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| **Meeting 2 – Part 1 Minutes – Full Governing Body** | | | | | | | | |
| Date/Time | Thursday 1st October | | Location | | Whimple Primary School | | | |
| **Attendees** | | **Initials** | **Category** | **Attendees** | | **Initials** | **Category** |
| Digory Smith | | DS | Associate | Julia Green | | JG | LEA |
| Carole Shilston | | CS | Head teacher | Gail Martin-Davies | | GMD | Co-opted |
| Linden Best | | LB | Parent - Chair | Caroline Ward-Reece | | CWR | Co-opted |
| Helena Hastie | | HH | Co-opted | Carianne Bright | | CB | Parent |
| Matt Brown | | MB | Staff | Sarah Butler | | SB | Parent |

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| **Apologies** | **Initials** | **Category - Reason** |  | **Absent without Apology** | **Initials** |  |  |
| Kate Needs | KN | Resigned 27-09-20 |  |  |  |  |  |
| Digory Smith | DS | Unexpected family commitment |  |  |  |  |  |

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| **In Attendance** | **Initials** |  |  | **Minutes to** | **Papers** |
| Helen Mitchell | HM | Clerk |  | Attendees |  |
|  |  |  |  | Apologies |  |
|  |  |  |  | School Noticeboard |  |
|  |  |  |  | School Website |  |

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| 1 | Apologies |
| 2 | Business Interests |
| 3 | Minutes of last meeting – Tuesday 17th September 2020 |
| 4 | Matters arising |
| 5 | Vision and Impact Statement |
| 6 | Policies |
| 7 | Headteacher’s Report and School Improvement Plan/SEF |
| 8 | Data |
| 9 | Correspondence |
| 10 | Health and Safety |
| 11 | Website/Learning Platform |
| 12 | Safeguarding |
| 13 | Neighbourhood Plan |
| 14 | Lead Governors |
| 15 | GDPR |
| 16 | AOB |

| Ref | Action or Decision | | | | **Owner/**  **Decision** | Date Due |
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| 1.1 | Apologies  KN resigned with immediate effect 27-09-20 due to Health complications.  DS unable to attend due to unexpected family commitment. | | | |  |  |
| 2.1 | Business Interests  HH now treasurer of FOWs. HM to get HH to re-sign and complete details on business interests form. | | | | HM/HH |  |
| 3.1 | Minutes of last meeting  6.1 Meal time assistant – School sent out in emails, LB put on mum’s chat – still no takers  9.1 Village Hall Meeting – all Governors to share meetings. Still some gaps.  10.1 LB pointed out to new governors to read the following:  New code of conduct – all governors  Teaching and learning committee terms of reference - SB  Finance committee terms of reference - CB  Committee’s roles to be allocated:  Second/appeals - SB  Heads appraisal – JG  Deputy safeguarding – CB  Training for new governors – 6/10 and 4/11. HM to arrange booking.  Moved to review of part 2 minutes. All agreed and an update given. | | | | LB sorting  All governors  SB  CB  HM | Completed –on waiting list for 4/11. |
| 4.1 | Matters arising  The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair. | | | |  |  |
| 5.1 | Vision and Impact Statement  Only updated last year.  *Vision section*  MB change the word ‘aspires’ to ‘provides’  *Governance Impact Statement*  Only did last year – maybe a bit of updating, most ok. | | | | LB  HM to update  Names |  |
| 6.1 | Policies  **Health and Safety**  DS comments emailed to LB –section 3 risk assessment, add COVID one RA100 to it. Should RA25 be referenced here as well? NPS acronym – please expand.  DS asked what normal school hours are, outside of that 6-6.30pm and weekends.  Unanimously agreed  **Teacher appraisal**  The policy dates from 2013. CS confirmed that this is the most up to date version.  All agreed  **Complaints**  Move to next meeting, as new version  **Body Piercing**  DS sent in questions - title should be jewellery and body piercing. Challenges about consequences of removal/outcomes. Amend to say would consult parents.  Otherwise all agreed.  **Admissions 2021-2022**  JG challenged – ethos on front cover – should we have vision on now. CS yes to next one 22/23.  GMD any issues on fair access protocol. CS no fair access for a long time. All overridden by Devon County Council.  All agreed  **Attendance Policy**  JG challenged - wondered again if vision statement should be on it. Parents paragraph 2 – absence correspondence. Could be a ‘preferable way’ put in.  Head teacher – term time absence – should put exceptional in bold. Put in some wording about COVID – for example non-attendance if having to isolate.  LB – parents inform by 9.30 – CS yes still the case.  LB – first page, the Governing body can say how many days – still all in agreement to include for Headteacher’s discretion.  LB – page 3, fines can be implemented, 10 sessions ½ days. – CS confirms still the case with fines.  LB – page 4 afternoon session should now change to 1pm not 1.15pm. CS explained to SB and CB change is from lunch time to an afternoon break. CS and MB told how this is actually working better for the children, for example in terms of behaviour and concentration.  CS will make changes – not yet signed  **Behaviour policy**  Changes made – linked to COVID, verbal warning, 2nd verbal warning, then the child would be moved to another area. However, with COVID guidelines not straightforward to move children, so rewording/further explanation is required.  Updated by CS | | | | CS  CS  CS  CS  all governors to re-read, and email CS with comments | Midnight 5th Oct |
| 7.1 | Headteacher’s Report and School Improvement Plan/SEF  No questions were sent to CS.  CS has one more update in regard to pupil numbers. A child in reception has left, and also a child in year 5. A new pupil has joined year 4.  On 5 October another pupil will leave year 5. But after half term potentially another couple of new starters. For funding the autumn school census recorded 135 pupils. This was a change from the budgeted amount by 1 pupil.  HH challenged the reasons behind the pupils leaving – CS confirmed all the reasons were due to personal circumstances of the pupils and not because they weren’t happy with the school. | | | |  |  |
| 8.1 | Data  Assessment points in the year. Year R (Early years), Year 2 and year 6 did not occur this year due to COVID. But the school did their own assessment of these year groups to provide a progress measure for the school.  Assessments by the school teaching staff were on cautious side.  Early years performance has gone down slightly.  KS1 results were good, but writing performance is taking a lot of work and effort to maintain and improve.  HH says may help with the progress when comparing to those children’s results when they get to KS2.  LB asks about the SAT’s for next year.  CS stated that the Phonics assessment of Year 2 pupils will have to happen after the October half term, due to those children not being assessed in year 1.  Nothing else has been agreed upon by government in regards to 2021.  MB feeds back that Year 6 in 2020 achieving 83% reading, writing and maths were similar level results with the year group being a good cohort. LB congratulated the school on this.  CS hard to compare results between the years as the expectations of what the children should be doing were always being increased.  Devon suggested schools use teacher assessment on how the children are now compared to how they were before lock down.  LB asked whether it is very apparent that the pupils have missed a lot of schooling.  MB stated that the issues being seen were more in regard to the pupil’s readiness to be in school, and the pace of work, levels of concentration rather than academic gaps.  HH challenged what interventions can be done – for example extra Teaching Assistant time.  CS stated that the school should be getting more money for additional needs due to lock down, estimated at £80 per pupil – but nothing has yet been finalised or communicated from Devon County Council.  CS stated that each child will be considered individually to assess what additional resources may be required.  JG asked what the feedback was from other schools.  CS haven’t had time for contact yet – but will seek it when possible.  HH stated that obviously more demands on teachers and workloads. JG has been asking questions of the teaching staff, to ascertain how the feeling is.  MB informed that it was wearing on children and staff, not being able to mix with other children outside of their year group bubbles. | | | |  |  |
| 9.1 | Correspondence  LB a thank you card from Maria Wallis. –read to all governors. | | | |  |  |
| 10.1 | Health and Safety  Update from CWR.  Only 2 cases of rough play – 2 incidents of broken bones in the summer term. These incidents occurred during normal playtime, and were purely accidents, not considered work related for health and safety reporting. No out of the ordinary circumstances were involved.  Nothing out of the ordinary noted. | | | |  |  |
| 11.1 | Website/Learning Platform  CS – there is a list of things to check that should be on the school website suggested that a governor should perform this.  SB offered to carry out the check.  SB to link back in with CS with findings. | | | | CS to email checklist to SB. |  |
| 12.1 | Safeguarding  JG update. Nothing to report from meeting with CS – JG checked Single Central Record (SCR). All up to date, and all checks were passed.  JG ran a quiz for governors. Quiz will now be run annually in September.  HH challenged whether ‘Safer Recruitment’ should be under Safeguarding policies on website. MB challenged Whistleblowing. CS confirmed whistleblowing on policies section. CS confirmed Safer Recruitment is not permitted to go on the website.  JG stated that the key change to Safeguarding policies in comparison to previous year related to issues surrounding Mental Health.  LB challenged whether the school has seen a shift regarding this in children following the lock down.  MB and CS said they had not seen a significant change. However MB did state that when staff were recording a safeguarding concern over a child, mental health issues are more prevalent. | | | |  |  |
| 13.1 | Neighbourhood Plan  LB had a zoom meeting with John Griffith from Parish Council. Have to write a new Neighbourhood plan for Whimple, was last done 10 years ago.  LB currently waiting for more guidance.  A questionnaire will be sent to people living in the village asking their opinions on the current and future state of Whimple. LB has been asked to include and consider questions in relation to the school. LB has requested support from the other governors.  GMD suggested getting in touch with Kevin Finch.  CS suggested looking at other villages. | | | | Governors to consider and LB to follow up. |  |
| 14.1 | Lead Governors  Skills audit has been done.  Lead Governor Vacancies:  Personnel – DS has been assigned  Early Years – CWR has been assigned.  Community – LB has been assigned.  JG to be safer recruitment, CS offered that there was some relevant training. | | | | CS to send JG login information for Educare. |  |
| 15.1 | GDPR  There has been a new breach that has been logged at the school. An email was sent to the wrong parent, who had the same first name. The information was not considered significantly sensitive. The school discovered the error when the parent who had received the email replied to it stating that they didn’t believe it was for them. The office member asked them to immediately delete the email, and apologised for the error. The correct parent was immediately phoned to inform them of the error. They were happy with the action taken, and reassured the school that the person who had initially received it was a very close friend. The breach has been logged, the head teacher informed and the office member apologised and will ensure careful addressing of emails. It is not a significant enough event to have to inform the ICO. All actions were taken in a time appropriate manner. | | | |  |  |
| 16.1 | AOB  Meeting times to stay at 6.30. | | | |  |  |
| The meeting closed 8.10pm. | | | | | | |
| Next Meeting  Date/Time | | Tuesday 1st December  6.30pm | Location | Whimple Primary School | | |