



# WHIMPLE PRIMARY SCHOOL

## Governing Body

### Meeting 3 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 5th Dec 2017 6.30pm	Location	Whimple Primary School
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Attendees	Initials	Category
Maria Wallis	MW	Co-opted (Chair)
Gail Martin-Davies	GMD	Co-opted
Linden Best	LB	Parent
Caroline Ward Reece	CWR	Co-opted
Richard Green	RG	Associate

Attendees	Initials	Category
Kate Mackay	KM	Parent
James Terrett	JT	Parent
Carole Shilston	CS	Acting Head teacher
Matt Brown	MB	Staff
Helena Hastie	HH	Co-opted
9		

Apologies	Initials	Category - Reason
Gill Seeley	GS	Birthday

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	MW
2	Business Interests	
3	Minutes of the last meeting – Tuesday 7th Nov 2017	MW
4	Matters Arising	MW
5	Staffing	MW/CS
6	Headteacher's Report and School Improvement Plan/SEF and Ofsted	MW/CS
7	Governor Roles and Responsibilities	CS
8	Multi Academy Trusts/Partnerships	
9	Hub/Governor Update	
10	Policies	KM
11	T&L meeting update	
12	Health and Safety	CS
13	Website	KM
14	Safeguarding	MW
15	Term Dates	CS
16	Correspondence/Quiz	



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1.1	<u>Apologies</u>  Apologies were received for GS. GS has submitted her LEA application and is waiting to hear from DCC regarding their decision.		
2.1	<u>Business Interests</u>  Nothing to declare.		Complete
3.1	<u>Minutes Of The Last Meeting - Tuesday 7th November</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> <ul style="list-style-type: none"> <li>• JT report that the HT appraisal has been completed.</li> <li>• MW reported that all governors have completed the skills audit - thanks to all.</li> <li>• CWR and MW reported on their recent visit to school to see the MTA's at work and fed back their findings regarding the MTA's to the headteacher.</li> <li>• GMD reported completion of a SEND visit on 22nd November. Report to go to CS.</li> </ul>		
5.1	<u>Staffing</u>  The meeting moved to Part 2		
6.1	<u>Head Teacher's Report, School Improvement Plan/SEF and Ofsted</u> <b>Headteacher's Report</b>  The Headteacher's report was circulated prior to meeting. Key Points: <ul style="list-style-type: none"> <li>• <b>School Improvement</b> - There was some discussion relating to the actions.</li> <li>• <b>School Council</b> - £1,363.17 was raised for Shelterbox. Thank you to all.</li> <li>• <b>Curriculum Enrichment and Community Cohesion</b> - Mrs Carter is hoping to set up a school orchestra</li> <li>• <b>FOWS</b> - The Christmas fair is on Friday 8th December- MW asked for helpers.</li> </ul> <ul style="list-style-type: none"> <li>• The Carol service is in the Church on Monday 11th December at 6pm</li> <li>• The KS1 Nativity play is next Wednesday and Thursday.</li> </ul> MW thanked CC for her work organising the craft fair with Gaby Sweet..		
6.2	<u>Head Teachers Report, School Improvement Plan/SEF and Ofsted</u> <b>School Improvement Plan/SEF</b>  The School Improvement plan was discussed under HT report.  Strategic plan. The Strategic Plan was circulated prior to the meeting.  LB asked if the short term actions have been completed. CS reported that mostly they have and there was a discussion regarding actions outstanding/no longer needed. For example, the survey of roof hasn't been done but CS unsure whether to complete this.	LB Challenge	



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	<p>MW asked all governors to look through the document and feedback comments to CS.</p> <p>CS has had the gas checked and the company can complete a check of the storage heaters as well. CS feels this is worth looking at as they could benefit from cost savings.</p> <p>It was decided that next term a small group will get together and look at this.</p>	<p>ALL to Read Strategic Plan and feedback to CS</p> <p>Arrange meeting</p>	<p>ASAP</p> <p>Next Term</p>
6.3	<p><u>Head Teachers Report, School Improvement Plan/SEF and Ofsted</u></p> <p><b>Ofsted</b></p> <p>The report from the recent Ofsted inspection was circulated at the last meeting. All agreed it was an outstanding report following a challenging inspection.</p> <p>MW expressed her congratulations to the Head, staff and governors. The report has given us a couple of ways forward and the next steps are already included in HT's report.. Safeguarding was highly commended, thanks to all involved including LB.</p> <p>CS reported that following some FFT aspire training we now know that our progress figures (progress from yr 2 - yr 6) are sitting right in the middle of the national average which is great news as this was identified by the inspector as an area of concern.</p> <p>It was agreed that the School is currently in a great place.</p>		
6.4	<p><u>Head Teachers Report, School Improvement Plan/SEF and Ofsted</u></p> <p><b>Governor Visits</b></p> <p>SEND - GMD completed a SEND visit on 22nd November. GMD reported that since her last visit the system has changed to a different framework which Zoe Norton (ZN) has had to learn. ZN is about to complete a family assessment for the first time and is working hard on the new system. As part of the visit they updated the SEN data. ZN and GMD also met with CS and updated SEND data on the website so all is now up to date.</p> <p>LB reported completing a Fire Drill visit on Friday. The drill was carried out without any problems.</p> <p>There are no other visits due this term so we need to line up visits for the next two terms in line with the SIP. MW asked all to look at the SIP and link with CC to arrange a schedule for at least one visit per month. CS has started a plan and will email it out.</p> <p>KM feels it would be worthwhile switching some areas between governors as it helps to have fresh eyes on each area - to be discussed under 7.1.</p>	CS to email	
7.1	<p><u>Governor Roles and Responsibilities</u></p> <p>With the changes to a number of governors this term it is important to ensure that all areas of governance are covered.</p> <p>The Current areas of responsibility are as follows:</p> <p>Community Link - <i>Maria Wallis</i></p>		



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	<p>ICT - <i>James Terrett</i>            Early Years - <i>VACANCY</i>            Health &amp; Safety/Premises - <i>Carole Shilston/Linden Best</i>            PE &amp; Physical Activity - <i>James Terrett</i>            Performance Management - <i>James Terrett/Kate Mackay</i>            Personnel - <i>Kate Mackay</i>            Publicity - <i>Carole Shilston/Maria Wallis</i>            Safeguarding/Safer Recruitment - <i>Linden Best/Kate Mackay</i>            SEN - <i>Gail Martin-Davies</i>            Standards &amp; Achievements - <i>All Governors</i>            Pupil Premium - <i>Kate Mackay</i></p> <p>GS has indicated that she would be happy to take on Early years once she has been approved by the LEA and is in post.</p> <p>CWR agreed to find out more about PP with the view to taking this over in the future</p> <p>HH to spend time with RG and KM next term to look at finance in more detail.</p> <p>Training:</p> <p>CC was asked to book the following training courses with Babcock:            MW - Chairs update in March            HH - Finance Course in March</p> <p>MW asked for all governors to review the Babcock training schedule and let CC know of bookings requests.</p> <p>CS asked for different governors to take on specific areas of the SIP action plan and ensure that everything in that area is being completed:</p> <p>To increase % of pupils achieving greater depth - <b>JT</b>            To increase % Pupils in year 6 achieving Expected standards in maths - <b>LB</b>            To re-evaluate and update the rolling programme of wider curriculum - <b>JT</b>            To re-evaluate the provision of PSHE taking into consideration EH4MH and new requirements regarding SRE - <b>GMD</b>            To ensure children make at least expected in R, W and M in KS2 - <b>JT</b></p> <p>CWR will assist with this in the future</p> <p>CWR left the meeting due to another engagement at 19.42</p>	<p>GS</p> <p>CWR</p> <p>HH</p> <p>CC to book courses</p> <p>ALL</p> <p>JT LB JT</p> <p>GMD JT</p>	<p>Next few months</p> <p>Next few months</p> <p>Next term</p> <p>ASAP</p> <p>ASAP</p> <p>This term</p>
8.1	<p><u>Multi Academy Trusts/Partnerships</u></p> <p>MW reported that in Devon there are now 238 maintained schools and 131 academies. 91% of academies are MAT's.</p> <p>63% are in a formal collaboration so Whimple is now in the minority as a stand-alone school.</p> <p>However, with the parties we have been in discussion with there is no MAT in the making</p>		



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	at the moment. We are however, exploring how best we can do business with other schools.  MW recommend that all governors read the article in the Governor Matters Magazine about Stoke Cannon as it is very informative.	All Governors	
9.1	<u>Hub/Governor Update</u>  MW fed back from the recent update session that she attended. <ul style="list-style-type: none"> <li>The recent updates around PP which MW will share with KM and CWR.</li> <li>Structuring.</li> <li>There are webinars available from FFT.</li> <li>We need to publish our results on year 6 swimming.</li> </ul> Data protection - CS and Lucy Presneil (administrator) will go on a course in Jan.	MK/KM/CWR	
10.1	<u>Policies</u>  <b>SEND</b> The SEND policy was reviewed and updated at the recent T&L meeting and is recommended by the T&L committee. The policy was unanimously agreed and signed by the chair.  <b>Lettings</b> The Lettings policy was unanimously agreed and signed by the chair.  <b>Whistle Blowing</b> LB has reviewed this policy. The policy was unanimously agreed and signed by the chair  <b>Safeguarding</b> The Safeguarding Policy was reviewed and updated in September. The policy was unanimously agreed and signed by the chair  <b>Policy for Supporting Children with Medical Conditions</b> The Government want schools to provide non-prescription medication so this update has been made. There was a discussion about the update and it was agreed that we are happy to accept the changes. The policy was unanimously agreed and signed by the chair  <b>Pupil Discipline</b> MB suggested including the school wide traffic light system for behaviour. The policy was unanimously agreed and signed by the chair  <b>Staff Discipline</b> This is a standard DCC policy but has not previously been adopted by the school. LB and KM to review and bring back to the next meeting.	Decision  Decision  Decision  Decision  Decision	Complete  Complete  Complete  Complete  Complete
11.1	<u>T&amp;L Meeting Update</u>  JT reported that the T&L committee went on a walk around the school to look at the	LB and KM to review	Next FGB meeting



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	<p>'working walls'. It was brilliant to see the consistency and progress from class to class. The committee will make this a regular item.</p> <p>The committee also looked at the FFT Dashboard and other progress data. A session on this would be given to all governors.</p>		
12.1	<p><u>Health and Safety</u></p> <p>CS is currently creating an Emergency Management Plan which details the action to be taken in the event of a number of different emergencies and contains the relevant contact numbers.</p>		
13.1	<p><u>Website</u></p> <p>As agreed at the last meeting JT will monitor this by the end of term.</p>	JT to review website	By E.O.T.
14.1	<p><u>Safeguarding</u></p> <p>CS will complete the safeguarding audit by the end of the year.</p> <p>KM recommended that the new governors complete the safeguarding training.</p> <p>It was agreed to run the training at a FGB meeting next term. CS and LB will run the training. New governors can also attend one of the Babcock training sessions, please inform CC for booking..</p> <p>LB reported that the administrator is creating a spreadsheet to go with the single central record to keep all other safeguarding records such as DBS checks and 'Document reading records' in one place to ensure all staff and volunteers are updated when required.</p> <p>Following on from a recommendation from Babcock about best practice, LB will create a framework for safeguarding.</p>		
15.1	<p><u>Term Dates</u></p> <p>CS ran through the proposed 2018/19 dates. There will be 5 non pupil days and 2 occasional days as follows:</p> <p>3rd and 4th September - non pupil  7th December - non pupil  21st December - end of term  7th January - non pupil  3rd June - non pupil day  24th and 25th July - occasional days</p> <p>These dates suit the needs of this school based on staff feedback.</p> <p>Unanimously agreed.</p>		
16.1	<p><u>Correspondence/Quiz</u></p> <p>MW informed all that the Pub quiz on 17th December will be raising money for school.</p> <p><b>Parent Survey</b></p>		



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	<p>CS had circulated the results prior to the meeting.</p> <p>Looking at the results MW asked if is there more we can do to make ourselves known to parents. All agreed that we have already done a lot but need to keep on communicating.</p> <p>Agreed that we need to make parents more aware of work we do with other schools.</p> <p>Governors will follow up with something in the Contact Newsletter.</p>		
The meeting finished at 20.15			
Date/Time	6th February 2018 at 6.30pm	Location	Whimple Primary School