



St Germans Primary School
Governing Body

Minutes of a full governors' meeting held on Wednesday 29th March 2023 at 6pm at St Germans School

Present: Claire Brewis **CB**
Karen Evans **KE**
Scott Horner **SH**
Chris Harris **CH**
Phil Hewlett **PH**
Donna Orphan **DO**
Emma Smith **ES**

Apologies: Evelyn Reed **ER**

In attendance: Julia Stoneman (Clerk to the Governors)
Georgina Reid (Prospective Co-opted Governor)

Key
KCSIE – Keeping Children Safe in Education
SEF – Self-evaluation Form
SDP – School Development Plan
SIP – School Improvement Partner
GDS – Working at greater depth within the expected standard
SEC – School Effectiveness Cornwall

		Action Point
1. Welcome and apologies for absence	Apologies were received and accepted from Evelyn Reed. Governors welcomed Georgina Reid, who was attending as a prospective governor.	
2. Opportunity to declare an additional pecuniary interest	The register of interests had been circulated and there were no changes.	
3. To approve the minutes of the last meeting	The minutes of the meeting held on 9 th November were taken as a true and accurate record of proceedings.	
4. Any matters arising	a. IB confirmed that she had discussed putting in a camera with the company who installed the alarm system. It was agreed to keep this under review at the Premises Committee meetings, as there have been no more incidents. b. It was agreed that Emma Smith would come in and work on the policies with IB and KE. c. Work has been continuing on the action plan and school motto and vision. The final version is closer, and it has been written into the curriculum. d. In terms of promotion of the school, the baby group and baby yoga is going well. e. Website action to be carried forward. A photographer was booked but was postponed due to bad weather. Once the new logo is produced and there are photos, the website can be made more attractive. f. Governors discussed the prospectus. It was felt that it would be useful to keep the prospectus and update it. g. Funding for swimming costs action to be carried forward. It was agreed that ES would do this. The Community Chest may be a possibility. h. It was confirmed that the staff survey results were discussed. ES met with CW in November and has discussed further via email. It may be possible for Governor Services to support ES with this. i. Demelza Bolton (SIP) has visited. She went through questions that would be asked during an Ofsted inspection. She felt there is lots of expertise and was very positive. She commented that it was one of the best maths conversations she had. In terms of how the school would fare in a deep dive it went well. IB will ensure that there is time in staff meetings to discuss, model and share as there is a lot of great work going on.	1 IB KE ES 2 IB ES 3 IB 4 ES

	j. A peer review took place with the Piran Partnership. This should help to identify what needs working upon. This was a useful exercise and was very supportive. It is useful for sharing good practice. A governor asked whether they could be involved in the peer review. IB will email to find out.	5 IB
5. Headteacher's report	Governors confirmed that they had received the headteacher's report, which had been previously circulated. From this: <ol style="list-style-type: none"> A governor asked what metacognition is. IB explained that it is learning about learning. When children are aware of their own learning, they can help their peers. It is not embedded in the school yet. It fits with the new behaviour policy, and it is so that children know about being ready for learning. It is a big change on how it was traditionally done, and it needs to be consistent. A governor asked whether there is a plan around vulnerable pupils and greater depth. IB explained that they have identified it and will start working on a plan. The SENCO would be part of this. More children are achieving greater depth. The last Ofsted report highlighted that the children were not making rapid progress. This is not the case now. GDS children were discussed with the SIP. There are individual profiles and pupil progress to show where they are and what the school is doing for them. It was noted that staff appraisals for support staff have not yet been done and these should take place three times a year. IB to action. A governor asked what CPOMS is and what it is highlighting. IB explained that any concerns are noted. One incident could come under a number of categories. A high number of reports is a good sign, as it means the school is actively logging incidents. A governor asked for a summary and explanation for next time for context. 	6 IB
6. Reports from committees	Governors confirmed that they had received the Finance and Premises Committee minutes and the Curriculum Committee minutes. From this: <ol style="list-style-type: none"> It was suggested that a specific governor is allocated to a class, as the staff survey had raised the issue that some of the teachers do not know who the governors are. Governors felt that this would be useful. It could be impromptu and could involve listening to the children read, for example. Governors discussed school lunches. Chartwells is used currently but there could be a saving if the school were to go it alone, although it would be a gamble. It was agreed to look at this when setting the budget. A health and safety audit took place. The report highlights priorities. It will be kept under review. Accelerated Reader has been implemented. Other reading schemes are in place and there is a range of quality books. Children are encouraged to read one per half term. Children are being exposed to lots of high quality books and this is especially important for those who do not read at home. SFVS was approved and was signed by the chair. 	7 Finance Comm
7. Update on the progress of the SDP	Governors confirmed that they had received the updated SDP. From this: <ol style="list-style-type: none"> Staff have been working hard to keep standards where they are. The impact of Covid is still being experienced. Resilience is a concern. Writing is a concern nationally. Assessment for foundation curriculum subjects is being worked on. The SEC consultant visited and was pleased with the evidence shown. 	
8. SEN update	Governors confirmed that they had received the SEN action plan, SEN report to governors and strategic co-ordination of SEN with the headteacher. From this: <ol style="list-style-type: none"> The SENCO has been off since November, and this has impacted as it is a small school. IB has been covering SEN and staff have been supporting her with this. It was agreed that the SEN hours should be covered, even if only on a temporary basis. It was agreed to discuss this further when setting the budget. 	8 Finance Comm
9. Pupil premium update	Governors confirmed that they had received the PP strategy, PP register and PP monitoring report, which had been previously circulated.	
10. Governor monitoring	Governors confirmed that they had received the following reports: <ul style="list-style-type: none"> • Online safety • Health and wellbeing • Assembly 	
11. Governance matters	All agreed to co-opt Georgina Reid.	9 Clerk

	Governors updated the clerk on recent training. It was noted that the NGA Learning Link can be a little difficult for anyone with dyslexia. This has been raised with them.	
12. Any policies for approval	Governors discussed the relational and positive behaviour policy, which had been previously circulated. IB explained that it is not punitive. It was developed by a SENCO, a TA and a teacher and is used by many schools. It has been adapted to suit the needs of St Germans. It will require a culture change in the school and is a shift to positivity. It is about how to deal with children who are systematically not doing what they should. There would still be a consequence for bad behaviour. All approved the policy.	
13. Dates of next FG meetings	Wednesday 19 th July at 6pm	In order to evidence that governors are providing challenge to leaders in the school, these questions are highlighted in the minutes

The meeting was closed at 8.45pm

Action Point	Governor/Clerk	Action point to be addressed	Action Update
Actions from 29 th March			
1	Ingrid Karen Emma	Run through policy list and delegate to committees	
2	Ingrid and Karen	Pen portraits and photos for website and statement for newsletter	
3	Ingrid	Update prospectus	
4	Emma	Look into funding for swimming	
5	Ingrid	Look into whether governors could be involved with the peer review	
6	Ingrid	Staff appraisals	
7	Finance Committee	Look into catering when budget setting	
8	Finance Committee	Look into SENCO hours when budget setting	
9	Clerk	Email GAD form to CB	