



Meeting 4 – Full Governing Body - Part I Minutes

Date/Time	Tuesday 11th February 2020 6.30pm	Location	Whimple Primary School
------------------	--------------------------------------	-----------------	------------------------

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
James Terrett	JT	Personal Commitment
Kate Needs	KN	Unwell
Caroline Ward-Reece	CWR	DAG Conference

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/CC
5	Head teacher's report/School Improvement Plan/SEF	CS
6	Health and Safety	HH/CWR
7	Pupil Premium	CS/LB
8	Safeguarding	CS/JG
9	T&L Meeting Update	JT
10	Sports Premium	JT/MB
11	GDPR	CS
12	Buildings	CS
13	Staffing	CS
14	Website	LB/JT/MW
15	Policies	CS



WHIMPLE PRIMARY SCHOOL

Governing Body

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<p><u>Apologies</u></p> <p>Apologies were received from James Terrett, Kate Needs and Caroline Ward-Reece. The Clerk advised that the meeting was still quorate.</p>	Complete	
2.1	<p><u>Business Interests</u></p> <p>No Business Interests were declared.</p>	Complete	
3.1	<p><u>Minutes of the Last Meeting - Tuesday 10th December 2019</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	
4.1	<p><u>Before the minutes from the last meeting were read</u></p> <p>LB's term of Office has come to an end and the Parent Governor Vacancy was advertised to all parents. There was one application received from LB who was unanimously re-elected. MW nominated for LB to continue as Chair, seconded by MB and unanimously agreed.</p> <p>HH's term of Office as a Co-opted Governor has also come to an end. HH is happy to stand for another term. Nominated by MW, seconded by MB and unanimously agreed.</p> <p><u>Matters Arising</u></p> <p>4.1 – DBS for MTA volunteers – CS reported that this is in hand and the Administrator is waiting for the volunteers to provide the required paperwork. Some applications are complete and waiting for the results</p> <p>7.1 – Governor Recruitment – CC has put out adverts in the Whimple News, Whimple Stores and on Facebook. All Online Forum Adverts are still active.</p> <p>8.1 – Preparation for a call from Ofsted – There was a discussion about who would take the Ofsted call if CS was not available. Anyone from the SLT could take the call if CS is not available.</p> <p>9.1 – Policies – JG sought an update on the children's drawing of the 6R's characters (as discussed in the Behaviour Policy). CS reported that this will be followed up after half term.</p> <p>13.1 – Possible Lockdown Procedure – CS reported that research into this is still ongoing. There was a discussion on what needs to be considered. ACTION: CS to report back by the Easter Holidays</p> <p>18.1 – Neighbourhood Plan steering group - LB still waiting to hear back regarding the neighbourhood plan steering group meeting.</p>	<p>Decision</p> <p>Decision</p> <p>Ongoing</p> <p>Complete</p> <p>Decision</p> <p>Ongoing</p> <p>CS</p> <p>Ongoing</p>	Easter Holidays
5.1	<p><u>Head Teacher's Report and School Improvement Plan/SEF</u></p> <p>The HT report was circulated prior to the meeting.</p> <p>CS reported that the two children reported to be moving before Easter are now leaving on Friday. We are expecting a child in year 1 to start in mid-March.</p> <p>The following discussions took place:</p>		



Ref	Action or Decision	Owner/ Decision	Date Due
	<p>Action 1 MB explained a writing intervention that was put in place for some pupils and has now been rolled out across the school. JG asked if it had made an improvement. MB gave an example of when it has.</p> <p>Action 2 JG asked what is Top Talk Club? CS explained that it is a parent run after school club which links to debating and looking at language and vocabulary. The philosophy sessions for KS2 are linked to the 6R's.</p> <p>Action 3 JG asked about the sessions run by a Colyton Teacher. Are we buying this service in? CS explained that this is an outreach session offered by CGS and therefore fee of charge. It is run by a Whimple parent.</p> <p>GMD noted that within SEND she has noted some great collaboration with others. This HT report confirms that this is happening throughout the school.</p> <p>Action 4 CS noted that within the feedback sought from pupils about Fantastic Fridays, that pupils are noticing the relationship to the 6R's in the activities they are completing. Some of the skills (6R's) that have been encouraged during Fantastic Friday are being seen in other elements the pupils learning.</p> <p>JG noted that it is great to see the 6R's being an integral part of the school and imbedded into the philosophy of the school.</p> <p>The meeting moved to Part 2</p>	JG Challenge	
6.1	<p><u>Health and Safety</u></p> <p>CWR and LB visited school for a H&S walk last week. A few small things were identified and are being actioned.</p> <p>CWR has completed the Accident reports - to be reported to the FGB at the next meeting (ACTION).</p> <p>HH completed a report for the recent Governor Visit to ask children about safeguarding which was circulated prior to the meeting. There was a discussion about the contents of the document.</p> <p>There was a discussion about parents parking close to school and the safety issues relating to that. ACTION: Some Governors have agreed to stand out by the gates in the morning or afternoon to help educate parents/carers about the safety of where they park.</p> <p>ACTION: CS is looking in to getting the yellow zig zag lines re-painted as they are very faded.</p> <p>There was a discussion about the need for a sign to enable us to enforce 'No Parking' on the zig-zag lines. ACTION: HH to contact the council about getting a sign.</p>	<p>CWR</p> <p>JG, LB</p> <p>CS</p> <p>HH</p>	<p>Next meeting</p> <p>Over next few weeks</p> <p>ASAP</p> <p>ASAP</p>
7.1	<p><u>Pupil Premium</u></p> <p>A Pupil Premium Update was circulated prior to the meeting</p>		



WHIMPLE PRIMARY SCHOOL

Governing Body

Ref	Action or Decision	Owner/ Decision	Date Due
12.1	<p><u>Buildings</u></p> <p>CS reported that the Condition Survey is being completed during the half term holiday. A survey of the lighting, pipework and heaters was completed today (11th February).</p> <p>Following previous information about completion of lighting upgraded CS reported that this work is likely to be completed quicker as quite a few lights are failing. Fords are completing the work.</p> <p>CS reported that the carpet outside Willow class needs to be replaced. CS has sought 3 quotes and is waiting to receive them.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Half term</p>
13.1	<p><u>Staffing</u></p> <p>CS handed out the current staffing structure for reference</p> <p>LB has advertised for new Governors. One parent and someone from an online advert have expressed an interest. LB will speak with both.</p> <p>The meeting moved to Part 2</p>		
14.1	<p><u>Website</u></p> <p><i>Impact statement</i></p> <p>LB, MW and JT have met to re-write the Impact Statement. A copy was circulated prior to the meeting. LB asked for feedback. All agreed new Impact Statement was comprehensive and current.</p> <p>ACTION: LB will upload the Impact Statement on to the website. The Impact Statement is to be reviewed annually.</p> <p>HH agreed to be the PSHE lead Governor.</p> <p>It was agreed to send the Vision and Impact Statement out to all parents.</p> <p>ACTION: LB to send to the Administrator so it can be uploaded on to the website</p>	<p>LB</p> <p>Decision</p> <p>LB</p>	<p>ASAP</p> <p>ASAP</p>
15.1	<p><u>Policies</u></p> <p>Online Safety Policy</p> <p>This policy was reviewed at T&L. The policy was unanimously agreed and signed by the chair.</p> <p>Disciplinary Policy</p> <p>The policy was unanimously agreed and signed by the chair.</p> <p>DBS Policy</p> <p>JG noted that the policy links very well to what she witnessed when checking the SCR. The Policy was unanimously agreed and signed by the Chair</p> <p>Managing Absence and Sickness Policy</p> <p>GMD wanted to ensure that staff are aware of the procedure for reporting of sickness absence.</p> <p>The Policy was unanimously agreed and signed by the Chair</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>



WHIMPLE PRIMARY SCHOOL

Governing Body

Ref	Action or Decision	Owner/ Decision	Date Due
	Maternity and Adoption Policy The Policy was unanimously agreed and signed by the Chair	Decision	Complete
The meeting finished at 8.07			
Date/Time	Tuesday 10th March 2020 at 6.30pm	Location	Whimple Primary School