



# WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

## Local Governing Body

### Meeting – Part I Minutes

Date/Time	8 <sup>th</sup> October 2018 at 17:30	Location	Widecombe-in-the-Moor Primary School
<b>Attendees</b>	<b>Initials</b>		
Chris Elliott	CE	Chair	Parent Gov.
Des Stokes	DS	Exec. Head	
Anna Perry	AP		Staff (from 17.53)
<b>Attendees</b>	<b>Initials</b>		
Fiona Froy	FF		Co-opted Governor
Ben Cartridge	BC		Parent Gov.

Apologies	Initials	Reason (Category of Governor)
Rob Steemson	RS	Personal, Co-opted Governor
Emily Cook	EC	Personal, Parent Governor

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk

Minutes to
Attendees
Apologies
School Website

No	Agenda	Led by
1	Welcome and Apologies	CE
2	Declarations of Interests	CE
3	Operation of Governing Body in the future	CE
4	Update on Performance	DS
5	Curriculum & Standards	DS
6	Safeguarding	DS
7	Strategic Planning	DS
8	Procedural Items	CE

Agenda Number	Details of discussion	Decision or action
1	<b>Welcome and Apologies</b> The Chair welcomed all present to the meeting. Apologies from EC and RS were sanctioned.	
2	<b>Declarations of Interests</b> There were none.	
3	<b>Local Governing Body elections</b> <ul style="list-style-type: none"> <li>• Emma Edwards has resigned as a governor.</li> <li>• Anna Perry was re-elected as the staff governor for the academic year.</li> <li>• Chris Elliott was re-elected as the Chair subject to the Governance restructure.</li> <li>• Ben Cartridge was elected as the Vice-Chair for the academic year.</li> <li>• Ben Cartridge was elected as the safeguarding lead for 12 months only.</li> </ul>	<b>Clerk to send Business Interests forms to all governors.</b>  <b>Clerk to email Fiona Froy safeguarding</b>





*CE asked what are you aiming for in terms of progress? DS replied there are some children who could, and need to make accelerated progress. We need to look at what we have done, what we haven't done and what we need to change. Based on their previous assessment they are making accelerated progress in KS2. BC asked how many are you expecting to get to greater depth. DS replied quite a high % of a cohort of 7. CE asked have you a good enough picture of what is in between the capture points? DS replied I think we are now in a better place. CE asked has it worked out better for you, can you focus more on Executive Head issues? DS responded affirmatively. BC asked are there other things that you think you should be doing? DS replied becoming a better leader.*

Pupil performance for different groups

- All children were 2.9 in writing, 3.5 for reading and 3.4 for maths
- SEN was 2.2 for writing, 2.7 for reading and 2.9 for maths.
- PP in writing was an area of real concern at 2.4.

DS thought that by working at Ilington as well, it might give the possibility to cross check in the future.

Pupil Attendance

- 96% is the target currently. The school is at 97.02% so far this year. The Flexi School policy has helped.
- Lates. There are families that the school needs to work with. There has been a number of children with less than 95% attendance for varying reasons.

Quality of teaching and learning

- The sharing of best practice across Ilington and Widecombe will improve the quality of teaching and learning.
- Some joint staff meetings have been timetabled.
- There has been a raised expectation of productivity for writing. One piece of writing per day is required.
- The profile of maths has been raised. Lesson observations have not yet been undertaken.
- There will be monitoring books weeks and subject leaders will have dedicated time for monitoring on Friday.

*CE asked has the new structure with a science specialist worked well? DS replied that he could see that having a dedicated science teacher and time to plan and deliver lessons had worked. The school will be monitoring standards of writing in science books. Certain children will be monitored. CE asked is there enough communication between teachers? AP replied that staff share emails and are also present on staff days to cross share experiences. CE suggested this would be a good question to ask on a monitoring visit.*

Pupil welfare

Three members of staff have attended Thrive training. Communication will go to parents once the course has finished. Forest School is held for Reception and Y1 for half a day of week. There are a number of clubs led by volunteers. The School Council is up and running. Minutes are circulated to all members of staff. There are lots of sporting events being held with much being done to keep pupils wanting to come to school. BC asked do you quantify happiness? DS responded the pupil survey can give us this data.

Pupil Behaviour/Welfare

There haven't been any reports of bullying but there have been reports of children



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	<p>being unkind to each other. Staff are good at getting to the bottom of these issues.</p> <p><b>The meeting moved to Part II minutes</b>  <b>The meeting returned to Part I minutes</b></p> <p>Safeguarding is on the agenda at all staff meetings. There is a one minute safeguarding guide in most weekly emails. SCR has been checked by DS recently and needs to be checked termly. The school is GDPR compliant.</p> <p><u>Admissions issues</u>          There are not enough pupils in preschool for 2019. The school has had a new starter this term. The school has had 4 different sets of children looking around. There are 71 children on the roll at the moment.</p>	
<b>7</b>	<p><b>Strategic Planning</b></p> <ul style="list-style-type: none"> <li>• DS to send out updated School SEF</li> </ul> <p>School development plan          This has been altered very slightly according to data. DS will resend. DS has now added:</p> <ul style="list-style-type: none"> <li>• support middle leaders to improve attainment through understanding the data</li> <li>• improve learning behaviours amongst a small group of boys in Webburn,</li> <li>• To close the gap between SEN pupils and their peers.</li> </ul> <p><u>Governor Monitoring</u>          This has been adapted from last year. Maths is a focus. The No Marking policy is now academy wide. There are three monitoring visits for November. BC advised that he was interested in marking feedback, FF to do PP and CE to do data. Governors to work in pairs.</p> <p>FF asked about staff appraisals. DS replied these are being completed in the last week of term for teachers, TA's are being done this week. DS advised the school has a template to work from.</p> <p><i>FF asked do we need to do a session making suggestions for future governors? CE replied yes, we definitely need to talk about this. We need to approach individuals who could add to the school. Widecombe Fair committee might know of such people. It was agreed to email CE suggestions.</i></p> <p><i>BC asked who is in charge when you are at Ilington? DS replied that the days Lucy is working she is in charge, the other days it is Jodie. BC asked would you be interested in children teaching further maths at school? DS replied this would be a question to ask pupils and staff.</i></p>	<p><b>DS to email updated SEF and amended SDP</b></p> <p><b>BC to undertake marking feedback, FF to do PP and CE to do data monitoring in November</b></p> <p><b>Suggestions for future governors to be emailed to CE</b></p>
<b>8</b>	<p><b>Procedural Items</b></p> <p><u>Minutes from the last meeting</u>          The minutes from the last meeting were signed as a true and accurate record.</p>	

### Detail of next meeting

Date/Time	29 <sup>th</sup> November at 5pm	Location	Widecombe-in-the-Moor Primary School
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The meeting closed at: 7.15pm.