



LANDULPH SCHOOL

Minutes of the Governors' Meeting held on 16th June 2016 at 1530 in the School

Present Mrs Judith John, A/Head of School
Mr Kevin George, Chair
Ms Susanne Davey
Miss Florence Neeves
Mr Stephen Pearson
Mrs Sandra Plumb

Absent Dr Kerry Leslie

In attendance Mrs Jo Lumbard, SMART Business Manager
Mr Dan Buckley, Deputy Headteacher, saltash.net community school
Mrs Debbie Stoneman, Clerk to the Governors

39. **Welcome**

Mr George welcomed governors to the meeting and thanked them for attending the Governor day. He thanked Mrs Lumbard and Mr Buckley for attending.

40. **Apologies for Absence**

Apologies were received and accepted from Dr Leslie who is away on business.

41. **Minutes**

The minutes of the meeting held on 2nd February were taken as read, accepted and signed by the Chairman as a true and accurate record of proceedings after the following clarification.

The wording in M24 implied that there had been a problem with the single central record; this was not the case and the wording changed accordingly.

Governors agreed that the full board minutes for the current academic year should be put on the school website. The Clerk was asked to make a couple of changes to names and the forward to the school secretary and Mr George. **ACTION: D STONEMAN**

42. **Matters Arising**

M24 Matters Arising – The policy list has been prepared.

M24 Matters Arising - Roger Reynold's report has been circulated.

M24 Matters Arising – The website has been reviewed and updated.

M25 Finance Report - Mrs Beaven-Smith has reported that she is happier with accessing financial data. The Business Continuity plan is still to be prepared; Mrs Lumbard hopes to complete this before the end of term.

M27 Pupil Progress & Attainment - Mrs John is still to look at how the Nessie data is used. Data showing the impact of Pupil Premium funding will be prepared when the exam results are available. Roger Reynolds has not been able to spare time to come this term. If a request is received, this will be reviewed for next year.

M30 Committee Reports a) Finance and General Purpose – the Premises Report had been circulated.

M32 School Development Plan – this has been circulated.

M34 Safeguarding – the presentation has been circulated.

M37 Report from the Chair - the Head of Boyton School was not available on the suggested dates for Ofsted preparation.

43. **Finance Report – Mrs Lumbard**

Documents were circulated; Mrs Lumbard apologised that they were not available beforehand. From this:

- a) There is a £2972 favourable variance due to income for the Bude trip and a slight increase in budget for additional pupil funding and pupil premium. There is a favourable variance in staffing of £670 partly made up of a surplus from teaching with maternity cover. There is a £360 unfavourable variance in expenditure. This is due to an over-spend in educational supplies and service of expenses for the Bude trip. There has been an over-spend in photocopying which has been reviewed. There is a £2612 surplus in the period and a surplus of £6319 for the year to date. Pupil growth funding was £7820 and was more than expected. Overall this is a healthy picture.
- b) Projection to year end: Pupil Premium and Sports Premium will have a balance to be carried forward.
- c) The overall surplus at the year-end should be £11,529. £10,427 of this was additional pupil growth funding. During the year capital of £4,899 has been spent on roof repairs and £10,428 for the renewal of the boiler. Governors felt that there are some additional associated costs yet to be advised. There is £17,877 capital to be carried forward.
- d) Budget – this will be considered by the Finance Committee at their meeting on 30th June. Income is based on the October 2015 census of 68 students. For future years, predications have been based on the current funding formula although this is due to change. Universal Infant School Meals – the grant given to small schools has been scrapped. Figures for the next two years indicate that there is a slight cost to the school but this is not significant and is dependent on take-up.
- e) Pupil Premium – income is based on current eligible pupils.
- f) It has been decided not to have a student teacher next year.
- g) Staffing – a 1% inflationary increase for teaching staff has been assumed. Support staff – there has been an agreement from 1st April 2016 and 2017 which gives an increase on lower pay bands. The increase to the national living wage had been taken into account and already covers this. In 2020-21, the differentials in support staff are being eroded. There will be discussions about this at MAT level.
- h) In future years, surplus turns into a negative figure and consideration will need to be given to Pupil Premium funding allocation to staffing. At the end of 2016-17 there is a surplus of £20,737 which will be carried forward to the next year but in 2018-19 the surplus becomes a deficit figure. This will be closely monitored and the change in the funding formula may address this. This was discussed.
- j) This year there are 10 pupils joining YR in September and 12 in 2017. The increase in 2017 has only just been notified and will have a positive effect on the budget.
- k) Mrs John asked about the funding available for work to the trees. This was discussed and it was suggested that additional funding could be allocated. This would be checked by Mr Pearson. **ACTION: S PEARSON**
- l) Grounds Maintenance – governors were advised that Mr Kitney is retiring. Mr Pearson would contact Mr Drewery in the first instance. There may be a local solution. A specification of the work required will be prepared and quotations requested. It was suggested that an estimate of £2000 should be sufficient initially.

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- m) Future capital expenditure – Mrs Beaven-Smith has advised that the heating fans are coming to the end of their useful life. Mrs Lumbard has budgeted for the replacement of 3 or 4 fans a year. She has not included anything for amendments to the changing arrangements in the disabled toilet. A governor asked what the implications are if the toilet needs to be reconstructed under the insurance claim. Mrs Lumbard has been advised that a surveyor's report is needed to prove subsidence; if this is the case it is covered by insurance. The surveyor who visited recently declared an interest as he had been involved with the original scheme. A governor suggested it would be useful to have confirmation that the building can still be used.
- n) A governor asked about the MAT expansion and the project management, do Landulph have to make a contribution to this and if so how much is it. They were advised that there is a small amount available for HLTA cover so the Acting Head of School can attend meetings. The remainder is taken from the CBU budget.

Mrs Lumbard was thanked for attending and left the meeting.

44. **Report from A/Head of School**

This had been circulated to governors in advance of the meeting. From this:

- a) There are now 12 children expect to join in September 2017.
- b) A governor asked for clarification about the reference to 'teacher talk'; this is that the pupils do more talking and the teacher less.
- c) A governor asked about the Y5 intervention. Mrs John advised that she is taking four children for Maths which is working extremely well. A governor asked if this would continue. Mrs John advised that this class will have 17 children with a teacher and TA in the mornings. It is intended that she continues with the interventions during the Autumn term. When Mrs Best returns in January, this will be reviewed.
- d) It was suggested that the national data is included in the report alongside that for the school. It was appreciated that with small cohorts, this can be misleading.
- e) Governors congratulated the school for the Healthy Schools Award, particularly Florence who had led the initiative. A governor asked if this would be given publicity. The plaque has not yet arrived and when it does, there will be a feature.

Mrs John was thanked for a clear report.

45. **Pupil Progress & Attainment**

A report will be prepared when the SATs results are received. Y1 phonics – results are expected to be 100%, subject to moderation. It was suggested that next year the Governor Day and full meeting should be mid-July after these results are received.

46. **Pupil Premium update**

A report had been circulated in advance of the meeting. It was suggested that impact data is provided. Methods of doing this were discussed.

It was noted that this area of the website needs to be reviewed and updated.

ACTION: J JOHN

47. **Sports Premium**

A report had been circulated. It was noted that some of this funding had been used for life-saving skills and support for the swimming gala. A governor asked what a co-ordination club is. Mrs John explained that this is for children who do not attend other clubs and has been provided to encourage integration. It also helps those children who need support with co-

ordination. A governor asked about the Arena package. Mrs John advised that this provides opportunities to attend events and will continue next year. It also includes cpd which will be taken up more next year. They are considering the sports leadership cpd award. Mrs John advised that a comparison of attendance at clubs has been prepared to evidence the impact of this funding.

48. **Committee Reports**

Meetings of the sub-committees had taken place during the earlier governor day. From this:

a) **Finance and General Purpose inc Premises**

- i) Health & Safety reporting system – it had been noted that more 'near-misses' need to be recorded.
- ii) The bus pick-up procedure will be reviewed and moving the cycle shed will be considered.
- iii) The Risk Assessment file is being reviewed.
- iv) A survey of the disabled toilet is awaited.
- v) The Carillon project is being investigated at a cost of £3,000 plus staff.
- vi) Due to the retirement of the current contractor, the grounds maintenance contract needs to be put out to tender.

b) **Teaching and Learning**

- i) There will be a phased return for a Teaching Assistant when suitable.
- ii) There will be a separate meeting to review the SATs results.

49. **SMART update**

Minutes of the SMART committee meetings had been circulated in advance of the meeting.

CSA – governors noted that governor attendance would be encouraged at the SMART day. A governor asked if there would be a specific event for governors in the future. This could be arranged but the SMART day is primarily a celebration of good practice. Mr Buckley outlined this. It is possible for governors to attend for individual events.

A governor advised that he would welcome increased communication with other governors in the MAT. It was suggested that there is an event arranged for all governors in the MAT.

Mr Buckley advised that the MAT expansion process is progressing with work being done by several strands. The DfE have highly recommended the process that is being used. All groups have been positive about the process. Representatives from Landulph have been invited to join some of the strands.

50. **School Development Plan**

A copy which had been updated with progress had been circulated in advance of the meeting. Mrs John summarised the progress made. The plan for 2016-17 is currently being prepared but needs to await the SATs results. E-safety will be included in the plan. This was discussed.

A governor asked about questionnaires; one will be issued by the end of the term. It was felt that some of the questions last year had been ambiguous; this would be circulated to

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governors prior to sending out to parents. Methods of encouraging completion were discussed. It was suggested that this could be included in the home school agreement in future. It was suggested that a draw with free entry in the cake draw for half a term as the prize could be an incentive. **ACTION: J JOHN**

It was noted that the School Development Plans for both schools are using the same format.

51. **Safeguarding**

The S157 audit has been completed, submitted and was outlined. This would be forwarded to the Safeguarding Governor. There is staff safeguarding training on 27th June from 9 to 11.30, focussing on FGM and CSE. Available governors were invited to attend. There would be a feedback session to governors at their training meeting later in the term.

ACTION: J JOHN

52. **Update of Headteacher Information Meeting**

Mrs John circulated the documentation which had been circulated at that meeting which she had found most interesting.

53. **Election of Vice Chair**

Dr Leslie has agreed to chair meetings in Mr George's absence.

54. **Governor Training**

Mr Pearson and Mr George had attended the Governor Conference which had included PREVENT training. They found the conference extremely useful.

The Clerk would check the GEL website for governor training. **ACTION: D STONEMAN**
This organisation has recently been taken over by the NGA but access is not included their subscription and is £150 per school. However, there is a 14 day free trial period. There does appear to be several courses of online training.

55. **Review of Policies: Marking, Child Protection & Safeguarding; Children in Care**

Marking – governors noted that they had seen evidence of the use of this policy today. Mrs John advised that staff do spend a significant amount of time on marking. Staff feel this is beneficial; Mrs John felt that the process needs to be reviewed. This had been highlighted by the DfE nationally. The revision will be trialled in the Autumn Term and an assessment done at the end of the term. There was a discussion on peer assessment which has worked well and may be increased. A governor asked if the policy would be reviewed to reflect any changes; it would and would be on the agenda of the Spring Term meeting. This policy was unanimously adopted.

Child Protection & Safeguarding – the revised policy provided by the Local Authority had been used. It was noted that all references to the Safeguarding Governor should be to Ms S Davey. Mr Pearson is the Whistleblowing Governor. A governor queried the reference to the Lettings and Visitor Policies; this was clarified. A governor asked if all visitors are checked as specified in the policy. Mrs John advised that Mrs Beaven-Smith deals with this and is very vigilant. The policy was unanimously adopted.

Children in Care – a governor asked who the designated teacher and governor are; this is the Head of School and Ms Davey. It was noted that a report on the progress of these children is required to be given to governors. This would be done when the data is available. The policy was unanimously adopted. **ACTION: J JOHN**

56. **Report from Chair**

a) Mr George advised that the monitoring reports have been circulated. Mr Pearson has

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suggested that a Home School Agreement is introduced. This is to encourage parental involvement in their children's learning. There was a discussion on the level of parental involvement currently taking place. Ms Neeves advised that she referred to this at a recent parents evening. A governor asked what would happen if parents had signed up to this agreement and were not adhering to it. It was felt that this would give an opportunity for a discussion. It was agreed that this should be introduced by September.

ACTION: J JOHN

- b) Mr George confirmed that he has completed safer recruitment training.
- c) The recruitment of a headteacher for saltash.net is taking place for two days next week. Governors have been invited to the community presentations from 3.45 to 5.45 on Thursday.
- d) Ms Davey advised that there is a parent who is interested in becoming a governor; she summarised their background and skills. The Clerk would forward an application form. Ms Davey and Mr Pearson agreed to continue as governors as their terms of office end during the summer. The Clerk would co-ordinate their appointment.

ACTION: D STONEMAN
- e) A governor advised that he had concerns about the website as he had recently found it difficult to access documents. Mrs Beaven-Smith was thanked for keeping the website up to date. It was felt that it is the mechanics of it that require attention. Mr Buckley advised that there may be expertise at saltash.net which could improve the methods of access.

ACTION: D BUCKLEY
- f) A governor asked about staff welfare and what is in place for stress management. Mrs John advised that this will be included in the School Development plan next year. At the beginning of the term it is proposed to have a whole school staff meeting to determine if there any issues which cause people a problem – this will be reviewed at the end of the term.
- g) A governor referred to a recent publication on this. How do you know that your staff are well? Is there a process in place for staff to advise when they have a problem? It was felt that because this is such a small school, these conversations do take place. A governor asked where the Head of School an access support? Mrs John advised that this has come from saltash.net HR staff which has been brilliant this term.
- h) There is also a Kirkland Rowell survey which is done at saltash.net; this may be extended to the MAT in the future.
- i) It was noted that the MAT have access to support from Psychology Associates for both staff and students.
- j) The governors congratulated the staff on the way they have dealt with some particular difficult issues this year.
- k) Mr George thanked governors for another successful Governor Day which he had enjoyed spending with the children.

57. **Date of Next Meeting**

Local Governing Board – Thursday 14th July at 8am and Thursday 13th October.

The meeting closed at 6pm