



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

Meeting – Part I Minutes

Date/Time	Monday 18 September 2017 at 17:30	Location	Widecombe-in-the-Moor Primary School		
Attendees	Initials		Attendees	Initials	
Chris Elliott	CE	Chair	Karen Histed-Todd	KHT	Vice Chair
Des Stokes	DS		Anna Perry	AP	Arrived at 17:50
Ben Cartridge	BC		Emily Cook	EC	Left at 18:20
Fiona Froy	FF				

Apologies	Initials	Reason (Category of Governor)
Rob Steemson	RS	Personal

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	CE
2	Elections	LD
3	Declarations of Interests	CE
4	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	CE
5	Chair's Bring Forward Items	CE
6	Review School's Vision and Aims	DS/CE
7	Head of School's Oral Report i Disadvantaged Pupils' Report ii SATs Results Analysis iii Staff and Pupil Absence iv Review School Evaluation Form v Agree School Development Plan 2017-2018	DS
8	Budget i Review Income Expenditure Report ii Monitor Budget iii Agree Sports Grant Report	CE/DS/AP
9	Staffing Updates	DS



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

10	Health, Safety and Environment i Monitoring of Accident Book ii Review Whole School Risk Assessment	DS
11	Safeguarding	RS
12	Policies i Approve Curriculum Statement ii Review Admissions Policy	DS/CE
13	Review SDA Governance Handbook	CE
14	Governor Monitoring Reports i Agree Annual Governor Monitoring Timetable	CE
15	External Reports	DS
16	Governor Recruitment	CE
17	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	CE
18	Dates of Next Meetings	CE

Agenda Number	Details of discussion	Decision or action
1	<p>Welcome and Apologies</p> <p>Apologies for absence were received from RS which were sanctioned. AP apologised for her late arrival.</p> <p>Fiona Froy (FF) was welcomed to the meeting and introduced. It was agreed to co-opt her onto the governing body. CE has had a very positive verbal reference from the preschool.</p>	<p>It was agreed to co-opt Fiona Froy onto the Governing Body.</p>
2	<p>Elections</p> <p>It was agreed for governors to remain in the roles decided in the summer term: CE as Chair, Director and Directors' Finance and HR Committee representative; KHT as Vice Chair and SEND Lead Governor; RS as Safeguarding Lead Governor and BC as Health and Safety Lead Governor.</p> <p>EC, BC and CE volunteered as potential Discipline Committee representatives.</p> <p>KHT agreed to join the Directors' Audit Committee.</p>	
3	<p>Declarations of Interests</p> <p>There were none.</p>	
4	<p>Minutes From Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes of the meeting on 03/07/17 were agreed as a true and accurate record and signed by CE.</p>	



	<p><u>ii Actions</u> LD has booked RS onto the Babcock Safeguarding Lead Governor course.</p> <p><u>iii Matters Arising</u> There were none.</p>	
<p style="text-align: center;">5</p>	<p>Chair's Bring Forward Items</p> <p>There were none.</p>	
<p style="text-align: center;">6</p>	<p>Review School's Vision and Aims</p> <p>DS stated that this remains the same. He outlined the details of the vision which are in the School Development Plan (SDP) document. Maintenance of what has been achieved over the last two years and embedding what is in the SDP are key.</p> <p>The school is attracting lots of pupils at the moment which is positive as the small school ethos is nurturing. However, the ability to nurture is stretched with the greater number of pupils.</p> <p>The change of the December performance to a summer performance was discussed. Feedback from parents was positive and staff found it more manageable. There was also no lag in learning as a result. <i>EC asked whether there was a lack of numeracy teaching in the summer as a parent expressed concern about it extending the length of time that children do not learn over the summer.</i> DS said the performance was built into topic in the afternoon and literacy and numeracy still took place in the morning. Part of literacy is performance skills.</p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p> <p>The school has continued to get involved in South Dartmoor Multi Academy Trust (SDMAT) events – a choir concert is planned and there are other sporting and community events.</p> <p>Following Widecombe Fair there were two news events about maypole dancing and a student being interviewed after winning a race.</p> <p>Maths development is a focus for this year. INSET day started with Maths and staff have been applying more opportunities for fluency. Strategies to learn facts and figures are in place.</p> <p>The school is continuing to work to get closer to the attendance target and reduce the number of late arrivals by working with parents and celebrating successes.</p> <p>Working within the budget has been successful this year.</p> <p>FF asked if there was a maximum number of pupils on roll. DS said PAN is 10 but the school is allowed to go over. Figures are currently at 73 children so technically the school is full, however, there are only four children in Y1. The headcount was 63 last year. There is a child coming for a trial day on Friday. Decisions will need to be made about where the limit is as Upper Dart has some additional children in. There are 10 children leaving at the end of the year and early records suggest 13 children will join in September 2018. FF asked if the children joining were within catchment. DS said there are 10 families from Ashburton. The Admissions policy criteria outlines the priorities.</p>	



	<p>The structure of the school and staffing will need to be considered if any in year funding comes in due to the additional children. KHT asked what proportion of new children were on the SEN register. AP said there are some emerging. 12.2% is the average so AP will look at the school percentage with DS to see how this links to funding. FF said there needs to be assurance that there is not a negative impact on other pupils. DS said behaviour is one issue that has arisen. SEN funding has been changed so AP needs to complete paperwork or funding will be lost. CE asked if the funding amount would stay the same. AP said there will be a loss of funding. There is a summary on the Checklist document sent out by LD for governors to read. Children have to have complex SEN needs to receive funding. There are 18 hours a year available with the Educational Psychologist for the school.</p>	
7	<p>Head of School's Oral Report</p> <p><u>i Disadvantaged Pupils' Report</u></p> <p>This group of pupils are doing very well and building on progress in 2015-2016. KS2 SATs results were Reading 100% and Maths 100% but Writing did not achieve the standard. Disadvantaged pupils across the school are making more progress than non disadvantaged pupils which is in contrast to 2015-2016. There is accelerated progress across the board.</p> <p>DS explained what Pupil Premium (PP) funding is and how it is used for FF. An example of Writing, Reading and Maths last year was that the progress all children made was three points progress over the year but disadvantaged pupils made 3.6 points progress. This needs to be maintained. Nurturing is a key way of doing this. DS will circulate figures.</p> <p>CE asked if there is still a gap in attainment. Disadvantaged pupils are one point behind in Reading and Writing and 0.5 in Maths. The gap is being closed. Non disadvantaged pupils are still attaining to the same level and above national progress.</p> <p>KHT asked what percentage of disadvantaged pupils have SEN. There are 25% in Y1 in total.</p> <p><u>ii SATs Results Analysis</u></p> <p>KS2 Exceeded expectations particularly for SEN and disadvantaged children. Reading and Grammar were 100%, 5/6 in Maths and 4/6 in writing were at the expected standard. 4/6 got reading greater depth, 4/6 got grammar greater depth, 3/6 in Maths were at greater depth and 4/6 in Writing were at greater depth. There was a positive buzz around the class in terms of ethos which was identified by the OFSTED inspector. What was taught in Maths using the Maths hub planning paid off as the reasoning style questions came up.</p> <p>KS1 results were reported in the last meeting. DS was congratulated on the results.</p> <p><u>iii Staff and Pupil Absence</u></p> <p>The attendance target was 96% last year. The result was 94.2% so it was not achieve. 95.15% in the summer term was achieved so the numbers are heading in the right direction. There were meetings with some parents and it was higher profile. There were also lots of fun activities taking place.</p>	<p>DS to circulate the disadvantaged pupils' figures to governors.</p>



<p>The first week back was 100% attendance. Stricter authorisation is taking place for absences. A number of requests have been declined as DS has followed guidelines and he has had conversations with the parents. BC asked if DS always does this. DS said yes if he is saying no though sometimes this is retrospectively depending on the nature of the absence.</p> <p>Three parents have had the flexi schooling paperwork and two have already been returned. These have been agreed based on historical reasons. A flexi-schooled child is now attending to be involved in the more diverse activities taking place.</p> <p>The attendance target is set with the Education Welfare Officer (EWO) whose guidance is 96%. This was agreed by governors. CE said this needs to be reviewed with flexi-schooling comparisons.</p> <p>All staff are present so far this term. There has been excellent teacher attendance since DS has been Head of School. Last year there were 13 days of absence overall for teaching staff and 54.5 days for support staff.</p> <p><u>iv Review School Evaluation Form</u></p> <p>DS has done this this week. He needed Rachel Shaw to look at the finance section. This will be sent off by end of September to the Local Authority. DS will circulate the document following the meeting. Overall it was easier to complete than last year as the school is solidly good or outstanding in some areas.</p> <p><u>v Agree School Development Plan 2017-2018</u></p> <p>DS gave an overview of the document. It takes on board OFSTED's judgments.</p> <p>Leadership and management monitoring is an area to embed around middle leaders alongside ensuring that PP funding is used effectively. Last year's progress evidences this. AP collaborates with SENCOs effectively and is embedding skills. The school is working as a trio with Ilington Primary School and Broadhempston Primary School to support one another with Rachel Shaw moving into CEO role.</p> <p>There will be a fluency and reasoning focus for observations over the year in Maths. There is a renewed emphasis already in lessons that DS has witnessed.</p> <p>The marking policy created last year is too complex and needs to be more efficient. DS will be sending the literacy co-ordinator to another school which has a no marking policy as feedback is via an online portal and orally. OFSTED has said that there does not have to be a particular way of marking as long as it can be justified and attainment and progress are evident.</p> <p>Improving the rate of attendance and lateness is another focus area. This has been improving with lateness improving significantly particularly with key families who have problems getting to school.</p> <p>Habits of successful learners are being addressed with the Growth Mindset and super learning heroes. Friday celebration assemblies incorporate this. BC asked if improvement with lateness was being celebrated. DS said it has just started happening but he will observe this. Staff have a good professional relationship with some parents where this is difficult and create the buffer with DS around the issue.</p> <p>Development of the Sex and Relationships Education programme was not completed last year. Some schools are calling it RSE so the focus is on relationships. Preparation for secondary school is important. DS would like the</p>	<p>The attendance target for 2017-2018 was agreed at 96%.</p> <p>DS to circulate the SEF to governors following the meeting.</p>
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	<p>proposed Parent Forum to happen this term. EC and BC had agreed to be a part of this. AP put a rolling programme together so DS has alerted staff to this. Age appropriateness and terminology is what is needed to be addressed at the forum.</p> <p>The desired outcomes for pupils were discussed. Maths fluency and more children at #3 and #4 is required; at expected level is #2. These are the children exceeding expectation and at greater depth. DS would like to see improved outcomes for disadvantaged children and SEND children in all year groups by continuing to close the gap. The SDP highlights the need for the Early Years Foundation Stage (EYFS) to maintain 100% of children at a good level of progress. The cohort this year will be more of a challenge. Exceeding expectations, especially in Maths, will also be addressed. Staff will continue to develop self challenge and independent learning.</p> <p>Widecombe Woodland will be being used for outdoor learning. Early Learning Goals have been received today. Good attitudes to learning are being maintained.</p> <p>CE asked if staff were clear why the attainment was so good. DS said an area to improve on in writing is proof reading. Reading has historically always been good. The EYFS gives a good start for letters and sounds and interventions occur early. A new spelling programme was used positively last year and made a difference to the results. Parents are confident with the reading as parents are supportive with this. DS outlined some of the literacy initiatives that regularly occur.</p>	
<p style="text-align: center;">8</p>	<p>Budget</p> <p><u>i Review Income Expenditure Report</u></p> <p>The deficit was far less than projected which was positive. Some of this is due to SEN funding expectations and final figures.</p> <p>During a maternity leave there was a half term where a member of staff was not present and it was covered internally which made some savings.</p> <p>Some savings have also occurred through transport. The use of academy minibuses has improved.</p> <p>The donation will come into this year's budget.</p> <p>Some areas such as utilities have not come in as accurate but overall the figure is good.</p> <p><u>ii Monitor Budget</u></p> <p>There is not yet a budget for next year that has been circulated so this will be reviewed at the next meeting. In terms of funding for next year, the census is in October so following this the budget will be known.</p> <p>To maintain the nurture ethos reserves may need to be used as it is part of the school's USP. DS will have a conversation with Rachel Shaw about this. CE asked how this would look. There are only three days of TA time in Lower Dart so a full time TA could be used.</p> <p>There is currently a small cash flow issue and SEN funding is being cut. It looks like some Element 3 funding will be lost. BC requested a breakdown of what the figures would look like if we are going to go into reserves. Last year it was agreed to maintain the staffing structure by going into reserves for two years. February will be when the new ECHPs will come into force. DS will follow this up with Rachel Shaw</p>	<p>It was agreed to defer Budget Monitoring to the next LGB meeting.</p>



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

	<p>and Sam Tse. AP outlined the details of how the additional funding applications work. Recruitment would be necessary for this role so it would need to be advertised fairly swiftly.</p> <p><u>iii Agree Sports Grant Report</u></p> <p>It was agreed to carry this forward to the next meeting. DS outlined what the Sports Grant is and how it is reported. It is out of date on the website. The funding is used for the School Sports Partnership which is a local area hub. The school has bought into the hub's package which means staff can be used for PPA cover and lots of events can be entered into across the year groups. It releases two members of staff for most of their PPA which is a cost saving activity as staff previously were having their PPA time paid.</p>	<p>DS to obtain a breakdown of figures for the next two years if reserves are used and present this at the next meeting.</p> <p>It was agreed to defer the Sports Grant Report to the next meeting.</p>
9	<p>Staffing Updates</p> <p>A member of staff has returned from maternity leave on a 0.5 contract.</p> <p>DS outlined the teaching and support staff within each class. BC asked if there would be any trainees. There were only trainees in one class last year due to staffing arrangements but this year there will be three trainees in the summer term. This will provide additional income and allows for intervention work and monitoring if it is successful.</p>	
10	<p>Health, Safety and Environment</p> <p><u>i Monitoring of Accident Book and ii Review Whole School Risk Assessment</u></p> <p>BC and DS will review this together and report back at the next meeting.</p>	<p>BC and DS to meet to monitor the accident book and review the whole school risk assessment and report back to governors at the next meeting.</p>
11	<p>Safeguarding</p> <p>DS reported that all staff except one are up to date with their training. The one who is not is booked onto the next training but it is still within date.</p> <p>FF will need to do Safeguarding training.</p> <p>DS is in the process of doing a safeguarding review but there is nothing currently to report.</p>	
12	<p>Policies</p> <p><u>i Approve Curriculum Statement</u></p> <p>This has been sent out and all comments need to be sent to DS via email within the next week. CE asked if there will be links to further details when it goes on the website. DS said there are details on the curriculum tab within the website.</p>	<p>Governors to send comments on the Curriculum Statement to DS by 22/09/17.</p>



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

	<p><u>ii Review Admissions Policy</u></p> <p>Devon has sent a new policy to all schools so DS needs to read this. Oversubscription criteria will need to be looked at. It was agreed to carry this over to the next meeting.</p>	<p>It was agreed to defer the Admissions Policy to the next meeting.</p>
13	<p>Review SDA Governance Handbook</p> <p>CE said it was unclear who appoints the Clerk.</p> <p>LD requested feedback via email on whether there was anything that governors would like further clarification about.</p>	<p>Governors to read and send queries to LD about the SDA Governance Handbook.</p>
14	<p>Governor Monitoring Reports</p> <p>There was nothing to report.</p> <p><u>i Agree Annual Governor Monitoring Timetable</u></p> <p>It was discussed the best way to organise the timetable. CE and KHT explained the purpose of this for FF. It was agreed for DS to put together a timetable of things to be monitored in conjunction with the SDP (one per half term) and then governors could sign up for these. DS said mornings are when numeracy and literacy take place and Thursday is his non- contact time.</p>	<p>DS to construct a governor monitoring calendar for the next meeting.</p>
15	<p>External Reports</p> <p>There were none.</p>	
16	<p>Governor Recruitment</p> <p>It was discussed whether further governors are needed. The LGB is small but has a range of skills when compared to the skill set. It was decided to include governor recruitment within the newsletter and CE will take on this task.</p>	<p>CE to write an item for the school newsletter about governor recruitment.</p>
17	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u></p> <p>CE, DS and LD are going on the Babcock Heads, Chairs and Clerks course at the end of September.</p> <p><u>ii Agree Governor Training Requests</u></p> <p>Exclusions training is needed and new governor induction training for FF is required.</p> <p>LD will request dates for safeguarding training from Rachel Shaw.</p> <p>KHT will need to do some finance/HR training for the Directors' Audit Committee.</p>	

The meeting closed at: 19:20.

Detail of next meeting



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

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Date/Time	Monday 13 November 2017 at 17:30	Location	Widecombe-in-the-Moor Primary School
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