



# WHIMPLE PRIMARY SCHOOL

## Governing Body

### Meeting 1 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 11th Sept 2018 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

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
10		

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	Clerk
2	Business Interests	
3	Election of Chair and Vice Chair	Clerk
4	Minutes of the last meeting – Tuesday 18th July 2017	Chair
5	Matters Arising	Chair
6	Staffing	CS
7	Correspondence	Chair
8	Governors' Roles and Responsibilities	Chair
9	School Improvement Plan/SEF	CS
10	The New Academic Year - Housekeeping tasks	Chair/CS/Clerk
11	Safeguarding	LB
12	Policies	CS



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Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u>  There were no apologies		
2.1	<u>Business Interests</u>  Nothing to declare.		Complete
3.1	<u>Election of Chair and Vice</u>  The Clerk had received a nomination form for election of Chair: Linden Best. Seconded by KM unanimously Agreed  The Clerk had received a nomination form for election of Vice Chair: Maria Wallis. Seconded by KM unanimously agreed  The Clerk informed all that the terms of office for GMD and JT end this month. Both have agreed to stand again.  GMD: Nominated KM Seconded HH JT: Nominated KM Seconded LB	Linden Best - Chair  Maria Wallis - Vice Chair  Decision Decision	Complete  Complete  Complete Complete
4.1	<u>Minutes Of The Last Meeting - Tuesday 18th July</u>  The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		Complete
5.1	<u>Matters Arising</u>  <i>Building Inspection</i> - LB asked CS to confirm that the buildings condition survey was booked in.  <i>GDPR</i> - CS confirmed that the planned letter will be sent out to parents ASAP.  <i>Privacy policy for governors</i> - to be brought to next meeting  <i>PE visit</i> - to be discussed at next meeting  <i>Early Years Inspection</i> - GS met with Charlotte last term - GS visited the reception class and a report was given to the clerk for the file  <i>Staffing</i> - A new administrator has been appointed.  <i>Website</i> - CWR has completed a website review. A few updates were suggested. Updates to SEN contact details. PP individual page? CS to facilitate.  <i>Future Events</i> - HH attended the talent show final, LB attended the music assembly - Great to see children having a go. MW attended the orchestra assembly - all performed brilliantly.  <i>Safeguarding</i> - LB spoke to some other local school regarding DBS checks and the consensus is to only complete a new DBS check for new staff or in the situation of a	CS  JT  CS	This term  ASAP  Next Meeting  Next meeting  Complete Complete  ASAP



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Signature of Chair



Ref	Action or Decision	Owner/ Decision	Date Due
9.1	<p><u>School Improvement Plan</u></p> <p>CS handed out the Five action plans taken from the SEF. CS talked through the actions/end of year outcomes. Key points below:</p> <p><b>Action1: Increase % of pupils in all year groups achieving greater depth in standard reading</b></p> <p><b>Action 2: Increase % of pupils in Yr6 achieving expected standard in Maths</b> CS explained the system of scoring. CWR challenged MB on children who had not reached scaled score. MB explained how close they were to achieving the scaled, score. None were PP.</p> <p>JT noted that the results from Clyst Vale this year showing better than expected progress included all but one of the Whimple Cohort.</p> <p>CWR thought that the end of year assembly should make the school very proud of their pupils.</p> <p><b>Action 3: Re-evaluate and update rolling programme of the wider curriculum</b> Production of a two-year rolling programme for both Key Stage 1 and Key Stage 2. History is the exception as due to the amount of content to be taught it has been planned over 4 years with all KS2 accessing the same topic but via different aspects using enquiry based learning. This should enable curriculum coverage regardless of class make-up.</p> <p><b>Action 4: Re-evaluate and update our curriculum provisions for PSHE taking into consideration EH4MH and requirement of SRE</b> We have moved forward in some areas. The Government continue to consult on SRE so we are waiting for their guidance. This action will continue into this year SIP.</p> <p><b>Action 5: to ensure children make at least expected progress in reading, writing and maths in KS2</b> This action comes from the last Ofsted inspection. Targets have been set. CS explained the system for assessment. English is a two year programme so it is necessary to work out a midway point to establish if they are at the point expected for their year/age. There are some concerns with specific groups of children that staff are aware of, these will be addressed as an action in the new SIP.</p> <p>There are concerns with some boys achievement. CWR - is that all years/subjects? CS we know who they are and have put intervention in place.</p>	CWR Challenge	
10.1	<p><u>The New Academic Year - Housekeeping Tasks</u></p> <p>CC worked through Housekeeping tasks for 2018-2019 (documents emailed prior to meeting). The following points were raised:</p> <ol style="list-style-type: none"> <li>Membership of the governing body and committees was unanimously agreed.</li> <li>The dates for the meetings, of the full governors and committees, for the year were agreed.</li> </ol>	<p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p>



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Signature of Chair



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Ref	Action or Decision	Owner/ Decision	Date Due
	DBS Policy This was updated following decisions made at the last FGB meeting - Signed by the chair		Complete
The meeting finished at 20.11			
Date/Time	2nd October 2018 (Policies meeting)	Location	Whimple Primary School