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| **Meeting 5 – Full Governing Body - Part I Minutes** | | | | | | | | | | |
| Date/Time | Tuesday  10th March 2020 6.30pm | | | Location | | | Whimple Primary School | | | |
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| **Attendees** | | **Initials** | **Category** | |  | **Attendees** | | **Initials** | | **Category** |
| Maria Wallis | | MW | Co-opted | |  | James Terrett | | JT | | Parent |
| Gail Martin-Davies | | GMD | Co-opted | |  | Carole Shilston | | CS | | Head teacher |
| Linden Best | | LB | Parent | |  | Matt Brown | | MB | | Staff |
| Caroline Ward-Reece | | CWR | Co-opted | |  | Helena Hastie | | HH | | Co-opted |
| Julia Green | | JG | LEA | |  | Kate Needs | | KN | | Parent |
| Digory Smith | | DS | Potential Associate | |  |  | |  | |  |

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| **Apologies** | **Initials** | **Category - Reason** |  | **Absent without Apology** | **Initials** |
| Kate Needs | KN | Unwell |  |  |  |
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| **In Attendance** | **Initials** |  |  | **Minutes to** |
| Cathy Culshaw | CC | Clerk |  | Attendees |
| Jude Carter | JC | Music teacher (3.1) |  | Apologies |
| Emma Palmer | EP | Music Teacher (3.1) |  | School Notice board |
|  |  |  |  | School website |

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|  | Agenda | Led by |
| 1 | Apologies | LB |
| 2 | Business Interests | LB |
| 3 | Safeguarding | CS/HH/JG |
| 4 | Minutes of the last meeting – Tuesday 11th February 2020 | LB |
| 5 | Matters Arising | LB |
| 6 | School Improvement Plan/SEF | CS |
| 7 | Health and Safety | CS/CWR |
| 8 | Staff/Governor Update | LB/CS |
| 9 | DAG Conference | CWR |
| 10 | Finance/Budget Planning | HH/CS |
| 11 | New Governors | LB |
| 12 | Website | CS |
| 13 | GDPR | CS/LB |
| 14 | Policies | CS |

| Ref | Action or Decision | | | | **Owner/**  **Decision** | Date Due |
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| 1.1 | Apologies  Apologies were received from Kate Needs who is unwell.  LB welcomed two of the schools peripatetic music teachers, Jude Carter and Emma Palmer who were in attendance to watch the Safeguarding session (4.1).  LB also welcomed a potential new Governor, Digory Smith (DS). If DS joins to Governing body, it will be as an associate member with a view to taking the co-opted Governor role that will be available from September. | | | | Complete |  |
| 2.1 | Business Interests  No Business Interests were declared. | | | | Complete |  |
| 3.1 | Safeguarding – Update and Training  MB and CS were not present for this section as they are up to date with safeguarding training.  JG gave a safeguarding presentation.  The presentation included information about the different types of abuse, what safeguarding means and small group discussions about safeguarding practices at Whimple.  There was an active discussion about the pros and cons of current systems for ensuring adults on site are safe to work with children. Are MTAs/staff generally challenging people who are on site without a tag?  Do we have a designated Safeguarding staff member for looked after Children? CS later confirmed that she is the designated person.  After the safeguarding session Jude Carter and Emma Palmer left the meeting. | | | | Challenge  Challenge |  |
| 4.1 | Minutes of the Last Meeting - Tuesday 10th December 2019  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  13.1 – CS informed governors that a ‘Lockdown’ practice will be taking place tomorrow and fire alarm on Friday.  Parking - LB informed all that a sign has been put up to help enforce the zig zag lines outside the school. This was paid for by FoWs.  Parking Patrols have also been completed by LB and JG. Both challenged a few people who were stopping on the zig-zag lines.  CS also noted that the hedge is overhanging, and wall bowed which are making the pavement toward the hall even narrower. CS has informed the hall committee as the hedge is the property of the hall and not the school.  JG reported that a parent approached her with concerns about people using the Hall car park disabled bay when they don’t have a disabled badge. It was felt that this is not something the school are able to police.  LB has spoken to the council about the zig-zag lines which are very faded who have confirmed that they will be re-painted. An extension of the lines and a yellow sign can only be completed with a traffic order. LB is waiting to hear if this is going to happen.  12.1 CS confirmed that a condition survey was completed. A more in-depth survey has been requested as there are concerns with the double prefab (Elm and Ash).  12.1 CS confirmed that the new carpet along the corridor outside Willow class in being replaced in the Easter holidays. | | | | Ongoing  Complete  Ongoing  CS  Ongoing  Complete  Complete |  |
| 6.1 | School Improvement Plan/SEF  CS had nothing to report on the SiP/SEF as this was discussed at the last meeting four weeks ago. | | | |  |  |
| 7.1 | Health and Safety - Update and Accident Report  CWR talked through the accident reports from the Autumn term. The document was shared prior to the meeting.  JG asked if we are able to see a comparison to previous years to help with analysing the data. CWR explained that will be completed for the whole year analysis in the Summer Term. | | | |  |  |
| 8.1 | Staff/Governor Update – Staffing Structure and Class Organisation for 2020/21  CS reported that we are potentially having 15 new starters in reception in September We budgeted for 18 so if this is the case it will influence the budget, with less income than predicted.  There was a discussion about whether we are a attracting enough new pupils to the school and are considered ‘desirable’ and if we are attracting the levels of children we need.  There was a discussion about whether the school should be encouraging children to go to Colyton Grammar School.  There was a discussion about tours to the school for prospective parents and whether governors can be involved in this/assist the head. There is scope for a governor to assist with the Reception intake tours (which are set days) but in year starters are ad-hoc and do not need assistance. | | | |  |  |
| 8.2 | Staff/Governor Update – Early Years  LB has recently completed an Early Years visit and has completed a report which was shared prior to the meeting. LB was checking consistency between two part time teachers. HH thought the report was very useful. MW noted that it is important not to complete a lesson observation of teaching and just look at consistency.  The meeting moved to part 2 | | | |  |  |
| 9.1 | DAG Conference  CWR reported back on the recent DAG conference. The conference focused on the new Ofsted framework for which Governors have been given a PowerPoint about.  JT gave some feedback from the recent inspection at the school he works at.  It is stated that there is a year for school to get the new curriculum in place, but evidence suggests that inspectors are not working to this requirement and penalising schools who are not already up to date.  MW feels that as Governors we need to prepare for an inspection and ensure our Governor succession planning is considering the need for this expertise. | | | |  |  |
| 10.1 | Finance and Budget Planning  CS has started preparing the budget which will need to be submitted by the end of the month. CS reported that as things stand, we have a balanced budget in place for the next three years, but the 4th and 5th years are not balanced. The three-year balanced budget is supported by a healthy carry forward.  **ACTION**: The Budget will be looked at in depth at the F&R next week prior to its submission.  CWR asked if any large scale works on the classroom building repair must be paid for by the school from their budget. CS feels it would be unlikely that the school would receive money for works over and about the annual income from county. | | | | F&R Committee | 19th March |
| 11.1 | New Governors  The meeting moved to part 2  Unanimously agreed that Digory will join the board as an Associate member. | | | | Decision |  |
| 12.1 | Website  LB has added the new and updated Vision and Impact Statement. CC has completed some updates on the governors section. | | | | Complete |  |
| 13.1 | GDPR  CS handed out a report completed by the Administrator on GDPR. It confirmed that there have been no data breaches to report and updated the governors on recent GDPR training undertaken. | | | |  |  |
| 14.1 | Policies  **Intimate Care Policy**  The policy has been read and reviewed by MW, JT and LB. Some challenges were highlighted: Is there anyone in school with intimate care training? There are two staff at present and if a child comes to school requiring intimate care, staff are asked if they are happy to take on this role.  The policy was unanimously agreed and signed by the chair.  **Looked After Children Policy**  The policy was read and reviewed by GMD who highlighted a number of questions. It was decided that GMD and CS will meet separately to update the policy.  **ACTION**: The policy will be brought to the next meeting. | | | | Challenge  Decision  GMD/CS | Complete  28th April |
| CS updated the governors in light of the current Coronavirus outbreak. The school is taking government advice and would not be allowed to close the school without a government order. We are keeping children informed about hygiene and parents informed about updates from the government.  We have an emergency plan in place for situations when there is a lot of staff off.  The meeting finished at 8.30 | | | | | | |
| Date/Time | | Tuesday 28th April 2020 at 6.30pm | Location | Whimple Primary School | | |