



Meeting 2 – Part 1 Minutes – Full Governing Body

Date/Time	Monday 4th October 201	Location		Whimple Primary School	
Attendees	Initials	Category	Attendees	Initials	Category
Digory Smith	DS	Co-opted	Julia Green	JG	LA
Carole Shilston	CS	Head teacher	Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent - Chair	Carianne Bright	CB	Parent
Helena Hastie	HH	Co-opted	Sarah Butler	SB	Parent
Matt Brown	MB	Staff			
Sue Turner	ST	Associate			

Apologies	Initials	Category - Reason
Viv Craig	VC	prior commitments

Absent without Apology	Initials

In Attendance	Initials	
Helen Mitchell	HM	Clerk

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Correspondence
4	Minutes from last meeting
5	Matters arising
6	Vision and Impact Statement
7	Policies
8	Headteacher's Report and SIP/SEF
9	Data
10	Safeguarding
11	Catch up Premium/recovery premium
12	Wellbeing
13	GDPR Update



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Signature of Chair



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	<p><u>Teachers Appraisal</u></p> <p>JG queried the date of the main policy. CS confirmed that it was the latest one. JG page 9 needs dates inserted to personalise it. The period of 12 months - from -to. CS Sep -Sep.</p> <p>SB thought 5 days notice for the appraisal to take place was positive, and asked whether this is given in practice? CS confirmed position.</p> <p>JG - queried about classroom observation protocol. Do we have a protocol -can we add an appendix to detail.</p> <p>All agreed.</p> <p><u>Walking to and from school</u></p> <p>GMD felt it was clear and specific. HH as a parent governor felt it was a useful and clear policy.</p> <p>All agreed.</p> <p><u>Recruitment Standards</u></p> <p>Section 18. - change wording to please refer to the 'Volunteers Policy'.</p> <p><u>Pay Policy</u></p> <p>ST - added 5.1 yellow section. This was for discussion by the pay policy committee.</p> <p>Need to clarify wording in that a person on maternity leave will not be discriminated against in terms of pay progression.</p> <p>DS stated that the number in contents don't align.</p> <p>yellow - TLR payments - keep in in case we do.</p> <p>All agreed and signed.</p>	<p>JG challenge. CS to amend</p> <p>SB challenge</p> <p>CS to investigate.</p> <p>CS to change wording.</p> <p>Need to make changes to yellow sections and contents.</p>	
8.1	<p><u>Headteachers Report and School Improvement Plan/SEF</u></p> <p><u>SEF</u></p> <p>HH asked about year 5 being our small year. CS answered that it isn't so small any more due to in year school admissions.</p> <p>HH asked how the recent large amount of in year admissions are impacting class sizes? CS said the school still has the capacity, and class sizes are still ok. But we are nearly at full capacity in some classes now.</p>	<p>HH challenge</p> <p>HH challenge</p>	



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	<p>whether the school is offering visits for the parents of the new starters. CS said it is difficult and will try and implement it after half term. There are also parents evening before half term.</p> <ul style="list-style-type: none"> - Key learning progression for each curriculum area. A particular challenge for the school due to mixed year group classes. <p>LB commented that the SIP has been very good at answering the governors questions and challenges - preempting any challenges. This document will be very good at assisting the monitoring and evidence for the governor's areas of interest.</p>	LB comment	
9.1	<p><u>Data</u></p> <p>CS provided a summary, as will be discussed/reviewed in more detail at the Teaching and Learning committee meeting on 2/11/21.</p> <p>ST asked if there were targets for school level achievements. CS responded that not really - school wants to ensure that it at least maintains and improves in relation to progress.</p>	ST challenge	
10.1	<p><u>Safeguarding</u></p> <p>JG presentation of a Safeguarding quiz to the governing team.</p> <p><i>(HH left the meeting)</i></p> <p>KCSIE - governors to confirm they have read sections, 1, 2 & 5.</p>	All governors Signed - HM to follow up with HH at next meeting	
11.1	<p><u>Catch up premium/recovery premium</u></p> <p>£145 per PP child but only 60% of PP children - recovery. This is the school's understanding, but will confirm.</p> <p>3 year decreasing contribution from the government for tutoring.</p>		
12.1	<p><u>Wellbeing</u></p> <p>JG proposes the school has a wellbeing policy. JG thinks we should have a staff wellbeing policy and that she will draft and present it to the staff governor for review, and then take it to FGB.</p> <p>LB mentioned that as part of recent HT appraisal that CS will have weekly HT time offsite. This needs to be timetable and communicated to staff. HT will confirm the start after half term.</p>	<p>JG proposal, and to investigate.</p> <p>CS to arrange and</p>	



WHIMPLE PRIMARY SCHOOL

Governing Body

		communicate with school staff.	
13.1	<u>GDPR Update</u> Report of another breach. But recorded and dealt with in a professional manner. Not reportable to ICO. Involved an attachment to an email. Governors were pleased with how the DPO had dealt with the matter.		
AOB	<u>Moved to Part 2 - 1 item all, 1 item (MB and CS left)</u> MB/CS returned to meeting		
The meeting closed 8.05pm.			
Next Meeting Date/Time	Tuesday 7th December 2021	Location	Whimple Primary School