full induction training would be given to help them in their role as governors.</p> <p>AD wanted to introduce a new item to future FGB meetings – this is for all governors to consider what impact the governors are having on the school to ensure that the time we spend at meetings and in school is as valuable as it can be. This should help to make improvements to the way the governing body runs and to help the development of the school in general. She asked governors to individually consider the impact they have at each meeting and the actions they will take as a result. This was agreed.</p>	FGB
<b>2</b>	<p><b><u>Pecuniary &amp; Personal Interest Declarations</u></b> – KC confirmed that the new governors had completed and signed declaration forms. CF has declared a business interest as his workplace, UKSA, provides services to the school. PT mentioned that as a member of the Town Council he would be attending a meeting that will discuss the school crossing.</p>	
<b>3</b>	<p><b><u>Minutes of Previous Meeting &amp; Matters Arising</u></b></p> <p>The minutes of the meeting held on Thursday 24<sup>th</sup> January 2019 had been distributed prior to the meeting and were agreed and signed.</p> <p><u>Matters Arising</u></p> <ul style="list-style-type: none"> <li>• The meeting of the P&amp;F committee took place on 13/03/19 to complete the SFVS return.</li> <li>• Updates on the road crossing and defibrillator will be discussed under item 6.</li> <li>• KC confirmed the new governor code of conduct had been added to the policy list.</li> <li>• The amendment to the Safeguarding policy will be ratified under item 8.</li> </ul>	

4

#### **Business Manager's Report**

Copies of the following were available to Governors prior to the meeting – Business Managers Report Mar 2019 (App.1), Budget v Actuals Feb 2019 (App.2), Monitoring Statement Feb 2019 (App.3), All Expenditure Feb 2019 (App.4), All Income Feb 2019 (App.5) and completed SFVS Report Form (App.6),

DR asked if the Governors had any questions. The Governors were happy with the detail in DR's report and thanked DR for her comprehensive report. This included an update on the 2019/20 budget, staffing, pupil numbers, Admission deadline, online payments, GDPR and Health & Safety.

DR distributed an additional report not previously circulated as this had been overlooked and had been requested by the P&F Chair. This was a breakdown of the devolved capital budget, which up to 31/03/19 will stand at £15,851. The new governors asked for an explanation between the normal school budget and the devolved capital budget and it was explained that the LA controls the devolved budget and they approve spending made. A question was made regarding a five-year asset plan, SP advised that the school does try to plan ahead, but unexpected events such as the boiler needing replacement always affected the ability to plan well. The governors asked if the boiler had been covered by insurance but it had broken down due to wear and tear and was not covered.

Possible future spending might include a new telephone system and CCTV. The governors asked where the CCTV cameras would be situated and SP confirmed they would be sited at strategic spots by the school entrance, gates, and playground. The governors also thought there was CCTV already in place, but DR confirmed this no longer worked and a new system was required.

The governors had notice that there had been some extra funding through the universal credit/free school meals system the school had received an additional £2200 of backdated funding from year 2017/18. This was unexpected and some good news.

#### **SFVS Report**

DR confirmed that the P&F had met in order to check the completion of the SFVS report and little had changed since it had been completed in the previous year. The FGB gave their approval for the report to be submitted to the LA

#### **Review of School Absence Insurance 2019-2020**

It had been suggested by the P&F that a review be made to look at the options of covering staff absence. DR advised that due to the high cost cover is only in place for teaching staff, the site manager and business manager. Last year the governors considered that insurance be purchased at a cost of £6679 p.a. which provided cover on a 10 day wait period with maternity cover as an optional extra. Due to current and prospective maternity leave it is felt that cover needs to continue so that the school can make a claim.

SP & DR have reviewed quotes and the options available and recommend that the current provider, Capita is the best option with the 20-day wait premium being significantly lower. Details of the quotes and options had already been circulated to governors. The governors asked if the school would be able to maintain cover while waiting for 20 days and SP confirmed they were happy that they could cover this period but not any longer.

After discussion it was agreed by governors to renew the policy with a premium of £5540.52 with a 20-day excess. This would enable the school to claim of £2500 for the on-going maternity cover, which greatly offsets the premium.

The governors thanked DR on behalf of the Governors for her continued hard work.

<p>5</p>	<p><b>Head Teachers Report</b></p> <p>Copies of the following were sent to Governors prior to the meeting – Head Teachers Report Mar 2019 (App.7), Attendance Report Spring 2019 (App.8), Pupil Premium Report (App.9), CPD Training Report (App.10) and EYFS Report (App.11). In addition to this SP distributed data reports for years 2 and 6 and apologised that due to a system error with the data these could not be sent prior to the meeting.</p> <p>SP had invited governor questions on her report. Governors had noticed an increase to SEN pupils in year 2. SP advised that this was because a new pupil had joined the school. It was explained that as pupils move through the school years, assessment could definitely confirm an SEN status, as in early years there can be other reasons for additional support.</p> <p><b>Attendance</b> - SP reported that attendance had improved partly following the change to the wording in the policy regarding lates and this was good news. SP meets with the LA regularly to review and they provide support and help the school deal with any serious issues. Last year the school was 6% below the national average. The governors asked about the expectation of the government and SP advised this was 96%. SP explained that early years are the worst and this is due to illness, as they tend to catch illnesses being in a new environment. The governors asked about the schools attendance against other schools, but this is only published once a year. The school has its own targets and continually works hard to achieve this.</p> <p>The pupil premium report, the CPD training report and the EYFS reports were all reviewed. SP also explained to the new governors about the Learning Leadership Partner (LLP), his name is Ross Irving and he provides a great deal of support to the school in all areas, for example the Maths project and the development of the curriculum. The LLP visits the school frequently and is currently helping the school build on its current curriculum to ensure it meets the new standards set by Ofsted. SP will forward the last LLP visit report to KC for distribution to governors.</p> <p>SP confirmed that all actions on the School Improvement Framework were up to date and smart targets had been set. The staff and the governors were all working and contributing to the plan. It was agreed to rename the SIF to the School Development Plan (SDP) as it was felt that “development” was more appropriate.</p> <p>SP ran through the data reports distributed at the meeting, the reports were for years 2 and 6 and the other years would be available but due to the error on the data were only just being completed. The governors said that year 6 was looking very strong and it was agreed that Kirsty Thomas was doing an excellent job with intervention and targeting. The governors queried the results between boys and girls and generally girl’s results are stronger.</p> <p>SP invited governors to email with any further questions.</p>	<p>SP/ KC</p>
<p>6</p>	<p><b>View from the Chair</b></p> <p>MC asked DR to give an update on the road crossing and defibrillator. For the new governors present.</p> <p><b>Road Crossing</b> - DR gave a history of the problems in securing the road crossing on Park Road that has been going on for 16 years. SP &amp; DR had met with Councillor Paul Fuller and Colin Rowlands, Director of Neighbourhoods IOW Council following the news that funding for the crossing had been allocated elsewhere. The funding for the current crossing patrol is £5,000 and runs out at the end of August. The school raised money towards this cost and cannot help any further. The LA has agreed to fund next year (Sept to Mar) if Cowes Town Council agrees to take it over. DR has written a letter to Cowes Town Council so it can be raised for approval at the meeting of the Finance Committee next Tuesday. PT said that DR had written an excellent letter and if agreed by Finance it would be put to the full Council at their next meeting.</p>	

	<p>The governors hoped the proposal would be successful otherwise there would be a problem after March 2020. The governors asked who employs the patrol and it was confirmed the LA employs the patrol and invoices the school. The governors also asked if the Cowes Enterprise College contributes and although they have been asked they have not agreed due to the age of their pupils not needing help to cross the road. Blackberry Lane Pre-School children are accompanied by their parents.</p> <p><b>Defibrillator</b> – following the donation of £750 from Cowes Town Council, the school held a “Save a Heart Day”, this along with a cake sale by the Friends of Cowes primary and a donation from Blackberry Lane Pre-School raised an additional £420 which reached the target needed. The defibrillator is being purchased through an excellent deal with the NHS and includes training. The defibrillator will be placed by the school entrance with a PIN accessed by dialling 999.</p> <p><b>Governor Training</b> – MC &amp; AD would like governors to consider what training needs they feel they may have and a training day could then be arranged to accommodate some of the needs. Governors to feedback at the next meeting in May,</p>	FGB
7	<p><b><u>Lockdown Procedure</u></b> This had been distributed to governors prior to the meeting (App.12) and SP asked if there were any questions. The governors were happy with the procedure and no issues were raised.</p>	
8	<p><b><u>Policies to Review</u></b> The following policies were distributed to governors prior to the meeting:</p> <ul style="list-style-type: none"> <li>i) Exclusion of Pupils (App.13)</li> <li>ii) Governor Visits -Completely re-written so old policy also distributed, (Apps. 14 &amp; 14a)</li> <li>iii) Safeguarding (App 15)</li> <li>iv) Club Cool - rename the Crew Club from April 23<sup>rd</sup> (App.16)</li> <li>v) Data Protection Policy (App.17)</li> <li>vi) Data Breach Incident Policy (App.18)</li> <li>vii) Records Management Policy (App.19)</li> </ul> <p>A question was raised about the Designated Safeguarding Lead and SP confirmed she was the DSL with Nicky Coates as Deputy. AD is currently the Safeguarding Governor. The Governor Visits policy includes a revised monitoring form for future use. A typing error was pointed out on the Crew Club Policy (previously Club Cool) regarding the club time and this will be corrected. CF is able to help with maritime equipment to decorate the clubroom.</p> <p>All policies were agreed and ratified by the governors.</p>	
9	<p><b><u>Feedback from Monitoring Visits, Monitoring Forms &amp; SIF Update</u></b> There have been a number of visits made and they are all recorded on the summary sheet and updated on the School Development Plan. HR made a Maths visit in February and observed year 5, she reported an excellent standard of Maths and the children were engaged and presentation had greatly improved. AD had made visits for SEN, Pupil Premium and all were very positive. LJ had completed Early Years who now have better facilities having moved classroom. The Foundation Subjects visit included a learning walk tackling a history and geography project and this is evolving. Literacy was a successful visit and observed handwriting and the new spelling scheme. LJ was also providing SATS support to year 6. There are some areas where visits need to be completed and KC will distribute the summary sheet to governors. SP needs governors to attend during SATS week (w/c 13/05) to oversee the security of the papers. LJ can do Monday &amp; Wednesday. AD Thursday &amp; Friday and MG Tuesday</p>	KC

10	<p><b>Safeguarding Quiz</b></p> <p>This item is to maintain governors awareness of Safeguarding.  Q. NC asked governors how British values come into safeguarding.  A. Governors successfully answered this is connected to radicalisation.</p> <p>Safeguarding training will be arranged for the new governors. SP also mentioned that LADO training was being held in school on Monday 25<sup>th</sup> march at 3.15 pm and also Thursday 28<sup>th</sup> March at 10.30 and governors were welcome to attend.</p>	
11	<p><b>Training Update</b></p> <p>KC has found that a company called Solent Governance can provide bespoke induction training for new governors and the cost would be £560 including travel. This is much more cost effective than the LA induction training and is also specific to individual schools. Binstead Primary School also have new governors who need training and Solent Governance would be happy for both sets of governors to attend. It was agreed to proceed on this basis and Monday 13<sup>th</sup> June and Monday 20<sup>th</sup> June will be suggested as possible dates with Cowes Primary ICT room as a venue. KC will update the clerk at Binstead.</p> <p>Head Teacher Performance Review Training in September – it was agreed to book two spaces on this course with governor services for LJ &amp; AD</p>	<p>KC</p> <p>KC</p>
12	<p><b>Marketing Update</b></p> <p>GP is currently on holiday and a meeting is needed to progress plan for the Career Day in September 2019. It is hoped that this is a project that the new governors could oversee and it was agreed that a meeting date be arranged on GP's return. SP and DR would like to attend the meeting to make sure that an action plan is put into place and help provided where needed.</p> <p>SP has been invited to attend a function at the Royal Yacht Squadron to meet representatives from local businesses who want to become involved with local schools.</p>	KC
13	<p><b>Any Other Business</b></p> <p>Reminder re School Development Plan meeting on <b>Thursday 4<sup>th</sup> April at 9.30 am</b>. New governors will also attend at 9.00 am for tour of school and will also be joined by Sam Pickard, proposed co-opted governor.</p> <p>Reminder re P&amp;F meeting to be held on <b>Monday 13<sup>th</sup> May at 1.00 pm</b> to review budget</p>	
14	<p><b>Date and Time of Next Meeting - Thursday 23<sup>rd</sup> May 2019 at 3.30 pm</b></p>	

Signature \_\_\_\_\_ Position \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

## Action Points

1 & 6	Governors to consider impact they can have at each meeting and consider if successful. Also consider own training needs going forward.	FGB	23/05/19
5	SP to send LLP report to KC for distribution to Governors	SP/KC	ASAP
9	Monitoring summary to be distributed to governors and reminder where visits need to catch up. (Also copy of new monitoring form)	KC	ASAP
11	Induction training for new governors to be booked with Solent Governance	KC	ASAP
11	Head Teacher Performance Review Training to be booked (2 places) for LJ and AD	KC	ASAP
12	Marketing meeting to be arranged to discuss and organise Careers Day in September 2019	KC	ASAP

## Appendix Items to Minutes

The following reports had been added to the Governor Secure Website for access to prior to the meeting:

App.1	Item 4	Business Managers Report March 2019
App.1a	Item 4	Devolved Capital Summary (Distributed at meeting)
App.2	Item 4	Budget v Actuals Feb 2019
App.3	Item 4	Monitoring Statement Feb 2019
App.4	Item 4	All Expenditure Summary Feb 2019
App.5	Item 4	All Income Summary Feb 2019
App.6	Item 4	SFVS Report Form 2018-2019
App.7	Item 5	Head Teachers Report March 2019
App.7a	Item 5	Data Reports Year 2 and 6 (Distributed at meeting)
App.8	Item 5	Attendance Report Spring 2019
App.9	Item 5	Pupil Premium Report
App.10	Item 5	CPD report
App.11	Item 5	EYFS report
App.12	Item 7	School Lockdown Procedure
App.13	Item 8	Exclusion Policy
App.14	Item 8	New Governor Visits Policy
App.14a	Item 8	Old Governor Policy
App.15	Item 8	Safeguarding Policy
App.16	Item 8	Club Cool Policy – Change of Name
App.17	Item 8	Data Protection Policy
App.18	Item 8	Data Breach Incident Policy
App.19	Item 8	Records Management Policy