

Meeting 6 – Full Governing Body - Part I Minutes

Date/Time Tuesday 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	
Gill Seeley	GS	LEA	
Julia Green	JG	Associate	

Attendees	Initials	Category
Kate Mackay	KM	Parent
James Terrett	JT	Parent
Carole Shilston	CS	Head teacher
Matt Brown	MB	Staff
Helena Hastie	НН	Co-opted
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Apologies	Initials	Category - Reason
James Terrett	JT	
Matt Brown	MB	Family Emergency
Carole Shilston	CS	Unwell

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	CS
	School Improvement Plan/SEF	
6	Health and Safety	LB
7	Pupil Premium Update	LB/MB/JT
8	Staff/Governor update inc. visits	CS/LB
9	Safeguarding	KM/CS
10	Staff	CS
11	Curriculum	CS/LB
12	Terms Of Reference	LB
13	F&R meeting update	HH
14	Buildings	CS
15	Website	CS
16	Policies	CS



Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u>		
	Apologies have been received from CS, JT and MB.		Complete
2.1	Business Interests		
	No Business Interests were declared.		Complete
3.1	Minutes Of The Last Meeting - Tuesday 30 th April		
	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		
	4.1a - Educare Training - ACTION : MW, JG, HH to complete training over the summer	MW, JG and HH	Summer
	4.1b - MW reported that the Police Visit has been completed and a report submitted to the Head.		Complete
	4.1c - MW reported that the recent DAG Conference looked at the new Ofsted framework. Significant consequences for Governors but MW feels not so much for this school. Need to talk to the Head about 'Vision' as this is a focus as well as ensuring curriculum has depth and breadth. MW feels we need a further update in the new year.		
	ACTION : KM to share DAG presentation to all. Governors to try and look at it over the summer.	KM All Governors	ASAP Summer
	4.1d - Head's appraisal. KM reported that this has been completed.		Complete
	4.1e - MW reported that the Victory hall Survey has been completed but not reviewed as yet.		Ongoing
	7.1 - MW confirmed that the H&S Audit was completed with an excellent result.		Complete
	9.1 - KM reported that a safeguarding meeting with children has not been completed as planned. ACTION : Complete next term.	CS, HH, CWR	Next Term
	It was agreed that to improve the completion rates of actions the Clerk will email a list of Actions as soon as the minutes are completed.	СС	ASAP
	Civic Award JG asked for feedback from recent Civic Award Ceremony. KM reported that Whimple performed very well and had a large presence of pupils who had all worked very hard. Well done to everyone involved.		
	KM also reported that she had heard that the year 6 pupils were very resilient on their recent residential, tackling all elements of the physical tasks.		
	The meeting moved to Part 2		



Ref	Action or Decision	Owner/ Decision	Date Due
5.1	Headteacher's Report / School Improvement Plan / SEF	Decision	
	LB talked through the Headteacher's report which was distributed prior to the meeting.		
	The meeting moved to Part 2		
	Staffing : LB reported that we are still short of MTA's and CS has reported that staff are supporting at lunchtimes which although shows great support for the school, LB is concerned that this could be too much for everyone. All agreed that they are concerned about teaching staff working through lunchtimes.		
	Question for the Head: Governors raised a challenge around work/life balance. Are staff inappropriately being utilised?	Challenge	
	 MW reported that she attended a Mental health session recently. LB attended the body image session last night which was very emotional. There will be a workshop in school with year 5 and 6, , and will possibly be extended further down the school next term. The school choir were at the recent event. Behaviour was excellent and songs were challenging. 		
	<u>Data Sheet</u>		
	The Data sheet was distributed prior to the meeting. In the absence of the Head, LB talked through the results.		
	Early years The results show a downward turn from 82% to 74% but will still be above the national percentage.		
	Year one phonics This year achieved 95%		
	Year 2 SATs LB reported that as this is a very small cohort, each child represents 7.5%. Results show a downturn from last year. This is partly due to the fact that two children only recently joined under the fair access protocol and had not previously been in education (15%). LB does not think any parents have asked to speak to CS regarding the results.		
	Year 6 SATs All results are above the National Average. This is the last group who completed the old level curriculum when in KS1. This means that when we have access to the progress data we are likely to have poor progress as there is a discrepancy between the old and new assessment systems.		
6.1	Health and Safety		
	Reported at F&R		
7.1	Pupil Premium Update - Audit LB met with CS regarding the Pupil Premium Audit. It can't be completed until September. LB has a set of questions to go through with CS in order to complete the audit.		



Ref	Action or Decision	Owner/ Decision	Date Due
7.2	Pupil Premium Update - Sport Grant	Decision	
	LB reported that with some of the Sports Grant, CS has asked the F&R committee to authorise the purchase of an interactive board for the KS2 playground. FoWs will also make a donation.		
	MW reported that the Parish Council have shared information about a crowd funding information session. It has been passed on to FoWS who may be able to benefit from this.		
8.1	Staff/Governor Update including Visits		
	GMD reported back on a recent visit in relation to Action 5 on SIP.		
	GS and GMD met with Zoe Norton (SEND lead). A report has been circulated and GMD summarised that SEND is so individual, assessment of each child's needs is made. Report was carefully written so as not to identify children. Overall feeling is how well the school approaches it from everyone's point of view. This is a hugely growing area where knowledge and understanding are increasing. There are however greater pressures on the school to support children.		
	GMD expressed concerns that it seems overwhelming to complete what is required for SEND in the hour per week that is allocated.		
	Question for the Head: Do we need to increase the amount of time that is available for the SEND lead as we have an increased number of children with SEN. GMD confirmed that there are 8 SEN and 3 more at the point of referral.	CS	
	LB asked if the SEND policy is being followed. GMD feels that it is with attention given to the individual.	LB Challenge	
	GS reported attending an Early Help session at the school. GS talked through the idea behind the multi-agency referral system: that the whole family is supported rather than just one child. It is considered that this should have taken place before an exclusion took place. HH asked who can make a referral - anyone can. KM confirmed that there are two families that are already in the system.		
9.1	Safeguarding		
	KM reported that the termly safeguarding meeting took place on 9th May. Another is due in September. There were a few new issues but the trend is in a positive direction. CS reported at the meeting that she has noticed a big trend in overtired children who have been busy at the weekend. The meeting also talked about referencing in relation to staff checks. The SCR check will be completed ASAP.		
	MW thanked Kate for her work on this. This lead role will need to be taken over by		
10.1	another Governor in September.		
10.1	<u>Staff</u>		
	Structure and Absence Both to be reported at the next meeting by the Head.		
	The meeting moved to Part 2		
	Parent Governor elections:		



Ref	Action or Decision	Owner/ Decision	Date Due
	LB reported that there were two nominations received on time and one which was late		
	The two on-time nominations both agreed to stand for election. However, due to	a	
11 1	number of factors it has been decided to postpone the elections until September.		
11.1	Curriculum		
	LB had prepared a curriculum activity for governors to complete. In groups, the		
	governors looked at questions relating to the new Ofsted framework (what governors		
	need to know about the schools implementation of the curriculum).		
	ACTION: LB will analyse results and report back in September.	LB	September
12.1	Terms Of Reference		
	LB issued ToR for a variety of areas (taken from Babcock). Some are already used by ou	r	
	governing body and others are not. The Governors looked at them and see what we		
	have done this year, what we haven't done, and what we don't need on the list.		
	ACTION: LB to update Terms of Reference ready for September.	LB	September
13.1	F&R Meeting Update		
	HH summed up the last F&R meeting. A decision was made about the interactive board	ı.	
	The new SchoolComms payment system for parent payments was discussed and the		
	Pay and performance committee.		
14.1	Buildings		
	CS has arranged for someone to quote for costing the work on facia boards. Thre	e	
	quotes will be sourced.		
15.1	Website		
	LB reported that E-schools now have a badge system for their websites. We have bee awarded one gold and three silver badges.	n	
16.1	Policies		
	Exclusions Policy		
	CS has prepared a new policy using our own old policy with additional information from	_	
	a universal policy. There was not Devon Policy. MW has scrutinised the new policy an		
	recommended the policy for adoption.	<u> </u>	
	The policy was unanimously agreed and signed by the chair.	Decision	Complete
	Equalities Policy		
	The policy has been reviewed by CS and GMD and GMD reported that all elements of	of	
	the policy have been reviewed.	7	
	The policy was unanimously agreed and signed by the chair. AOB	Decision	Complete
	<u>100</u>		
	As this is Kate and Gill's last meeting, LB thanked them both for their support and har work as Governors at the school. They will both be greatly missed.	d	
	The meeting finished at 8.15		
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Date	/Time Tuesday 17th September 2019 at 6.30pm Location V	Vhimple Primary Sc	nooi