



Minutes For The Meeting Of The Full Governing Board Of Bosvigo School
Held On 25th March 2024 At 17:00

PRESENT:

Chris Wallis (Head Teacher)
Charlotte Overton (Clerk)
Katie Tucker (Chair)
Nick Bailey
Juliana Jeffares
Helen Moulton
Helen O’Kane
Victoria Robinson
James Rowberry
Lewis Sanders
Natalie Scott
Helen Sennett
Katie Smith

		ACTION
1.	APOLOGIES	
1.1	Received from Dave Bullen and accepted by the chair.	
2.	DECLARATION OF PECUNIARY INTERESTS	
2.1	No new interests to declare from existing governors. Newly appointed governors will complete and submit a DPI form.	

3.	<p>MINUTES OF THE LAST MEETING / MATTERS ARISING</p> <p>3.1 <u>Minutes Of The Last Meeting:</u> Minutes from previous meeting agreed and signed off as an accurate record.</p> <p>3.2 <u>Matters Arising:</u> The SDP was to be circulated to governors. Paper copies are distributed and an electronic copy will be uploaded to Governor Hub.</p>	
4.	<p>ELECTION OF NEW GOVERNORS</p> <p>4.1 Existing and new governors give a brief introduction about themselves and outline their skillset to the governing board.</p> <p>4.2 Helen Moulton and Helen Sennett are unanimously elected as parent governors and their terms of office are 25.03.2024 – 24.03.2028.</p> <p>4.3 James Rowberry, Natalie Scott and Lewis Sanders are unanimously elected as co-opted governors and their terms of office are 25.03.2024 – 24.03.2028</p>	
5.	<p>HEADTEACHERS REPORT</p> <p>5.1 This has been circulated and read in full prior to the meeting. Governors ask to discuss key points within the document.</p> <p><u>Numbers On Roll</u></p> <p>5.2 The school is full apart from one place in Year 1. There are large waiting lists across all year groups.</p> <p>5.3 There have been several appeals when parents have not been allocated a space. The school is liable for the council costs of administering an appeal which is approximately £200. Generally, appeals are not successful and this acts as a slight deterrent.</p> <p>5.4 The Year 6 waiting list is largely due to immigration and people moving to the UK to work at the hospital.</p> <p>5.5 Governors comment that the wraparound provision is a big draw for families.</p> <p><u>Personnel</u></p> <p>5.6 See confidential minutes.</p> <p>5.7 See confidential minutes.</p> <p>5.8 Governors ask about the continuity of support staff who are filling in for long term absence. Is there consistency? A. We have used the same agency staff to cover absence so there has been consistency for the children.</p> <p>5.9 There are additional costs for using agency staff but this is offset by not paying sick and holiday pay. There is also no commitment to continue their employment beyond what is required.</p>	

5.10	<p>Governors ask are we confident that we have mitigated the risk of missed education for the children given staff absence?</p> <p>A. Yes. There has not been a drop in quality of staff or teaching. We have been impressed with all our agency appointments.</p>	
5.11	<p>Governors ask if there has been insurance in place to cover these absences?</p> <p>A. Insurance cover was not in place but we have only been out of pocket in practical terms since February half term. Two quotes have been obtained that will cover existing absences from 1st April.</p>	
	<p><u>Attendance</u></p>	
5.12	<p>The first meeting has taken place with the attendance officer. She will endeavour to have conversations with families who are persistently absent and will join the school for meetings with them. Ultimately, poor attendance remains the school's problem to tackle.</p>	
5.13	<p>Governors are updated on the progress of recent meetings with families where there have been concerning levels of absence.</p>	
5.14	<p>Governors ask are we able to have conversations with people about attendance without it becoming hostile?</p> <p>A. We always hope to keep positive lines of communication open.</p>	
5.15	<p>Is the attendance officer present and active in the meetings with families when discussing poor attendance?</p> <p>A. Yes, although some invited parents have not turned up to the meetings. Some of the conversations we have had have improved the situation slightly but not enough to see a significant change.</p>	
5.16	<p>Sending out absence data with reports has helped raise this awareness with parents who keep their children off when unwell and maybe haven't kept track of how many days they are off. There are a handful of children who are regularly ill within the academic year.</p>	
5.17	<p>Bosvigo's absence is broadly in line with the national figure.</p>	
5.18	<p>Fourteen of our persistent absentees are on course to come off that list at the end of this week.</p>	
5.19	<p>Governors ask what is the policy around parents reporting an absence?</p> <p>A. Parents can leave a message on the school answerphone, call directly to speak to the office or send an email. If children are unaccounted for then we proactively contact parents.</p>	
5.20	<p>See confidential minutes.</p>	
	<p><u>SEN</u></p>	
5.21	<p>Last week Bosvigo received a historic complaint from a family stating that we had not passed on SEN information about their child to Richard Lander upon transition. Their child left Bosvigo in 2014. The letter was also critical of Cornwall Council along with Richard Lander and Truro College. Jo Penrose was SENCO at the time and has been able to provide records of all SEN meetings surrounding that child. She was on the SEN register in Year 1 but made good progress in KS2 and was removed from the SEN register at the start of Year 3. She left the school having achieved expected standards. Chris</p>	

<p>5.22</p> <p>5.23</p> <p>5.24</p> <p>5.25</p> <p>5.26</p> <p>5.27</p> <p>5.28</p> <p>5.29</p>	<p>Wallis has responded to the parent’s email explaining why SEN information was not passed on to Richard Lander.</p> <p>In 2014 the SEN register had 14 children on it, whereas now there are 56. This is in part due to our awareness of different conditions and our willingness to recognise and support them.</p> <p><u>Health and Safety</u></p> <p>There are a few matters outside that will be addressed depending on the level of risk. All outstanding work will be finished by the end of the term.</p> <p>The estimated cost of the fence to cover the part of the field that is dangerous is £1500. However, the preference would be to cover the whole space and this would cost £3,000.</p> <p><u>Communication</u></p> <p>Governors comment positively on the newly re-formatted newsletter.</p> <p>Governors ask how the schools social media is managed.</p> <p>A. The team leaders are responsible for content. With Sway (which is how the newsletter is now formatted), we can include videos and make it more interactive. The expectation is that we will optimise it’s uses more.</p> <p>Bosvigo may stop using Seesaw and switch to Class Dojo to minimise multiple communication channels.</p> <p><u>Wellbeing</u></p> <p>Richard Head will be attending the INSET day to talk to the staff about ‘Motional’ which is an educational wellbeing package. A big part of the presentation is about emotional health and wellbeing in young people.</p> <p>Motional has a tracking tool and shows us how children are progressing from an emotional perspective. Where we have significant need it will help us to identify next steps for those children and a framework to have conversations about it.</p>	
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>SCHOOL DEVELOPMENT PLAN</p> <p>It is agreed the committee meetings will review different parts of the SDP over the coming weeks so it can be reviewed thoroughly and in detail.</p> <p>Governors comment it would be useful for the SDP to have a cover sheet in keeping with the committee meeting curriculum reports.</p> <p>Chris Wallis confirms the SDP is up to date in its current form but it would be helpful to add more evaluative comments.</p>	
<p>7.</p> <p>7.1</p> <p>7.2</p>	<p>SAFEGUARDING</p> <p>See confidential minutes.</p> <p>See confidential minutes.</p>	

8.	SEND	
8.1	See Item 5.	
9.	PUPIL PREMIUM	
9.1	No updates. There is an L & D committee meeting with a focus on Pupil Premium scheduled in May.	
10.	POLICIES	
10.1	The following policies have been circulated prior to the meeting for the L & D committee members to approve: Bosvigo School Offer, SEN policy and SEN Information Report. L & D Committee members unanimously approve these updated policies/documents.	
11.	SCHOOL MONITORING	
11.1	Victoria Robinson has completed an English visit.	
11.2	Dave Bullen will complete a maths visit in due course. Victoria Robinson and Helen O’Kane leave the meeting at 18:45pm	
11.3	Time will be set aside for peer observations to ensure they take place.	
12.	URGENT / CONFIDENTIAL MATTERS	
12.1	No urgent matters.	
12.2	Confidential matters discussed in item 5 and 7. See confidential minutes.	
13.	ANY OTHER BUSINESS	
13.1	None. Meeting concludes at 19:10.	

DATE OF NEXT FULL GOVERNORS MEETING: 13.05.2024