



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 3 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 4th Dec 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
Brian Wesbter	BW	Assistant Head at Orchard Manor School, Dawlish

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	Staffing	CS/LB
6	Head Teacher's Report SIP, SEF	CS
7	Governor Roles and Responsibilities	LB
8	DAG Conference	MW
9	SEND Support	CS/BW
10	Hub/Governor Update	CS
11	Policies	CS
12	T&L and F&R Meeting Updates	JT/HH
13	Health and Safety	CS
14	Website	LB/CS
15	Safeguarding	KM
16	Term Dates	CS
17	Buildings	CS
18	Correspondence	LB



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1.1	<u>Apologies</u> There were no apologies		
2.1	<u>Business Interests</u> Nothing to declare. LB explained that governors must check the agenda and declare if they have a conflict with any item. If this is the case the governors can decide if that governor can sit in the room, must leave and if they may or may not participate in a vote. If a governor feels that another governor is conflicted they must raise this concern.		Complete
3.1	<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
4.1	<u>Matters Arising</u> MW informed the meeting that she has contacted Sue Calver about auditing the School Fund accounts, MW to arrange a thank you gift for Sue. MW will check the Victory Hall accident book this week CS has spoken to staff about ensuring they use the Victory Hall log for accidents that happen there. CS to check if the Health and Safety Governor (CWR) can access OSHEN software. If it is not possible to have a separate log-in CS is happy for CWR to be logged in at school as required. CS has made enquiries regarding legal requirement for regularity of PAT testing and will action accordingly. The meeting moved to Part 2 MB reported that following the recent verbal abuse to staff there is now a record in the office in which staff can report any incidents that have happened. LB thanked GMD for the letter written for the Contact Newsletter regarding this.	MW MW CS	ASAP ASAP ASAP
5.1	<u>Staffing</u> CS and MB left the meeting The meeting moved to Part 2 MB returned to the meeting MTA Staffing CS reported that after Christmas the school will be short on MTA cover on Wed, Thurs and Fri lunchtimes. LB spoke to another school who have successfully covered lunchtimes with parent		



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	<p>volunteers. As a results, LB has spoken to the Chair of FoWs about setting up a parent rota to ensure adequate supervision is maintained. FoWs will be sending an email to parents ASAP..</p> <p>HH wanted to clarify whether parents would be paid or volunteers. Decision: This can be at the discretion of the parent but ideally volunteering so as not required to be set up on payroll. Those that make a commitment and want a contract would be paid, others on an ad-hoc basis would be volunteers.</p> <p>CS returned to the meeting at 19.12</p> <p>There was a discussion regarding advertising the MTA role in more locations. Action: CC to put advert on Facebook and investigate LINK Church Magazine. MB to advertise on Twitter</p> <p>The meeting moved to Part 2</p>	CC and MB	ASAP
6.1	<p><u>Head Teacher's Report</u></p> <p>The Headteacher's report was emailed prior to the meeting.</p> <p>Attendance: LB questioned attendance in the report (98.13%) and how it compared to last year. CS reported that attendance was 97.3 at this point last year and improvements are seen across all pupil groups.</p> <p>LB noted that the attendance on the Eschools portal is not accurate - CS is querying this with Eschools.</p> <p>Staff Training: LB asked for clarification on 'High 5' training. CS clarified that we complete the training with children before they can have a sensory referral. Staff complete sensory training with some pupils every morning which helps them in the classroom. Some pupils attend as a result of a report (diagnosis) and others because a diagnosis is expected.</p> <p>SIP Action points: MB has completed Actions 1 2 and 3 MW will complete Action 4 after Christmas.</p> <p>Action 1: LB - asked CS what impact the Inference Intervention training has had? CS reported that any child that has intervention is tracked from entry level right through the school. GMD reported that as part of her SEND role she completes tracking. CS talked through the results of some pupils who have participated.</p> <p>Torbay and Devon Civic Award: LB congratulated the school on their involvement in the Torbay Civic award.</p> <p>Christmas Events: MW asked for Governor attendance at the up and coming Carole Service (KM, MW) and School Nativity (LB and HH)</p>	LB Challenge	



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6.2	<p><u>SIP and SEF</u></p> <p>LB has completed a Pupil Premium report which was handed to CC for the file.</p> <p>GMD reported back on her recent SEND and Writing Book Scrutiny visits and passed reports to CC for the file.</p> <p>MW reminded Governors on the procedure for completion of reports - reports are to go to CS initially and then brought to the Governors Meeting.</p> <p>GS has also completed an early years report which is currently with CS. This will be brought to the next meeting.</p>		
7.1	<p><u>Governor Roles and Responsibilities</u> <u>Safer Recruitment Training</u></p> <p>CS is attending Safer Recruitment Training soon. KM has completed an online course. LB will complete training before September when KM steps down.</p> <p><u>Associate Governor with HR skills</u></p> <p>LB reported that we need to recruit a new parent governor in September but specifically require a governor with HR knowledge so are anticipating recruiting an Associate Governor from the local community to bring these skills to the governing body. Ideally a new associate needs to be in place prior to September in order to complete a thorough handover.</p> <p>CC circulated an advert for review</p> <p>Action: CC to reactivate online recruitment sites. CC to distribute advert online and via local advertising.</p> <p>MW reported her attendance at a recent Exclusion Training and updated the governors regarding current guidelines. We will revisit this subject in January.</p>	CC	<p>Complete</p> <p>ASAP</p> <p>January</p>
8.1	<p><u>DAG Conference</u></p> <p>GMD, CWR and MW attended the recent DAG conference on 10th November.</p> <p>MW reported back on the Conference that achieving 100% of schools as MTA's is a myth but the government still wants more schools to become academies.</p> <p>Ofsted are going to be looking at breadth of curriculum more during inspections. Governors therefore need to know more about depth of curriculum.</p> <p>There is an increased change towards individual teaching and not group work.</p> <p>There was a discussion regarding the conference,</p>		
9.1	<p><u>SEND Support - Visit from Bryan Webster</u> (this section of the meeting took place at the beginning. Bryan Webster was in attendance for this element of the meeting only).</p> <p>Bryan Webster (BW) Introduced himself and gave some background regarding the work he has been doing with SEND. He is the Deputy Head at a school for pupils with a range of SEND needs including complex needs. Pupils range from 3 to 19 years old.</p>		



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	<p>BW has been working on an NPQH with the opportunity to complete a project in another school.</p> <p>BW distributed a SEND Action Plan which will be beneficial for Whimple and offered closer working between the two schools.</p> <p>MW feels this is a fantastic project and the action plan will be very useful.</p> <p>CS reported that the School has already signed up to Educare (action 11) which is an online training programme for staff.</p> <p>MW asked if this would link in to our action plan. CS said that some areas are already linked.</p> <p>There was a discussion regarding the action plan.</p> <p>KM asked CS how do you think you can use and adopt this. CS reported that staff training has been completed and all felt it was really useful to have the more practical and hands on advice. MB has also found it really useful.</p> <p>HH asked if it has been shared with parents. Not yet but this could happen in the future depending on the situation.</p> <p>BW - Can use it as CPD helping staff in the classroom.</p> <p>BW asked for feedback for which Governors can email him.</p> <p>Everyone thanked BW.</p>	<p>KM Challenge</p> <p>All Governors</p>	<p>ASAP</p>
10.1	<p><u>Hub/Governor Update</u> <u>Funding Consultation</u></p> <p>CS attended the funding consultation where it was agreed that the Devon education forum take 0.5% to go to the higher needs budget. The proposal was voted down by heads and reps. The proposal has therefore gone to the Devon Cabinet who have upheld the decision..</p> <p><u>Schools on a page</u></p> <p>LB handed out Schools on a page report and explained that this is a Devon initiative to make data easier to read. LB talked through how it worked. (GLD stands for Good Level of Development)</p> <p>MW asked where this data comes from. It is the School data put in a different format.</p> <p>There was a discussion as to how Whimple are sitting against national averages. All this data is also on the SIP.</p> <p>JT noted that overall there is more blue than red which is good.</p> <p>Governors noted that the red sections related to progress which was already known to us and a focus of the last ofsted.</p>		



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11.1	<p><u>Policies</u></p> <p>SEND CS reported that this policy was reviewed and agreed at the T&L meeting. The policy was signed by the chair.</p> <p>Lettings CS reported that this policy was reviewed and agreed at the F&R meeting. The policy was signed by the chair.</p> <p>Admissions This is a DCC policy. The only update is the school ethos. The policy was unanimously agreed and signed by the chair.</p> <p>Outdoor Visits This is a new policy. MB has reviewed policy as EVC teacher. The policy was unanimously agreed and signed by the chair.</p> <p>Complaints There are no changes to this policy. LB questioned whether governors are reviewing complaints. CS reported that we have not had any formal complaints but if one is received it goes to the chair.</p> <p>There was a discussion regarding the policy.</p> <p>The policy was unanimously agreed and signed by the chair.</p> <p>Teachers pay and Conditions CS reported that this policy was reviewed and agreed at the F&R meeting. The policy was signed by the chair.</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
12.1	<p><u>T&L and F&R Meeting Updates</u></p> <p>T&L JT reported that the meeting looked at reports and data. Maths working walls were also reviewed. The governors were universally impressed with standard of work and consistency of approach across classrooms.</p> <p>F&R HH reported that the key elements of the Finance meeting had been discussed at the meeting today.</p>		
13.1	<p><u>Health and Safety</u> <u>Emergency Action Plan</u></p> <p>CS reported that the EAP is in progress.</p> <p>There was a short discussion regarding some elements of the action plan.</p>		
14.1	<p><u>Website</u></p> <p>LB reported that the website has received lots of updates and been streamlined so there are fewer tabs along the top.</p>		



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	MW asked all governors to check their bios and email CC ASAP	All Governors	ASAP
15.1	<p><u>Safeguarding - Update and Audit</u></p> <p>The Safeguarding Audit has been sent off.</p> <p>ZN has attended 'Right for Children' training.</p> <p>CS handed out the Safeguarding Action Plan:</p> <p>We need to nominate EH4MH governor and a Deputy Safeguarding governor. It was also felt that more governors should attend the basic safeguarding training. CS to investigate if Educare have an online version of Safeguarding training.</p> <p>CS waiting for guidance related to sex education and specifically transgender pupils/staff.</p> <p>Discussion regarding the different elements of the Action Plan.</p> <p>CS handed out useful links document.</p>	CS	ASAP
16.1	<p><u>Term Dates</u></p> <p>CS handed out proposed term dates for 2019-20.</p> <p>Unanimously agreed.</p>	Decision	Complete
17.1	<p><u>Buildings</u></p> <p>CS reported that there was a problem with water leaks last week. The leak in the corridor leak has been fixed and a quote has been sought (of £800) for clearing the guttering.</p> <p>The County Surveyor noticed a bulge in wall and damaged fascia boards. We therefore need to get quotes for repair.</p> <p>CS is also arranging quotes for cracks that have been spotted in some walls.</p> <p>A quote for replacement of artificial grass and tarmac path next to building has been sought. More quotes are required.</p>		
18.1	<p><u>Correspondence</u></p> <p>None</p>		
19.1	<p><u>AOB - GDPR Breach</u></p> <p>CS reported two recent GDPR Data breaches:</p> <ul style="list-style-type: none"> - An excel spreadsheet containing pupil DOB's was accidentally sent home to a parent. The format of the spreadsheet has been amended so this cannot happen again. - A member of staff emailed 'Contact' without blind copying so parents could see everyone's email addresses. 		
The meeting finished at 8.40			
Date/Time	5th February 2019	Location	Whimple Primary School