



COWES PRIMARY SCHOOL

MINUTES OF FULL GOVERNING BODY COMMITTEE MEETING

Held on Thursday 24th January 2019 at 3.30 pm

Attendance	
Malcolm Carter (MC) Chair	Amy Duncan (AD) Vice Chair
Liz Jackson (LJ)	Stephanie Praetig (SP)
Hilary Richardson (HR)	Andy Brandham (AB)
Gillian Phenix (GP)	Rachael Groves (RG)
Nicky Coates (NC) – Associate	
Also Present: Kim Comer - Clerk (KC), Donna Robinson (DR) – Business Manager	

1	Apologies Apologies were received from Emma Lincoln (EL) and Paul Taylor (PT). Sam Pickard who has applied to join the board was away with work and unable to attend the meeting as arranged.	
2	Pecuniary & Personal Interest Declarations – LJ declared that her daughter is running the Rugby Tots franchise and they will start using the schools facilities shortly.	
3	Minutes of Previous Meeting & Matters Arising The minutes of the meeting held on Thursday 22 nd November 2018 had been distributed prior to the meeting and were agreed and signed. Matters Arising <ul style="list-style-type: none"> • The latest school calendar had been emailed to Governors on 07/01/19. • The presentation from Kirsty Thomas was taking place later in the meeting. • The parent survey results had been published by AB & AD • The SIF review meeting took place on 20/12/18 and will become a regular termly event. • The Governors Dinner at Coast is taking place after the meeting. • The competition involving CECAMM will not take place as had to be with year 6 and currently the Teacher, as an NQT is unable to take part. • GP is still awaiting a reply from UKSA and this is ongoing. • Induction for new Governors, this has been discussed by MC, AD, LJ & HR and a buddy system agreed. This will be implemented going forward together with the induction pack and training. • Defibrillator update – DR has found link through NHS which allows school to purchase direct at a lower cost £1050, the school has a grant from Cowes Town Council of £750 and DR has approached the Friends of Cowes Primary to ask if they can raise the remainder. 	
4	Presentation by Attendance by Dean Thistlewood Strategic Lead Following an attendance meeting held with SP & AB, it was deemed that as everything was in hand and updates agreed to the school attendance policy Dean did not need to attend the meeting as he was happy that SP update the Governors. (See item 11)	
5	Maths Overview Presentation by Kirsty Thomas (KT) Kirsty Thomas gave a full update and progress report to the Governors on the schools participation in the Hampshire Maths Project. The Governors asked how the children felt about the project and KT said they were all very positive. The use of manipulatives was taking time due to the older children’s perception and this is progressing. The Governors were very pleased with the impact and progress being made as a result of the schools involvement. The Governors thanked Kirsty for her detailed presentation	

	and her hard work in obtaining the good impact in school. (Copy slides will be attached to the minutes for information)	
6	<p><u>Business Manager's Report & Benchmarking Review</u></p> <p>Copies of the following were available to Governors prior to the meeting – Business Managers Report Jan 2019 (App.1), Budget v Actuals Dec 2018 (App.2), Monitoring Statement Dec 2018 (App.3), All Expenditure Dec 2018 (App.4), All Income Dec 2018 (App.5), Benchmarking Data (App.6)</p> <p>DR asked if the Governors had any questions. The Governors were happy with the detail in DR's report and felt that everything was very well explained. The report included an update on the 2018 budget, Staffing, Pupil Numbers, Admission deadline, Online payments, GDPR, Health & Safety, School Crossing Patrol and School works during the summer.</p> <p>The Governors did raise a concern about the water tanks testing results but DR assured them that these are checked on a monthly basis and cleaned in the summer. If there is ever a red warning immediate action will be taken.</p> <p>DR had met with LJ (P&F Chair) recently and LJ had raised some questions during this meeting. LJ was pleased to see the budget was back on track and that this was much more positive. DR and LJ discussed the use of the devolved capital available, this is a small pot that can be used for items such as Health & Safety and is separate to the school budget. LJ also advised the Governors of the need to look again at the staff sickness insurance, which pays for cover during sickness and maternity cover. This to be raised at the next FGB meeting as needs to be considered before setting the next budget.</p> <p>There is also the SFVS (School Financial Value Statement) to be reviewed and this includes 28 questions that need to be answered together with the relevant back up and systems in place. Deadline for submission of the SFVS to the LA is 31/3/19 so DR to arrange meeting with Governors from P&F to review this document prior to this date.</p> <p>Benchmarking – This data has been produced using comparative schools on the Island and takes into account the area, number of pupils, budget etc. It is a useful exercise to see that the school is on track against similar schools in the area. DR is pleased with the income generation with Slimming World returning and the introduction of the Rugby Tots.</p> <p>DR advised that there is an Architect coming to the school next week to look at the classrooms and also the school entrance with a view to making improvements.</p> <p>LJ thanked DR on behalf of the Governors for her continued hard work.</p>	<p>P&F</p> <p>P&F</p>
7	<p><u>Head Teachers Report</u></p> <p>Copies of the following were sent to Governors prior to the meeting – Target Data Grid (App.7), IOW Proposed School Calendar 2019/20 (App.8), Comments re IOW Proposed School Calendar (App.9),</p> <p>LLP - SP gave an update on the latest visit and presentation from Ross Irving (LLP). A team made up of Louise Stanton, Rachel Wilkinson and Rob Fackrell had been formed to look at a range of items covered within foundation subjects. The team were driving the recommended changes and reviewing the current curriculum to ensure a progression of skills. Staff meetings had already taken place looking at the overall content of topics. These may need to be adapted slightly going forward due to the reduction to one form entry. A Governor who had attended the LLP visit commented that it would be good to see how this progresses, as the team were very excited after the LLP presentation.</p>	

	<p>The Governors asked how the changes would be introduced. SP advised that this is not a major change but a refocus and identifying skills to put them into action.</p> <p>Ofsted - SP attended a presentation on the proposed new Ofsted framework. This was in the consultation period and not yet confirmed. Details can be viewed by Governors on the Ofsted website. They will still be covering all previous areas but will be looking for proof of a broad and balanced curriculum, which will involve book scrutiny and lesson observations. LJ also mentioned they will consider behaviour and attitude. The Governors were happy that the school already had a broad curriculum and SP confirmed this is kept under constant review.</p> <p>Targets – SP asked if the Governors had any questions on the targets previously distributed. There will be a further data run in the next few weeks and this will be looked at again. The report included Years 2 & 6 and the other year groups will shortly be available. The next tracking meeting will check progress links to Maths and English and use the Venn diagrams to identify any needs for action.</p> <p>The Governors felt the main area of concern was the handwriting and that the results need improvement to match the national level. RG advised that there are actions in place but these will take time to impact the results. They have identified children to target and help them improve. It was felt that the data in February would show an adjustment in the results. The Governors asked if there was any way they could help and SP said that people to listen to reading was always welcome.</p> <p>The Governors asked what the Fischer Family Trust was and SP explained it was funded by the IOW Council and had been used for many years to compare date and results.</p> <p>Term Dates Consultation – The proposed calendar for 2019/20 had been distributed together with the comments from the school. SP asked for the views of the Governors who felt it was better to have more time before Christmas for the Staff, Children and their Parents and also local businesses who lost out last year due to the sort run up before Christmas. The Governors agreed with the points raised and agreed they should be put forward.</p> <p>Lanesend Consultation – SP explained that a proposal had been put forward by the Head Teacher at Lanesend to increase the schools pupil numbers to 504 and increase their funding as a result. This was a surprising proposal in view of the surplus of places in the Cowes area and this has not changed. After discussion it was agreed that a letter be compiled from the Governors to put forward their views against the proposal. A letter will be drafted and emailed to Governors for approval. It was also agreed that a letter be sent to Parents to explain the view of the school and the Governors. There is a meeting to be held at Lanesend school on Thursday 7th February and it was agreed that Staff and where possible Governors would attend. Gurnard, Queensgate and Northwood are all of the same opinion and this will be confirmed in the draft letter.</p>	
8	<p><u>View from the Chair</u></p> <p>Update on Governor Vacancies and Parent Election – The Cowes Business Association is going to email its members about our need for a governor with financial experience and KC has contacted the County Press, Northwood News and Paul Fuller, Councillor asking them to include this in their publications. The parent election letter has been sent to parents with a deadline for applications of 28/01/19.</p> <p>Road Crossing – As BM Report in detail, Paul Fuller is arranging meeting with school representatives, School Governor and Trevor Pugh who manages the highway contract within the IOW Council. Cowes Town Council has made the crossing one of its 7 priorities. Further update to follow.</p> <p>Defibrillator - As action point above. Update to follow.</p> <p>MC gave a big thank you to AB who is now leaving the FGB at the end of his term and this was</p>	<p>MC /DR</p> <p>DR</p>

	<p>supported by all present. AB said he had enjoyed his time on the board but due to new work commitments was unable to carry on for a further term. He thanked everyone for their help and support during his time as Governor. MC also advised that whilst he was remaining as a Governor he would be standing down as Chair at the end of the current school year. This is due to extra work commitments and now being unable to commit the time required.</p>	
9	<p><u>Scheme of Delegation Review January 2019</u> The revised version had been distributed to Governors prior to the meeting (App.10) This had been reviewed and some slight amendments made by MC, AD & SP – the changes had been highlighted in yellow. After some clarification, all Governors present approved the updated version.</p>	
10	<p><u>Code of Conduct for Governors</u> This had been distributed to Governors prior to the meeting (App.11) also a copy of the School Code of Conduct for information (App.12)</p> <p>KC explained that following training she had found that a separate code of conduct for Governors should be in place. MC advised the Governors that it was essential that they had read and fully agreed with the requirements contained in the code and if anyone felt they could not comply they should raise it now. It was vital that Governors were dedicated and fully supported the school as Ambassadors. The code was approved by all present and signed off by the Chair. All Governors present signed to acknowledge receipt. This will be added to the policy list and reviewed annually in September going forward and a copy will be given to all new Governors.</p>	KC
11	<p><u>Policies to Review</u> <u>The Governors Business Interest Policy</u> – This was distributed prior to the meeting (App.13) to review and approved by all present.</p> <p><u>The School Attendance Policy</u> – The amended version had been distributed prior to the meeting with changes highlighted. (App.15). AB & SP had attended the Attendance Monitoring Visit and the schools attendance results for persistent absences had increased, but this had been due to some prolonged illness and bereavement. The school will monitor this carefully going forward but hope the revised policy requirements will help.</p> <p>SP pointed out the key changes, which were lateness, family holidays and continuous absences. The Governors felt that clarity was required on the number of unauthorised absences; SP confirmed this would be changed to make it clear. There was also a note to say this could be read in conjunction with other policies, e.g. Safeguarding, Behaviour etc. The Governors also asked for clarification about the issue of the penalty notice. It was agreed that the changes should be pointed out to parents by letter so they were fully aware of the new requirements. Full information is also available on the school website.</p>	
12	<p><u>Feedback from Monitoring Visits, Monitoring Forms & SIF Update</u> AB reported on the Attendance Monitoring Review (See item 11) and also had made a routine Safeguarding visit together with AD as a handover. There were also visits made by LJ and AD and the SIF will be updated accordingly. MC reminded Governors to liaise with NC to book in visits and ensure KC is notified of dates arranged. Copies of monitoring forms should also be sent to KC.</p>	
13	<p><u>Safeguarding</u> AB had looked at the procedure for dealing with allegations against staff if they were close relatives. Currently the Head Teacher has to deal with this and that can be difficult. He suggested looking at the policy again next time.</p> <p>The ongoing review of staff without new DBS checks is still under review by DR. The single central</p>	AD

	record is checked and is good practice to review on a half termly basis.	
14	<p>Training Update</p> <p>The IOW Council Service Level Agreement (App.14) had been circulated prior to the meeting. This provides training and support for Governors but is very costly at £1305 per annum. The school has not previously subscribed due to the cost. It was agreed that we would continue without the agreement and pay for courses in full when required.</p> <p>PT & GP have now attended training of Safeguarding.</p>	
15	<p>Marketing Update</p> <p>GP has contacted local sailing clubs to see if they can support the school in any way, but so far there has not been a positive response. GP waiting to hear from UKSA. GP will continue to chase up replies where possible.</p>	
16	Any Other Business - Nothing raised	
17	Date and Time of Next Meeting - Thursday 21st March at 6.30 p.m.	

Action Points

6	Arrange P&F meeting in May 2019 (13 th or 15 th) to discuss budget, SFVS and School Sickness Insurance	P&F	ASAP
6	Arrange meeting prior to 31/03/19 discuss SFVS	P&F	ASAP
8	Update on Road Crossing	MC/DR	21/03/19
8	Update on Defibrillator	DR	21/03/19
10	Governors Code of Conduct added to Policy List	KC	21/03/19
13	Possible Safeguarding Policy Review at next FGB	AD	21/03/19

Signature _____ Position _____

Name _____ Date _____

Appendix Items to Minutes

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

App.1	Item 6	Business Managers Report Jan 2019
App.2	Item 6	Budget v Actuals Dec 2018
App.3	Item 6	Monitoring Statement Dec 2018
App.4	Item 6	All Expenditure Dec 2018
App.5	Item 6	All Summary Income Dec 2018
App.6	Item 6	Benchmarking Data Jan 2019
App.7	Item 7	Target Grid Jan 2019
App.8	Item 7	IOW Proposed School Calendar 2019/20
App.9	Item 7	Comments re IOW Proposed School Calendar 2019/20
App.10	Item 9	Scheme of Delegation (Revised Jan 2019)
App.11	Item 10	Governors Code of Conduct Jan 2019
App.12	Item 10	School Code of Conduct for information
App.13	Item 11	Governor Business Interest Policy
App.14	Item 14	LA Service Level Agreement 2019
App.15	Item 11	School Attendance Policy