



Meeting 1 – Part 1 Minutes – Full Governing Body

Date/Time	Monday 20th September 2021	Location	Whimple Primary School		
Attendees	Initials	Category	Attendees	Initials	Category
Digory Smith	DS	Co-opted	Julia Green	JG	LA
Carole Shilston	CS	Head teacher	Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent - Chair	Carianne Bright	CB	Parent
Helena Hastie	HH	Co-opted	Sarah Butler	SB	Parent
Matt Brown	MB	Staff			

Apologies	Initials	Category - Reason

Absent without Apology	Initials

In Attendance	Initials	
Helen Mitchell	HM	Clerk
Viv Craig		Potential Governor/Associate
Sue Turner		Potential Governor/Associate

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Election of Chairman/Vice Chairman
4	Minutes arising from last meeting
5	Matters arising
6	Staffing
7	GDPR
8	Correspondence
9	Governors' Roles & Responsibilities
10	New Governors
11	The New Academic Year - Housekeeping Tasks
12	Safeguarding
13	Policies



Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> None. LB introduced two potential governors who are attending the governors meeting as guests.		
2.1	<u>Business Interests</u> All governors reviewed and re-signed Business Interests declarations.		
3.1	<u>Election of Chairman & Vice Chairman</u> The minutes from the last meeting were agreed to be a true and accurate record and have been signed by the chair. The governors voted on the election of the Chair and Vice Chair. JG nominated and voted to be Vice Chair LB re-elected as Chair.	HM to complete Form H for the 2 positions.	
4.1	<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.		
5.1	<u>Matters arising</u> 4.1 SB met with the MP and will write to him to confirm his attendance at a meeting with the school. FGB members and some school staff to attend. 4.1 HH no update from PTA about MTA positions, but will follow up. LB posted on the local Whimple Facebook page. Ongoing issue. Adverts redone at the beginning of Autumn term. 6.1 Village Hall drainage works completed, and school drains were done at the same time.	HH to follow up with PTA.	
6.1	<u>Staffing</u> New teacher covering maternity leave - Early Careers Teacher, started at the beginning of September. As an ECT she is entitled to an extra 10% class release time. Miss Clarke is her mentor and Mrs Shilston her Induction Tutor.		



	<p>To aid with MTA staffing levels, when the school recruits Teaching Assistants, Meal Time responsibilities will be added to the contract.</p> <p>Possible existing Teaching Assistant resigning. (2 days) Will recruit full time, as still have some capacity following summer term changes in Teaching Assistant positions.</p> <p>The changes were not replaced with like-for-like contracts, and some reallocation of duties was done by existing staff. CS feels that there is a lot of pressure in school with TA's being an area in need of support, and feels financially a full time position can be afforded for a year. LB asked whether the school could afford it?</p> <p>CS answered that there is room in the current year budget, due to the strong brought forward position and the number of pupil in year applications, but will review the position in the summer term 2022, and when finalising the 22/23 budget.</p>	LB challenge	
7.1	<p><u>GDPR</u></p> <p>HM to update Governors/Volunteers privacy notice.</p> <p>One breach - did not have to be reported to ICO.</p> <p>LB reiterated that all email communication with governors to be on school email addresses.</p> <p>HM to set up a new governor and associate position with school email accounts.</p>	<p>HM action</p> <p>HM action</p>	<p>Completed 22/09/21</p>
8.1	<p><u>Correspondence</u></p> <p>No correspondence.</p>		
9.1	<p><u>Governors' Roles & responsibilities</u></p> <p>N.B This point was discussed after point 10.1.</p> <p>The vacant governor position was voted on by the governors. Of the two applicants, one will be a full co-opted governor, (VC), and one has been invited to be an associate. (ST)</p> <p>Committee roles reviewed and agreed on, including the new governor. (VC)</p> <p>LB proposed changes for Lead Governors. The areas have been directly linked to the School Improvement Plan (SIP).</p> <p>Literacy - HH Maths - DS, VC PSHE - JG</p>	HM to complete Form H	



	<p>SEN - GMD Early Years - CB Pupil Premium - LB Wellbeing - JG Safeguarding - JG, CB Health & Safety/Premises/Data Protection - DS PE - SB Inclusion/Equality - GMD, VC Curriculum - ALL Governors Village Hall Committee - Associate Governor - ST</p> <p>Focus going forward will be to re-emphasise the governors role of monitoring and challenge. (Focus during COVID 19 was majorly that of support, with no opportunity for school visits).</p> <p>LB also proposed a time table for visits by governors to the school. School visits to be arranged by each Lead Governor of their area.</p> <p>Each Lead Governor reports back each term to the FGB to show their evidence of monitoring and challenge.</p> <p>HH asked for the location of visit forms.</p> <p>All recommendations for positions and changes have been accepted and agreed by the governors.</p> <p>Training. It was agreed that all governors should do at least one course a year. Training list was on the Babcock Autumn Term Checklist sent to all governors by HM.</p> <p>JG provided positive feedback on the Autumn Term Checklist.</p>	<p>LB to provide HM a copy to share with Governors.</p> <p>HH question</p> <p>All governors need to identify training and request HM to book.</p>	<p>HM emailed list to governors 28/09/21</p> <p>LB has put a visit form on the platform and emailed to all.</p>
10.1	<p><u>New Governors & re-election of GMD</u></p> <p>N.B This was discussed before point 9.1. (VC and ST left the room)</p> <p>LB talked about the two potential governors - for one position. DS reviewed the skills audit and determined that the gap was in the Finance committee.</p> <p>One can be an associate. LB recommending that the person with Finance experience would be an associate and invited to those committees, who will also be a village hall rep.</p>		



WHIMPLE PRIMARY SCHOOL

Governing Body

	<p>LB's recommendations of who to fill the positions was accepted and voted on by the rest of the governing body.</p> <p>VC to be full governor</p> <p>ST to be associate governor on Finance committee to be reviewed in 1 year. (N.B Associate governor does not have voting rights)</p> <p>New governing packs to be sent.</p> <p>GMD happy to continue in her position for another term of office.</p>	<p>LB to give induction packs and confirm positions.</p> <p>HM to set up school email addresses, and give a link for registering on the key.</p> <p>HM to complete Form H for GMD and VC.</p>	<p>LB provided</p> <p>HM set up email. 22/09/21. invited to The Key 28/09/21.</p>
11.1	<p><u>The New Academic Year - Housekeeping tasks</u></p> <p>HM took governors through the annual Housekeeping task checklist.</p>		
12.1	<p><u>Safeguarding</u></p> <p>JG provided an update of her meeting with CS.</p> <p>Need evidence of governors having read the KCSIE.</p> <p>School had a visit from Head of Safeguarding for Devon, week commencing 13th Sep 2021. He mimicked what Ofsted would do on their review. Visit was very positive. Aim is to have no red flags as that highlights an issue in regard to the safeguarding of the children. Everything picked up on the visit in regard to the single central record, can be easily resolved and was not putting children at risk. All relevant checks on staff had been made.</p> <p>JG to review with office staff who maintain the Single Central Record to action the points.</p> <p>Headteacher informed that the pupils excelled when challenged in the visit.</p> <p>JG will talk to pupils focussing on safeguarding on one of her visits this term.</p>	<p>All governors sign once read Part 1, Part 2 AND Part 5.</p> <p>JG to visit the school office before half term.</p> <p>LB challenge.</p>	<p>Sign to confirm at FGB meeting 04/10/21.</p>



	<p>COVID Risk Assessment. LB asked whether the governors needed to do anything. The Risk Assessment is reviewed by the Chair, Head and Lead Administrator of school, each time it is updated. Governors to ensure meetings and visits are COVID compliant.</p> <p>LB asked if staff had undertaken safeguarding training at the start of autumn term?</p> <p>CS confirmed that all staff of school bar one undertook safeguarding training.</p>	<p>LB challenge.</p> <p>CS to follow up with one absent staff member.</p>	
13.1	<p><u>Policies</u> (HH left the meeting)</p> <ul style="list-style-type: none"> Child Protection & Safeguarding - Page 10, JG asked whether all governors will be given a printed copy? No -it just says 'copy' and everyone has received a digital copy. JG reviewed in detail - all happy. All governors agreed to it being signed. Medical Conditions GMD point 30 - not quite clear regarding the wording of students medication 'may not be' carried on them. Should be 'NOT' as asthma inhalers are covered by Emergency. Need to put in prior agreement with the Headteacher. Point 23 - CS believes it should be more conclusive. Point 14 - School chooses not to hold an emergency pen for allergies. Still valid. LB asked if staff have had training on using the epipen, CS confirmed we had. Discussion by governors around training of MTA's and Volunteers about children with risk of anaphylaxis. All agreed with changes to be signed. Whistleblowing 	<p>JG question</p> <p>CS to amend.</p> <p>LB challenge. Action for school to ensure that all volunteers and casual staff are aware of at-risk pupils, and what to do in an emergency.</p> <p>CS to amend.</p>	



	<p>Recommendations to change Page 6 - put in bold 5 working days. Page 5 - point 3.3 - highlight first sentence</p> <p>All agreed to be signed.</p> <ul style="list-style-type: none"> Volunteers <p>JG with safeguarding head on - somewhere for volunteers to sign confirmation that have had training and read KCSIE.</p> <p>All agreed.</p> Moving & Handling <p>SB asked if the school has everything it needs in place to ensure all moving and handling equipment is there to avoid injury. CS/MB confirmed there are trollies to aid carrying of heavy items.</p> Absconding <p>New policy for school. GMD noticed a spelling mistake on the appendix.</p> <p>GMD challenged the order of calling the police and then the parents, as it felt it should be the other way around. LB answered this is the order per advised guidelines.</p> <p>SB asked if the school had to use the policy. CS confirmed they have.</p> <p>GMD wanted it noted that it is a tough requirement on the school to have 2 staff members following.</p> <p>JG pointed- second bullet point on page 3 - take gender out.</p> <p>LB - on same point - Name of other policy being referenced to.</p> 	<p>JG challenge.</p> <p>SB challenge.</p> <p>CS to make changes.</p> <p>GMD challenge.</p> <p>SB question.</p> <p>CS to amend.</p> <p>CS to amend.</p>	<p>School office staff have set up a volunteer checklist -like that for hiring new staff.</p>
AOB	<p>CS spoke about a shelter that needs to be replaced in the top playground. The school has had a quote to put up a replacement in half term. Quote is cica £7,500. We need the governor's approval to go ahead as in excess of permitted allowance by head.</p>		



	<p>Usually would get 3 quotes but worried about the time delays on the work being done, and increases in materials costs given the current problems/demands on the building industry. School suffered from delays due to this with the building in 2020, and doesn't want a repeat of those issues.</p> <p>The quote is from the same contractor that has built the shelter at the MUGA. Price of materials is increasing by the day.</p> <p>The contractor is known to the school, quality and reliability. Other quotes have been sought, but nothing received by the school to date. Hard to get hold of the contractors.</p> <p>The school would like the shelter to assist in the wellbeing and safety of children in the winter months.</p> <p>SB asked what the shelter is used for. CS said that in the past and future purpose of the shelter are to take small groups in there for activities, also to provide quieter space for children ($\frac{1}{3}$ of space). It can also be used for outside activities with a whole class.</p> <p>It assists in achieving the focus on getting children fresh air, provides additional space for the school in all weathers, and in the summer provides protection from the sun.</p> <p>Governors agreed to quote.</p>		
The meeting closed 8.20pm.			
Next Meeting Date/Time	Monday 4th October 2021	Location	Whimple Primary School