



Meeting 7 – Part 1 Minutes – Full Governing Body

Date/Time	Tuesday 6th July 2021	Location		Whimple Primary School	
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

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 18th May 2021
4	Matters Arising
5	Finance/Teaching & Learning Committee Updates
6	Head Teachers' Report
7	Health & Safety
8	Classes
9	Safeguarding
10	Staff
11	GDPR
12	Election of Staff Governor
13	Extra Day/Term Dates
14	End of term celebration - Impact of Governance
15	Policies
16	Meeting Dates



Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> None		
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> 6.1 HH to send HM benchmarking CS to put COVID Grant spend in parents newsletter SB to firm up and approach the MP about meeting with School staff/Governors - school representative - Simon Jupp. Governors training update - SB,CB, LB attended Ofsted Training, LB, JG attended Governance update. LB and CS attended Dawn Stabb - academies option. CB attended Health & safety training, and GMD attended Early Careers Framework. 12.1 Staff were emailed SAS insurance/wellbeing details, and posters for this are in the staff rooms, and school office. Staff thank you, get together on Thursday 22nd July. Thank you cards all went out at the beginning of the half term. MB has had brief conversations with staff regarding £10 per member from DCC. Food/catering on a non pupil days was suggested. Governors have decided to go ahead with catered lunch for non pupil day at Beginning of autumn term. LB will arrange. LB and HH followed up with MTA recruitment. HH to follow up with PTA.	HH action CS action SB action LB action/ HM to communicate food allergies. HH to follow up with PTA.	completed completed
5.1	<u>Update from Finance/Teaching & Learning Committees</u> JG gave an update on the recent T&L meeting. (for details please refer to T&L Minutes 14th June 2021)		



	HH gave an update on the recent Finance meeting. (for details please refer to Finance minutes 6th July 2021)		
6.1	<p><u>Head Teachers' Report</u></p> <p>JG asked about the movement of children in and out of Whimple Primary. CS wanted to highlight the impact of the number of in year school applications. Still receiving queries for places. There have been over 15 joining, some are relocating families. Of the 10 leavers the reasons behind the move are due to changing working/life balances and circumstances. (This includes 2 families with 3 children each)</p> <p>LB asked about the impact of all of these movements on class numbers? CS responded that we are close to the limits of class sizes.</p> <p>LB asked about pupil attendance? and what is the % level of attendance where the Education Welfare Officer (EWO) gets involved? CS answered that ofsted aim for 95% attendance for the year. The school monitors those that are between 90-95%. If the level goes below 90% we start to follow it up and progress it further with the EWO.</p> <p>SB asked if we have any at 90% or below? Cs responded that we have a handful, but it can be influenced by just one family holiday or one more lengthy illness, therefore the school monitors it on a case by case basis to see what factors are behind the absence, and whether any causes for concern.</p> <p>JG asked whether we have had any holiday requests. CS stated that there have been a couple and these have been unauthorised.</p> <p>SB asked about job share arrangements. For example when considering Early Years training, and having 2 reception teachers, does this cost the school double? CS answered that as a Devon Maintained school, training is free for this, but covering the class could cost more. It is dependent on the time of the training. If not during the school day or falling on their school day, the cost is teachers extra time. If during the school day - the cost would be covering the class with a supply teacher.</p> <p>JG asked about how the face to face meetings with parents went? What was the level of attendance? CS responded that for the majority the meetings went well and were well received, with only a couple of pupils' parents from each class not making appointments. However, these were followed up by the teachers.</p> <p>LB asked about the gaps in the report on actual costs in the summer term update. CS stated that there are only gaps where the actual costs are not known yet.</p>	<p>JG question</p> <p>LB question</p> <p>LB question</p> <p>SB question</p> <p>JG question</p> <p>SB question</p> <p>JG question</p> <p>LB question</p>	



	<p>SB attended a village hall committee meeting, and they were asking about walls between the two sites. The village hall is having drainage works and there is a concern about whether this implicates the school. CS hasn't been informed about the works. This will need to be followed up with the Victory Hall committee to find out who the contractor is and to inform school of the works.</p>	CS and LB or JG follow up.	
7.1	<p><u>Health & Safety</u></p> <p>CWR report on accidents.</p> <p>LB asked if there were any concerns, or if anything needs to be done? CWR responded that there were no concerns, the accidents were not serious and no work was needed by the school.</p> <p>LB asked if there have been any COVID impacts on the school with isolating. CS nothing more than they already are. Have some anxious parents and pupils with rising numbers in the community and nationally, but no cases to date in the school.</p> <p>LB asked if there were any changes to risk assessment. CS no changes to last version at this time.</p>	<p>LB challenge</p> <p>LB question</p> <p>LB question</p>	
8.1	<p><u>Classes</u></p> <p>Pupils will be informed of allocation on Thursday 8th July and will have a transition session on Friday 9th July. (Not including the new intake) The new intake have had the opportunity to meet the reception teachers at meetings with them and their parents, and the teachers have also been visiting the local pre-school.</p> <p>There will be 29 in each of the younger classes. Roughly 25-26 in each of the other classes.</p> <p>CS read the letters going out to the families to the Governors.</p> <p>HH mentioned that it would be good for parents to have a sense of the school day in September, the children keep on asking the parents questions, especially about whether they will be able to mix with friends. CS hoping that they will have more flexibility and freedom to mix in September, but waiting on the new COVID guidance to see how this will impact Whimple.</p>		
9.1	<p><u>Safeguarding</u></p> <p>JG had a meeting with CS -no concerns noted.</p>		
10.1	<p><u>Staff</u></p>		



	<p>CS update. 2 TA's have left or handed in notice. Recruited a TA for 1:1, they worked for one week and then left. Offered it to another interview candidate, and covered some hours of existing TA's.</p> <p>Another role was advertised, 3 applied for general TA. 2 pulled out. 1 interviewed, but good candidate and appointed. Includes MTA responsibilities to also help with that area.</p> <p>Appointed a teaching maternity cover replacement who is recently qualified.</p> <p>MTA recruitment is ongoing, hired someone, then someone else has left.</p> <p>SB asked if other schools have this problem, CS yes, trying to attach to TA role going forward to try and ease pressure.</p>	SB question	
11.1	<p><u>GDPR</u></p> <p>Governors are happy to approve the record retention schedule.</p> <p>SB asked about governing body documents - are these covered by GDPR. HM responded that they are covered by the rules, and governors need to bear in the security of documents they are printing and whether they contain any sensitive information. For the most part the documents are not considered sensitive if they are available on the website or to the public to read. Even financial results are published by the DFE.</p>		
12.1	<p><u>Election of Staff Governor</u></p> <p>Only one application. So MB was reappointed as staff governor.</p> <p>CWR has decided to retire as co-opted governor at the end of this term. HH has been looking at recruitment. We have a couple of potential applications to replace.</p> <p>CWR has offered to stay as an associate member who we can call on for specialised contribution.</p>	HM to file Form H for changes.	Completed 14/07/21
13.1	<p><u>Extra Day impact on Term Dates</u></p> <p>Extra bank holiday day for Queen's Platinum Jubilee. School proposes to add to the Half term in the Summer Term 2022. This will be added to Monday 6th June - so Tuesday 7th day off too.</p> <p>GMD asked whether school has an impact of bank holiday days on part time staff members. CS says that the school gets around it with working non pupil days, and ensuring that staff work the proportion of days that you are employed to do.</p>		



	Governors have approved the day.		
14.1	<p><u>End of Term Celebration/Impact of Governance</u></p> <p>LB asked the governors what the impact the governors have had on the school. (Some responses from the governors listed below)</p> <ul style="list-style-type: none"> supported staff and encourage wellbeing raised the profile of staff wellbeing sensitive to the challenges faced by the staff over the most challenging year, but not been frightened to challenge and question in their professional role Policies have been a more straightforward and aligned process. More have been delegated. Virtual meetings - the governing body role has continued, not stood school and school has moved forward. Chair of governors was available to support the school operational issues when required, not just strategic, and to provide support to the Headteacher and school. Good balance between being challenging and offering support. By the nature of the exercise the governing body are being reflective on their role over the year, to see how well they have been, and how could be improved. The presentations by school staff have been very informative to help knowledge of the governors of the workings of the school. Not just considered and concentrated on COVID. Governors need to consider their IMPACT on the school. Level of training of governors has improved. Improvement in agendas to ensure governors have a greater understanding. 	LB to write an Impact Statement for 20/21 to be shared with governors Oct 21	
15.1	<p><u>Policies</u></p> <ul style="list-style-type: none"> Data Protection Policy No comments, happy to approve. Remote Learning Policy (From T&L Committee) JG all fine, governors accept recommendation to sign. Flexible Working All fine, noted that it is a standard Devon policy. Governors are happy to sign. Schools Redundancy Policy All fine, standard. Governors are happy to sign. 		



WHIMPLE PRIMARY SCHOOL

Governing Body

16.1	<u>Meeting Dates/ AOB</u> CWR presented her review on Early Years. GMD has provided a report on visits for SEND and Civic Award.	HM to attach report to platform	Completed 20-07-21
The meeting closed 8.20pm.			
Next Meeting Date/Time	Monday 20th September 2021	Location	Whimple Primary School