



**St Germans Primary School**  
Governing Body

**Minutes of a full governors' meeting held on Wednesday 9<sup>th</sup> November 2022 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**  
Evelyn Reed **ER**  
Emma Smith **ES**  
Carolyn Walke **CW**

**In attendance:** Julia Stoneman (Clerk to the Governors)

Key
KCSIE – Keeping Children Safe in Education
SEF – Self-evaluation Form
SDP – School Development Plan
LLME – Local Leader of Maths Education
PTFA – Parent, Teacher and Friends Association

		Action Point
<b>1. Welcome and apologies for absence</b>	There were no apologies	
<b>2. Election of chair and vice-chair</b>	Emma Smith was elected as chair. There were no nominations for vice-chair. It was agreed that the governing body would run without a vice-chair in the short term and to advertise for a vice-chair in the advert for a new governor.	
<b>3. To approve the minutes of the last meeting</b>	The minutes of the meeting held on 18 <sup>th</sup> July were taken as a true and accurate record of proceedings.	
<b>4. Any matters arising</b>	<ul style="list-style-type: none"> <li>a. The CCTV cameras action to be carried forward.</li> <li>b. A fence will be built around the school. Once this is in place there will be no access to the field.</li> <li>c. KE and IB to run through the list of policies and delegate to the relevant committees.</li> <li>d. It was confirmed that the safeguarding training took place on 5<sup>th</sup> September and that most governors attended.</li> </ul>	1 IB  2 KE IB
<b>5. Headteacher's report</b>	<p>Governors confirmed that they had received the headteacher's report which had been previously circulated. From this:</p> <ul style="list-style-type: none"> <li>a. A governor asked about the external staff members and whether the music teachers are temporary roles. IB confirmed that they are. First Access Music is for one term and is funded by the Music Hub. Rock Steady is paid for by parents. Forest School comes out of the PE budget.</li> <li>b. Governors discussed the school motto and vision. There were some ideas but nothing concrete. It was agreed that this needs an end point to work towards and an action plan.</li> <li>c. A governor noted that a mental health practitioner has spent a few weeks in the school and asked how this is working out. IB explained that she is doing 3 week sessions and will go through the whole school. She is giving children a vocabulary for wellbeing and to articulate their emotions. She will also involve parents with a meet and greet session.</li> <li>d. The reduction from 4 classes to 3 has been much easier than anticipated. A governor asked whether any restructuring is anticipated for next year. IB advised that looking at numbers next year should be the same structure. The following year it is likely that there will be a separate Year 6 class. The school</li> </ul>	3 IB

	<p>went to 3 classes early, in order to have money in reserves. A governor noted that getting the nursery going would increase numbers and asked whether the mother and baby group has an impact on numbers in the school. IB confirmed that it is popular. It was agreed that an action needs to be taken on promoting the school.</p>	4 IB
6. Safeguarding	<p>a. CPOMS is working well. Teachers have received training already, but not the TAs yet.</p> <p>b. There is one family on a CP plan and some low-level concerns.</p>	
7. Reports from committees	<p><i>Finance and Premises 10<sup>th</sup> October</i></p> <p>a. CPOMS was discussed.</p> <p>b. The committee went through the management accounts and the budget is on track.</p> <p>c. Some amendments were made to the Scheme of Delegation in terms of spending limits.</p> <p>d. The Lorne Stewart contract was discussed as there have been some issues, although these now seem to be improving.</p> <p>e. The health and safety audit will take place in November.</p> <p>f. Extra expenditure on the Accelerated Reader Scheme was discussed. The schemes of reading will be digitalised so that teachers can select the reading material appropriate for the children. There is a financial barrier to this at the moment.</p> <p><i>Curriculum 20<sup>th</sup> October</i></p> <p>g. Curriculum development was discussed and how to drive the curriculum.</p> <p>h. The safeguarding discussion was around flow charting around exclusions etc and making sure the school goes through the correct order so that staff are aware.</p> <p>i. Gaps were noted and a high proportion of SEND.</p> <p>j. The committee had looked at data which had been impacted by Covid. IB pointed out that expenditure on interventions is high, which is positive. There are no real concerns around the data.</p> <p>k. SATs results were good.</p> <p>l. Curriculum is now a big focus for Ofsted and they will check that children can recall and practice previously learnt skills and knowledge.</p> <p>m. The WILD acronym is being considered as a key driver to the curriculum, encouraging taking the school outside.</p> <p><i>Personnel 20<sup>th</sup> October 2022</i></p> <p>n. A parent and staff survey had been circulated and is a good opportunity to look at wellbeing.</p> <p>o. PPA time is covered by IB and Plymouth Argyle time.</p> <p>p. Performance management is now complete.</p>	
8. SEF/SDP	<p>Governors confirmed that they had received the SEF and SDP which had been previously circulated. From this:</p> <p>a. The last Ofsted inspection was in 2018, so a visit is expected soon it is not imminent.</p> <p>b. The school has come a long way in maths. Mastery is embedded in the school. The school is fortunate to have Mrs Smith who works for the Maths Hub and is a LLME.</p> <p>c. Writing and editing skills are still being worked upon. A governor asked whether this is due to Covid. IB confirmed that it is, as writing was more difficult for parents to teach and it has had a noticeable impact. There is still a lot of work to be done, particularly on stamina for writing, which is in line with a national trend.</p> <p>d. Attendance was poor in the summer term. This was due to Covid and a bug that went through the school. It has improved since September.</p> <p>e. Behaviour is excellent. The behaviour policy will be updated to include relationships and to make it clear that the rules cannot be the same for everyone. For example, SEND needs reflecting in the policy. Ali Beaman has taken a lead on this, and it is hoped that it will be in place before the spring term. A governor asked whether staff are on board with this. IB confirmed that they are, and it is agreed that the policy needs to be fair. It is good for children to have an understanding that everyone does not have the same coping strategy</p>	

	<p>and this will put them in good stead for later life. There have been no exclusions. The children are settled and are all learning.</p> <p>f. A governor asked whether children are less resilient since Covid and whether they have found it difficult to be back in a group environment. IB advised that the younger children missed out on socialising and there is still a lot of work to be done with them.</p> <p>g. A governor asked for confirmation that there is action planning for the curriculum. IB confirmed that there is a rolling programme in place with a monitoring schedule.</p> <p>h. A governor asked what development there is in terms of leadership in staff, as there is no deputy head. IB confirmed that staff members are on leadership courses, and it is being developed.</p> <p>i. A governor asked whether children are put into sets. IB explained that with phonics, for example, the whole school is divided into 8 groups.</p> <p>j. A governor asked whether English and maths is a focus in the mornings. IB explained that the core subjects are linked with other subjects where possible. For example, humanities can be included in English, and science and IT in maths in order to make it more interesting. It is a case of getting a balance between academic learning and making sure that the children have an awareness of the world. The school would also like to weave the Cornish aspect into the curriculum.</p>	
9. Pupil premium and sports premium plans	<p>Governors confirmed that they had received the PP and sports premium plans which had been previously circulated for information. From this:</p> <p>a. There is a small number of PP children so not a lot of money to spend.</p> <p>b. The sports premium funding is a good amount and helps the school greatly. The PE coordinator does a good job in leading the subject.</p> <p>c. Governors discussed swimming, as there was concern that with the increased cost in transport it would not be viable. IB confirmed that she has booked the coach but that it was not possible to get a price. It was suggested that the PTFA could be asked to fund this, however, it was noted that this would be the same parents paying the cost. It was suggested that the Parish Council is approached. It was agreed that IB would write to them.</p>	5 IB
10. Governance matters	<p>a. The governor code of conduct which had been previously circulated was reviewed and confirmed.</p> <p>b. Pecuniary interest forms were completed and returned to the clerk.</p> <p>c. The list of governor responsibilities was reviewed. CB is not on the finance committee and no longer the English governor. It was agreed that PH would be the English link governor. CH will sit on the Curriculum committee. CW will be the data governor. The clerk to produce a shareable list of governor responsibilities.</p> <p>d. Governors discussed vacancies. It was agreed to advertise on the community page. It was agreed that governors would look out for prospective governors in an informal way. DO and ES to work on this. The clerk to email the application form to DO.</p> <p>e. CB's term of office is due to end. All agreed to reappoint her. The clerk to send her the form.</p> <p>f. Governors discussed GDPR and email addresses. It was agreed that KE would send governors their school email details again and ensure that these are used rather than personal emails addresses.</p> <p>g. In terms of governor monitoring, PH will do a visit next week. DO has a pending EYFS visit. CB will be monitoring health and wellbeing. CW will do a safeguarding visit.</p> <p>h. Governors had received the 2022-23 training list from County, which includes governor induction training.</p>	6 Clerk 7 Clerk
11. AOB	<p>See confidential appendix</p> <p>Governors thanked CW for her years of service as chair of governors.</p>	
12. Dates of next FG meetings	<p>Wednesday 15<sup>th</sup> March at 6pm</p> <p>Wednesday 12<sup>th</sup> July at 6pm</p>	
<p><b>In order to evidence that governors are providing challenge to leaders in the school, these questions are highlighted in the minutes</b></p>		

The meeting was closed at 7.15pm

Action Point	Governor/Clerk	Action point to be addressed	Action Update
Actions from 9 <sup>th</sup> November			
1	Ingrid	CCTV action (carried forward from July meeting)	
2	Ingrid and Karen	Run through policy list and delegate to committees	
3	Ingrid	Action plan and end point for school motto and vision	
4	Ingrid	Promotion of the school	
5	Ingrid	Approach the Parish Council about funding for swimming costs	
6	Clerk	Produce a shareable list of governor responsibilities	
7	Clerk	Email GAD form to CB	
8	Ingrid and Emma	Pen portraits and photos for website and statement for newsletter	
9	Emma and Caroline	Working party to look into survey results	