



**Minutes Of A Meeting Of The Full Board Of Governors Of  
The Federation Of Boskenwyn And Germoe Schools:**

**Held On Wednesday 15<sup>th</sup> October 2025 At Boskenwyn School At 18:00**

**PRESENT:**

Paula Blackburn (Headteacher)  
Bertie Archer (Chair)  
Nathan Bird  
Russ Monhemius  
Denise Rusga  
Brian Toney  
Natalie Waters  
Lucy Yeomans

	Andrew Bruce is observing the meeting with the view to being potential new governors.	<b>ACTION</b>
<b>1.</b>	<b>APOLOGIES/ABSENT</b>	
1.1	Received from Jo Nicholas and Felicity Trenerry and accepted by the chair.	
<b>2.</b>	<b>DECLARATION OF PECUNIARY INTERESTS</b>	
2.1	Governors have no new interests to declare.	
<b>3.</b>	<b>MINUTES OF THE LAST MEETING / MATTERS ARISING</b>	
3.1	<u>Matters Arising</u> No matters arising.	
3.2	<u>Minutes Of The Last Meeting</u> There was a technical error which meant the meeting could not be recorded as the clerk was unable to attend.	

4.	<b>HEADTEACHERS REPORT</b>	
4.1	A full headteachers report was provided in the second meeting of the Summer term. Therefore, a full report will be circulated ahead of the next Full Governors Meeting.	
4.2	Current data is available now and governors are advised of the following:  <u>Data</u>  <u>Numbers on roll</u>	
4.3	Boskenwyn have 95 children on roll and Germoe have 79.	
4.4	<u>KS2 Reading</u> At Boskenwyn 71% of children are reading at expected levels and 64% at Germoe. The national average is 75% so broadly the data is in line with that.	
4.5	<u>KS2 Writing</u> This data is compiled by teacher assessment. At Boskenwyn 60% of pupils are at the expected level and 45% at Germoe. The national average is 72%.	
4.6	<u>KS2 Maths</u> At Boskenwyn 47% are working at the expected level and 82% at Germoe. The national average is 74%.	
4.7	The data fluctuates and is heavily swayed by the attainment of the cohorts each year. Given both schools are small when a few children are not working at the expected level it can really impact and lower data scores.	
4.8	<u>Intervention</u> In Maths children are completing number stacks and using a diagnostic approach which back dates to year 1.	
4.9	Interventions in reading involve 1-2-1 guided reading, comprehensive support and fluency intervention.	
4.10	Daily and regular readers take place depending on ability and attainment levels as well as use of the Sounds Write intervention programme. Children are expected to read each day at home.	
4.11	<u>Writing</u> There is a focus on the use of fine motor skills work and precision spelling.	
4.12	<u>Early Years Foundation Stage (EYFS)</u> At Boskenwyn 88% of children reached their early learning goals and 70% at Germoe.	
4.13	<u>Year 1 Phonics</u> The data sits below the national average with 69% of children at Boskenwyn achieving the expected standard and 63% at Germoe.	
	<u>Year 2 Phonics</u>	

4.14	At Boskenwyn 100% of children reached the expected standard and 80% at Germoe.	
	<u>Health &amp; Safety &amp; Premises</u>	
4.15	The premises manager is currently off sick and has been since the start of term.	
4.16	Paula Blackburn has covered much of the outstanding workload and has been undertaking daily and weekly checks of all field and playground equipment. All property compliance and risk assessments are up to date.	
4.17	Paula Blackburn requests additional Health and Safety support. There is no paperwork to support that daily and weekly checks have taken place and this has not been documented since February. The Health & Safety governor is requested to visit the school to check and cross reference checks against the action plan from the local authority (LA). It is agreed the appointed Health & Safety governor(s) will visit half termly to ensure compliance and that checks are being properly undertaken.	
4.18	A plumber is needed for the toilets at Germoe.	
4.19	The LA have completed prospective work for Boskenwyn and they plan to sand blast the outside of the building. During October half term they will try to finish what was started over the Summer holidays and will lay turf over the next few weeks. Due to changing specifications pipework now needs to be moved which will impact and reduce the amount of playground equipment.	
4.20	A backlog maintenance survey will take place at Germoe tomorrow.	
4.21	The kitchen work at Germoe has now been completed to a high standard.	
5.	<b>ATTENDANCE</b>	
5.1	Having reviewed guidance it is apparent that attendance for Key Stage 1 at 31.25 hours falls under the required minimum. Therefore, the school day needs to be extended by 15 minutes.	
5.2	Governors discuss staggering the timings at the beginning and end of the day to mitigate issues with parking at Boskenwyn. Governors comment that if the school day finishes at 3:30pm this will benefit families who wait for siblings and also enable a seamless transition to after school clubs.	
5.3	The proposed timings for the school day are as follows: 8:45am – 3:15pm 8:45am – 3:30pm	
5.4	It is agreed a consultation evening will take place and parents will be invited to discuss which timings work better for them and the decision will be based on the general consensus of families.	
5.5	Governors discuss the attendance policy and the criteria around authorising term time absence. The following are agreed as exceptional circumstances when the Headteacher can use discretion to authorise term time absence. Bereavement, a service posting, serious illness of family members, examinations, sporting events, academic events, a significant family event, educational visit with specified educational benefits and seasonal workers.	

5.6	It is accepted both schools have parents and families with jobs that involve a lot of travel which is not necessarily representative of all schools.	
5.7	Three requests for absence have been received for the week before half term. Governors review each application and unanimously find they all sit within the exceptional circumstances criteria. Governors unanimously approve these requests for absence to be authorised.	
5.8	It is agreed future requests will be scrutinised by governors to determine if they should be authorised or a fixed penalty notice should be issued.	
5.9	<p><b>Governors ask how well do parents know and understand the policy around absences?</b></p> <p>A. Parents need to understand the severity of school removal more and we will convey that half a term's notice of planned absence is needed so that governors can review each application. Any urgent applications can be reviewed remotely to see if they comply with the exceptional circumstances contained within the policy.</p>	
6.	<b>BUDGET</b>	
6.1	The meeting was minuted by Jo Nicholas and these will be circulated to governors shortly.	
6.2	See confidential minutes.	
6.3	The three year forecast will be available at the next FGM.	
6.4	An increase in pupil numbers has helped the budget significantly.	
7.	<b>SAFEGUARDING</b>	
7.1	Staff and governors will receive level 2 safeguarding training on 26 <sup>th</sup> November.	
7.2	One MARU referral has been made since the last meeting.	
8.	<b>SEND</b>	
8.1	Governors will receive a full SEND update at the next FGM.	
8.2	The DFE objectives of the PINS Project is outlined to governors.	
8.3	The date of the next PINS Café parent's session is to be published in the newsletter.	
9.	<b>PUPIL PREMIUM</b>	
9.1	Governors will receive a full update on Pupil Premium at the next FGM.	
10.	<b>POLICIES</b>	
10.1	The following policies have been circulated ahead of the meeting: Health & Safety, Behaviour, Whistleblowing, Prevent, Educational Visits, Safer Recruitment, Positive Handling, Child on Child Abuse, Intimate Care, Anti-Bullying, Arrival and Collections.	

10.2	Governors comment that the Whistleblowing Policy needs to name the appropriate governor, this will be amended.	
10.3	<p>The Behaviour Policy cites consequences that include a loss of break and play time.  <b>Governors challenge the wording around this and whether it is appropriate for a child to lose break time.</b></p> <p>A. It is clarified children will still receive break time but if it is deemed necessary (or if a child is dysregulated) this will happen at a separate time to other children. The wording will be clarified to make this clearer.</p>	
11.	<b>GOVERNOR ROLES &amp; RESPONSIBILITIES</b>	
11.1	<p><u>Committees</u></p> <p>Appeals committee (pupils and staff): Russ Monhemius and Brian Toney  Discipline Committee: Natalie Waters and 1 vacancy  Teaching &amp; Learning Committee: Denise Rusga and Bertie Archer  Finance Committee– Russ Monhemius, Jo Nicholas and Brian Toney</p>	
11.2	<p><u>Responsibilities</u></p> <p>Whistleblowing – Russ Monhemius  Health &amp; Safety (Boskenwyn) - Brian Toney  Health &amp; Safety –(Germoe) – Andrew Bruce expresses interest in this if formally appointed to the governing body at the next FGM.  Safeguarding – Russ Monhemius  SEND and Looked After Children - Lucy Waters and Felicity Trenerry</p>	
12.	<b>GOVERNOR SCHOOL MONITORING VISITS</b>	
12.1	Governors agree both settings will have monitoring visits imminently to undertake pupil voice discussions. Governors to be updated at the next FGM.	
13.	<b>SINGLE CENTRAL RECORD</b>	
13.1	The safeguarding requirements of this document is outlined to governors.	
13.2	Russ Monhemius has undertaken an audit of the Single Central Record across both settings. A couple of small discrepancies were picked up and rectified.	
14.	<b>ANY OTHER BUSINESS</b>	
14.1	The new minibuses are now in use and more staff are able to drive them.	
14.2	There is less overhead storage which needs to be kept in mind when transporting luggage for camps.	

**Date of the next meeting:**

**26<sup>th</sup> November at Germoe. 4pm Safeguarding Training and FGM at 6:30pm**