



Meeting 5 – Part 1 Minutes – Full Governing Body

Date/Time	Tuesday 2 nd March 2021	Location		Whimple Primary School (REMOTE –GOOGLE MEETING)	
Attendees	Initials	Category	Attendees	Initials	Category
Digory Smith	DS	Co-opted	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
Hannah Clarke	HC	Teacher

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes of the last meeting – Tuesday 19 January 2021
4	Matters Arising
5	School Improvement Plan/SEF
6	COVID 19
7	Safeguarding
8	Health and Safety
9	Staff/Governor update inc. visits
10	Website
11	T and L feedback
12	GDPR
13	Wellbeing
14	Policies
19	AOB



Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> Everyone present		
2.1	<u>Business Interests</u> DS is working for Eedi Place who produce math's content for KS2/KS3. (not used in school)		
3.1	<u>Minutes of last meeting</u> The minutes from the last meeting were agreed to be a true and accurate record and have been signed by the chair.		
4.1	<u>Matters arising</u> 4.1 (13.1) Update on HH letter to Devon County Council. There has been a response. They agreed and confirmed the situation, and also confirmed that they would be offering compensatory measures in terms of additional works that the school had requested. 4.1 (13.1) The school contract with Whimple Victory Hall now all agreed. 11.1 Confirmation of governors reading acceptable use policy. 14.1 HH query re parking sign – operational decision. In minutes wording of discussion in regard to the 'No Parking' sign. At the moment it is not required due to COVID situation. All agreed and LB to sign once HM amended for point above.	HM to amend minutes.	HM completed 16-03-21 and sent to LB for signing
5.1	<u>School Improvement Plan/SEF</u> HC presentation on Reading in the school. (A Reading Journey from Reception to Year 6). LB expressed thanks to HC as the presentation was very informative. JG question, Whether there are any strategies to get parents on board to assist with the reading? HC responded that there are various strategies including reading challenges, recommendations by teachers to pupils on books with similar genres/authors to try to expand reading. Teachers also bring it up at every parents evening, and talk to them additionally if specific concerns.	JG question	



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	<p>Importance of all parents/governors/teachers/staff – that the country is still under lockdown and not going back to normal.</p> <p>LB challenged whether there would be a focus on wellbeing. CS responded that the teaching staff want this to be the main focus in the 4 weeks prior to Easter. It is imperative that the children get used to being back in school and are happy. Learning will not take place unless this is the case. There is a belief from CS and teaching staff that children are in a worse place mentally than when they returned after the previous lockdown in the summer of 2020. Extra resources are being invested in to help, for example additional time with Sporty Stars. The teachers will use this time to identify struggles and make plans for resolving over the rest of the spring and summer term.</p> <p>LB and the other governors lent their support to this plan of action.</p> <p>HH witnessed as a parent, that the teachers are putting in lots of effort to help alleviate the anxiety being experienced by the children and make them feel comfortable and ease their fears. Both for children who have been in school and those at home.</p>	LB challenge	
7.1	<p><u>Safeguarding</u></p> <p>JG had a meeting with CS, no significant items requiring update to the rest of the governing body. All in hand by school and JG had no concerns.</p>		
8.1	<p><u>Health & Safety</u></p> <p>Accident report overview from CWR. Report was based on last term, slight increase in rough play, but nothing to worry about.</p> <p>CS and HM are going to do a H&S workaround linked to building work and with children returning to school in mind.</p> <p>CS gave a building update. Most of the work is now completed, with a few things to be done in the next couple of weeks.</p> <p>CS shared some photos based on building improvements that have been completed including a new ramp and shelter for the Devon Lady buildings. Cladding has been completed. 2 new Interactive whiteboards have been fitted into the ELM and ASH classrooms, with one more on order for OAK. Work has also been carried out at the MUGA site by the PTFA.</p>	CS/HM to do an H&S workaround pre 8/3/21	Completed 03-03-21
9.1	<p><u>Staff/Governor update inc. visits</u></p> <p>An HLTA retired at the end of the autumn term. An existing HLTA was given extra hours to cover.</p>		



	Still an MTA down, with one further resignation. 2 new volunteers have offered their time for part time shifts. Continues to be an ongoing issue for the school.		
10.1	<p><u>Website</u></p> <p>DS reviewed the website. A couple points to note – forwarded to CS and HM to update.</p>	CS and HM to carry out changes required.	CS & HM have completed.
11.1	<p><u>T and L feedback</u></p> <p>JG gave feedback on the review by some of the Teaching and Learning governors with parents and pupils of the school. This was covered in detail at the recent Teaching and Learning Committee Governor meeting. The feedback was very positive in relation to remote learning, support from school, and some of the issues being faced by parents and pupils at home. JG found it a very useful exercise.</p> <p>CWR has been in the school volunteering as an MTA and while on site completed an Early Years visit and was very impressed by the school.</p>	CWR to complete form reporting visit.	
12.1	<p><u>GDPR</u></p> <p>No recent breaches. Update on training was given and an update from HM recent attendance at a DPO networking forum.</p> <p>No questions or further comments.</p>	2 governors to complete their training.	All governors have completed training.
13.1	<p><u>Wellbeing</u></p> <p>LB and JG want to keep a regular focus on wellbeing, key to help staff and lend them the support of the governing body.</p> <p>JG wellbeing of teachers and all staff in school directly impacts the teaching and support of pupils and therefore necessary to be high on governors agenda, with the Governor's having a duty of care to the staff that they are overseeing.</p> <p>JG has asked all governors for comments on how the governing body can aid this, maybe a wellbeing award? and how to monitor and support. JG would like the other governors to send comments and suggestions to her.</p> <p>GMD lent her agreement and highlighted the link between the school Ethos to strategy, something that needs to be kept in mind at all times, and not a tick the box exercise. Agrees that it should be an ongoing agenda item.</p> <p>MB stated that apart from staff who have retired, and a very few other instances, the turnover of staff is infrequent. The fact that staff don't want</p>	All governors to consider and send to JG by 5th March 2021.	



	<p>to leave says a lot about the success of how the school is approaching this already.</p> <p>JG stated that it is important and very valuable to celebrate what we are doing, what is being achieved but keep in mind what else can be done in the future.</p> <p>CS reminded the governors that as part of the school's Staff Absence Insurance policy there is a support service for staff mental health and wellbeing, which was why this particular policy was taken out. In addition the policy has support for the pupils of the school too.</p> <p>LB stated that the intention is not to give any extra work to the school.</p> <p>CS also reminded the governors about the teacher wellbeing days that have been offered to be taken by Easter.</p> <p>HH commented that the potential for burnout by the staff is considerable especially over the last year with all the additional pressures of COVID 19. HH reminded the governors of the support that has been given by them over recent months, and stated that it is very important to keep giving that kind of support as well as being proactive.</p>	JG Challenge	
14.1	<p><u>Policies</u></p> <ul style="list-style-type: none"> • Maternity DS fed back that the policy seemed very standard. SB asked if the school had used the 'Keeping in Touch' leave. CS stated that the school has never had anyone on maternity leave - so not had to use the policy to date. Governors all agreed to be signed. • Probationary period GMD and HH both felt very standard with no concerns. All governors agreed it can be signed. • T and L policy LB comments/challenges: 'Assume that all children can access the learning' LB was not happy with the wording and suggested a change. CS will change. 'Presentation rules' Lb thought that this bit should be taken out. CS stated that only part has been taken out. JG questioned on page 3, given format? Given proforma? CS will check wording and change. Once changes are made, governors agree to signing. • Online Safety HH felt policy seemed straightforward with no comments. All agreed and can be signed. 	<p>SB challenge</p> <p>LB challenge</p> <p>CS to make changes</p>	



WHIMPLE PRIMARY SCHOOL

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	<ul style="list-style-type: none"> • Accessibility Plan - No comments. Governors agreed it can be signed. • Capability Policy CB challenged that the policy doesn't mention anything about dealing with capability whilst people are in their probation period. LB stated that there was a separate policy to cover the probation period and that would be followed in that instance. All agreed and can be signed. 	CB Challenge	
15.1	<u>AOB</u> Nothing to add.		
The meeting closed 20.05pm.			
Next Meeting Date/Time	Tuesday 18 th May 2021	Location	Whimple Primary School