



Meeting 3 – Part 1 Minutes – Full Governing Body

Date/Time	Tuesday 8 th December	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

Apologies	Initials	Category - Reason

Absent without Apology	Initials

In Attendance	Initials	
Helen Mitchell	HM	Clerk
Zoe Norton	ZN	Teacher

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	SIP – SEND Presentation
4	Minutes of last meeting – Thursday 1 st October 2020
5	Matters arising
6	SIP – PSHE/RSE
7	SIP – other area overview
8	Policies
9	Virtual Tour and KS2 survey
10	Meeting updates – T&L, F&R
11	GDPR
12	Correspondence
13	Buildings
14	Safeguarding
15	Health & safety
16	Term Dates
17	Website/Learning Platform
18	AOB



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1.1	<u>Apologies</u> Everyone present		
2.1	<u>Business Interests</u> No more to add		
3.1	<u>SIP – SEND Presentation</u> Presentation from School SENDco. ZN. GMD emphasised the significant task on the school and impact on them and the families. Knowledge and procedures are changing all the time and this can be very challenging for all parties. JG question –how good is the access to the external agencies? ZN answered that some services are easier to access than other ones and sometimes it can be difficult to know which would be the best and most appropriate agency to call.	JG question	
4.1	<u>Minutes of last meeting</u> The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.		
5.1	<u>Matters arising</u> Page 2 – HH business interests – all done 3.1 - Training for new governors – completed for SB and CB 14.1 – JG has completed the safeguarding course on Educare.		
6.1	<u>SIP – PSHE/RSE</u> All governors were provided with the SIP. CS took them through the main points and any updates. CS also updated the governors on the success of the Jigsaw scheme, which was purchased by the school approximately a year ago, to help with PSHE in the school. CS had surveyed the parents on PSHE new curriculum. There were 18 responses (approx. 20%). A response rate in excess of 10-15% is considered good. The majority of responses were very positive. PSHE policy discussed in		



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	<p>point 8.1 below. Going forward the Sex Education element of PSHE will be taught as part of the science curriculum.</p> <p>JG asked whether any parents had withdrawn their children from being taught PSHE as is their right? CS confirmed that over last few years the school had not had any withdrawals.</p>	JG Question	
7.1	<p><u>SIP – Other area review</u></p> <p>LB drew attention to the back page of the SIP, which shows the COVID Grant of £80 per pupil, and the schools plans for this spend.</p> <p>Governors advised to take home and read through in detail.</p> <p>LB noted that Ofsted are delaying visits to school from summer term and then only to schools requiring improvement.</p> <p>An update given on school assessments by CS.</p> <ul style="list-style-type: none"> • KS1 no longer need to sit SATs papers, they will be only be assessed by their teacher/teachers. • KS2 spelling and grammar test has been removed, therefore SATs exams will now only fall on 3 days. • Phonics screening for 19/20 Year 1's moved from May 2020 to the second half of the autumn term 20/21. • Next year's year 1's phonics screening still in June. 	LB requested Governors to read in more detail after meeting.	
8.1	<p><u>Policies</u></p> <ul style="list-style-type: none"> • P.S.H.E/RSE No points – everyone happy to sign off. • Remote Learning DS suggestion to add onto section 2.1. CS made change. <p>HH thought there should be recognition in the policy of more than one child at home in a family, and practicalities of children working at the same time. HH challenged time of setting work, so does not all come through, and need to be completed, at the same time.</p> <p>JG – questioned why children at home learning would not be contacted until the 3rd day if no work handed in to the teachers. CS and MB answered that it is the practicalities. Work for the first day is always on the website and does not require children to 'hand in' work using the google platform. The 2nd day work will be set using google classrooms. The child may not have to do this in a live time scenario. If no work handed in to the teacher by the 3rd morning, the child/family would then be contacted.</p>	<p>LB/CS to sign</p> <p>CS to make a few amendments.</p> <p>HH Challenge</p> <p>JG question</p>	



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	<p>LB challenged the wording in the paragraph about keeping contact between teachers and children when children are working at home. LB reiterated that there have historically been problems with parents contacting teachers directly out of school hours. LB asked whether it would become a problem in this scenario.</p> <p>CS answered that it would depend on individual scenarios, however when in relation to a child's learning when at home, they can use the google classroom platform as a way of communicating. This should be within in school hours.</p> <p>JG challenged about worry about overburdening the teachers. CS will clarify the wording, but in the pupils and parents section, as this paragraph refers to communication between teachers and pupils, not parents.</p> <p>HH noted that refers to Mrs Shilston and should be Head Teacher.</p> <p>With changes all agreed by Governors.</p> <ul style="list-style-type: none"> Admissions <p>GMD challenged the appropriateness of some of the wording. CS answered that as it is a Devon County Council (DCC) policy, the school is unable to change the wording. However, she will feed the comments back to DCC.</p> <p>GMD queried the language on page 9 when referring to admission of children outside their normal age group. Nowhere in that group does it mention a professional in regard to SEMH, only medical. CS answered that usually it's only those summer babies that can defer or join reception a year later, but this is discouraged by DCC.</p> <p>MB pointed out that the Ethos section needs to be completed.</p> <p>DS noted on second page a number of days 20 or 10. Question which is correct.</p> <p>All agreed after points noted above.</p> SEND (from T&L) <p>JG spelling on page 7 – section deaf/blind</p> <p>JG under governing body – bullet point – should be changed to monitor.</p> <p>All agreed.</p> 	<p>LB and JG challenge</p> <p>CS to make amendments, then to be signed by LB and CS.</p> <p>GMD challenge</p> <p>DS question</p> <p>CS to email DCC, make amendments. CS and LB to sign.</p> <p>CS to change. LB and CS to sign</p>	



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	<ul style="list-style-type: none"> Lettings (from F&R) HH question re restrictions on letting out the MUGA at certain times, would this actually inhibit generating funds? HH asked whether it could be altered in the future? CS stated that the limitations on times would be a covenant based on the original agreement with local District or Parish council. LB questioned whether checks about hirer's insurance are performed. CS confirmed the school does check. HH query whether the school can accept cheques as it refers to this in the policy as a method of payment. CS confirmed that the school could accept cheques. All agreed by governors. Complaints (from F&R) HH noted a few spellings – tidying up, but otherwise everyone agreed. Teachers Pay and Conditions (from F&R) LB and HH have agreed the policy and made a few updates. LB has gone through the options to make decisions. CS requested that she be notified of the specific changes that have been made, in order to identify if staff need to be informed. CS to send LB the previous copy in order to identify this, as staff will need to be informed of any changes, or have to consider when recruiting. Will be put to next FGB meeting. Outdoor Education MB noted that this has not changed from the prior year, confirming to the governors that Risk assessments are completed for every offsite visit including the MUGA. All agreed and signed. Governors allowances GMD thought all very straightforward. All agreed and signed off. Virtual Meetings Policy LB reiterated procedures for holding meeting. Being conscious of your surroundings, ensuring that they are professional. 	HH Challenge and Question LB question HH question LB and CS to sign LB and CS to sign CS to send previous policy to LB. LB to identify the changes. To be added to next FGB agenda 12/01/21. CS and LB to sign CS and LB to sign	



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	<p>DS queried on how to deal with part 2 minutes' protocol. LB to include that they would be read by chair.</p> <p>After changes all agreed.</p>	<p>DS query</p> <p>LB to make amendments, then can be signed by LB and CS.</p>	
9.1	<p><u>Virtual Tour and KS2 Survey</u></p> <p>Presentation from MB. MB carried out a KS2 survey in order to be able to include 'Pupil voice' in the virtual tour video that is on the website available to potential parents.</p> <p>Results were very gratefully received by the staff and the comments were very positive. MB and CS said it was very nice to see what the pupils think of the school.</p> <p>JG commented that this is amazing evidence of how well the school are doing.</p> <p>LB asked if there were any negative comments from the pupils. MB answered that there were not.</p> <p>GMD said that the results indicated a great level of trust of pupils in their school.</p> <p>Governors were shown the virtual tour. MB acknowledged teacher Beth Dunsford for compiling.</p> <p>JG suggested it would be good to put a link to the video on 'What's On Whimple', and filter into the local community, including specifically targeting local preschool attendees. LB to share on Facebook.</p>	<p>LB question</p> <p>LB action to share link to virtual tour to Whimple community.</p>	
10.1	<p><u>Meeting Updates – T&L, F&R</u></p> <p>JG gave an update from the last T&L meeting. 4 key questions were put to staff, MB liaised with them in October. JG will follow this up at a later date to see how it is going. JG stated that one of challenges is that the governors cannot visit. JG suggested possibility of setting up a virtual meeting with staff and governors or pupil and governors. CS will assess whether possible.</p> <p>Given the governors a good way for future monitoring of staff mood.</p>		



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	<p>HH gave an update of the most recent F&R meeting. The governors at that meeting reviewed the budget to see if everything is on track, and considered movement in pupil numbers in future years.</p> <p>Meeting moved to part 2.</p>		
11.1	<p><u>GDPR</u></p> <p>No incidences since last FGB meeting.</p> <p>HM wants to ensure training of staff.</p> <p>CS would like a document to be compiled for parents to give detailed explanation of consents that will need to be given on SIMs parents.</p>	<p>HM to set up training for teachers and office staff, and put a document together re parental consent.</p>	<p>Spring term</p>
12.1	<p><u>Correspondence</u></p> <p>CS sent a letter to MP in regard to funding, COVID, general education.</p>	.	
13.1	<p><u>Buildings</u></p> <p>CS update, windows and doors have been replaced. There is an issue re. Closing of fire doors and them not completely shutting and/or not being able to open. WMS building contractors have been back to site to fix. They now appear to be fixed, however double doors to main building still have an issue with locking.</p> <p>Cladding hoping to arrive mid-January – should be a February half term job.</p> <p>WMS are coming in Christmas holidays to correct one of the windows framing. Window fitter now being supervised.</p> <p>CS filed a letter of complaint re: works, have claimed monies for additional caretaking hours locking/unlocking, and asked for ramp to be done as compensation.</p> <p>LB questioned whether it would be useful for the governors to write to DCC to support the school. HH offered to write this.</p> <p>LB asked for an update on the village hall. CS stated that the school still does not know what rates the school will have to pay for 20/21 and future years.</p>	<p>LB challenge HH action to compose a letter to DCC re. buildings.</p> <p>LB question</p>	



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	LB liaised with the village hall committee about solutions for parents hanging around the hall and car park, and in particular, children climbing the tree. The village hall have agreed to fence off the tree to stop children playing/climbing the tree, LB stated that hopefully this will encourage parents to not hang around that site before/after school.		
14.1	<u>Safeguarding</u> CS has gone through the safeguarding audit. A new 'Safer Me' adjustment is being implemented that makes the MASH referral system to be simpler. Hoping to go live Feb/Mar 2021. Meeting moved to part 2.		
15.1	<u>Health & Safety</u> CS reported that the Lockdown (where is a safety threat to the school) procedures need to be updated now new doors. There was going to be a practice but all got delayed due to COVID. CS reported that there have been Bomb threat calls to 2 to North Devon schools so DCC has reiterated procedures school office staff, who are likely to answer the call.		
15.1	<u>Term dates</u> Dates proposed by CS. All agreed by governors.		
16.1	<u>Website/Learning Platform</u> Review by SB. Governors – need to include those that have served in the last 12 months. Update the one under governance - still shows vacancies. Governors attendance for latest year – is it ticks or other symbols. A few other notes had been emailed to HT – all have been updated. SB surprised at how much useful information is on the website – would be useful to highlight the resources to parents in contact newsletter.	HM to check and amend governors sections.	
17.1	<u>A.O.B</u>		



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	<p>Due to track and trace commitments for COVID, the HT would have to be available up until Christmas day. CS understands that COVID patients are infectious 48 hours prior to symptoms appearing. Hopefully this should mean that it would just affect the first few days of the holidays. CS will need to put together information on how parents should contact the school if there is a case out of hours. SB confirmed that it would be the first 48 hours, so we should know by the Monday if there is a need for children having to isolate in the holidays.</p> <p>CWR would like to do autism training.</p> <p>Meeting moved to part 2.</p>	HM to allocate autism training online codes.	HM completed
The meeting closed 8.30pm.			
Next Meeting Date/Time	Tuesday 12 th January 2021	Location	Whimple Primary School