

WHIMPLE PRIMARY SCHOOL Governing Body

Meeting 2 – Full Governing Body - Part I Minutes

Date/Time Tuesday 8th October 2019 6.30pm Location Whimple Primary School

Attendees	Initials	Category
Maria Wallis	MW	Co-opted
Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent
Caroline Ward-Reece	CWR	Co-opted
Julia Green	JG	LEA

Apologies	Initials	Category - Reason
Julia Green	JG	Personal Commitment

In Attendance	Initials	
Cathy Culshaw	CC	Clerk

Attendees	Initials	Category
James Terrett	JT	Parent
Carole Shilston	CS	Head teacher
Matt Brown	MB	Staff
Helena Hastie	НН	Co-opted
9		

Absent without Apology	Initials

Minutes to
Attendees
Apologies
School Notice board
School website

	Agenda	Led by
1	Apologies	LB
2	Business Interests	
3	Minutes of the last meeting – Tuesday 16th July 2019	LB
4	Matters Arising	LB
5	Vision	CS/LB
6	Policies	CS
7	Head teacher's report/School Improvement Plan/SEF	LB/CS
8	Data	CS
9	Correspondence	CC
10	F&R	LB
11	Health and Safety	CS/CWR
12	Website/Learning Platform	LB
13	Safeguarding	LB

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u>		
	Apologies were received from JG who has a personal commitment.		Complete
2.1	Business Interests		
	No Business Interests were declared.		Complete



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3.1	Minutes of the Last Meeting - Tuesday 16th July		
	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		
	5.1a - All Governors have completed the Educare Safeguarding except MW who has had trouble with accessing the website. This is now nearly resolved and training will be completed ASAP. ACTION : MW to complete training		
	5.1b - Safeguarding meeting - ACTION : CS to confirm date with HH and CWR		
	5.1c - The PP audit has been planned		ASAP
	5.1d - MW has sourced the document that was thought to be a Devon County Exclusions Policy. It is entitled 'No need to exclude' and is very useful but not an exclusions policy. MW Suggested that we make a reference in the policy to the document. CW is working on a behaviour policy separately which will reference the exclusions policy. ACTION : MW and CS continuing to work on these documents. To be	MW/cs	Next week
	finalised by next meeting		
	8.1 - JG has been booked on a safeguarding course		Complete
	9.1 - JG has attended a visit to the school.		Complete
	10.1 - point 13 - Skills audit - ACTION : LB asked that ALL complete the skills audit ASAP	ALL	ASAP
	The meeting moved to Part 2.		
5.1	<u>Vision - SIP</u>		
	Ethos and Values		
	LB has looked at the information provided on our Website and in the SIP and feels that we have three different versions of the school Vision. As a governing body LB feels that we need to have a single Vision which needs to be looked at and finalised.		
	 There was a discussion: LB has completed research from other schools visions. MW feels vision needs to come from staff and Governors and we maybe need to consult more widely to get a vision that we all agree with. MW asked if staff think it needs improvement. CS feels we need to look at the curriculum as well. JT feels that the statement on the website can't be argued with and we should amalgamate them. What kind of school are we? We need to convey this. 		
	DECISION : It was agreed to compose a vision in a sub-group consisting of JT, HH and LB. MB will then bring that to staff for feedback. ACTION : The Vision will be brought to the next meeting.	JT, HH and LB MB	ASAP ASAP Next meeting
6.1	<u>Policies</u>		
	Medical Conditions		
	The policy has been reviewed by MB and CWR		



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	MB challenged what happens if pupils need medication and the class teacher isn't present - an adjustment was made to the policy wording. There was a discussion about how supply staff are informed of medical information. CS will ensure this is in place.	MB Challenge	
	The policy was unanimously agreed and signed by the chair.	Decision	Complete
	Health and Safety Policy The Policy was reviewed by all governors		
	There were some minor updates made to the policy. The policy was unanimously agreed and signed by the chair.	Decision	Complete
	Whistle Blowing Policy The policy was reviewed by GMD		
	The Policy was unanimously agreed and signed by the Chair	Decision	Complete
	Governor Allowances		
	The Policy was unanimously agreed and signed by the Chair	Decision	Complete
	Admissions The policy was reviewed by JT, MW and LB		
	The Policy was unanimously agreed and signed by the Chair	Decision	Complete
	Appraisals The Policy was reviewed by JT, MW and LB		
	The Policy was unanimously agreed and signed by the Chair	Decision	Complete
	MW commented that the Pay and Performance committee is to meet this term.		
	Session Times		
	The Policy was unanimously agreed and signed by the Chair	Decision	Complete
	Behaviour Policy		
	There was a discussion about elements of the wording and some adjustments were made.		
	There was a discussion about whether the same sanctions apply with children with SEN. Do we need to make reference within the policy as we show support to children who's SEN needs are considered.		
	ACTION : The Policy was adjusted and requires more amendments before it is agreed. CS to make adjustments which can be agreed via email.	Decision CS	ASAP
7.1	Head Teacher's Report and School Improvement Plan/SEF		
	The Head Teacher's report was circulated prior to the meeting.		
	Key Points:		



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	 There was a discussion about MTAs and the school is still requiring more staff at lunchtimes. All attendance has improved. Governors were happy with the content of the report. 		
	CS reported that the SEF is not completely updated but data has been completed and was circulated to governors. ACTION: CS to bring SEF to T&L meeting.	CS	T&L meeting
	Governor Visits		
	LB reminded everyone to complete a Governor Visits form after a visit. These need to go to CS before being presented at the next governors meeting.	ALL	Ongoing
8.1	<u>Data</u>		
	Schools on a Page		
	LB distributed the latest results		
	 Key Points: LB noted that Y1 Phonics is great. EYFS - has moved from Green to Yellow which shows a decline on last year. A child with an EHCP is included which influenced the results. They have now left the school KS1 results - Reading - yellow (last year we were blue - this could be because there were only 12 in the cohort of which 2 started part way through the year. MB noted that last year's yr 6 contained 5 that were only 1 mark short of achieving greater depth which would have shown a better result on the schools on a page. KS 2 attainment is blue which is a good result. Overall, the agreement is that the results achieved by the children (which are high) outweigh the progress which sometimes doesn't look very good. This is because 		
	children have achieved well in KS1making it hard to show a great enough level of progression.		
9.1	LB has had interest from one parent governor for the current vacancy. The closing date is on Monday.		
10.1	F&R - Educare		
	LB reported that the cost of Educare (internet training portal) is increasing from £5.99 to £30 per user. Do we think it is worth keeping? Are enough Governors accessing it enough to justify the cost?		
	After a short discussion is was decided not to keep the subscription.	Decision	
11.1	Health and Safety - Accident Reports		
	CWR circulated the latest Accident reporting statistics prior to the meeting. There were no major concerns regarding accidents.		
	ACTION : CS to clarify with MTAs what constitutes a first aid and what needs a form as forms are being completed for incidents such as plaster of an old injury	CS	ASAP



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12.1	Website	e/Learning Platform				
	There was a discussion as to how we can use E-schools more. LB noted that the platform offers a range of functions that are currently unused. CS agreed that we should use it more but we need to build it up slowly and get as many parents using it as possible.					
13.1	13.1 Safeguarding					
	There was a discussion about the safeguarding issues at present. The Head teache updated that there have been no incidents since the last meeting.					
	The meeting finished at 20.29					
Date/Time Tuesday 10th December 2019 at 6.30pm Location Whimple Primary School				ol		