



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 6 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 22 May 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

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 20th March 2018	MW
4	Matters Arising	MW
5	Head teacher's Report and School Improvement Plan/SEF	CS
6	Health and Safety	LB
7	Safeguarding	LB
8	Staff/Governor Updates	CS/MW
9	Multi Academy Trusts	MW/CS
10	Class Organisation and Staffing	CS
11	Governor Recruitment	MW/Clerk
12	F&R meeting update	KM
13	Website	CS/CWR
14	Policies	CS

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



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Full Governing Body Meeting Tuesday 20th March 2018

Signature of Chair



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Ref	Action or Decision	Owner/ Decision	Date Due
	<p>GDPR</p> <p>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.</p> <p>CC attending a GDPR course on 7th June to ensure we are covered from a governor perspective.</p> <p>There was a discussion regarding need for school email addresses and use/distribution of sensitive data.</p> <p>KM made some suggestions for the letter which CS will implement.</p>	<p>CS to issue Privacy Notice CS to update policy</p> <p>Clerk Training</p>	<p>After holidays ASAP</p> <p>7th June</p>
6.1	<p><u>Health and Safety - Security and Premises</u></p> <p>CS reported that DCC are coming to carry out an inspection of the porta-cabin classrooms (Elm and Ash) soon.</p> <p>We are also due our 5 year building assessment which is completed on behalf of DCC. Playground equipment has recently been inspected.</p> <p>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.</p>	MW Challenge	
7.1	<p><u>Safeguarding - Termly Update</u></p> <p>LB reported that there will be a new version of 'Keeping children Safe' issued in September. CC to ensure distributed and signed by governors</p> <ul style="list-style-type: none"> 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. <p>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.</p> <p>CS reported that the top gate requires repair. This will be completed ASAP</p>	<p>CC</p> <p>CS - Repair of gate</p>	<p>September</p> <p>ASAP</p>
8.1	<p><u>Staff/Governors Update - Planned Visits</u></p> <p>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.</p> <p>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.</p> <p>The meeting moved to Part 2</p>		



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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	KM	Next Term
9.1	<u>Multi Academy Trusts</u> 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	<u>Class Organisation and Staffing -Summer Staffing Structure</u> 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 will speak to individual parents as required.	CS	ASAP
11.1	<u>Governor Recruitment - Re-election of Chair</u> 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. HH also expressed her thanks to MW for her continued work.	Decision	Complete
12.1	<u>F&R meeting Update</u> KM reported that the accounts were submitted to DCC in April. KM confirmed with CS that she has signed off for the administrator to work additional hours to carry out GDPR work.		Complete Complete
13.1	<u>Website - Update</u> CWR has been given a list from the administrator for things to check on the website which she will now complete. CC requested that all governors check their Governor Profile and send any updates CC	CWR All Governors	ASAP ASAP



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14.1	<p><u>Policies</u></p> <p>Staff Leave and Absence Comments to be emailed to CS for update and re-review at the next meeting</p> <p>Drugs and Alcohol This policy was unanimously agreed and signed by the chair.</p> <p>Secondment This policy was unanimously agreed and signed by the chair.</p> <p>Code of Conduct There was a small amendment made and the policy was unanimously agreed and signed by the chair. It was noted that MB needs to complete a section in the policy.</p>	<p>All governors to read</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>MB</p>	<p>Before next meeting</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>ASAP</p>
<p>MB to complete conflict of interest re: holiday club.</p> <p>The meeting finished at 19.50</p>			
Date/Time	10th July 2018 at 6.30pm	Location	Whimple Primary School