



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 3 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 10th December 2019 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
Julia Green	JG	LEA

Attendees	Initials	Category
James Terrett	JT	Parent
Carole Shilston	CS	Head teacher
Matt Brown	MB	Staff
Helena Hastie	HH	Co-opted
Kate Needs	KN	Parent

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	LB
2	Business Interests	LB
3	Minutes of the last meeting – Tuesday 8th October 2019	LB
4	Matters Arising	LB
5	Staffing	CS
6	Head teacher's report/School Improvement Plan/SEF	CS
	Governor Visits	HH/CWR
7	Governor Roles and Responsibilities	LB
8	DAG Conference	MW
9	Policies	CS
10	F&R and T&L Meeting Updates	JT/HH
11	Health and Safety	CS
12	Website	LB/CS
13	Safeguarding	JG/CS
1415	GDPR	CS
16	Vision	LB
16	Equality Objectives Review	CS
17	Term Dates	CS
18	Correspondence	CC/LB



WHIMPLE PRIMARY SCHOOL

Governing Body

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1.1	<u>Apologies</u> There were no apologies LB welcomed new Parent governor, Kate Needs (KN) to the meeting. CC clarified the rules on part two minutes.		Complete
2.1	<u>Business Interests</u> No Business Interests were declared.		Complete
3.1	<u>Minutes of the Last Meeting - Tuesday 16th 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> 5.1a - MW reported that she was unable to complete the Educare training. JG will be giving a brief Safeguarding update during this meeting following completion of the course on 21st November. 5.1d - MW confirmed that the Exclusion policy has been finalised. CS reported that some of the volunteer MTAs have started DBS checks. HH asked if we need to update DBS checks that were completed a while ago (people who have previously volunteered but not for a while). It was agreed to complete them again. ACTION: CS will ensure administrator gets DBS checks completed for all volunteers.	CS	ASAP
5.1	<u>Staffing</u> CS reported interviews were held in November for a new temporary TA and HLTA. Two candidates were interviewed and both were appointed, starting in January. TA will work Mondays and HLTA Tuesdays. Both will provide lunch cover. JT questioned CS on the candidates (relevant experience etc). Both are on temporary contracts until the end of the academic year.		
6.1	<u>Head Teacher's Report and School Improvement Plan/SEF</u> The Headteachers report was circulated prior to the meeting. LB invited questions CS handed out the final versions of the SIP. The Monitoring Cycle has been added and governors were reminded that this highlights tasks to be completed by the FGB over the course of the year. There was a discussion about the finalised version of the Vision. JG confirmed with the FGB that Safeguarding training was completed by all staff at the beginning of the year, reported in the last HT report. <i>Pupil Interviews</i> - HH and CWR interviewed the School Council about safety and security at school. HH has completed a report which will go to CS by email. MW asked if children were asked if they felt safe at school. HH confirmed that they all said they did. CS confirmed that the group included PP pupils. ACTION: HH to submit report from visit to CS and bring to the next meeting	HH	Next meeting
7.1	<u>Governors Roles and Responsibilities</u> <i>Associate Role with HR responsibilities</i> Although our board is full we are lacking HR skills and are still keen to recruit an		



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	Associate with HR skills. LB has contacted Kevin Finch who was unable to commit to a Governor role earlier in the year due to personal circumstances. He would be prepared to take the role but has asked that we try and recruit someone else in the first instance. CC has re-activated adverts on two Governance Websites and submitted an advert for the Whimple News. ACTION: CC will put an advert in the Whimple Stores and on Facebook in January.	CC	January
8.1	<u>DAG Conference - Feedback</u> CWR and MW attended the recent DAG Conference and found it to be very informative. MW reported back on changes in Ofsted format indicated by Ofsted. Two heads of Devon schools are also Ofsted inspectors and spoke about the new format. There is nothing specific to bring to Governors, but we need to prepare for the new format. CWR noted that there is emphasis on vocabulary and reading. Governors need to be prepared with regard to curriculum questions. MW noted that the Ofsted framework has been well represented by the Head within the new SIP. CS noted that it is important for all staff within the school to know about curriculum and not just members of the SLT. ACTION: LB has sourced a document relating to questions that governors need to know which she will share with the governors. KN feedback her experience of a recent Ofsted visit at the school she works at. CS reported that the new framework consists of a 90 minutes phone call from Ofsted prior to their visit so she needs to allocate a member of staff to take the call if she is not present.	LB	ASAP
6.1	<u>Policies</u> Teachers Pay and Conditions The policy was reviewed at F&R meeting. The policy was unanimously agreed and signed by the chair. Lettings Policy The policy was reviewed at F&R meeting. The policy was unanimously agreed and signed by the chair. SEND Policy Some wording has been amended. A few class teachers were consulted about the wording as it affects them. The Policy was unanimously agreed and signed by the Chair Behaviour and Discipline There was a discussion about some elements of the policy. KN noticed some elements whereas a parent it suggested parents would know and she didn't, so do we need to ensure this info is shared with parents. Decided to have a poster created to go in all classes. Children are going to design characters relating to the 6R's to help promote them. JG commented on the use of definitions within the policy (bullying etc) is really useful. Suggestion that parts of the policy can be lifted and used when needed such as in anti-bullying week.	Decision Decision Decision	Complete Complete Complete



WHIMPLE PRIMARY SCHOOL

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	JG clarified that MTAs receive this. CS confirmed that the policy is shared with all staff. The Policy was unanimously agreed and signed by the Chair	Decision	Complete
10.1	<p><u>T&L and F&R meeting Updates</u></p> <p><u>T&L</u> JT reported that at the last meeting the committee looked at data, looking at various cohorts. It was noted that baseline assessments were above expected in EY which then indicates that pupils are not making enough progress when results from Year 6 are reviewed. However, when looking at attainment for the same pupils, attainment was good. So the committee concluded that there was no need for concern. Progress continues to be an issue as their target scores are the high side of each band, for example, an expected child has to score 108 to achieve the correct progress from KS1.</p> <p>The meeting also talked about interventions that are taking place and whether they are showing the expected results.</p> <p><u>F&R</u> HH reported that at the last meeting the committee looked at the budget monitoring and reviewed where the current income/expenditure is against the proposed budget. Overall the school is keeping within budget but there are concerns about future years with reduction in pupil numbers going forward.</p> <p>KN asked how low number could get before we are worried. CS noted that the carry forward will assist with lower numbers and numbers fluctuate so we may have increases again in the future.</p> <p>LB reported that the Pay and Performance Committee met prior to the F&R meeting and made decisions about teachers pay that was agreed at the F&R Committee meeting.</p>		
11.1	<p><u>Health and Safety - Update</u></p> <p>CS and CWR are going to complete a Health and Safety walk around the school in January.</p> <p>ACTION: CWR to write up report from visit and submit to the Head.</p>		
12.1	<p><u>Website</u></p> <p><i>Impact Statement</i> LB has been looking at the Impact Statement on the website, made amendments and circulated prior to the meeting for suggestions.</p> <p>ACTION: CS will update SIP sections. GMD offered a couple of suggestions.</p> <p>JT suggested a sub-group to amend to Impact statement. This will consist of JG, JT, MW and LB.</p> <p>ACTION: Sub-group to meet and update the Impact Statement and bring to the next FGB.</p>	<p>CS</p> <p>JG, JT, MW and LB</p>	<p>ASAP</p> <p>By 11th February</p>



WHIMPLE PRIMARY SCHOOL

Governing Body

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13.1	<p><u>Safeguarding</u></p> <p><i>Training Update from JG</i></p> <p>JG recently attended the Babcock Safeguarding Lead Governor course. JG reminded all governors:</p> <ul style="list-style-type: none"> - Safeguarding is the responsibility of everyone at all times. Everyone needs to be aware of safeguarding. - Commitment to safeguarding needs to be publicised. <p>JG will be checking the Single Central Record soon and wants to check on the schools efforts to check visitor ID and that the children know about safety relating to visitors.</p> <p>JG asked if the school has considered buying CPOMS (safeguarding database programme). CS reported that it costs £680 per year so she doesn't think the cost is warranted now as our needs are not that great. This can be reconsidered in the future. LB feels that CPOMS is very useful in a big school but possibly not in a small school.</p> <p>JG sought clarification on current systems - staff report to safeguarding officer, who completes a form that goes to the Head and kept in a locked cabinet.</p> <p>There was a discussion about security. It has been improved on an ongoing basis.</p> <p>JG asked if the school has a procedure for 'Lockdown'. CS reported that it is not statutory to have a lockdown procedure, but this has been discussed and CS is thinking about creating a procedure.</p> <p>ACTION: CS to look into this further.</p>	CS	ASAP
14.1	<p><u>GDPR</u></p> <p><i>Report from Administrator - to be moved to the next meeting as Administrator has been off sick.</i></p> <p>CS reported that there have been no breaches as far as CS is aware.</p>		
15.1	<p><u>Vision</u></p> <p><i>Update on new Vision</i></p> <p>The new Vision has been completed and is included in the SIP</p> <p>ACTION: LB to update the website.</p> <p>ACTION: CS wants to send out a Governor contact and will include the Vision and information about the governors.</p>	LB CS	ASAP ASAP
16.1	<p><u>Equality Objectives Review</u></p> <p>The Equality policy which was reviewed in the summer had objectives which CS wanted to review. To be agreed by governors. Unanimously agreed.</p>	Decision	Complete
17.1	<p><u>Term Dates</u></p> <p>CS has made the following proposals for the Academic Year 2020/21:</p> <p>3rd and 4th Sept 2020 - inset days</p>		



WHIMPLE PRIMARY SCHOOL

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	23rd October 2020 - inset day 4th January 2021 - inset day 7th June - inset day 26th and 27th July - occasional days The Governors unanimously agreed these proposals.	Decision	Complete
18.1	<u>Correspondence</u> LB reported that the Parish Council have asked for help with the neighbourhood plan. LB explained what was required. ACTION: LB will attend the meetings for the steering group as a representative of the school. The meeting moved to Part 2	LB	Date TBC
The meeting finished at 8.16			
Date/Time	Tuesday 11th February 2020 at 6.30pm	Location	Whimple Primary School