



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

Meeting – Part I Minutes

Date/Time	Monday 3 July 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	Arrived at 19:00
Des Stokes	DS	Principal		Anna Perry	AP	Staff Governor	Arrived at 17:50
Ben Cartridge	BC	Parent Governor		Emily Cook	EC	Parent Governor	Arrived at 17:45
Rob Steemson	RS						

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Shaw	RJS	Executive Headteacher
Laura Dudman	LD	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	CE
2	Declarations of Interests	CE
3	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	CE
4	Chair's Bring Forward Items	CE
5	Head of School's Written Report i Disadvantaged Pupils' Report ii Staff and Student Absence iii Review School Evaluation Form iv School Development Plan 2017-2018	DS
6	Budget i Review Income Expenditure Report ii Agree Services Buy In for 2017-2018	CE



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	iii Approve Budget for 2017-18 iv Agree Sports Grant Report	
7	Staffing i Agree Staffing Structure for 2017-2018	CE
8	Approve Flexi-Schooling Arrangements	CE
9	Health, Safety and Environment i Monitoring of Accident Book	DS
10	Safeguarding	CE
11	Policies i Approve Curriculum Statement ii Approve Charging Policy	DS/CE
12	Governor Monitoring Reports i Maths Learning Walk	CE
13	External Reports	DS
14	Review Skills Audit	CE
15	Governor Recruitment	CE
16	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	CE
17	Dates of Next Meetings	CE

Agenda Number	Details of discussion	Decision or action
1	<p>Welcome and Apologies</p> <p>There were no apologies.</p>	
2	<p>Declarations of Interests</p> <p>There were none.</p>	
3	<p>Minutes From Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes of the meeting on 08/05/17 were agreed as a true and accurate record and signed by CE.</p> <p><u>ii Actions</u> DS has contacted ISCA who will organise a bespoke training session for him for use of the swimming pool chemicals. The alternative was to go on a three day course.</p> <p>CE is happy to continue on the Directors HR and Finance Committee. There is no Widecombe representative for the Audit committee. There were no volunteers for this.</p> <p>The parents' forum meeting did not go ahead. A new date will be organised.</p> <p>BC has forwarded trainee information to RJS.</p> <p>Governors have still not received the Safeguarding Policy.</p>	<p>LD to email all governors the Academy Safeguarding Policy.</p>



	<p>LD has received all responses for Edubase and RS has completed the 'eligibility to serve as a school governor' form.</p> <p>A draft donation letter has been circulated. The letter may no longer be sent based on changes to the situation. BC said there is no harm in emphasising the need for fundraising.</p> <p>The administration of medicines procedures document has been updated.</p> <p>All skills audits have been returned except RS'. RS confirmed his has not changed.</p> <p><u>iii Matters Arising</u> There were none.</p>	
4	<p>Chair's Bring Forward Items</p> <p>CE inquired about the Governors' annual report. This goes into the school profile and is composed around now. BC enquired whether this also goes into the newsletter.</p>	CE to complete the Governors' Annual report and circulate.
5	<p>Head of School's Written Report</p> <p><u>iii Review School Evaluation Form</u> DS went through the progress towards the key foci.</p> <p>As a result of training with Janet Ross there is now better understanding about how to lead and develop middle leaders.</p> <p>There was a need to develop Maths from the OFSTED report that has led to some upskilling taking place. Faster progress is now being made in reading and writing. Maths will be part of the next School Development Plan (SDP). All middle leaders have attended Babcock briefings and shared best practice. They have been looking at action plans to work together.</p> <p>The governing body have had a higher profile in the school this year through moderation and the working party for flexi-schooling. There has been improved levels of governor training. DS feels supported and challenged by governors. The OFSTED Inspector recognised the governors understanding of the school and this is felt to have improved. The governing body has reduced in size but CE is working on developing this.</p> <p>The school's SENCo has been attending lots of Continued Professional Development (CPD). She leads and supports class teachers and Teaching Assistants (TAs) with writing Individual Education Plans (IEPs) and works with Academy colleagues on ongoing changes.</p> <p>It was agreed that the meeting would move to Part II Minutes.</p> <p>The meeting returned to Part I Minutes.</p> <p>School Pupil Tracker is improving with its use. Assessments are more regular and frequent so it shows areas to develop. More Greater Depth judgements are being made across the curriculum. Greater Depth in Maths has been a focus. Maths is just at the national average whereas reading and writing exceed expectation. There is a focus on differentiation of Maths being secure and appropriate learning habits</p>	



as tasks have occasionally not been pitched correctly. *CE inquired whether next year's class structure will assist with this.* DS said it will be easier to see the expectations with Y4, Y5 and Y6 together as it is more aspirational. BC said the challenge will be to ensure the Y6s are challenged - particularly the higher achievers. RJS said by high ability children working with the less able it gives the opportunity to use higher level thinking to explain things to somebody else. The cross-age teaching will benefit the Y6s in particular.

EC inquired whether the Y4 students who stayed in Lower Dart Class did not perform as well this year. DS said they remained in the class due to ability but the progress was not evident. He has decided it is better for cohorts to stay together as a result. BC said the aim was for steady progress towards Age Related Expectations rather than 'blitzing' Y6. DS said it is not possible to do this now with the new curriculum and Pupil Tracker helps to identify any pockets of reduced progress.

The spelling element of the SPaG test has had a focus by following the 'no nonsense' spelling programme. The KS1 spelling test completed last month showed improvement. KS2 SATs results are due in tomorrow.

DS has been having challenging conversations with parents about attendance and lateness. Some of the meetings did not go well but attendance had improved slightly.

Requests for holidays during term time are still coming in but are not being approved. The school then makes a decision whether or not to fine. RJS said Devon put a freeze on fines for the Isle of Wight case but the freeze has now been lifted. 10 days or more of unauthorised absence is a strong case to fine. CE asked if anybody would get to that level. RJS said you could issue a fine for less. Some pupils with low attendance have requested holidays.

Lateness is improving overall. DS asked RJS if there was a national figure but RJS thought not. *EC asked about the impact on education and was enough being done in regards to attendance.* DS said he is unsure what more can be done. RJS said if Education Welfare Officers (EWOs) become involved they can issue a legal caution for prosecution. DS met with the EWO last week and last month. They had letters ready to go to some families but he requested to delay this and meet with these families. They have improved since then.

CE inquired whether anything positive had been done about lateness. Badges will be given out for good attendance and 100% attendance.

The SEAL programme is being used to develop pupil welfare. DS has been doing a series of assemblies on this and the Growth Mindset. Three TAs have attended attachment based mentoring training so there is one in each class.

i Disadvantaged Pupils' Report

DS distributed the Pupil Premium (PP) Report in advance of the meeting. EC sent an inquiry in advance of the meeting for comparison data which DS has sent.

EC enquired about the comparison between PP and non-PP pupils in regards to progress. DS said there are nine PP pupils and two have Special Education Needs



	<p>(SEN). If these two were taken out of the figures the result would be 100%. EC asked whether any non PP pupils were SEN. DS said yes but he did not have the comparison figures to hand.</p> <p><i>CE asked about the PP pupils SPaG results being lower than other areas and pupils.</i> DS did not feel this was a trend just a smaller number of pupils leading to distorted figures. He will investigate further.</p> <p>DS asked for questions about the Head of School's Written Report. <i>EC asked about the KS1 SATs and why no pupils got Greater Depth.</i> Maths hub planning has been used but only by Webburn Class this term so this should be starting to show next year. <i>EC asked if this was the expected outcome.</i> DS said there was one child expected to get Greater Depth who did not. EC asked if the test was difficult. DS said the questions on the day were not good for the child. They have looked at the areas of challenge and these will be focus areas. Pupil progress meetings will also be taking place.</p> <p>EC asked what the target figure was for progress. DS said 100%. Over the school year pupils are hoped to make three points progress. Pupils who only make two points progress will have interventions. <i>EC asked if this was something to worry about.</i> DS said it is something to monitor. Not all children make continuous progress in a smooth line. The current Y6 cohort had some very able pupils so it is not a good point of comparison. There is no trend of pupil profiles with less progress being made.</p> <p>It was agreed that the meeting should move to Part II Minutes.</p> <p>The meeting returned to Part I Minutes.</p> <p>DS meets with class teachers of pupils who have not made enough progress to see how to get them back on track. BC asked what 'accelerated' meant. DS said they'd made their expected progress and then some more. AP said precision teaching would be underway following training of teachers and TAs to measure progress.</p>	
<p style="text-align: center;">6</p>	<p>Budget</p> <p><u>i Review Income Expenditure Report</u></p> <p>RJS reported that there may be a very small underspend at the end of the year but directors have not yet decided on the 1% cost of living pay increase for this year which could impact on it. The format of the report was explained.</p> <p><i>CE queried why there is £20,000 more SEN funding than originally predicted.</i> RJS said she will have more of an idea of these pupils' funding for next year to make predictions.</p> <p>The solar panels are starting to generate an income.</p> <p>Staff overtime (which includes cover) has gone slightly over the budget but it was a cautious prediction.</p> <p>Academy services is also looking at an overspend but this is due to Government pension contributions. Running a budget like this has been useful to see how to manage it when the budgets become tighter.</p>	



	<p><u>ii Agrees Services Buy In for 2017-2018</u></p> <p>Teacher absence insurance was discussed. The current company is used across all the other primaries but unsuccessfully and quotes for next year are high. RJS is looking at going back into the Mutual Fund and explained the differences with this service. The current policy ends in September but there is a need to check whether a current member of staff returning from maternity would still be covered if the school was to change to the Mutual Fund. It is more costly but for a small school one absence could impact heavily on the school funds.</p> <p>School Improvement Partner (SiP) time will be reduced slightly and Janet Ross will be more involved. She will run a Heads' Appraisal session.</p> <p>Maths and English leader costs have been looked at. Only one of the two within a school will go to the briefing each time but they will both continue to go to the afternoon meetings.</p> <p>The Academy have employed their own Educational Psychologist rather than using Babcock. It is at the same cost to the school but there will be a lot more time given.</p> <p>The Services buy in for 2017-2018 was agreed.</p> <p><u>iii Approve Budget for 2017-2018</u></p> <p>The budget for next year does not include a 1% cost of living pay increase so this could alter staffing costs. RJS also still has the national funding formula within the budget as all is unknown.</p> <p>GAG income for 2017-2018 is already known but pupil numbers are increasing. It currently stands at 69 pupils for 2017-2018 with 66 confirmed. The budget is based on 63 pupils so these pupil numbers could add another £24,000 approx.</p> <p>PP funding is calculated on eight pupils but it is delayed by a year. SEN funding for two pupils will continue for another three years. RJS explained how the figure is calculated. An additional SEN pupil would mean the school would receive the full funding awarded. A full-time TA could potentially be appointed based on this funding.</p> <p>The Sports Grant was explained in terms of what it can be spent on and how the funding is allocated. It cannot be used for swimming.</p> <p>Staffing figures still remain the same as what has been agreed in previous meetings. The supply budget is very small. RJS thought classes could be doubled up in staff absence situations but if pupil numbers are increasing she needs to review this. RJS checked the staffing within each area with DS.</p> <p>RJS explained what premises included. Utilities are difficult to predict due to ongoing issues with British Gas. Oil has had to increase. CE asked whether the solar panels are proving positive. RJS said they are but there are some legality issues about getting the funds released from the company as there may be some monies owed to the Academy.</p> <p>Curriculum costs are low as are resources but this is based on this year's figure. RJS is doing some work with two more primary schools so some funds could be used from there if needed. Printing and copying costs are low. DS has now got a printer.</p>	<p>The Services buy in for 2017-2018 was agreed.</p>
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	<p>ParentPay charges need to be looked at by trying to put payments on as a lump sum to reduce charges.</p> <p>IT costs are bought in packages, general maintenance and broadband supply. There are no plans to improve IT this year. CE said this could become an issue over time. RJS said any underspend could be used for this.</p> <p>A new staff toilet will be put in over the holidays.</p> <p>Governors approved the budget.</p> <p><i>RS asked where the deficit repayment would come from.</i> RJS said it would come from the surplus and the Academy budgets being reduced to cover the cost.</p> <p><u>iv Agree Sports Grant Report</u></p> <p>The Sports Grant Report is on the website but it needs updating. AP will do this. RJS will send an example.</p>	<p>The budget for 2017-2018 was approved.</p> <p>AP to update the Sports Grant Report and bring to governors for approval at the next LGB meeting.</p>
7	<p>Staffing</p> <p><u>i Agree Staffing Structure for 2017-2018</u></p> <p>This was approved.</p>	<p>The staffing structure for 2017-2018 was approved.</p>
8	<p>Approve Flexi-Schooling Arrangements</p> <p>A working party met following the last LGB meeting. CE distributed the draft document for consideration. He explained the difficulties within the decision making process and needing a policy to support DS in this. A checklist has been put together with a half termly process taking place where a period of flexi-schooling is agreed along with what it would look like, followed by a review. <i>EC asked whether termly reviews would be more realistic.</i> DS said extra time could be put into it as half termly reviewing would be important.</p> <p>RS questioned whether the policy could be abused to have holidays. BC said you would need to evidence what the resultant learning would be. RJS said the policy may need tightening up. RJS suggested giving examples of the specific purpose of the request.</p> <p>DS suggested giving the policy to current flexi-schooled parents to look at over the summer. He has told them that they will be granted their flexi-schooling but they will need to evidence their situation. Current flexi-schooled students will be upheld for the time being. Anything that has a third party reason behind it will be approved. Medical circumstances were discussed.</p> <p><i>EC asked what would happen if current flexi-schooled parents did not provide the evidence.</i> DS said there are ways of providing this evidence for all of them. There is the possibility that some parents will not provide the evidence in which case they will then be moved to unauthorised absences. Attainment and progress will also be looked at. EC asked if evidence will be produced for OFSTED. RJS said yes and evidence was produced this time. The flexi-schooled pupils' books were looked at by OFSTED.</p> <p>EC asked whether a meeting template should be produced. DS will produce this. It was agreed to take the document away to read and then approve it via email.</p>	<p>CE to circulate the flexi-school arrangements to all governors for approval.</p> <p>DS to produce a meeting template and circulate.</p>



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9	<p>Health, Safety and Environment</p> <p>There is some asbestos on the outside of the chimney by the hall. Over the holidays a false wall will be built. As long as it is painted over and no boards or pins are put into it there should be no concern. It needs to go on the asbestos register.</p> <p>A member of staff fell over the water cooler. DS explained what OCENS was – the reporting system for accidents. <i>EC asked if anything could be learnt from this.</i> The water cooler has now been moved and a mat put down to prevent spills.</p> <p>Premises staff have been doing a great deal of maintenance work across the Academy which has saved on costs.</p> <p>Landscaping contracts have changed so the sports field looks great.</p> <p><u>i Monitoring of Accident Book</u></p> <p>Most injuries are not in need of going home. There are no trends in the injuries taking place. Parents are informed of head injuries. <i>RJS enquired about the asthma procedures and whether they were clear across the school.</i> DS said yes.</p>	
10	<p>Safeguarding</p> <p>DS attended the safeguarding forum and has done for the last two terms. He disseminates information through emails and weekly meetings to staff.</p> <p>It was agreed that the meeting would move to Part II Minutes.</p> <p>The meeting returned to Part I Minutes.</p> <p>It was discussed that there is no longer a Safeguarding Lead Governor so this is needed. There is a Babcock course that can be done. RJS explained the requirements of the role in regards to monitoring. RS volunteered for this role. He will look at training.</p>	<p>RS agreed to be the Safeguarding Lead Governor.</p> <p>RS to look at availability for Safeguarding Lead training and communicate to LD.</p>
11	<p>Policies</p> <p><u>i Approve Curriculum Statement</u></p> <p>The curriculum statement is on the website for governors to look at. DS will print this off for the next meeting for formal approval.</p> <p>The Teaching and Learning Policy needs reviewing so DS will look at this with staff.</p> <p><u>ii Approve Charging Policy</u></p> <p><i>CE enquired about what would happen if payments were not made.</i> DS said the trip would not go ahead. RJS said there is a specific regulation about residential that charges are for food and extras not daytime activity. PP pupils would not have to pay the full cost for food as they are eligible for Free School Meals so this would be reduced - by 50% for example. Parents will be spoken to on an individual basis.</p> <p>CE was unclear about the difference between inability to pay and unwillingness to pay within the policy and whether the trip would go ahead. RJS said this would be a judgement call and there is a policy to reclaim debt.</p> <p>The Charging Policy was approved.</p>	<p>The approval of the Curriculum Statement was deferred to the next meeting.</p> <p>The Charging Policy was approved.</p>



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12	<p>Governor Monitoring Reports</p> <p><u>i Maths Learning Walk</u></p> <p>CE visited and looked at evidence of Greater Depth in books and how the Maths Hub planning format was being used. There were other planning processes being used in classrooms too but subscriptions are being stopped. A further action is to look at KS2 SATs results. The books from Webburn Class were really good with lots of communication between staff and pupils.</p>	
13	<p>External Reports</p> <p>There were none.</p>	
14 and 15	<p>Review Skills Audit/Governor Recruitment</p> <p>CE has not put an advert in the Parish newsletter for new governors but it has gone out in the school newsletter. A parent has expressed an interest. She is happy to do it and the skills audit shows she has the skills background in finance.</p> <p>It was agreed to co-opt her. It was advised by RJS to ask for references. She already has a DBS check. She has already disclosed a business interest. CE will contact her about attending a meeting.</p>	<p>It was agreed to co-opt a new governor subject to references.</p> <p>CE will get in touch to invite her to the next meeting.</p>
16	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u></p> <p>CE went to the Babcock New Chairs' training and found it useful.</p> <p><u>ii Agree Governor Training Requests</u></p> <p>RS would like to go on the Responsibilities of the Safeguarding Lead course in Cullompton on 14/11/17. LD will book him onto this.</p> <p>CE recommended for somebody to attend Effective Governance in a MAT.</p> <p>DS, CE and LD are booked onto Heads, Chairs and Clerks on 21/09/17.</p>	<p>LD to book RS onto the Responsibilities of the Safeguarding Lead course requested.</p>
17	<p>Dates of Next Meetings</p> <p>LD has sent out the full calendar for the year. RJS will attend less meetings as she is working with a management partnership. It was agreed to retain the 17:30 start.</p>	

The meeting closed at: 19:40.

Detail of next meeting			
Date/Time	Monday 18 September 2017 at 17:30	Location	Widecombe-in-the-Moor Primary School