

College Road Primary School

Minutes of the Full Governors' Meeting held on Thursday 15th March 2018 The meeting commenced at 3.45pm – Art Room

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

MINUTES

1. Apologies/sanctions for absence

None

2. Minutes of previous meeting/matters arising

Mrs Cox was welcomed to her first Governing Body meeting.
All code of conducts are now signed and returned to the clerk.

3. OFSTED inspection letter

The school received a visit from OFSTED on 6th February 2018 and the school was rated Good. The Governors thanked Mr Wallace and every member of school staff for their hard work. The whole school were congratulated. The effectiveness of the governing body was highlighted within the report.

4. Headteachers report

Mr Wallace highlighted the following points from his report.

The school had 104 applications for the Reception 2018 intake.

Free school meal numbers are reducing.

A child was permanently excluded earlier in the term which the Governors approved in advance of the exclusion.

Staffing changes, Mrs Jewell has requested a change to her hours, Miss Corbett's sabbatical request from September 2018 has now become maternity leave. Mrs Brown is also due to go on maternity leave in early June. Mr Wallace is working on cover for both.

Breakfast club is still successful and Afterschool club is beginning to attract more users, monitored monthly.

Governor's day was successful and Governors were thanked for their attendance.

Mrs Francis gave Governors an overview on VBE (Values based Education) teaching children about the core values to be a better person and make good choices. Governors were encouraged to input their top 5 values to contribute towards the schools final 22 values.

Heatree residential was a huge success 4 members of staff accompanied the children and worked extremely hard.

Extraordinary Finance meeting is taking place at the end of the Spring term.

Parent's attendance at assemblies and classroom activities has proven extremely successful.

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5. Safeguarding update (Inspection of central record/vetting checks)

The central record was last inspected in October 2017 and then again during the OFSTED inspection in February 2018. The governors were encouraged to continue spot checks on the central record when visiting the school.

All Governors Keeping Children Safe in Education forms were completed, signed and returned to the clerk.

6. Progress through the School Improvement Plan

Governor involvement (Widen Governors profile across school)

Governors open session for parents took place before the meeting, governor's day was also extremely successful.

Joint observations have begun this week, delay due to the OFSTED visit. SLT are currently fulfilling their duties in monitoring and evaluating.

7. Committee reports

- Finance and Personnel – 1st February 2018

Benchmarking data is still no longer available, aim to benchmark at Summer term meeting.

Mrs Wain asked about LPS which has been delayed.

- Learning and Environment – 22nd February 2018

Governor's attention was drawn to the Admissions arrangements in item 10.

Mrs Eccles requested an update on MAST/Excellence cluster in item 6. Mr Wallace explained the purpose of MAST and what services they provided. Currently under massive threat and going through a redundancy process to reduce work force by approximately 85%, schools forum would no longer subsidise the service. Mr Wallace and a number of other Headteachers wrote to local MPs and various other services, this has had little effect. For College Road this means we will have to reduce our Counsellor and Learning mentor provision as well as the schools access to MAST which will reduce hugely our support for children and families.

Mr Wallace was asked to draft some words on behalf of the governing body to send to local councillors.

Mrs Massey and Mrs Eccles have requested to swap committees therefore Mrs Massey will now join L&E and Mrs Eccles will join P&F. The school website and documentation to be updated.

8. Approve term dates for:

In line with Plymouth City Councils suggested term dates, suggested to approve 2 years of dates to assist with attendance.

- 2018/2019 - approved

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- 2019/2020 - approved

9. Admissions update

As detailed in item 7.

10. SWPET update

No further updates. Mount Wise have instructed solicitors to join an Academy. Articles of association will be rewritten which Mr Wallace is investigating.

Mr Warwick, Mr Wallace and Mrs Brown will meet early April to approve the accounts and hold a board meeting.

11. Governor visits

Feedback forms were sent out in advance from various visits by Governors. Governors were encouraged to complete the feedback forms when visiting the school.

12. Policies:

- Self-harm – approved and signed
- Child protection and Safeguarding - approved and signed
The update includes changes to DFE: Searching, screening and confiscation. Safer Recruitment Consortium: Guidance for safer working practice for those working with children and young people in Education settings.
- Single Equality Scheme – approved and signed
Target dates were updated

13. Correspondence

Foundation living wage letter from Plymouth City Council.
Governors agreed the top up to £8.75ph. Mr Wallace to write to staff.

14. Business brought forward by Chair

None

Date and time of next meeting – 12th July 2018 at 3.45pm