



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 2 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 2nd Oct 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

Minutes to
Attendees
Apologies
School Notice board
School website

	Agenda	Led by
1	Apologies	Clerk
2	Business Interests	
3	Minutes of the last meeting	Clerk
4	Matters Arising	
5	Head Teacher's Report	Chair
6	SIP	Chair
7	Safeguarding	CS
8	Staffing Structure	Chair
9	Policies	Chair

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> There were no apologies		
2.1	<u>Business Interests</u> Nothing to declare.		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		Complete



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	were signed by the chair.		
4.1	<p><u>Matters Arising</u></p> <p><i>Privacy Policy for Governors</i> - ongoing</p> <p><i>Governor Recruitment</i> - Babcock have informed us that a parent governor election is required for the vacant post. Parents have been informed and have two weeks to put themselves forward. JT will put himself forward for another term. If there is more than one application there will be a vote.</p> <p><i>Website</i> - CS and CC have completed some updating. More is required including adding policies that will be agreed at this meeting.</p> <p><i>Governor visits schedule</i> - CS will discuss later in the meeting.</p> <p><i>Governor Challenge</i> - LB has emailed a handout as guidance to governors on Challenge. All governors are encourage to challenge the discussions/decisions at meetings.</p> <p><i>Learning platform</i> - Everyone now has a login for the learning platform and LB has put documents on the governors page.</p> <p>The meeting moved to Part 2</p>	<p>CC</p> <p>CS</p> <p>ALL</p> <p>ALL</p>	<p>ASAP</p> <p>ASAP</p> <p>On Going</p> <p>On Going</p>
5.1	<p><u>Head Teachers Report</u></p> <p>The Head teachers report was circulated prior to the meeting. The following areas were discussed:</p> <p>Attendance and Numbers The meeting moved to Part 2</p> <p>SEN/PP - MW noted that there was slightly lower attendance over the course of the year. There was a discussion as to why this was. The school is working with the family of a child with low attendance.</p> <p>Safeguarding MW confirmed with CS that there are no children in care and two service children at present.</p> <p>Staffing There will be a Finance Audit on 14th/15th Feb. CS asked which governors would attend. HH asked who conducts the audit - Devon Audit Partnership. Every school gets audited every three years. The School Fund is audited by Sue Culver</p> <p>It was agreed that this will need to be looked at nearer the time. HH and CC (if required) available to attend.</p> <p>Buildings and Premises LB asked CS if governor support is required for the building and premises audit. Assistance with the walk around would be helpful. LB available if needed.</p>	<p>Finance Committee</p> <p>LB</p>	<p>9th November</p>



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6.1	<p><u>School Improvement Plan</u></p> <p>CS handed out the latest SIP</p> <p>LB asked CS to highlight any changes.</p> <p>Key Areas for Improvement 18-19</p> <p>CS explained that the Key areas of Improvement have been taken from Data. CS explained each area. There was a discussion about challenging each key area. JT feels that these areas are being challenged within regular T&L meetings.</p> <p>CWR are parents asking these questions. CS explained that there is a parent survey which can help with this. Parents consultation allows teachers to set targets. Targets are then reviewed at the next consultation.</p> <p>A decision was made to allocate each key area to a governor for scrutiny.</p> <table><tr><td>Key area</td><td>Governor</td></tr><tr><td>1</td><td>JT and MB</td></tr><tr><td>2</td><td>JT and MB</td></tr><tr><td>3</td><td>JT and MB</td></tr><tr><td>4</td><td>MW</td></tr><tr><td>5</td><td>GS and GMD</td></tr></table> <p>Key areas 1-3 to be discussed at the next T&L meeting. The governors will report back to next FGB</p>	Key area	Governor	1	JT and MB	2	JT and MB	3	JT and MB	4	MW	5	GS and GMD	<p>CWR challenge</p> <p>JT, MW, GS, GMD</p>	<p>4th December</p>
Key area	Governor														
1	JT and MB														
2	JT and MB														
3	JT and MB														
4	MW														
5	GS and GMD														
7.1	<p><u>Safeguarding</u></p> <p>Annual Safeguarding Report 2017-18</p> <p>The Annual Safeguarding Report 2017-18 was distributed prior to the meeting.</p> <p>The report was completed by LB and covers all aspects of Safeguarding.</p> <p>Accidents</p> <p>The accidents log for the previous school year was circulated prior to the meeting.</p> <p>LB noted that some employee accident had been reported in the accident books but these need to be reported online. CS confirmed that they are reported online but would ensure all first aid staff were aware of this.</p> <p>MW questioned the total number of accidents as it is increasing. Is it more children, more accidents or better reporting? CS felt it was possibly due to new reporting process.</p> <p>MW noted than some accidents that happened in the hall are not reported in the hall book. MW to check. MW noted some updates are required to policy (covered in 9.1 Policies)</p>	<p>LB Challenge CS</p> <p>MW Challenge</p> <p>MW to check hall Accident book</p>	<p>ASAP</p> <p>ASAP</p>												



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	CS to speak with staff about hall log to ensure all are following procedure. MW is concerned that increased numbers of children will link to more accidents. In the next accidents review CWR to analyse average no. accidents per child per year.	CS CWR	ASAP Next accident review
8.1	<u>Staffing Structure</u> CS handed out the latest staffing structure for information. There was a discussion under Part 2 regarding teacher pay scales as CS has completed performance management assessments. KM established what processes CS has been through. CS has been through performance targets. MW asked is CS has had any further thoughts regarding senior management support/succession as the possibility of appointing an Assistant Head has previously been discussed. It was decided that this should be discussed at the next F&R meeting. There was a discussion regarding pay and concerns regarding increasing pay scales.	 KM Challenge Succession	 Next F&R meeting
9.1	<u>Policies</u> Health and Safety CS talked through the amendments that have been made to the policy. CS to check if the H&S Governor can be given an OSHEN (online reporting) login. MW challenged how often PAT testing is required. CS to check. The Policy was unanimously agreed by the governors and signed by the Chair. Following amendments CS to send Final copy to governors before uploading to website. Policy for Supporting Children with Medical Conditions There was a discussion regarding the use of epipens and inhalers. CS explained the system for use of medication. CWR asked if MTAs are aware of allergies. CS explained that parents have been asked to complete data sheets. CWR asked if all MTA's know what to do? CS explained that they have attended First Aid training. GS asked if children wore identifying wrist bands. They don't. There was a discussion regarding the system for non-prescription medication. CS is looking at systems to identify if this could link to any safeguarding issues. JT to look at cost of computer systems that are used to record accidents. CS suggested that non prescribed medication could be recorded in the safeguarding folder. With amendments The Policy was unanimously agreed by the governors and signed by	 MW Challenge Decision CS CWR challenge CS Decision	 Complete ASAP Complete



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	the Chair.		
	CS to send Final copy to governors before going on to website.		
	Behaviour and Discipline MB explained the new system for disruptive pupils.		
	With some small revisions the Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Attendance With some small revisions the Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Admissions (school/county) The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Whistleblowing The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Capability The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Redundancy The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Support Staff Appraisal The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Governor Allowances MW asked that the mileage allowance should be included. HH looked this up for inclusion.	Decision	Complete
	The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Acceptable Behaviour The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Grievance The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Maternity KM thought we should look in to paternity/parental leave to increase the scope of the policy. To be looked at, at the next FGB meeting KM The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Recruitment Standards The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	School Recruitment The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete



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	Volunteers in School – now guidance - no longer needed as a policy The Policy was unanimously agreed by the governors and signed by the Chair.	Decision	Complete
	Teachers Pay and Conditions – not available yet, to be done at next FGB	Decision	Next meeting
	Outdoor Education Visits and Off-Site Activities - Next FGB meeting	Decision	Next meeting
	Walking Home from School The Policy was unanimously agreed by the governors and signed by the Chair	Decision	Complete
10.1	AOB The SEND evaluation form has been sent to DCC. Thanks to JT for sharing a spreadsheet to analyse the skills audit questionnaire. LB has analysed the results and thought it was very useful. This will help with succession planning. GMD wished to discuss the recent note in <i>Contact</i> about threatening behaviour. The Governors want CS to know that they offer their support. The meeting moved to part 2		Complete Complete
The meeting finished at 20.25			
Date/Time	4th December 2018	Location	Whimple Primary School