



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 5 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 2nd 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

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	LB
2	Business Interests	LB
3	Minutes of the last meeting	LB
4	Matters Arising	LB
5	School Improvement Plan/SEF	CS
6	Health and Safety	CS
7	Staff/Governor update inc. visits	LB/CS
8	Safeguarding	CS/KM
9	Finance/Budget Planning	HH/CS
10	Chair's Update	LB
11	New Governors	LB
12	Sports Premium	MB/JT
13	Website	CS
14	Policies	CS

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> No Apologies have been received.		Complete
2.1	<u>Business Interests</u> No Business Interests were declared.		Complete



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Full Governing Body Meeting Tuesday 2nd April 2019

Signature of Chair



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	<p>MW also reported that at the Last VH meeting the Chair of the Parish Council said the hall should be where it is to support the school.</p> <p><u>Cranbrook Expansion Plan</u> MW reported that the Parish Council meeting where a presentation about the proposed Cranbrook development plan was well supported by the local community. The specific area that could affect Whimple and the school is on the other side of Cobden Lane.</p> <p>The proposal includes a new school, a travellers site and railway station. There is another public meeting on 12th April. Objections have to be based on planning permission reasons. LB feels that we should put an objection in from the Governors. ACTION: HH will assist LB with preparing a letter.</p> <p>There was a discussion regarding the possible impact to Whimple school by the creation of a new school.</p>	HH/LB	ASAP
5.1	<p><u>School Improvement Plan/SEF</u></p> <p>CS reported that the Administrator has started adjusting some budget lines.</p> <p>LB talked about the key questions for governors from the SIP. Reporting on completion of these actions needs to be completed. ACTION: MB to complete a report on actions 1 - 3 ACTION: MW to complete a report on action 4 ACTION: GMD to complete a report on action 5.</p> <p>RSE - Relationships syllabus and Sex Ed: CS reported that schools have been asked if they are ready to go ahead with this in September. Whimple is ready.</p> <p><u>Local Learning Community Update</u> CS reported that the meeting has been cancelled again. CS will report back once the meeting has taken place.</p>	MB MW GMD	Next FGB Next FGB Next FGB
6.1	<p><u>Health and Safety</u></p> <p><u>Update</u> ACTION: CWR will complete accident books after Easter for accidents during the Spring term</p> <p><u>Fire Drill</u> LB and CS completed the Spring term Fire drill. There was a discussion regarding the drill. CS explained that the hall is checked but not evacuated unless needed.</p>	CWR	Complete
7.1	<p><u>Staff/Governor Update including Visits</u></p> <p><u>Early Years Visit</u> GS completed a visit last November and a report was passed to CS. A copy is to go to CC for filing. GS had a follow up question regarding a SEND child's test results being recorded in results, which they are.</p> <p><u>Training</u> Please complete safeguarding. Please pass certificates to CC for training file.</p>	All Governors	Complete ASAP



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	<p><u>Staffing Update</u></p> <p>CS reported that there has been a lot of interest in the advertised early years teaching role. Zoe Norton and CS will be completing the short listing. KM can also look at applications if required.</p> <p>CS reported that an MTA has handed in their notice leaving at Easter. Next term we will be one MTA short on Monday's and Friday's. There have been a few issues with supervision so CS will meet with MTA's to discuss.</p> <p>ACTION: KM and JT will arrange CS's appraisal</p>	KM/JT	After Easter
8.1	<p><u>Safeguarding</u></p> <p>KM attended training last week and fed back some key points to the FGB:</p> <ul style="list-style-type: none"> Remember we all have a part to play in safeguarding. How do we know children are safe in school? We need to be comfortable that we know the answer to this. All governors should be thinking about safeguarding when we visit the school. We could include safeguarding on all visit reports. ACTION: CC to update the form. We should be thinking about how safeguarding applies in all policies. <p>There was a discussion about what the safeguarding role includes.</p> <p>MW asked whether training covered a new form of FGM known as Breast Ironing which has recently been in the press. KM reported that this was not raised. There was a discussion about this.</p> <p>CS suggested promoting safeguarding awareness in the Contact Magazine. Agreed</p> <p>KM reported that she will check the Single Central Record this week</p>	<p>CC</p> <p>CS</p> <p>KM</p>	<p>ASAP</p> <p>Before Easter</p>
9.1	<p><u>Finance/Budget Planning</u></p> <p>HH reported that the school's Finance Audit was positive with the school achieving Good and High standards in lots of areas and with no major concerns.</p> <p>The meeting moved to Part 2</p> <p>MW asked how we protect ourselves from internal fraud following a recent case in the local news where an Administrator defrauded a secondary school. CS explained the steps we have in place including having more than one signatory for purchases over a certain figure.</p> <p><u>F&R meeting Update</u></p> <p>HH reported back from the last F&R meeting:</p> <ul style="list-style-type: none"> Approved the three year budget which is about to be submitted. We are in a good financial position considering current conditions. Auditor was impressed that we are showing two years balanced budget. <p>GMD established that there was no concern of overspend being taken back. MW feels this is unlikely as overspend is required for future years. At training HH said the trainer had said that to their knowledge this has never happened.</p> <p>There was further financial discussion:</p> <ul style="list-style-type: none"> CS feels we need to be cautious moving forward as pupil numbers are very likely to 	<p>MW Challenge</p> <p>GMD</p>	



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	<p>drop.</p> <ul style="list-style-type: none"> MW pointed out that Devon is still one of the poorest funded counties. <p>The meeting moved to Part 2</p> <p>CS reported that parents have been informed of the increased meal costs. No complaints have been received.</p>		
10.1	<p><u>Chairs Update</u></p> <p>LB attended the recent Chair's Update. A summary was circulated prior to meeting.</p> <p>The main outcome of meeting is that we need to look at the curriculum a lot more. MW reported that DAG have also focused on this.</p> <p>We need to think carefully about what we offer in our curriculum and how we report that back to parents/governors.</p> <p>LB suggested that we look at the questions this report raises at the T&L committee.</p>	LB	T&L Meeting
11.1	<p><u>New Governors</u></p> <p>Following local advertising two people have approached the FGB to be considered for the governing body. Both have written letters of application which were circulated prior to the meeting. As we currently have no vacant roles both applicants can be offered Associate roles with the view to being co-opted on at a future point.</p> <p>CS feels that we need to think about what help we can offer the new governors to help them to be proactive. LB has located a new Governor checklist and is also planning on meeting all Governors on a 1:1 basis to ensure everyone is happy and confident with their role/responsibilities.</p> <p>MW thinks the two candidates are excellent. MW flagged possible concerns with having too many teachers on a Governing body and we should be mindful of this moving forward.</p> <p>Unanimously agreed to accept both candidates as associate governors. They will be invited to attend the next meeting.</p>	<p>LB</p> <p>Decision</p>	<p>Next few months</p> <p>Complete</p>
12.1	<p><u>Sports Premium</u></p> <p>MB reported that this year we received £17,000 but next year it will most likely be halved.</p> <p>This year we have used money for:</p> <ul style="list-style-type: none"> Year 5 children being trained as play ambassadors. They have used these skills to support play in the playground. CWR asked how much was the training - about £5 per child. Hopefully the training can be fed down to the new year 5's next year. Subsidising the externally run sports clubs Swimming lessons Supporting Forest School and Fantastic Friday Activities <p>LB asked what might be affected by loss of money - swimming and subsidised clubs. MB feels we could still do lots if it is halved but need to think about the future if the fund is completely removed.</p>	LB Challenge	



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	MB reported that this year the school has bought in a programme called REAL PE. It is a move away from sport into fundamentals of movement. Needs to be balanced with competitive sport but helps engage children that do not enjoy competitive sport. The programme focuses on broadening skills and supporting all. It focuses on individual challenges against yourself.		
13.1	<p><u>Website</u></p> <p>No updates to report.</p> <p>Learning Platform - ACTION: CS will ensure the calendar up to date. ACTION: LB to promote platform to parents.</p>	CS LB	ASAP ONGOING
14.1	<p><u>Policies</u></p> <p>Exclusions Policy MW is still reviewing this policy.</p> <p>School Security Policy This policy will be completed after MW has completed security visits.</p> <p>Equalities Policy CS and GMD meet to review policy. GMD reported back key changes. The policy is still being finalised.</p> <p>GS asked if there was protocol/training for volunteers about considering the way they talk to children when volunteering (e.g. don't ask if they read to mum or dad as may not have a mum & dad living at home). CS has not considered this and will take this away for consideration.</p> <p>There was a long discussion about how we offer equality and ensure that we provide what is actually needed for our minority groups and not what we think they need. Should we ask the parents of children who are an ethnic minority in the school?</p> <p>HH suggested that we could ask all parents about whether the school is considering equality and ask for feedback.</p> <p>CS noted that the parent survey is usually completed in the summer term and this could include questions relating to equality.</p> <p>ACTION: KM to draft an email from Governors .</p> <p>ACTION: Questionnaire to go to parents including equality questions</p> <p><i>Division of Policies</i></p> <p>LB asked for feedback on a proposal to allocate policies to individual governors who will review them and feedback recommendations. MW feels that policies should also be shared to all so governors can read policies that they are not allocated to review.</p> <p>LB clarified that as a lead governor for a policy it is your job to ensure the policy applies to us and that we are following the policy. Unanimously agreed.</p>	<p>MW</p> <p>MW</p> <p>GMD</p> <p>KM</p> <p>CS</p> <p>Decision</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>Before last FGB of academic year</p> <p>After next half term</p>



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	ACTION: LB to divide them up and report back.	LB	ASAP
15.1	<u>AOB</u> CS left the meeting - the meeting moved to Part 2		
The meeting finished at 8.25			
Date/Time	Tuesday 30th April 2019 at 6.30pm	Location	Whimple Primary School