



**St Germans Primary School**  
Governing Body

**Minutes of a full governors' meeting held on Wednesday 19<sup>th</sup> July 2023 at 6pm at St Germans School**

**Present:** Karen Evans **KE**  
Scott Horner **SH**  
Phil Hewlett **PH**  
Donna Orphan **DO**  
Evelyn Reed **ER**

**Apologies:** Claire Brewis **CB**  
Georgina Reid **GR**

**Absent:** Chris Harris **CH**

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

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
CPOMS – Child Protection Online Monitoring System

		Action Point
<b>1. Welcome and apologies for absence</b>	Apologies were received and accepted from Georgina Reid and Claire Brewis. It was agreed that Phil Hewlett would be vice-chair.	
<b>2. Opportunity to declare an additional pecuniary interest</b>	The register of interests had been circulated and there were no changes.	
<b>3. To approve the minutes of the last meeting</b>	The minutes of the meeting held on 29 <sup>th</sup> March were taken as a true and accurate record of proceedings.	
<b>4. Any matters arising</b>	<ul style="list-style-type: none"> <li>a. It was confirmed that the pen portraits have been completed and the website updated.</li> <li>b. It was agreed to prioritise the website over having a prospectus.</li> <li>c. Emma Smith, Scott Horner and Claire Brewis attended the peer review. The report has been received and was very positive. It had been noted that pupils were articulate and knowledgeable about learning. Feedback from this will be worked into the SDP.</li> <li>d. Governor monitoring will be tailored to fit in with the curriculum and SDP. There is an inset day in October and a consultant from Cornwall Council has been invited. It would be useful for governors to attend this.</li> <li>e. Staff appraisals will take place in September.</li> <li>f. Catering to be discussed at the next finance meeting. Chartwells have added £80 per month on top of the subsidy. The cost could be passed on to parents, but this could lead to a reduction in numbers. It was noted that the cost is £2.65 on the Chartwells website and it may not be possible to change the price.</li> </ul>	
<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. There is a falling roll. This is a trend rather than a blip, due to a falling birth rate. There will be around 65 on roll next year. This will make setting the budget difficult next year. This year a small surplus was carried forward.</li> <li>b. Governors congratulated the staff and children for the excellent SATs results. Progress data will be good.</li> <li>c. This is the second year that a multiplication check took place. The Year 4 cohort found it the most difficult. This will be written into the SDP.</li> </ul>	

	<ul style="list-style-type: none"> <li>d. There is a vast improvement in children wanting to read and the new system seems to be working well. They are keen and have ownership of their reading.</li> <li>e. GR and IB will meet to go through CPOMS to ensure that it is used effectively.</li> <li>f. It is no longer possible to buy into the EWO service from the local authority. Schools have been supporting each other on approving attendance. Hub meetings are held and IB attended one recently.</li> </ul>	
6. S175 safeguarding audit	Governors confirmed that they had received the S175 safeguarding audit which had been previously circulated.	
7. School development plan	<p>Governors confirmed that they had received the updated 2022-23 SDP which had been previously circulated. From this:</p> <ul style="list-style-type: none"> <li>a. Staff will work as a team to set new targets for the 2023-24 SDP.</li> <li>b. Accelerated reader has been working well.</li> <li>c. Curriculum is ongoing. A few actions will be transferred to the new SDP. This will include issues raised from the peer review, including being made tighter. There will be a focus on history and geography.</li> <li>d. Pupil premium effectiveness will be looked at in September.</li> <li>e. SH will oversee the staff survey to ensure that what comes out of it benefits the staff and that improvements can be made.</li> <li>f. The website is tired and clunky. This needs updating as it is the first call for parents.</li> <li>g. It was agreed that governors need to be more visible. SH will write something for the newsletter. Parents evening would be a useful time for governors to be present. DH to lead on this.</li> </ul>	<p>1 Clerk</p> <p>2 SH 3 DO</p>
8. Governor monitoring	Governors thanked PH for the governor monitoring reports which had been previously circulated.	
9. Governance matters	<ul style="list-style-type: none"> <li>a. Governors discussed their strategic vision. Points to be included are increasing pupil numbers, academy status, and improving the website and social media presence.</li> <li>b. Governors agreed to the annual planner for 2023-24, which had been previously circulated.</li> </ul>	
10. Policies	The clerk to had circulated the suggested statutory policy timetable from the NGA. To be worked into the annual planner.	
11. Dates of next FG meetings	See annual planner.	

**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 8.15pm*

Action Point	Governor/Clerk	Action point to be addressed	Action Update
Actions from 19 <sup>th</sup> July			
1	Clerk	Pupil premium effectiveness on agenda for September meeting	
2	Scott	Something in newsletter to raise the profile of the governors	
3	Donna	Lead on governors being present at parents' evening	