



WHIMPLE PRIMARY SCHOOL

Governing Body

Meeting 1 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 17th Sept 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	Associate (voted to LEA)

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

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	Election of Chairman & Vice Chairman Election of LEA governor	Clerk
4	Minutes of the last meeting – Tuesday 16th July 2019	Chair
5	Matters Arising	Chair
6	Staffing	CS
7	Correspondence	Clerk
8	Governors' Roles & Responsibilities	Chair
9	School Improvement Plan/SEF	LB
10	The New Academic Year – Housekeeping Tasks	Chair/ CS/ Clerk
11	Safeguarding	LB
12	Policies	

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> There were no apologies but JG and HH need to leave the meeting early		Complete
2.1	<u>Business Interests</u> No Business Interests were declared.		Complete



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3.1	<p><u>Election of Chairman & Vice Chairman</u></p> <p>Nominations and elections were as follows:</p> <p>Chair - Linden Best was nominated by Helena Hastie and seconded by James Terrett Vice Chair - Maria Wallis was nominated by Helena Hastie and seconded by James Terrett.</p> <p>Both were unanimously agreed.</p> <p><u>Election of LEA governor</u></p> <p>Julia Green has received approval from DCC to be put forward as our LEA governor. Nominated by Maria Wallis, seconded by Linden Best and unanimously agreed.</p> <p><u>Re-election of Staff Governor</u></p> <p>Matt Brown is happy to stay on the governing body for a second term. Nominated by Linden Best and seconded by Maria Wallis, unanimously agreed.</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p>	
4.1	<p><u>Minutes of the Last Meeting - Tuesday 16th July</u></p> <p>The minutes from the last meeting were agreed to be a true and accurate record and were signed by the chair.</p>		Complete
5.1	<p><u>Matters Arising</u></p> <p>4.1a - A couple of governors are still to complete Educare Training due to problems logging on. LB will re-send the link to the training. This action is urgent.</p> <p>4.1c CWR and MW will be attending the DAG conference on 9th Nov. ACTION: CC to register candidates. ACTION: CC to put 'Vision' as an agenda item in October.</p> <p>4.1c - KM shared DAG action - ACTION: All to look at it before the next meeting CC to re-email/upload onto learning platform</p> <p>4.1e - MW reported that the Victory Hall survey has been reviewed and showed the results.. Trustees have voted to keep the hall where it is and will be re-furbishing it. The floor was refurbished over the summer and work has started on the kitchen .</p> <p>4.1f - Safeguarding meeting with children - ACTION: HH and CWR to arrange this half term</p> <p>5.1 - Outstanding question to Head. <i>Governors raised a challenge to the Head about work/life balance. Are staff being inappropriately utilised?</i></p> <p>CS explained that the staff are not forced to work over lunch times but often wanted to be involved to make afternoon school easier. MB confirmed that he felt that none of the teachers are feeling that they are going beyond what is expected.</p> <p>5.1 - JG asked if there would be any more body image sessions. CS confirmed that a body image session happened last half term and we may have another session this term.</p> <p>7.1 - ACTION: LB and CS to complete a PP audit this term.</p>	<p>LB</p> <p>CC</p> <p>ALL</p> <p>HH and CWR</p> <p>LB and CS</p>	<p>ASAP</p> <p>Next meeting</p> <p>This half term</p> <p>This term</p>



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	<p>8.1 - Outstanding question to head. <i>Do we need to increase the amount of time available for the SEND lead?</i></p> <p>CS has spoken to the SEND lead and reported that we are frontloading this half term. There was a discussion about the demands and constraints of the role.</p> <p>11.1 - completed.</p> <p>16.1 Exclusions policy. MW has now located a Devon policy within the 'toolkit' section of the website. This will now require review and amendments to the exclusions policy as required. ACTION: MW</p> <p>The meeting moved to Part 2</p>	MW	ASAP
6.1	<p><u>Staffing</u></p> <p>CS handed out the updated staffing structure.</p> <p>The main changes are as follows:</p> <ul style="list-style-type: none"> • Now employ the caretaker directly. • The teaching of Elm class is now split into two roles <p>The Meeting moved to Part 2</p> <p><u>Staff Absence</u></p> <p>CS has reviewed absence from the last academic year. The results were discussed and a copy given to the clerk for the file.</p> <p>LB asked if there are there any patterns or problems and is our absence policy working. CS reported that the absence policy is a county policy which is followed, including return to work meetings. We will have a new computer system to report and record absence later this term, which will help reduce paperwork.</p>	LB Challenge	
7.1	<p><u>Correspondence</u></p> <p>CC reported receiving an email from a prospective governor but unfortunately when LB contacted him he had already taken a post at another school. ACTION: We now have a parent governor vacancy so CC and LB will carry out governor elections ASAP.</p>	CC and LB	ASAP
8.1	<p><u>Governors Roles and Responsibilities</u></p> <p>Having divided the policies up LB now feels we need to reallocate and change the governor roles and bring them in line with the policies. LB talked through the changes.</p> <p>Lead Governors:</p> <p>Finance: HH</p> <p>T&L/Curriculum: JT</p> <p>Safeguarding: JG</p> <p>SEN: GMD</p> <p>H&S/Premises: CWR</p> <p>Personnel: MW (with the view to appointing a governor with Personnel background to take over this lead role)</p> <p>Early Years: LB</p>		



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	<p>Pupil Premium: LB Community/Procedure: MW</p> <p>ACTION: CC to book JG on safeguarding lead course.</p> <p>LB handed out Terms of Reference for each of the new roles and explained that this is everyone's 'job description' for the year which LB will hold everyone to account for.</p> <p>GMD asked how it works when policies are a cross over between two areas. LB explained that more than one person will look at each policy. For each policy on the agenda LB will assign people to them</p> <p>LB sought confirmation that everyone was happy with the current committees.</p> <p>LB asked if we should have an admissions committee. HH felt it would be beneficial as we have had contentious admissions recently.</p> <p>The committees will be as follows:</p> <p>Admissions: MW and LB First/hearings: HH, CWR, MW and JG Second/appeals: GMD, JT, LB and VACANCY Heads Appraisal: LB and JT Pay and Performance: HH, CWR, MW and JG</p> <p>All to now access relevant training on Educare and if not available, by Babcock.</p>	<p>Decision</p> <p>CC</p> <p>Decision</p>	<p>Complete</p> <p>ASAP</p> <p>Complete</p>
9.1	<p><u>School Improvement Plan / SEF</u></p> <p>CS is in the process of writing the SIP and will feedback at next meeting.</p> <p>CS talked through the key areas to be covered.</p> <p>HH asked about whether we are focusing enough on the Colyton entrance exam. There was a discussion about what the schools stance should be.</p> <p>ACTION: LB asked JT to look at completing a curriculum review .</p> <p>ACTION: JG to arrange a visit to school to help get a feel for the school when there are pupils there.</p>	<p>LB and JT</p> <p>JG</p>	<p>ASAP</p> <p>This half term</p>
10.1	<p><u>The New Academic Year - Housekeeping Tasks</u></p> <p>CC worked through Housekeeping tasks for 2019-2020 (documents emailed prior to meeting). The following points were raised:</p> <ol style="list-style-type: none"> 1. Membership of the governing body and committees was unanimously agreed. 2. The dates for the meetings, of the full governors and committees, for the year were agreed. 3. Clerk to keep an eye on being quorate during the transition of governors. 4. It was unanimously agreed that all Governing Body meetings should be 'Open' 	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>



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	meetings.		
5.	Governors were reminded of the procedure if they wish to put an item on the agenda. Governors will be emailed two weeks before a meeting to remind.		
6.	Governors were reminded of the part 2 procedures		
7.	The circulation of minutes procedures were highlighted		
8.	The Code of Practice was unanimously agreed	Decision	Complete
9.	Governors reminded to give details of any training they wished to attend to the clerk. All governors to access Educare training.	Decision	Complete
11.	Sub-Committee membership was discussed and agreed.	Decision	Complete
12.	The membership and terms of reference of committees was unanimously agreed		
13.	Individual Skills Audit is to be completed and passed to the Clerk.	All governors to complete Skills audit	ASAP
14.	The Register of Business Interests will be signed by all governors at the next meeting.	Action	Next Meeting
18.	A programme of governor visits to school will be issued at the next meeting.	CS	Next FG meeting
19.	Governors were reminded of the governor allowance policy.		
20.	Governors were reminded on procedure for received correspondence.		
21.	The aims and vision is to be discussed at the next meeting		
22.	no longer applicable.		
23.	It was agreed that the Head will contact the Chair by telephone when we have been notified of an Ofsted inspection.		
	<u>GDPR</u>		
	CS reported that an updated privacy notice will go out to parents on Friday.		
	After a short discussion it was agreed that by October half term we will move all governors onto the learning platform chat system and e-schools rather than sending out information via email as this is less secure.		
	ACTION: Anyone wanting technical assistance with e-school can get this before the meeting on 8th October.	ALL who want to	8th October



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11.1	<p><u>Safeguarding</u></p> <p>CS reported that the termly update has been completed. LB asked if actions have been completed.</p> <p>The Single Central Record check has been completed. There were a few follow ups to be done.</p> <p>There is an addition for the safeguarding policy.</p> <p>All Governors signed to confirm that they have read Parts 1 and 2 of Keeping children safe in education</p>		Complete
12.1	<p><u>Policies</u></p> <p>Child Protection and Safeguarding Policy</p> <p>The policy was unanimously agreed and signed by the chair.</p> <p>Health and Safety Policy</p> <p>The policy was unanimously agreed but will be signed at the next meeting following some training regarding handling of children as this may identify changes that need to be made to the policy.</p>	<p>Decision</p> <p>Decision - ongoing</p>	<p>Complete</p> <p>Next meeting</p>
The meeting finished at 20.21			
Date/Time	Tuesday 8th October 2019 at 6.30pm	Location	Whimple Primary School