



# WHIMPLE PRIMARY SCHOOL

## Governing Body

### Meeting 6 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 30th April 2019 6.30pm	Location	Whimple Primary School
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Attendees	Initials	Category
Maria Wallis	MW	Co-opted
Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent
Caroline Ward-Reece	CWR	Co-opted
Gill Seeley	GS	LEA
Julia Green	JG	Associate
Kevin Finch	KF	Associate

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
12		

Apologies	Initials	Category - Reason
Gill Seeley	GS	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	LB
2	Business Interests	LB
3	Minutes of the last meeting	LB
4	Matters Arising	LB
5	Head Teacher's Report School Improvement Plan/SEF	CS
6	Finance	LB/HH/CS
7	Health and Safety	CS
8	Staff/Governor update inc. visits	LB/CS
9	Safeguarding	KM
10	Staffing Structure/Staff Organisation	CS
11	Website	CS
12	Policies	CS

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u>  Apologies have been received from Gill Seeley.  LB welcomed our two new Associate Governors to the meeting, Julia Green (JG) and Kevin Finch (KF). Both will be learning the ropes over the next few months and attending the relevant training and induction.		Complete



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2.1	<u>Business Interests</u>  No Business Interests were declared.		Complete
3.1	<u>Minutes Of The Last Meeting - Tuesday 2nd April</u>  The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		Complete
4.1	<u>Matters Arising</u>  4.1 - <b>ACTION:</b> Please can all complete Educare training if not already done so.  4.1 - Diary on Learning platform has been updated.  4.1 - MW reported that the Police visit will take place next month.  4.1 - MW will attend the next DAG meeting on 26th June and report back.  <u>4.1 - Victory Hall</u> MW reported that a survey of residents will take place in June, with open sessions for residents likely to be 6th June and 11th June. The letter written by the governors about the importance of hall to the school will be shared with parents before half term. KM to attend one of the VH meetings on behalf of the governors.  <u>4.1 - Cranbrook Expansion Plan</u> Some of the Governors attended the recent Parish Council meeting and an objection letter was sent to EDDC on behalf of the governors. LB also reported that a group of residents arranged a leaflet drop around the village. We now need to wait for the next step from EDDC.  There is a Devon Education Forum meeting in June, so far there has been no mention of the Cranbrook Expansion in these meetings.,.  5.1- SIP - covered under HT's report.  7.1 - <b>ACTION:</b> KM and JT to arrange CS appraisal - ongoing.  8.1 - CC to update Visits form with safeguarding question .  8.1 - KM - to check the single central record .  13.1 - CS to update calendar on the Learning Platform .  13.1 - LB has prepared a leaflet for parents about use of the Learning Platform to be sent out by email ASAP.  14.1 - An equality email for parents has been drafted by KM. An email will be sent to parents about the equalities policy. KM reported to the meeting with the content of the email.  14.1 - Questionnaire to parents - to be completed next half term  14.1 - LB will allocate the policies to individual governors ready for the next academic year.	All  Complete  MW  MW   KM          KM and JT             LB	ASAP    Next month  Next meeting   6th or 11th June          Ongoing  Complete  Complete  Complete  Complete  Complete  Next half term  September



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5.1	<p><u>Headteacher's Report / School Improvement Plan/SEF</u></p> <p>The Headteacher's report was circulated prior to the meeting. CS handed out an additional HT report that focused on the SIP Action Points.</p> <p>CS gave an overview of the SIP to new Associate Governors.</p> <p>MB reported on Actions 1 - 3:</p> <ul style="list-style-type: none"> <li>CS and MB have met about this data and identified some areas of concern.</li> <li>The focus is to try and establish what is causing this. The challenge is that the curriculum is taught over one or two years (depending on the subject). Therefore assessing can be difficult on the two year cycle when assessing at the half way point.</li> <li>We have looked at what areas can be assessed. Knowing whether staff are clear about what this point in the year looks like.</li> <li>Attainment levels have not changed, it is progress that we have concerns about.</li> <li>Looking to create uniformity of assessing when children are being assessed across two classes with different teachers.</li> </ul> <p>CS also noted that there has been an Increase in SEN numbers and family break up which has an impact on children. MW noted that across Devon the number and complexity of cases has increased hugely.</p> <p>KF asked for clarity on links between Ofsted and internal attainment checking.</p> <p>LB asked for clarity on the concerning data. MB showed targets we set and where we are at the moment. MB and CS are aware of this and steps are being put in place such as focused work and using TA's to support specific areas of learning.</p> <p>JT talked about the changes in criteria that have been introduced over recent years. This means we are not always comparing like with like when using data from previous years.</p> <p>KM asked if we know how other schools compare over same time periods. LB attended training that suggested looking at longer trends (such as over 5yrs) to try and combat smaller cohorts. There is also a new online programme to assess against other schools.</p> <p>JT talked about the benefit of comparing against other schools as it can help to assess more fairly against the national picture.</p> <p><b>ACTION:</b> It was agreed that this will be looked at in more detail at the next T&amp;L meeting.</p> <p>The meeting moved to Part 2</p> <p>MW updated on action 4:</p> <p>MW met with Caroline Wall and CS last week. The school have been doing a lot of work supporting EH4MH. Caroline has an hour per week to see three or four children who need some EH4MH support. MW feels that EH4MH is possibly slipping off the Devon agenda.</p> <p>MW recommended Caroline reporting back at staff training to remind staff of the importance of EH4MH.</p>	<p>LB Challenge</p> <p>KM Challenge</p>	



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	<p>GMD asked if we need to think more about support needed with increased family break up. There was discussion about how we can measure the level of support given and assess what we do.</p> <p>Action 5 - to be reported at next meeting</p> <p>There were no questions from the HT's report. We need to continue advertising for the MTA vacancies. LB has posted on a chat group for school parents CC can re-advertise on Facebook.</p>	GMD	Next Meeting
6.1	<p><u>Finance</u></p> <p>The final version of Income/expenditure Analysis report was handed out. This needs to be submitted the DCC by the end of May.</p> <p>HH clarified that we aim to produce a three year balanced budget but as budgets get tighter we only have two years balanced budget with the third year going into deficit. This is despite a carry forward of nearly £87,000 from 2018-19. CS confirmed that David Dominy is happy with the budget we have produced.</p> <p>To clarify:  The budget includes pension funding by the government (for one year initially).  The budget includes one EHCP child needing 1:1.  The budget includes our current cleaning contract.  Assumptions have been made of certain pay rises.</p> <p>The Budget was unanimously agreed ready for submission.</p> <p>MW congratulated everyone who has worked on this.</p> <p>The meeting moved to Part 2</p> <p><b>Finance Audit</b>  The report from the recent finance audit was circulated prior to meeting.</p> <p>LB thanked CS and the Administrator for all their work on this as we achieved 'high' in all areas except Governance which was awarded 'good'. We can complete the actions in the Governance section easily and will do so over the next few months.</p> <p>One of the actions was to adopt a Terms of Reference for the Performance and Pay Committee. LB recommended a ToR drafted by Babcock and proposed KM, MW and GMD sit on the committee (if it is required). Unanimously agreed and adopted. The ToR will be reviewed annually at the Housekeeping meeting in September.</p> <p>The meeting moved to Part 2</p>	Decision	
7.1	<p><u>Health and Safety</u></p> <p><u>Accident books</u>  CWR has reviewed accident books and the accident log was distributed prior to the meeting.</p> <p>CWR noted that there was a high number of accidents in KS1 playground however there were no major concerns. CS noted that the capacity of the playground is a factor.</p>		



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	<p>LB asked if the school is still phoning parents about head injuries which it is.</p> <p>CS confirmed that the H&amp;S audit will be on 10th June. CWR is not required to attend.</p> <p>HH asked who carries out audits - DCC.</p> <p>CS clarified that preparations are already being made.</p> <p><i>JT left the meeting as he had another commitment.</i></p>		
8.1	<p><u>Staff/Governor Update including Visits</u></p> <p>There have been no visits since the last meeting</p>		
9.1	<p><u>Safeguarding</u></p> <p>The scheduled Safeguarding scenario training will now be completed at the next meeting.</p> <p>CS informed Governors that there is Safeguarding, H&amp;S and First Aid training on 3rd September which Governors are welcome to attend.</p> <p>MW recalled meeting with children last year and asking them questions relating to safeguarding such as 'how safe they feel'. CS will provide the questions and KM, HH and CWR will complete.</p> <p>CS explained that the year 6 pupils have been completing the Civic Award this year. As part of the award, the children need to talk to an adult as part of the assessment. Would the Governors be happy to complete this? - Yes. CS will arrange this for June.</p>	<p>CS</p> <p>CS, KM, HH, CWR</p> <p>Various Governors</p>	<p>By next FGB</p> <p>By end of term</p> <p>June</p>
10.1	<p><u>Staff Organisation/Staffing Structure</u></p> <p>CS handed out the updated staffing structure</p> <p>Interviewing for the new PT teacher is taking place on Thursday 2nd May with six candidates being interviewed. CS outlined the schedule for the day.</p> <p>JG asked what grade they are? CS said there was a mixture of experiences but mainly top of main scale.</p> <p>LB will attend at the end of the day to meet with the candidates.</p>		
11.1	<p><u>Website</u></p> <p>Nothing to report</p>		
14.1	<p><u>Policies</u></p> <p><b>Exclusions Policy and School Security Policy</b></p> <p>MW and CS will meet following the police visit on 20th May to finalise the policies. They will be brought to the next FGB.</p>	MW/CS	Next FGB
The meeting finished at 7.55			
Date/Time	Tuesday 16th July 2019 at 6.30pm	Location	Whimple Primary School