

Meeting 1 - Full Governing Body - Part I Minutes Tuesday Date/Time Location Whimple Primary School 11th Sept 2018 6.30pm Attendees Initials Category Attendees Initials Category Maria Wallis MW Kate Mackay KМ Co-opted Parent Gail Martin-Davies GMD Co-opted James Terrett JT Parent Linden Best LB Parent **Carole Shilston** CS Head teacher Caroline Ward-Reece CWR Matt Brown Co-opted MB Staff Gill Seeley GS LEA Helena Hastie ΗН Co-opted 10 Initials Initials Apologies **Category - Reason** Absent without Apology In Attendance Initials Minutes to Cathy Culshaw СС Clerk 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



Ref	Action or Decision	Owner/ Decision	Date Due
1.1	Apologies		
	There were no apologies		
2.1	Business Interests		
	Nothing to declare.		Complete
3.1	Election of Chair and Vice		
	The Clerk had received a nomination form for election of Chair: Linden Best. Seconded by KM unanimously Agreed	Linden Best - Chair	Complete
	The Clerk had received a nomination form for election of Vice Chair: Maria Wallis. Seconded by KM unanimously agreed	Maria Wallis - Vice Chair	Complete
	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	Decision	Complete
	JT: Nominated KM Seconded LB	Decision	Complete
4.1	Minutes Of The Last Meeting - Tuesday 18th July		
	The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		Complete
5.1	Matters Arising		
	<i>Building Inspection</i> - LB asked CS to confirm that the buildings condition survey was booked in.		This term
	<i>GDPR</i> - CS confirmed that the planned letter will be sent out to parents ASAP.	cs	ASAP
	Privacy policy for governors - to be brought to next meeting		Next Meeting
	PE visit - to be discussed at next meeting	ΤL	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		Complete
	Staffing - A new administrator has been appointed.		Complete
	Website - CWR has completed a website review. A few updates were suggested. Updates to SEN contact details. PP individual page? CS to facilitate.	CS	ASAP
	<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.		
	Safeguarding - 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		



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	considerable role changes or a concern. It was agreed to adopt this policy	Decision	
	<i>Governor visits</i> - CS is making a yearly schedule to be discussed at the next meeting.	CS	
6.1	Staffing		
	The school has welcomed a new administrator: Helen Mitchell.		
	The school is still very short on MTA cover as we ideally need 5 MTA's per lunchtime. CS will advertise for more staff. Sporty stars are attending Fridays and will cover lunchtime to help out.		
7.1	Correspondence		
	MW confirmed there is a DAG conference on 10th November and ask for volunteers to attend.	GMD, KM, MW, CWR	10th Nov
	The meeting moved to Part 2		
8.1	Governor Roles and Responsibilities		
	Following the election of a new Chair and vice there was a discussion regarding the		
	governor roles and reorganisation of the committees as follows:		
	Sub-committees		
	MB to move to T&L		
	MW to join F&R	.	
	HH to become Chair of F&R (Nominated by KM, seconded by LB)	Decision	Complete
	Governors List:		
	Community Link; Maria Wallis		
	Exclusions; Maria Wallis		
	Early Years; Gill Seeley		
	Health & Safety/Premises; Caroline Ward Reece PE & Physical Activity; James Terrett		
	Performance Management; James Terrett/Kate Mackay/Linden Best		
	Personnel; Kate Mackay		
	Website/ICT; James Terrett		
	Safeguarding/Safer Recruitment; Kate Mackay/Helena Hastie		
	SEN/Looked after Children; Gail Martin-Davies/Gill Seeley		
	Standards & Achievements; All Governors		
	Pupil Premium; Linden Best/Gill Seeley	Decision	Complete
	Programme of Governor Visits		
	CS is preparing a programme of governor visits which will be discussed at the next meeting.	CS	Next FGB Meeting
	Training		
	Governors gave their training requests to CC who will book them.	сс	ASAP



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9.1	School Improvement Plan		
	CS handed out the Five action plans taken from the SEF. CS talked through the actions/end of year outcomes. Key points below:		
	Action1: Increase % of pupils in all year groups achieving greater depth in standard reading		
	Action 2:Increase % of pupils in Yr6 achieving expected standard in Maths 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.	CWR Challenge	
	JT noted that the results from Clyst Vale this year showing better than expected progress included all but one of the Whimple Cohort.		
	CWR thought that the end of year assembly should make the school very proud of their pupils.		
	Action 3: Re-evaluate and update rolling programme of the wider curriculum 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.		
	Action 4: Re-evaluate and update our curriculum provisions for PSHE taking into consideration EH4MH and requirement of SRE		
	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.		
	Action 5: to ensure children make at least expected progress in reading, writing and maths in KS2		
	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.		
	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.	CWR Challenge	
10.1	The New Academic Year - Housekeeping Tasks		
	CC worked through Housekeeping tasks for 2018-2019 (documents emailed prior to meeting). The following points were raised:		
	1. Membership of the governing body and committees was unanimously agreed.	Decision	Complete
	2. The dates for the meetings, of the full governors and committees, for the year were agreed.	Decision	Complete



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	3. Clerk to keep an eye on being quorate during the transition of governors.	Decision	Complete	
	 It was unanimously agreed that all Governing Body meetings should be 'Open' meetings. 	Decision	Complete	
	5. Governors were reminded of the procedure if they wish to put an item on the agenda. Governors will be emailed two weeks before a meeting to remind.			
	6. Governors were reminded of the part 2 procedures			
	7. The circulation of minutes procedures were highlighted			
	8. The Code of Practice was unanimously agreed	Decision	Complete	
	9. Governors reminded to give details of any training to the clerk.			
	11. Sub-Committee membership was discussed and agreed.	Decision	Complete	
	12. The membership and terms of reference of committees was unanimously agreed	Decision	Complete	
	13. Individual Skills Audit is to be completed and passed to the Clerk.	All governors to complete Skills audit	ASAP	
	14. The Register of Business Interests was updated.	Decision	Complete	
	18. A programme of governor visits to school will be issued at the next meeting.	cs	Next FG meeting	
11.1	Safeguarding			
	CS had updated the report based on MASH reports over the holidays. A copy was give to CC for the file.	CS	Complete	
	LB has completed annual Safeguarding and H&S reports and will bring to next meeting.	LB	Complete	
	CS informed the governors that there is a new 'Keeping Children Safe in Education'. CS has a copy to email. Governors to read before next meeting. CC to make a sign off sheet.	CS to email CC to make sheet	ASAP Next meeting	
12.1	Policies			
	Child Protection and Safeguarding Policy This is a model policy from DCC. CS has made a few changes to personalise the policy. The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete	
	There was a discussion related to the creation of Governor email addresses and using the learning platform. It was decided that we will trial the use of the learning platform to send correspondence. LB will reset passwords for access to the LP and bring to the next meeting.	Decision LB	Next meeting	



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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 Wh	Whimple Primary School	