## **College Road Primary School**

# Minutes of the Full Governors' Meeting held on Thursday 17th November 2016 The meeting commenced at 3.45pm - Art Room

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

Action

## I. Apologies/sanctions for absence

Mr N Head and Mrs L Clements.

#### 2. Elect Chair/Vice Chair

Expressions of interest were requested by the Clerk. Mr Warwick has expressed interest to stand as Chair proposed and seconded by Mrs Cvetanovic and Mrs Wain. Mr Warwick duly elected. Mrs Lees was proposed to stand as Vice Chair by Mrs Wain which was seconded by Mr Wallace. Mrs Lees duly elected.

Clerk

## 3. Minutes of previous meeting/matters arising

Mrs Korzeniowska was thanked for her hard work as a parent governor. Mrs Mitrache our new parent governor was welcomed by the Chair.

## 4. Governing Body Vacancies update

The parent Governor vacancy has now been filled.

#### 5. School Improvement

## Review and adopt committee structure and agree membership

Mrs Mitrache has joined the Learning and Environment subcommittee. Mrs Lees has moved to English and Mrs Mitrache has taken on Maths. Clerk

#### **Receive Governors annual report**

A report was provided by Peter Crispin our external advisor which Mr Wallace explained to Governors. The report shows Pupil Premium is being spent well, staffing situation is very settled and attendance is excellent. It provides good evidence of the schools awards and that the Governing body works well with the school, their hard work is recognised.

The purpose of the report is to give an external view of the school; everyone was congratulated on the report. Report was accepted by the Governing body.

#### **Governor visits**

There have been numerous Governor visits that have taken place recently and the recent visit reports from the Governors day earlier in the month was shared. Governors gave their views on how positive the

day was, the children and staff were all very welcoming. Governor visit forms will be shared with the staff. Clerk/teacher governor

## 6. Progress though the School Improvement Plan

Safeguarding – SLT judgement of the work regarding safeguarding remains outstanding. Reports are regularly provided at meetings and Mr Warwick is updated on any concerns by Mr Wallace. Random checks on the school central record by governors currently take place.

#### 7. SEN Audit

2 members of the Plymouth City Council SEND team came to audit the school in the summer term. It was a positive visit; Mrs Harvey was congratulated with the support of the SLT. A copy of the audit report was provided.

## 8. Headteacher's Report

Pupil numbers have dropped, mainly due to relocation. Mr Wallace informed Governors that Admission arrangements have been received. Governors agreed that Plymouth City Councils admissions department will handle the 2017/2018 and 2018/2019 consultation arrangements. Attendance very good again, Pupil Premium children have dropped which will affect the budget. New Yr 6 support has made a very positive start, new PE apprentice is settled, Mrs Copp achieved her NPQSL which she was congratulated for.

Lots of outside visitors have taken place and the children have participated in several activities. The support from parents to attend the parent teacher meetings has been outstanding. There was discussion around the headteachers opinion of the SMAP panel's effectiveness. Mr Wallace will chase a reply to comments supplied to the LA. The dropping of the Education Bill has taken away considerable pressure on schools to convert to academies. Unfortunately this has had a negative impact on our Trust; one of our schools priorities is to focus on partnerships and relationships.

Mr Warwick congratulated the school on the number of extracurricular clubs, breakfast club and sporting activities that currently take place. The staff's hard work is much appreciated.

## 9. Committee reports

• Finance and Personnel – 6<sup>th</sup> Oct 16 Building project has been delayed. Our application is live on the PCC planning website. Mrs Brown and the school council have hand delivered letters to some of our neighbours explaining our project.

Learning and Environment – 20<sup>th</sup> Oct 16
 Mrs Wain is the new Chair of the L&E committee.

## 10. Policy reviews:

Code of Conduct Governors

Headteacher

No changes.

Policy was approved and signed.

## • Terms of Reference

No changes.

Policy was approved and signed.

## Attendance Policy

Changes due to legal expectations and the law have been updated.

Policy was approved and signed.

#### Governor Visits

No changes.

Policy was approved and signed.

## Child Protection and Safeguarding Policy

New Policy from PCC. We are staying within recommendations and the law.

Policy was approved and signed.

## II. Receive Safeguarding Children – Annual Report & Looked after children report

Governors received a report; attention was drawn to the regular meetings that take place. Social care have a new approach with much higher thresholds to referrals, which was explained to Governors. This places extra responsibilities on front line services such as schools, with no expansion in resources. Since this, is potentially placing children at risk, Governors agreed that the Headteacher should write to the chair of PCSB, expressing Governors grave concerns. The school purchase support from the MAST team which is invaluable.

Headteacher

## 12. SWPET update

There is still ongoing work and cooperation between the Headteachers, the outgoing schools still wish to remain engaged together. Joint moderation will take place.

## 13. Correspondence

An email was received from Mr Finch thanking Governors for his leaving gift at the end of the summer term.

Governor's professional development handbooks were received by Governor support which was handed to Governors.

## 14. Business brought forward by the Chair

None

## 15. Date and time of next meeting – 16<sup>th</sup> March 2017 Meeting finished at 5.25pm.