

Date/	te/Time Tuesday 22 May 2018 6.30pm		Location			Whimple Primary School				
Attende	es	Initi	als	Category	1	Attendees		Initials	Cate	gory
Maria W	/allis	M	N	Co-opted (Chair)	-	Kate Mackay	,	KM	Parent	
Gail Ma	rtin-Davies	s GM	ID	Co-opted	1	James Terret	t	TL	Parent	
Linden E	Best	LE	3	Parent	-	Carole Shilsto	on	CS	Head teache	r
Caroline	Ward Ree	ece CW	/R	Co-opted	1	Matt Brown		MB	Staff	
Richard	Green	RO	3	Associate	-	Helena Hasti	e	НН	Co-opted	
Gill Seel	ey	GS	5	LEA	-	11				
						L				
Apologi	es	Initi	als	Category - Reason]	Absent with	out Apolo	gy	Initials	
										1
In Atten	dance	Initi	als		1	Minutes to			1	
Cathy Cu	Ilshaw	CC	2	Clerk	-	Attendees			1	
						Apologies				
						School Noti	ice board	1		
					1	School web	site			
	Agend	la					Led b	У		
1	Apolo	gies					MW			
2		ess Interest	ts							
3	1	Minutes of the last meeting – Tuesday 20th March 2			March 2018		MW			
4		rs Arising		· · · · · ·			MW			
5	Head t	teacher's R	еро	rt and School Improver	ment Plan/SEF		CS			
6	Health and Safety					LB				
7	Safeguarding					LB				
8	Staff/Governor Updates					CS/M				
9		Academy T					MW/CS			
10		Organisatic					CS			
11		nor Recruit					MW/	Clerk		
	F&R meeting update					KM				
12 13	F&R m Websi		Jace				CS/CV			

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	Apologies		
	There were no apologies. KM will be arriving late.		



Ref	Action or Decision	Owner/ Decision	Date Due
	The Governors offered their condolences to CS and expressed their thanks to Hannah Clarke and the staff for their additional support whilst CS was absent.		
2.1	Business Interests		
	Nothing to declare.		Complete
3.1	Minutes Of The Last Meeting - Tuesday 20th March 2018		
	The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		Complete
4.1	Matters Arising		
	The meeting moved to Part 2		
	There were no other matters arising		
5.1	Head Teacher's Report, School Improvement Plan/SEF		
	HT Report		
	MW invited questions on the HT report which was circulated prior to the meeting.		
	It was noted that recent links with the community (over 60s invitation to watch play rehearsal and open the book assemblies by members of Whimple Church) have been very successful and enjoyed by all.		
	The preparations for the Summer Fayre are well under way. The Governors will be present on the day to meet with parents. CC to draw up a rota.	CC prepare rota	ASAP
	Appendix CS explained that the appendix was completed by tracking assessments.		
	MW asked MB how the recent Year 6 SATs went. MB felt that all the children seemed happy and the parents were very supportive throughout.		
	CWR questioned some of the results and ability levels. MB explained that with such small cohorts the percentages were often greatly affected by just one or two pupils not getting to the target level.	CWR Challenge	
	There was a discussion regarding the changes in systems that the current year 6 cohort have experienced. CWR asked if there are patterns related to poor achievement. Again, with small cohorts, it can be hard to see trends; instead, we highlight individual children and put measures in place.	CWR Challenge	
	CS also noted that in addition to formal testing, such as SATs, tracking takes place throughout school so that we can try and offer support where needed.		
	As a result, of the discussions, Governors were pleased with the balance the school had between the importance of SATs but not making the children feel that it was too important.		
	KM joined the meeting		



Ref	Action or Decision	Owner/ Decision	Date Due
	GDPR		
	CS has prepared a privacy notice to issue to parents which was handed out to the governors. This will be sent out the parents at the beginning of next half term. CS to update Data Protection Policy. CS reported that lots of changes have been made in preparation for GDPR.	CS to issue Privacy Notice CS to update policy	After holidays ASAP
	CC attending a GDPR course on 7th June to ensure we are covered from a governor perspective.	Clerk Training	7th June
	There was a discussion regarding need for school email addresses and use/distribution of sensitive data.		
	KM made some suggestions for the letter which CS will implement.		
6.1	Health and Safety - Security and Premises		
	CS reported that DCC are coming to carry out an inspection of the porta-cabin classrooms (Elm and Ash) soon.		
	We are also due our 5 year building assessment which is completed on behalf of DCC. Playground equipment has recently been inspected.		
	MW asked about Ash trees (as the Ash Dieback can cause branches to fall). CS said an inspection off all trees on site does get completed so this would be in hand.	MW Challenge	
7.1	Safeguarding - Termly Update		
	LB reported that there will be a new version of 'Keeping children Safe' issued in September. CC to ensure distributed and signed by governors	сс	September
	 LB completed a Safeguarding survey last week. A copy was given to CC for the file LB has checked the Single Central Record. A couple of updates were made. LB has completed a Safeguarding Action Plan. A copy was given to CC for the file. 		
	LB reported that she recently interviewed some pupils about how safe they felt at school. The results were fed back to meeting and a report given to CC for the file.		
	CS reported that the top gate requires repair. This will be completed ASAP	CS - Repair of gate	ASAP
8.1	Staff/Governors Update - Planned Visits		
	GMD reported that a SEND visit was completed on first day of term. During the visit GMD and Zoe Norton looked at the year so far and transitions - how they are approached and support that is required. They also looked at ongoing issues with children who behave very differently at home and school and what support can be offered to families.		
	CS reported that it is getting much harder to get help in to school and as a results CS is paying for some external help.		
	The meeting moved to Part 2		



Ref	Action or Decision	Owner/ Decision	Date Due
	MB and JT will complete a PE visit in the next half term	MB and JT	Next Term
	An early years visit is due. CC to put GS in touch with Charlotte Woollam for advice prior to this	CC/GC	ASAP
	GDPR review to happen next term. KM to complete	КМ	Next Term
9.1	Multi Academy Trusts		
	MW reported that the recent meeting was cancelled. However, at the last County meeting MW was told that new MAT's are not on the agenda at the moment. Schools could join a current MAT but new ones are not being created.		
	MW reported that in Devon 36,000 primary pupils are in LA schools and 19,000 are MATs. In contrast 8,000 secondary pupils are in LA schools and 29,000 are in MATs.		
	MW reported that in Devon it has been noted that in some schools pupils are being taken off the books before exams.		
	The EH4MH has been extended to 2019		
10.1	Class Organisation and Staffing -Summer Staffing Structure		
	CS has completed a Staff Structure for the summer term which was handed out.		
	The September class structures have now been finalised with the information due to be distributed to parents in the next few days.	CS	ASAP
	CS will speak to individual parents as required.		
11.1	Governor Recruitment - Re-election of Chair		
	MW has reached the end of her term as a governor but is prepared to stand again with the view of stepping down from the role of Chair in September.		
	The Clerk asked for a vote on re-election of MW to the governing body as a Co-opted Governor and re-election to the role of Chair. Nominated by KM and seconded by HH. Unanimously agreed.	Decision	Complete
	HH also expressed her thanks to MW for her continued work.		
12.1	F&R meeting Update		
	KM reported that the accounts were submitted to DCC in April.		Complete
	KM confirmed with CS that she has signed off for the administrator to work additional hours to carry out GDPR work.		Complete
13.1	Website - Update		
	CWR has been given a list from the administrator for things to check on the website which she will now complete.	CWR	ASAP
	CC requested that all governors check their Governor Profile and send any updates CC	All Governors	ASAP



Ref	Action	or Decision	Owner/ Decision	Date Due					
14.1	Policies								
		ave and Absence nts to be emailed to CS for update and re-review	All governors to read	Before next meeting					
	-	nd Alcohol	Decision	Complete					
	I his poi	icy was unanimously agreed and signed by the ch							
	Second		Decision	Complete					
	This pol	icy was unanimously agreed and signed by the ch							
		Conduct							
	There w by the o	as a small amendment made and the policy was hair	Decision	Complete					
		oted that MB needs to complete a section in the		MB	ASAP				
	MB to complete conflict of interest re: holiday club.								
The meeting finished at 19.50									
Date/Ti	ime	10th July 2018 at 6.30pm	Location	Whim	Whimple Primary School				