



# WHIMPLE PRIMARY SCHOOL

## Governing Body

### Meeting 4 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 6 February 2018 6.30pm	Location	Whimple Primary School
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Attendees	Initials	Category
Maria Wallis	MW	Co-opted (Chair)
Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent
Caroline Ward Reece	CWR	Co-opted
Richard Green	RG	Associate
Gill Seeley	GS	LEA - Incoming

Attendees	Initials	Category
Kate Mackay	KM	Parent
James Terrett	JT	Parent
Carole Shilston	CS	Acting Head teacher
Matt Brown	MB	Staff
Helena Hastie	HH	Co-opted
11		

Apologies	Initials	Category - Reason

Absent without Apology	Initials

In Attendance	Initials	
Cathy Culshaw	CC	Clerk

Minutes to
Attendees
Apologies
School Notice board
School website

	Agenda	Led by
1	Apologies	MW
2	Business Interests	
3	Minutes of the last meeting – Tuesday 5th December	MW
4	Matters Arising	MW
5	Staffing	MW
6	Head teacher's Report and School Improvement Plan/SEF	CS
7	Health and Safety	CS/LB
8	Pupil Premium Update	CS
9	Multi Academy Trusts	MW
10	Staff/Governor Updates	MW/CS
11	Safeguarding	LB/CS
12	F&R meeting update	KM
13	Buildings	CS
14	Website	CS
15	Policies	CS



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Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u>  There were no apologies		
2.1	<u>Business Interests</u>  Nothing to declare.		Complete
3.1	<u>Minutes Of The Last Meeting - Tuesday 7th November</u>  The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		Complete
4.1	<u>Matters Arising</u> <ul style="list-style-type: none"> <li>6.2 The meeting planned to discuss the SIP has taken place today. There is ongoing work to be completed on this.</li> <li>7.1 GS still happy to take on Early years lead and CWR is happy to take on PP lead. Both will require shadowing/training.</li> <li>16.1 HH will write an article for 'Contact' regarding what the governors do.</li> </ul>	Arrange training/shadowing  HH to submit article to LP	
5.1	<u>Staffing</u>  The meeting moved to Part 2  CS and MB joined the meeting.  The governors unanimously were delighted to announce that CS would be appointed as Headteacher as of today, having consulted with Devon County Council. The letter of support from MB on behalf of the staff was acknowledged. MW would write to staff, parents and pupils. The school would submit the Notification of Appointment form to Babcock LDP and ensure a new contract was in place.  CS was thanked for her hard work and commitment during the last 18 months and congratulated on her appointment,	MW	ASAP
6.1	<u>Head Teacher's Report, School Improvement Plan/SEF</u> <b>Head teacher's Report</b>  The Head teacher's report was circulated prior to the meeting.  Key discussions: <i>School Improvement Plan - Action 1</i> This week has been Reading Week - an author visited assembly and each year from 2 upwards have started reading lists with boxes of books. The Book Fair has been phenomenal and taken over £700 for which we get 25%.  <i>School Improvement Plan - Action 2</i> LB spent a morning with MB looking at Maths and has completed a Governor Visit Report.		



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	<p><u>Staffing</u> CS has arranged temporary Leadership cover: ZN will be in charge on Mon/Tues. HC will cover Wed - Fri.</p> <p>MW asked if we want to communicate this information to parents? CS clarified that this is currently an informal arrangement. CS feels that we need to see how things go and look at this in more depth in the future. CS is making sure documents are accessible to staff when she is absent. MW has some concerns if this was longer term. MW and CS will discuss outside meeting and bring back to next FGB.</p> <p><u>MTA Cover</u> Challenges are ongoing but new staff have been recruited.</p> <p><u>Governors Cup</u> MW informed all that the Governors cup was presented to the staff last term. From this term onwards it is for the staff to decide who should receive the cup.</p>	<p>MW challenge</p> <p>CS and MW</p>	
6.2	<p><u>Head Teachers Report, School Improvement Plan/SEF and Ofsted</u></p> <p><b>School Improvement Plan/SEF</b></p> <p>Discussed under HT's report</p>		
6.3	<p><u>Governor Visits</u></p> <p>LB recently attended an Early Help for Mental Health (EH4MH) training which was also attended by all the staff. The training was completed by a Link mental health nurse. LB has completed a Governor Visit report and reported that the training was good. LB asked how this is being implemented. CS reported that a Mental Health week is being planned.</p> <p>PP and SEND visits have been recently completed and planned for next term</p> <p>CS has prepared a Evaluation and Monitoring Cycle for governors.</p> <p>It was agreed that a Fantastic Friday Visit should be completed - HH and CWR will attend.</p>	<p>LB Challenge</p> <p>HH and CWR</p>	Next half term
7.1	<p><u>Health and Safety</u></p> <p>CS has completed the termly equipment check.</p> <p>We are currently getting quotes from companies to take over the inspection of our external equipment (climbing frames etc).</p> <p>LB has completed the accident report for last term. Common injuries include trapped fingers in toilet doors. One child was involved in lots of rough play. CS aware and dealing with this.</p>		
8.1	<p><u>Pupil Premium Update</u></p> <p>KM completed a PP visit prior to the last meeting. It has been decided that one child would benefit from having a Family Support worker to support them at home and school.</p>		



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	It was felt that by using the PP money in different ways we can offer the support need.		
9.1	<p><u>Multi Academy Trusts</u></p> <p>MW attended a meeting on 31st January. Heads of other secondary schools also attended.</p> <p>There are now only 9 LEA secondary's in Devon that are maintained school and an increased number of primaries are in some sort of grouping. Funding wise it seems that nationally extra money is going to MATS. At present the Education Secretary has not made any announcements about MATs, academies and grammars and it is not clear on the stance of the regional commissioner. The LEA are encouraging a mixed economy. MW still feels we need to keep involved in discussions and see what happens.</p> <p>In the meantime we are continuing to work with the Clyst Vale learning community which we feel is important.</p> <p>There was a discussion about what local schools are in MATS/partnerships and with whom.</p>		
10.1	<p><u>Staff/Governor Update</u></p> <p>The meeting moved to Part 2</p> <p>It was agreed that having Associate Governors would be helpful for succession planning.</p> <p>Gill Seeley has now had agreement from LEA for her appointment as the LEA governor. MW asked for a vote from the FGB - unanimously agreed.</p>	Decision	Complete
11.1	<p><u>Safeguarding</u></p> <p>LB circulated the Safeguarding Report. The report was due in September but came out in January as LB was unaware that it needed to be completed.</p> <p>LB and CS to complete actions that were identified.</p> <p>Following training CS needs to update staff on what information can be passed by email.</p> <p>Some governors have not been receiving all the emails sent by CC. LB said she could set up an e-schools page to access confidential documentation. This was considered a good possibility. CS to look into this and CC to look at emailing problems.</p> <p>It was agreed that at the next FGB meeting Data protection will be an agenda item.</p> <p>LB has found a model terms of reference for Safeguarding which she has checked and populated it with governor details. LB to circulate this by email.</p> <p><i>At the end of the meeting LB delivered some safeguarding Training for all the governors along with a Safeguarding guide.</i></p>	<p>LB/CS</p> <p>CS</p> <p>CS/CC</p> <p>CC</p> <p>LB</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Next FGB meeting</p> <p>ASAP</p>



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12.1	<p><u>F&amp;R meeting Update</u></p> <p>KM reported that the school is in a positive financial position.</p> <p>KM and CS will meet to discuss the new figures from DCC and the ongoing insurance claim. KM updated all on this.</p> <p>CS updated all about next year's insurance provision - the administrator is getting quotes.</p>	CS/KM	ASAP
13.1	<p><u>Buildings</u></p> <p>CS is getting quotes for the installation of a second telephone line.</p> <p>The caretaker has a number of maintenance tasks to complete over half term.</p> <p>CWR noticed problems with saplings that have grown under one of the portable buildings. CS to look at this.</p>	CS	ASAP
14.1	<p><u>Website</u></p> <p>JT has reviewed the website as agreed at the last meeting.</p> <p>JT felt that the website contains lots of information and everything that should be there is. However he feels that there could be more movement as it is quite static. CC felt that the website building had limitations as to how you could format the pages.</p> <p>LB showed all the new app that is due to be trialled. There was a discussion about the app and what could be included on the website.</p> <p>The app links in to the Learning platform which is only for parents and will hopefully provide the information parents need regularly.</p> <p>CS has completed the compliance checker and established that we need an accessibility plan. CS will arrange this.</p> <p>Swimming performance also needs to be reported which has now been updated.</p> <p>It was decided to relook at the website/app in the Summer term following launch of app.</p>	<p>CS</p> <p>Decision</p>	<p>ASAP</p> <p>Summer Term</p>
16.1	<p><u>Policies</u></p> <p><b>Staff Discipline</b> CC to email Sub Committee list to CS to add to policy The staff discipline policy was unanimously agreed and signed by the chair.</p> <p><b>Discipline in School</b> The Discipline in school policy was unanimously agreed and signed by the chair.</p> <p><b>Looked After Children</b> The policy was unanimously agreed and signed by the chair</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p>



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Ref	Action or Decision	Owner/ Decision	Date Due
	<b>Probationary Period Policy</b> KM has reviewed the policy. The policy was unanimously agreed and signed by the chair  <b>Security Policy</b> The Security policy was unanimously agreed and signed by the chair  <u>Staffing Structure</u> CS circulated the most recent staffing structure to those not present at the F&R meeting.	Decision    Decision	Complete    Complete
The meeting finished at 20.12			
Date/Time	27th March 2018 at 6.30pm	Location	Whimple Primary School