



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

Meeting – Part I Minutes

Date/Time	Monday 7 th June 2018 at 17:30	Location	Widecombe-in-the-Moor Primary School				
Attendees	Initials			Attendees	Initials		
Chris Elliott	CE	Chair	Parent Governor	Fiona Froy	FF	Co-opted Governor	
Des Stokes	DS	Head of School		Anna Perry	AP	Staff	
Rob Steemson	RS		Co-opted Governor				

Apologies	Initials	Reason (Category of Governor)
Ben Cartridge	BC	Personal, Parent Governor
Emma Edwards	EE	Personal, Co-opted Governor
Emily Cook	EC	Personal, Parent Governor
Karen Histed-Todd	KHT	Personal, Co-opted Governor

Absent Apology	without	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk
Rachel Shaw	RS	Executive Principal arrived 17.57

Minutes to
Attendees
Apologies
School Website

No	Agenda	Led by
1	Welcome and Apologies	CE
2	Declarations of Interests	CE
3	Governing Board	CE
4	Head of School's Written Report i Disadvantaged Pupils' Report ii Staff and Student Absence iii Review Excellence for All Evaluation Form iv School Development Plan 2018-2019 v No Marking Policy	DS
5	Budget i Review Income/Expenditure Report ii Agree Services Buy in for 2018-2019 iii Approve Budget for 2018-2019 iv Agree Sports Grant Report	DS
6	Staffing i Agree Staffing Structure for 2018-2019	DS
7	Parents Forum Date	CE



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8	Approve Flexi-Schooling Arrangements	CE
9	Health, Safety & Environment i Monitoring of Accident Book	DS
10	Safeguarding	CE
11	Policies i Approve Curriculum Statement ii Approve Charging Policy iii Approve Medicines Policy iv Approve Swimming Pool Risk Assessment	CE/DS
12	Governor Monitoring Reports	CE
13	External Reports	CE
14	Governor Recruitment	CE
15	Governor Training i Receive Governor Training Reports ii Review Governor Training Records iii Agree Governor Training Requests	CE
16	Minutes from the last meeting	CE
14	Date of next meeting	RH

Agenda Number	Details of discussion	Decision or action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed all present to the meeting. Apologies were sanctioned.</p>	
2	<p>Declarations of Interests</p> <p>There were none.</p>	
3	<p>Governing Board</p> <p>CE advised that Karen Histed-Todd has resigned as a Governor.</p> <p>Emily Cook was re-elected as a Parent Governor for a further four year term.</p>	
4	<p>Head of School's Written Report</p> <p>DS reported. As a result of the Summer 2 meeting being held earlier this year not all results are in. KS2 statistics will be available on July 10th. DS will email Governors with results when they become available.</p> <p><u>School Development Plan</u> Results will form the school development plan, the review of which is ongoing.</p> <p><u>Attendance</u> is improving at 95.9%, nearly at the 96% threshold. The policy on flexi-schooling is helping to improve these figures. CE asked if there had been an improvement on lateness? DS responded affirmatively. No working days have been missed by staff so far this term.</p> <p><u>School Structure for 2018-2019</u> DS will not be teaching next year due to his new role. Because of this a teacher will be employed for Webburn on a Wednesday morning. A new teacher will take Lower Dart on a Wednesday pm and a 0.2</p>	<p>DS to email results when they become available.</p> <p>DS to talk with</p>



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<p>teaching post will be covered in Lower Dart on a Thursday am. A 0.2 teacher will take Upper Dart on a Monday am.</p> <p>The advertisement for a teacher has been written and is ready to go out. DS recommended employing someone with science specialism. The post will commence September 2018. Staff affected by the restructure have been consulted and have agreed to the proposed changes. It was agreed that DS would discuss the detail of the advertisement with staff prior to sending it out. Governors agreed to the proposed structure for staff and teachers 2018-2019. It was noted that Ilingtons' needs could be shared by the new post.</p> <p><u>Health & Safety</u> has been monitored with CD who comes to the school monthly. There are no industrial H&S issues. All issues from the Governors' monitoring visit have been addressed. Plans for next year include improving sports lighting.</p> <p><u>Premises.</u> The school has been unsuccessful with the funding bid to improve the toilet block. RS thought it might be worth putting in the bid again.</p> <p>DS advised that all classes have been using MathsHub planning this year. Maths monitoring taken by staff and governors has seen evidence of improvement. Assessment and monitoring by subject leaders has increased. There is still work to be done on analysis and impact.</p> <p><u>No Marking Policy for Maths.</u> The school is trialling a new verbal feedback policy. This came about because when DS had previously looked at books it became apparent that there wasn't a clear format for staff on how they should present feedback to children. RS asked 'what do children think of the change?' DS responded that children have gained a lot from the verbal feedback. CE mentioned that from previous monitoring experiences he had noticed that sometimes the feedback between children and staff was not as interactive as it might be. CE asked 'do children respond more to verbal feedback?' DS responded that children can make better progress as it is verbally clearly highlighted. RS asked 'are you still seeing evidence of written feedback as well?' DS responded affirmatively, for e.g. through stickers, team points or underlining. RS thought that the method must be good for monitoring. DS said yes, staff have clearly seen progress and it is bringing up children of all abilities. The verbal feedback policy is being trialled at Widecombe but could be used MAT wide in the future. DS advised that the system will be reviewed at a staff meeting. It has been trialled for the past half term and isn't a policy yet. CE suggested that it could be shared in a Newsletter for parental understanding.</p> <p>Overall, MathsHub planning has been an improvement in terms of the planning format, the depth of questions and already comes in a mixed age format. Peer marking encourages children to take ownership of their own learning and encourages deeper thinking. Overall, staff were seeing a positive impact. RS asked 'do you think you see an improvement in maths and greater depth?' DS responded affirmatively.</p> <p><u>Sports Grant</u> EC reported. This has been posted on the school website as it had to be published by 4th April. The total expenditure was £17,960.50 but the figure has been updated</p>	<p>staff about the detail of the advertisement for a new teacher.</p> <p>Governors agreed to the proposed structure for staff and teachers 2018-2019.</p>
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	<p>recently. RS asked 'do you know what the % of participation is? EC replied that it was in her report. There has been a big investment with play leaders. EC and DS had taken Thrive training (early help for mental health training) which is all about wellbeing and a nurture approach. EC and DS will upskill 3 teachers to provide this support. RS mentioned that to be compliant the report would need to be presented in the new format. FF will liaise with EC about the report. Governors agreed the Sports Grant report.</p>	<p>Governors agreed the Sports Grant report.</p>
<p style="text-align: center;">5</p>	<p>Income/Expenditure review and Budget</p> <p>RS advised that Sam Tse is now producing finances across all schools. CE noted that Widecombe overspend for the financial year will probably be less than what was expected and the school has employed two more staff than anticipated. RS commented that considering the challenge the school faced they had achieved much this year. CE mentioned that BC wanted confirmation that the school wasn't holding off putting a TA in Webburn because of budget. DS responded that the school has a full time TA in all classes next year. RS said that the Academy Trust would have had to submit a deficit this year. All schools within the Academy would need to be vigilant not to overspend on budget or increase on deficit. RS advised that figures from this year could not be drawn against until next year. The PE budget can be used fully in the year.</p> <p>EC left the meeting at 18.34</p> <p>CE advised that Governors have had discussions about low pupil numbers. This has been addressed by numbers coming in from outside the catchment. Reserves need to be protected for the future.</p> <p>RS advised that the draft budget for Widecombe Primary School will be sent out by email in the near future.</p> <p>Service buy in for 2018-2019 will be completed once the budget is available but the school will be looking at similar figures to last year with the only additional cost being towards salary for the GDPR officer. The payroll system is also being changed.</p>	
<p style="text-align: center;">8</p>	<p>Approve Flexi-Schooling Arrangements</p> <p>RS noted that flexi-school arrangements had been a success. CE added that they have been reviewed. Having the policy had helped.</p>	
<p style="text-align: center;">9</p>	<p>Health, Safety & Environment</p> <p>This is covered within the Head of School's report.</p>	
<p style="text-align: center;">10</p>	<p>Safeguarding</p> <p>All staff have completed safeguarding courses and a rolling program is in place to ensure that no one is out of date. A safeguarding question is on all agendas for Staff meetings; allowing DS to continually assess staff understanding of safeguarding. A safeguarding tip is on the weekly email to staff. All staff receive the Devon Safeguarding Children's Board Newsletter.</p>	



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11	<p>Policies</p> <ul style="list-style-type: none"> i Approve Curriculum Statement ii Approve Charging Policy iii Approve Medicines Policy iv Approve Swimming Pool Risk Assessment <p>DS reported that there were no changes to the above Policies. The above Policies were approved by those present.</p>	<p>Curriculum Statement, Charging Policy, Medicines Policy and Swimming Pool risk Assessment were approved by Governors.</p>
12	<p>Governor Monitoring Reports</p> <p>CE reported that three sets of Governor monitoring had taken place since the last meeting.</p> <p>Maths fluency and reasoning: Governors had seen more written reasoning in Lower Dart books. They had evidenced wider issues around the marking policy which was a matter of interest. CE asked how well is pupil tracker being used? Is it being taken on more enthusiastically? DS responded that towards the end of the year the school will see better results. RS asked if teachers were only assessing against key objectives? Teachers need to be clear about what they are assessing against.</p> <p>A monitoring of monitoring has taken place. Governors are on target with completing actions. The timetable DS worked up last year is being followed well.</p> <p>BC and EE had undertaken marking and feedback monitoring. They had evidenced lots of praise. The majority of books were marked. It did seem as if pupil self-assessment was absent in literacy books.</p>	
13	<p>External Reports</p> <p>There were none.</p>	
14	<p>Governor Recruitment</p> <p>RS recommended having 6 or 7 Governors on the LGB. A majority of staff is not recommended. It would seem as if the parent Governor quota is full. Governors agreed it would be useful to have more Community Governors. Clerk to define make-up of governors at the top of the minutes.</p>	
15	<p>Governor Training</p> <p>RS advised that Chris Daniel has been trained up in GDPR. CD is now the Data Protection Officer (DPO) for the Academy. Each school will have a Data Controller. All schools have an audit to complete and need to demonstrate that they are compliant. Schools will contribute towards CD's salary.</p> <p>CE advised that he had attended Bid writing training today which had been interesting. RS suggested that CE could feed-back at director level in the first instance.</p> <p>RS advised that she will provide further safeguarding training.</p>	



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16	Minutes from the last meeting The minutes from the last meeting were signed as a true and accurate record.	
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Detail of next meeting			
Date/Time	Monday 17 th September	Location	Widecombe-in-the-Moor Primary School

The meeting closed at: 7.20pm.