

**Flushing Church of England Primary School Governing Body Zoom Meeting  
Thursday 2<sup>nd</sup> December 2021, at 6pm**

**MINUTES**

**In attendance:**

Robert Hurrell, Mark French, Leslie Hygate, Helen Dodd, Alison Eva, Sue Treneer, Polly Tregaskes, Stacey Mullins & Lisa Beverley-Jones; Hayley Tucker (clerking)

Meeting started at 18:03

**1) Prayer**

Andrew Stevenson started the meeting with a prayer

**2) Apologies**

None

**3) Pecuniary interest registration (verbal declaration)**

No changes – signed copies to be sent to school.

Sue Treneer's term has come to an end – she is very happy to continue as LA Governor and has already completed & returned the paperwork required.

Helen Dodd also happy to stand again – all in favour of her continuing – will complete paperwork in school.

Alison Eva has come to the end of her term – will advertise position of staff governor in school but she will be happy to continue if no-one else wants the role.

**4) Items declared for any other business**

None

**5) Minutes from the previous meeting**

All agreed that they were an accurate and true record of the meeting and will be signed by RH when he is in school.

**6) Matters arising from the previous minutes**

Item 6 Committee Structure– First committee meeting scheduled for 22 February (possibly in person) with others to be scheduled in March & April.

Item 10 Building Work – The Plumbing work has been completed, mechanical and electrical will be undertaken next (fuse boards and boxes etc), pending approval from the LA.

The fire plan has been updated to accommodate the new works.

Item 12 Neighbourhood Development Plan – The wrong version of the plan was entered onto the planning portal meaning there are no longer any concerns.

Item 16 Safeguarding - Meeting booked for 13<sup>th</sup> January.

Item 19 Residential – Cornwall Outdoors under threat of closure and currently under public consultation. MF has discussed with CAPH whether they will be able to honour our current booking at Porthpean in July.

**7) Finance**

**a) Financial Scheme of Delegation (to approve)**

No changes - All approved

**b) Statement of internal control (to approve)**

No changes - All approved

**c) Budget Monitoring Report**

MF ran through the report:

There is more Early Years funding than expected coming in as we now have more pupils.  
Some cost centres are over budget on last report, but we will move some funds across from DFC/PP.  
Still £3,300 to pay for our 10% share of the building works completed.  
Current reserve a healthy £68,000.  
Lots of training to pay for coming up as some training which would normally be done face to face has been completed online due to covid. This carries a significant cost factor.  
All Governors were happy with the budget and had no questions.

## **8) Head's Report**

Covid-19: 1 case three weeks ago in the Starfish class, and a further 3 cases this week which officially makes us a cluster. PHE contacted us following the form submission from MF, and they advised we need to do exactly what we have already been doing; if 10% of a class are positive we are already doing what would be required as bubbles have been reinstated for Breakfast Club, TUC & walking bus, and classes continue to keep separate; if 20% of a class were positive, all adults and children in class would need to have a PCR. A number of the cases involved siblings.

The Nativity may continue - PHE are happy to go ahead as planned as we already have restrictions on numbers in place.

The Seals trip to Truro Cathedral is under review but will continue if safe to do so.

The school roll holds steady and although there have been concerns in the past that the numbers will dip when the current Year 5 leave, this will not be an issue.

Performance Management Reviews – See confidential Minutes

Mastery Maths - The joint planning with Mawnan and Mylor has been postponed due to Covid-19.

Phonics Testing - 7 Passed and 6 failed – these will retake in the summer alongside the Year 1s. 2 may have been affected by lockdown and recovery work is in place.

False Alarms – When RH moves out of Flushing, it is not feasible for him to remain the keyholder – MF proposed that we offer to staff who live in Flushing that they take on this role; with the offer of 1 hour pay for any time they are required to attend school out of their normal hours due to alarms etc. It was agreed that this was a good solution, especially as it is rare that the situation arises. Spiders seem to be the worse culprits in the Autumn!

No further questions from Governors.

## **9) School Improvement Partner Report**

Areas to develop:

Maths – the use of White Rose alongside Power Maths can sometimes be repetitive; materials need a little more consideration. Pace and movement in reasoning & problem solving needs to be balanced. Weekly quizzes, White Rose end of sequence tests, end of sequence tests and end of term assessments will help keep information fresh in pupil minds.

## **10) School Development Plan & Pupil Premium Plan**

We have had the draft – a few things to be amended following Performance Management meetings, particularly re advertising and transition for the new Head. Dates for the advert, interviews etc were run through and all agreed it is a reasonable timescale to work to and approved.

Pupil Premium Plan – Plan distributed to the Governors before the meeting to indicate where the funds are distributed – all approved.

## **11) Succession**

Advert drawn up by panel and reviewed by MF who has tweaked it a little – read through and most were happy with the additions. HD had made some notes which she read through. It is important to show that the new head will be able to put their own stamp on the school, as well as to show that we are still under the LA which many will consider a huge plus. The selection panel will see a final copy of the advert (and application brochure) before it runs.

RH added: Mark Lees has offered to act as an advisor which MF thinks we should accept as he can be involved in selection and interviewing process. There will be a cost for this support but all agreed that he will be a very valuable addition to the panel.

The Brochure/pack was discussed and it was suggested that one of our parents who works in graphic design may be willing to assist in putting together the vacancy pack which all agreed would be fantastic.

Aiming to run advert from 14 February in TES, on the County website, on .Gov site, as well as CAPH newsletter.

Proposed pay scale was discussed and it was decided to set it between L6-12.

Selection Panel – Both RH & LH both completed Safer Recruitment training in readiness. HD stated she was very keen to be included, SM would love to but will not be able to commit to the time it needs, and LBJ has said she is happy to be on the team. Nobody else expressed an interest/was available. Therefore, the decided panel are RH, LH, HD, LBJ & Mark Lees.

## **12) Policies to Review**

Teachers Pay / Support Pay / Capability / Charging / Confidential Reporting/ Performance Management / Recruitment / Restraint / RSE all reviewed and there were no objections – all approved.

## **13) Standing Items**

Safeguarding - Single Central Record has been checked by RH with HT and he was happy that it was up to date. No Referrals have been made. S175 information substantially different this year but no concerns.

Health & Safety - Need to make the school look it's best before any candidates visit.

Wellbeing Charter – Need to decide if we are signing up to this as a governing body – AS stated it would be a bold statement as a church school to not sign up, so all agreed to proceed.

## **14) Friends of Flushing School**

Meetings held and a new committee has been elected – Emma Walker is now Chair, Nicky Van Der Bij is Secretary & Tabitha Brunyee Treasurer.

Bank account in process of being set up with new signatories

Upcoming events include: Sponsored walk, Christmas Cards and Christmas raffle. Plans for next term are underway and are off to a good start – RH thanked Polly very much for her amazing efforts with FOFS.

## **15) Any Other Business**

None

## **16) Confidential**

See Confidential Minutes recorded separately

## **17) Head's Performance Management Report (RH/HD/LH)**

See confidential minutes

## **18) Date & time of next Meeting**

10 February at 6pm on Zoom