



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 7 – Full Governing Body - Part 1 Minutes

Date/Time	Tuesday 10 July 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

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

Apologies	Initials	Category - Reason
Caroline Ward-Reece	CWR	Personal Commitment

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 22nd May 2018	MW
4	Matters Arising	MW
5	Head teacher's Report and School Improvement Plan/SEF	CS
6	Survey Analysis	CS
7	Health and Safety	LB
8	Safeguarding	CW/LB
9	Staff/Governor update inc. visits	MW/CS
10	T&L meeting update	JT
11	Website	CS
12	Policies	CS

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> Apologies have been received from CWR		
2.1	<u>Business Interests</u> Nothing to declare.		Complete



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3.1	<u>Minutes Of The Last Meeting - Tuesday 22nd May 2018</u> A few adjustments were made to the minutes from the previous meeting and the minutes were agreed and signed by the chair.		Complete
4.1	<u>Matters Arising</u> Firstly MW expressed her thanks to FoWS and all who helped with the recent Summer Fayre. The event was a huge success and raised a good sum of money. CS reported that the planned letter for parents relating to the new GDPR will now be sent out in September. CC reported that the Governors will be issued a privacy policy at the housekeeping meeting in September. 6.1 - MW asked if the inspection of the porta-cabin has been completed. CS confirmed that the inspection has been completed and we are awaiting the outcome. Any works won't be completed this financial year. The building inspection will probably take place next term. 7.1 - MW confirmed that the repair of the top gate has been completed. 8.1 - PE visit. JT has read through notes from MB and will report back to the committee in September. GS has met with Charlotte Woollam and will complete an early years inspection as soon as required. GS to lease with CS. KM suggested that the GDPR review should be moved to Dec/Jan to accommodate the new administrator. Agreed 10.1 - MW asked for feedback from CS following the recent issuing of class organisation information to parents. CS reported that there was one query that seems to have been resolved. 12.1 - Interviews for a new Administrator are taking place this week. There are six candidates being interviewed by KM, CS and Lucy Presneil (current administrator). 13.1 - The website review will be completed in September. 14.1 - MB signed the relevant section of the Code of Conduct and will review payment systems for his holiday scheme for the future. The meeting moved to Part 2	CS CC JT GS/CS KM CWR	Complete September September September ASAP Dec/Jan September
5.1	<u>Head Teacher's Report, School Improvement Plan/SEF</u> The Head Teacher's report was circulated prior to the meeting. The following sections were discussed: <i>Attendance</i> MW noted that the attendance figures have all improved.		



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	<p>Staffing and Training</p> <p>MW reported that on the recent Inset day all staff went to heritage centre and looked at the available resources. This is a great community resource and it is brilliant that the staff are able to use this resource for the benefit of the school.</p> <p>MB reported that the writing competition was incredibly successful with over 100 entries. Awards were given out today and a special edition of 'A way with words' will be published</p> <p>Teacher observations have been completed by MB and Hannah Clarke.</p> <p>The meeting moved to Part 2</p> <p>Action1:</p> <p>LB asked for clarification on bullet 1</p> <p>MB noted that in writing moderation a high number of year 6 achieve greater depth in writing but not reading. He feels that maybe we need to give better test practice. JT noted that good writing is now more about technical ability rather than expressive writing. MB noted that some exceptional readers in year 6 didn't get greater depth in the test.</p> <p>Action2:</p> <p>CS distributed a SAT's results sheet. The KS2 SAT's results were published today and are largely as predicted. The results showed the percentage <i>not achieved</i> and the percentage <i>achieved</i>. It also showed the percentage of those who achieved, the number that were <i>exceeding</i>. There are 14 children in the year 6 cohort. 2 children didn't meet the expected standard in any area but were very close. PP achievement was 100%.</p> <p>LB asked what the national scores were in the reading, writing and maths result (at the bottom of the sheet) but this is not yet known.</p> <p>MW noted that we achieved higher attainment than the national average in all areas. MW asked if there are any discrepancies between boys and girls targets. MB explained that it is such a small cohort it is hard to see any trends. Progress from KS1 is likely to be similar to last year (not showing adequate progression) as the cohort had good results in KS1. MB has seen all the parents today to discuss results.</p> <p>MW expressed thanks and well done to all.</p> <p>Curriculum Enrichment and Community Cohesion</p> <p>MB talked about safeguarding concerns during sports day as parents and pupils mix making supervision by staff challenging. It is felt that this needs to be reviewed by next year.</p> <p>Future Events</p> <p>HH will attend the Talent show Final (17th July)</p> <p>LB will attend the Choir assembly (19th July)</p> <p>MW will attend the Orchestra assembly (12th July)</p> <p>Other Assessment</p> <p>Phonics screening achievement was 100%</p>	<p>MW Challenge</p> <p>CS</p> <p>HH LB MW</p>	<p>By Next Summer</p>



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	<p>Early years - 82% showed a good level of development</p> <p>KS1 SAT's</p> <p>Reading - 90% Expected, 33% Greater Depth</p> <p>Writing - 86% Expected, 24% Greater Depth</p> <p>Maths - 86% Expected, 29% Greater Depth</p>		
6.1	<p><u>Survey Analysis</u></p> <p>CS distributed the results of the recent parents/pupil survey.</p> <p>There was a discussion regarding the results. CS talked about improvements to homework awareness for parents.</p>		
7.1	<p><u>Health and Safety</u></p> <p>LB has reviewed the accident reports and reported that there is nothing of concern. She noted that there were quite a few splinters from the hall floor. The hall committee are aware. Advice is for children to wear socks/shoes</p> <p>A copy of the report was given to CC for the file.</p>		
8.1	<p><u>Safeguarding</u></p> <p>LB recently completed a Single Central Record Check. Looked at DBS checks and found that five staff haven't been checked since 2009 and the DBS policy requires updating.</p> <p>A copy of the DBS Policy was distributed prior to the meeting. A decision needs to be made as to how often staff are DBS checked. LB informed all that a check costs £50.</p> <p>There was a discussion relating to the decision. MB asked if we know what other schools do. LB can investigate.</p> <p>General feeling was that re-checks are not required unless a) there is a concern, b) there is a break in employment or c) there is a significant change in role. It was therefore agreed the re-checks will only be completed in these instances.</p> <p>LB will update the DBS policy with these decisions and bring back to next meeting for finalisation.</p>	<p>Decision</p> <p>LB</p>	<p>Complete</p> <p>Next FGB meeting</p>
9.1	<p><u>Staff/Governor Updates including planned visits</u></p> <p>It was agreed that a plan for the years' governor visits will be made at the next meeting.</p>		
10.1	<p><u>T&L meeting Update</u></p> <p>JT reported that at the last T&L meeting the committee looked at writing samples from across the school. This was very informative and great to see how pupils are getting on. There was also an update on EH4MH.</p>		
11.1	<p><u>Website - Update</u></p> <p>Nothing to report</p>		



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12.1	<p><u>Policies</u></p> <p>Staff Leave and Absence This policy was discussed at last meeting but there were queries and as a result some amendments have been made. The policy was unanimously agreed and signed by the chair.</p> <p>Data Protection This policy was reviewed at the T&L meeting. The policy was unanimously agreed and signed by the chair.</p> <p>DBS See 8.1. To be reviewed ready for the next meeting</p>	<p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p>
The meeting finished at 8.05			
Date/Time	11th September 2018	Location	Whimple Primary School