



**Minutes For The Meeting Of The Full Governing Board Of Bosvigo School**  
**Held On 22<sup>nd</sup> January 2024 At 17:00**

PRESENT:

Chris Wallis (Head Teacher)  
 Charlotte Overton (Clerk)  
 Katie Tucker (Chair)  
 Dave Bullen  
 Helen O’Kane  
 Victoria Robinson  
 Katie Smith

		ACTION
1.	<b>APOLOGIES</b>	
1.1	Offered by Nick Bailey and Juliana Jeffares and accepted by the chair.	
2.	<b>DECLARATION OF PECUNIARY INTERESTS</b>	
2.1	No new interests to declare.	
3.	<b>MINUTES OF THE LAST MEETING / MATTERS ARISING</b>	
3.1	<b><u>Minutes Of The Last Meeting:</u></b> Minutes from previous meeting agreed and signed off as an accurate record.	
3.2	<b><u>Matters Arising:</u></b> The School Development Plan is to be circulated. Attendance data will be added to it but there are no significant changes.	<b>Chris Wallis</b>

4.	<p><b>HEADTEACHERS REPORT</b></p> <p><b>Admissions:</b></p> <p>4.1 The school is full in every year group and over-subscribed in some years. Currently, there are 325 children on roll.</p> <p>4.2 There are 44 children on our waiting list and 17 on the Early Years Foundation Stage (EYFS) waiting list.</p> <p>4.3 We received 54 first choice and 44 second choice applications for the EYFS intake in September, which are the highest numbers in recent years.</p> <p><b>Personnel:</b></p> <p>4.4 See confidential minutes.</p> <p><b>Attendance:</b></p> <p>4.5 Our first attendance support meeting is taking place tomorrow with the Education Welfare Office (EWO).</p> <p>4.6 Our attendance figure is currently 93% compared to the national figure of 94%.</p> <p>4.7 90% absence equates to one month absence from school over the academic year.</p> <p>4.8 <b>Governors ask what are the reasons children are absent from school? Do children not want to attend due to mental health and anxiety or is it due to parental resilience in getting children into school?</b></p> <p style="padding-left: 40px;">A. Possibly the threshold for illness has changed for parents post covid. More families are cautious with routine winter ailments such as coughs and colds.</p> <p>4.9 Governors agree remote working enables parents to keep their children home if they are unwell more readily.</p> <p>4.10 See confidential minutes.</p> <p>4.11 The revised attendance policy has been drafted and circulated in advance of this meeting for approval. Governors are advised it may be tweaked post the meeting with the EWO. If so, governors will be advised.</p> <p>4.12 Kim Riggall is undertaking some attendance follow ups with persistent absentees. Teachers will have conversations where they can and Chris Wallis will follow up with extreme cases.</p> <p>4.13 <b>Governors ask what is the desired target for attendance?</b></p> <p style="padding-left: 40px;">A. The target is 95%. Holidays are not authorised during term time but it has not stopped numerous requests and families continue to take their children out of school due to the cost implications of doing so out of term time.</p> <p>4.14 The unauthorised absence figure is 1.4% and holidays are largely attributable to this figure.</p>	

4.15	Authorised absence is 5% which is almost entirely due to sickness.	
	<b><u>Special Educational Needs (SEN)</u></b>	
4.16	There are now four more children who are receiving SEN support.	
4.17	A child with an EHCP has now left Bosvigo and attends a different school.	
4.18	<b>Is there anything else you are trying to change or improve for our SEN community?</b> A. We do not have a need for further staffing. We will need to look at the level of need in our new cohort in September.	
4.19	The funding for tutoring has been reduced although we delivered 300 hours in the Autumn term.	
4.20	<b>Governors ask is there feedback on the impact of the tutoring?</b> A. Katie Smith confirms from a maths perspective it has been streamlined and all the children have made positive progress. It is not possible to distinguish if this solely due to tutoring or also combined with maths lessons. The tutors are very reflective and use data to inform their lessons. They are very dedicated and take pride in delivering the sessions.	
4.21	Despite being invited, many of our SEN and Pupil Premium (PP) children are not accessing tutoring sessions.	
4.22	Governors comment there can not be an infinite pot of money for support staff for children without EHCP's or additional funding.	
4.23	See confidential minutes.	
5.	<b>SCHOOL DEVELOPMENT PLAN</b>	
5.1	This will be circulated to governors to review ahead of the next full governors meeting in March.	<b>Chris Wallis</b>
5.2	Our record keeping is now entirely digital on My Concern.	
5.3	The designated safeguarding team are more familiar with the 'My Concern' system in terms of processing concerns that come through, how to create reports and share them with other agencies and schools.	
5.4	Kim Riggall has settled well into the pastoral role. Her hours have been tweaked and she now works 22 hours per week to enable her to be present for the food hub and build relationships with parents.	
5.5	<b>Governors ask are our disadvantaged children accessing their additional funding?</b> A. Chris Wallis replies there is a menu of approaches that are appropriate for the school to implement and we are aligned with the suggested approach. We do not have to evidence precise spending on each individual child.	
5.6	The sports premium budget is outlined. Much of it can be invested in EYFS and all of it can be accounted for.	

6.	<b>SAFEGUARDING</b>	
6.1	No significant updates for governors.	
6.2	Governors discuss how persistent and unexplained absence from school can cause safeguarding concerns. Often our most vulnerable families and children are those who are routinely absent from school.	
7.	<b>SEND</b>	
7.1	See item 4.	
7.2	There are six pending EHCP applications.	
8.	<b>PUPIL PREMIUM</b>	
8.1	See item 4.	
9.	<b>POLICIES</b>	
9.1	The following policies have been circulated prior to the meeting:  Attendance Feedback and Marking	
9.2	Governors will confirm within 7 days any feedback or amendments by written agreement.	
9.3	A policy review is taking place to ensure compliance and Chris Wallis will circulate these as and when they have been drafted.	
9.4	A child and parent wellbeing policy and a staff wellbeing policy is being drafted. Mental health is becoming a factor both for children and staff and we need policies that reflect that. We want a staff absence policy that includes return to work interviews.	
10.	<b>SCHOOL COMMUNICATION</b>	
10.1	Governors agree that the information with key dates received before Christmas was really helpful. There is a difference in opinion among the governing body about reintroducing a newsletter.	
10.2	Thought needs to be given to the content and what is relayed. The social media pages are not updated by all key stages and do not represent the breadth of the school.	
10.3	The SLT will discuss this week the framework of what a re-vamped newsletter would contain and governors will be updated.	<b>SLT</b>
11.	<b>SCHOOL MONITORING</b>	
11.1	Katie Tuckers states visits should marry up with the core curriculum subjects. Visits will be arranged by the governors responsible for English and Maths. The chair will monitor a lunchtime to observe playground behaviours.	

11.2	The need to recruit additional governors is discussed. The governing body is small and needs new members. If monitoring is embedded that could appeal to more people and make the role more interesting.	
12.	<b>URGENT / CONFIDENTIAL MATTERS</b>	
12.1	No urgent matters.	
12.2	Confidential matters discussed in item 4.	
13.	<b>ANY OTHER BUSINESS</b>	
13.1	None.	
	Meeting concludes at 19:10.	

**DATE OF NEXT FULL GOVERNORS MEETING: 25.03.2024**