



Meeting 6 – Part 1 Minutes – Full Governing Body

Date/Time	Tuesday 18th May 2021	Location		Whimple Primary School (In person - remote option)	
Attendees	Initials	Category	Attendees	Initials	Category
Digory Smith	DS	Co-opted	Julia Green	JG	LEA
Carole Shilston	CS	Head teacher	Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent - Chair	Caroline Ward-Reece	CWR	Co-opted
Helena Hastie	HH	Co-opted	Carianne Bright	CB	Parent
Matt Brown	MB	Staff	Sarah Butler	SB	Parent

Apologies	Initials	Category - Reason

Absent without Apology	Initials
Caroline Ward-Reece	CWR

In Attendance	Initials	
Helen Mitchell	HM	Clerk

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes of the last meeting – Tuesday 2nd March 2021
4	Matters Arising
5	Headteacher's Report/School Improvement Plan/SEF
6	Finance
7	Health & Safety
8	Curriculum Updates
9	Pupil Premium
10	Governor Training
11	Safeguarding
12	Wellbeing
13	Staff Organisation/Staffing Structure
14	Website
15	GDPR
16	Policies
17	AOB



Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> CWR		
2.1	<u>Business Interests</u> None noted		
3.1	<u>Minutes of last meeting</u> The minutes from the last meeting were agreed to be a true and accurate record and have been signed by the chair.		
4.1	<u>Matters arising</u> 11.1 - CWR Early Years Visit - Follow up report 13.1 - JG uploaded summary of audit to learning platform 15/03	HM to follow up with CWR	HM emailed CWR 14-06-21
5.1	<u>Headteacher's Report/School Improvement Plan/SEF</u> LB asked if there were any questions from the governors. JG stated that the report was very useful - all answers are there that you would ask about. GMD informed the meeting that the specifics of the report help the governors feel more informed and closer to the school. LB noted that the attendance figures are very strong, but the SEN attendance is not quite as good, although still strong. CS responded that this was partly due to the categorising of absence over who was expected to be in school during the last lockdown and those who aren't. CS said that there appeared to be high levels of house movement in the local vicinity, with new children joining all the time. The school has a full PAN (20) intake for 2021 reception year starters. CS said that this is rare in the current environment, as locally a lot of schools are down on their PAN. GMD identified a thread in the report that will be coming up in other sections - 'Wellbeing'. LB asked how the children have been?	LB question	



	<p>MB responded that they have been OK, however the excitement and good behaviour at the start of the return to school post lockdown, has wavered in terms of social skills - Play times and lunch breaks have been more challenging.</p> <p>JG asked how is the attention of the pupils? - MB/CS responded that this area has definitely improved, and it's especially stronger in the morning sessions.</p> <p>MB stated that it can be challenging to know how to help the pupils sometimes. When the class time is quiet and focussed they are good, but outside it's a different matter.</p> <p>JG asked a question in regard to NQT students, is it now a 2 year process, rather than a 1 year process? How does that impact the school?</p> <p>CS informed that the requirement for the first year is still the same - 10% PPA time, 10% NQT time, in the second year they still have PPA time but NQT time is reduced to 5%. (This links to section 13.1 staffing).</p> <p>CS informed that the schools Local Authority Adviser visited the school on May 11th. The main focus of the visit was reviewing the last 12 months, in terms of vulnerable families, Early Years Help and the Curriculum. There will be another visit in the Autumn term, but no concerns were noted on the report.</p> <p>No further questions.</p>	<p>JG question</p> <p>JG question</p>	<p>GMD to attend governor training on ECF</p>
6.1	<p><u>Finance</u></p> <p>New financial year started in April 2021. Final budget for 21/22 has been submitted to Devon County Council.</p> <p>In a recent Finance meeting, there was discussion surrounding what the school's optimum number of pupils was. It was HH's understanding that it was 140 or more, indicative of the higher figures over the last few years. HH would like us to confirm what is the school's strategic point of view.</p> <p>CS and LB informed that the optimum level was approximately 130-135, in terms of financial, space, school capacity and layout. However, CS pointed out that in some respects this is out of the schools control as Devon County Council (DCC) is in charge of allocating school spaces. We have an annual PAN of 20 places, if this ran complete across all years this would give 140 pupils.</p> <p>Governors all agreed to using 130-135 as a benchmark level going forward.</p> <p>HH reviewed the final position for the 20/21 year end results submitted to DCC.</p>	<p>HH Challenge</p>	



	<p>GMD asked if they can take the schools brought forward balance back. CB informed that on recent finance training, it wouldn't be in Devon's interest to take action on that. May change in the future. CS commented that without the schools significant brought forward balance, the school would not be able to balance in future years due to falling pupil numbers. <i>(CS has recently confirmed with Babcock Finance consultant that it is illegal for the local authority to claim back any brought forward balances - it is for the schools use)</i></p> <p>JG asked about the catering costs - CS said that there had been fewer meals due to COVID lockdowns and fewer children attending school.</p> <p>LB asked about COVID Grant and whether we are being transparent. On the website there is a School Recovery Curriculum document that details everything. HH thinks it would be useful to highlight key areas of spend of grant in school newsletter for parents - or a link to this report.</p> <p>School benchmarking was carried out by HH in regard to salaries, the school results are low. LB challenged therefore are we paying enough? CS responded that the school is paying based on national rates. As a local authority school the pay levels are determined by Local Authority.</p> <p>Academy 'try before you buy' scheme - CS written to MP in past, questioned whether should write again.</p>	<p>GMD question</p> <p>JG challenge</p> <p>LB challenge.</p> <p>CS to put in newsletter</p> <p>HH to send to HM for minutes. LB Challenge</p> <p>CS/governors to write to MP</p>	
7.1	<p><u>Health & Safety</u></p> <p>Risk Assessment is on the school website, regularly updated. SB has read in detail - fed back to the governors that is all up to date and comprehensive.</p> <p>Risk Assessment for maternity has been completed. CB asked if the situation or risk was more tenuous given COVID. CS answered that everything is covered in the COVID and maternity risk assessment. After 28 weeks of pregnancy the decision falls to the pregnant member of staff involved, and whether they feel happy working in school.</p> <p>Review of accident reports - CWR not present.</p>	<p>CB challenge</p> <p>CWR to present at next FGB</p>	
8.1	<p><u>Curriculum Updates</u></p> <p>JG would like to put on agenda for the next Teaching and Learning meeting, will add the Early Years Reform there and the PSHE. If MB could talk to that committee about Jigsaw. RSE should be in place now, and school has started this.</p> <p>LB stated that we need a lead governor for this? Shall we think about this for September?</p>	<p>To be put on agenda for next T&L.</p> <p>Put on FGB for September.</p>	<p>Done w/c 7-06-21</p>



	<p>LB asked whether there were any concerns from parents, JG asked whether any were withdrawing? CS stated that it is now statutory as part of curriculum so they can't withdraw. No negative feedback.</p> <p>LB asked about whether the EYFS staff are happy given the changes to be implemented as part of the EYFS reform in September? CS informed that the training has just started on it. The teachers are currently completing this. CS feels there are some positive changes, for example changes in level of assessment at the end of Reception year. However there are so many changes to be in place for September, that it feels pressured and doesn't give a lot of time to prepare.</p> <p>LB asked if we need to change the Early Years Policy - this will have to change from September or CS said when policy is next up for review.</p> <p>GMD asked if we moderate with other local schools? Usually, Early Years, Year 2 and Year 6 teacher assessments are part of a 4 year moderation cycle. EYFS is moderated every year as part of a briefing if not having an external moderator.</p> <p>CS said that the reforms have prompted the school staff to think about what they want to do, and position in terms of characteristics of effective learning - link to 6 R's.</p> <p>JG asked about oral health? CS said that this has always been part of science, and school used to have visits from dental staff pre COVID, the school is not expected to teach children how to clean teeth.</p>	<p>LB question/JG question</p> <p>LB challenge</p> <p>LB question</p> <p>GMD challenge</p> <p>JG challenge</p>	
9.1	<p><u>Pupil Premium</u></p> <p>Sep 19 - Mar 21 actual spend - LB asked if any questions -</p> <p>CS says that the government is being more prescriptive in format and how you spend. Certain criteria you have to justify for interventions, for example using Tutors.</p> <p>The school has taken part in a tutoring support school to help give extra support to small groups. You receive one tranche of funding from the COVID Grant and 75% contribution from the government for Tutoring services. School is using 1-2-1 mentors in Exeter. The tutor has a group of 3 at any one time, and in each of those groups there will be a pupil premium pupil.</p> <p>School is monitoring whether this is beneficial and could also consider tutor use in the future.</p> <p>Pupil premium pupil numbers are dropping.</p>		



10.1	<p><u>Governor Training</u></p> <p>LB would like all governors to do at least one training course per year. Babcock offers both refresher courses and more in depth courses. Clerks briefing suggested it should be an agenda item on each FGB meeting.</p> <p>New governor hub on Babcock site - everyone can get a login to the site and lots of useful information.</p>	<p>All to review and think about at least one course to go on.</p> <p>Let HM know to book.</p> <p>HM to include in future FGB agendas.</p>	
11.1	<p><u>Safeguarding</u></p> <p>JG has carried out her review. No items to report on to the governors, and everything else covered in the Headteacher's report.</p> <p>The Local Authority Adviser report gives the school all ticks, and states that the staff are doing everything they should be.</p>		
12.1	<p><u>Wellbeing</u></p> <p>JG has posted the results on the learning platform. JG recounted that they were mostly very positive. In summary the wellbeing of staff is being looked after, but what is not so explicit is the visual methods of clear sources of wellbeing messages. Just needs to be more visual to the staff.</p> <p>If anyone has ideas in regard to aiding the wellbeing of staff or monitoring, please email JG.</p> <p>CS wants to update Emotional, Health, Wellbeing and should add a staff section. JG should look in governors alert - as there is charter.</p> <p>JG asked whether all relevant staff have taken their wellbeing days. CS confirmed that they had.</p> <p>JG to arrange with other governors a staff social wellbeing event. JG to be governors contact, and HM to be school contact.</p>	<p>Action to make wellbeing support more visual in school.</p> <p>All governors to consider and email JG.</p> <p>JG to look at the governor's alert charter.</p> <p>JG challenge</p> <p>JG to liaise with governors and HM as school contact.</p>	
13.1	<p><u>Staff Organisation/Staffing Structure</u></p> <p>LB informed that there have been/are to be quite a lot of changes.</p>		



	<p>One full time member of staff is going on maternity leave at the beginning of September, so the school is recruiting a person on a fixed term contract to start in September.</p> <p>TAs - 2 have handed in their notice. LB asked about how the MTA situation is going, CS stated that as has been the case for a long time, the school is still trying to recruit in this area. Still short on MTAs, the number of people to call on is declining. LB asked if it is useful for parent governors to use contacts to give a shout out to parents/grandparents to ask if they could be on call. HH will ask the PTA, and other ones could put it on their parent groups.</p> <p>TA - School has appointed for the role to work with a new EHCP child. This person has started. Another TA has been hired to carry out general TA support to cover other staff leaving.</p> <p>CS hasn't looked at class structure for the following year, as staff appointment dependent.</p>	<p>LB challenge</p> <p>Parent governors/LB and HH to try and get some volunteers.</p>	
14.1	<p><u>Website</u></p> <p>CB did a review. CB thought it was very informative. Only areas that aren't updated are out of the schools control, e.g. school swimming sessions are not on dates. (currently no swimming due to COVID)</p>		
15.1	<p><u>GDPR</u></p> <p>DPO support package renewed from Babcock - First forum is on Thursday 20th May.</p> <p>No Breaches to report.</p> <p>Record Retention Schedule - Needs to be approved - Have uploaded to the portal today - could you please take a look - if any problems get back to me, and we can approve at next meeting.</p> <p>All staff and governors have completed their GDPR training. - Annual requirement</p>	<p>Add to the next FGB agenda.</p>	
16.1	<p><u>Policies</u></p> <ul style="list-style-type: none"> ● Flexible Working JG found flowchart very useful. No other comments. <p>Governors approved.</p>		



	<ul style="list-style-type: none"> • Redundancy <p>No comments - Governors approved.</p> <ul style="list-style-type: none"> • Support Staff Appraisal (New Version) <p>One question - LB asked whether support staff are officially observed in the classroom. CS answered that in usual times yes, as part of teacher observation. CS as a headteacher hasn't specifically observed ta's in the past - something to consider in the future, especially for the HLTA's.</p> <p>SB commented that with a hospital appraisal, the focus is on valuing you, staff wellbeing, not just whether you have met targets etc. SB asked therefore whether the school does this as part of the process? CS in appraisal meetings do talk about whether staff are happy in role conversations. Should we put a sentence in policy to reflect this.</p> <p>Once change has been made - governors are happy to approve.</p>	<p>SB challenge</p> <p>CS to make changes.</p> <p>Need to do Headteachers appraisal and Clerks appraisal .</p>	
17.1	<p><u>AOB</u></p> <p>HM informed that Babcock will be going back into Devon County Council in Summer 2022. Our Finance Consultant DD is retiring in June 2021.</p>		
The meeting closed 7.50pm.			
Next Meeting Date/Time	Tuesday 6th July 2021	Location	Whimple Primary School