

College Road Primary School

Minutes of the Full Governors' Meeting held on Thursday 16th March 2017

The meeting commenced at 3.45pm – Art Room

Present: Mr J Warwick (Chair), Mr J Wallace (Headteacher), Mrs A Blom, Mrs L Cvetanovic, Mrs L Clements, Miss L Corbett, Mrs D Mitrache, Mrs V Eccles, Mr N Head, Mrs S Lees, Mrs J Wain, Mrs S Brown (Clerk) and Mrs C Francis-McLeod (Deputy).

	Action
<p>1. Apologies/sanctions for absence None</p> <p>2. Minutes of previous meeting/matters arising Item 8 - SMAP panels, lead has retired and a new appointment has been made. Item 11 - A letter was written to Mr Bickley (PSCB) by Mr Wallace on behalf of the Governing body and a response was received regarding an investigation and a way forward which Judith Harwood would be the lead for. Governors asked Mr Wallace to chase a response as the last correspondence received was early January 17.</p> <p>Minutes were approved by Governors and signed by Chair.</p> <p>3. Headteachers report Pupil movements are mainly due to children leaving the area. There are waiting lists for the classes which are currently full. Attendance requests: the change in the law has made unauthorised attendance more common and challenging. There has been a reduction in pupil premium numbers, incentives to be looked at for KSI children who have not completed the free school meal paperwork. Staffing update – this week 2 members of teaching staff have resigned. One of the part time teaching staff has accepted a full time contract in the autumn term and the school will recruit for a new classroom teacher. There was a recent joint staff meeting with Stoke Damarel Primary School, the RIO social enterprise project is proving to be successful, Mr Warwick suggested that the children involved in the project could be invited to a governors meeting to explain the project. Healthy child quality mark was very positive, Heatree residential was a huge success this year, school improvement plan day (18th April) is coming up and all governors have been encouraged to attend. 10 – 11% cut in school budget has created a challenge. ECO building project 'The KEEP' is nearly complete official opening will take place on 9th June and will be organised by the children.</p> <p>4. Safeguarding update Governors completed the keeping children safe in education declarations and returned to the clerk for inclusion in the central record. Central record has been inspected, this check is completed regularly by governors.</p> <p>5. Progress through the School Improvement Plan Governor involvement – there is evidence of how governors are fully aware of</p>	<p>Headteacher</p> <p>Headteacher</p>

<p>what goes on at College Road. Visit forms are completed to provide the governing body with an insight. Good progress towards SIP item. One SLT member continues to progress on NPQSL course.</p> <p>6. Committee reports Finance and Personnel – 2nd February 2017 New financial year budget is a concern. Benchmarking – we compare favourably with other schools and show good value for money.</p> <p>Learning and Environment – 23rd February 2017 Attendance is a huge concern, Mr Wallace offered to draft a letter on behalf of the governing body to the Plymouth Association of Governors to bring it to their attention and seek any guidance from other governing bodies. Governors agreed.</p> <p>7. Approve term dates for 2017/2018 Dates were approved by Governors. This will be displayed on the school website.</p> <p>8. Foundation living wage The increase in the UK Foundation living wage is discretionary from £8.25 rising to £8.45. This top up increase was approved by Governors and Mrs Brown would draft a letter for the Headteacher to give to those members of staff affected.</p> <p>9. Annual declaration of pecuniary interest forms Governors were required to declare any pecuniary interests on the form provided. It is a requirement for schools display this on the governor page of their website.</p> <p>10. Admissions update The Chair agreed to the 2018/2019 admissions policy prior to the 28th February deadline and the full governing body have ratified the chairs decision. The admissions arrangements are displayed on the school website</p> <p>11. SWPET update - Multi Academy Trusts As of 1st April 2017 the trust will only include 2 Primary Schools (College Rd and Mount Wise), the other schools have joined Reach South. We continue to work with local schools and build on relationships. College Road is continuing to progress and maintain standards.</p> <p>12. Governor visits Most recent Governor visit feedback forms were presented to governors, these were mainly from the Governors day in January 2017. Governors were thanked for taking the time to complete these and for their support in visiting the school. The staff were also thanked for all of their hard work on the recent governors day.</p> <p>13. Pupil Premium A Pupil premium strategy was produced which will also be published on the school website. The report is evidence based, data is regularly produced and reported by Mrs Francis which compares pupil premium children to non pupil</p>	<p>Headteacher/ Clerk</p> <p>Clerk</p> <p>Clerk</p>
--	---

premium children and monitors the progress in reading, writing and maths. Lower progress is mainly in KSI but they catch up through the school and show vast improvement in KS2.

14. Policies:

- Self harm
This is a new policy required by safeguarding. Staff were trained on the most recent non pupil day in this policy guidance. Policy was approved and signed.

- Child protection and Safeguarding
This is an updated policy which all staff and governors received update training on at the recent non pupil day. Policy was approved and signed.

- Single Equality Scheme
Access audit is now complete, policy is mainly ongoing but up to date. Policy was approved and signed.

15. Correspondence

Copies of the recent governors support monthly newsletter was provided. A letter was received from Karen Powell to inform governors that Plymouth City Council will no longer be providing governor support services for schools for 2017/2018. Governors agreed to purchase Karens support services for a further year.

16. Business brought forward by Chair

None

17. Date and time of next meeting – 13th July 2017 at 3.45pm

Meeting finished at 4.50pm.