



# WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

## Governing Body

<b>Meeting – Part I Minutes</b>							
Date/Time	Monday 6 March 2017 at 17:30	Location		Widecombe-in-the-Moor Primary School			
Attendees	Initials			Attendees	Initials		
Martin Hibbs	MH	Chair		Chris Elliott	CE	Parent Governor	Arrived at 18:05 and left at 19:55
Des Stokes	DS	Principal		Anna Perry	AP	Staff Governor	Arrived at 17:45
Ben Cartridge	BC	Parent Governor		Emily Cook	EC	Parent Governor	Arrived at 17:35

Apologies	Initials	Reason (Category of Governor)
Rob Steemson	RS	Parent Governor
Louise Blondell	LB	Parent Governor
Karen Histed-Todd	KHT	Vice Chair

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	Apologies	MH
2	Declarations of Interests	MH
3	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	MH
4	Declaration Forms	LD
5	Headteacher's Report i CSE Presentation ii Headteacher's Written Report	DS
6	Budget i Review Income Expenditure Report ii Receive First Draft of Budget for 2017-18	MH/RJS



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7	Staffing i Review Staffing Structure For 2017-18 ii Staff Pay and Conditions Consultation Update	DS/RJS
8	Term Dates 2017-18	RS
9	External Reports i Review OFSTED Visit	DS
10	Disadvantaged Pupils' Report	DS
11	Monitoring Attendance	DS
12	Health, Safety and Environment i Monitoring of Accident Book	DS
13	Safeguarding i SCR Checks	MH
14	Policies i Review Behaviour and Anti-Bullying Policy ii Review Intimate Care Policy iii SRE Policy Update iv Safeguarding Policy v Admissions 2018-19 Policy vi Charging Policy Update	MH/DS/RJS
15	Equality	RJS
16	ChildrenCount Surveys	DS
17	Governor Monitoring Reports i Report on Governance Monitoring Group ii EYFS Learning Walk	MH
18	Review Skills Audit	MH
19	Governor Training i Receive Governor Training Reports ii Review Governor Training Records iii Agree Governor Training Requests	MH
20	Chair's Bring Forward Items	MH

Agenda Number	Details of discussion	Decision or action
1	<p><b>Apologies of Absence</b></p> <p>Apologies were given by LB, RS and KHT, and AP and CE for late arrival. These were all sanctioned.</p>	
2	<p><b>Declaration of Interests</b></p> <p>There were no declarations of interests.</p>	



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3	<p><b>Minutes From Last Meeting</b></p> <p><u>i Minutes Agreed</u> The minutes from the meeting on 23 January 2017 were approved and signed by MH.</p> <p><u>ii Actions and iii Matters Arising</u> The Parents' Forum has not happened yet. DS will meet with EC, LB and BC to plan. DS has sent agreements from other schools for Governors to look at and will book a date for this. The first topic will be SRE.</p> <p>MH asked if the Charging Policy had been looked at. DS said no so this will need to be carried over.</p> <p>MH asked about the National Formula Consultation. RJS said she is meeting with HB tomorrow to draft responses and a letter for parents and will have this approved with Heads before sending this to LD along with the link to distribute. MH will also forward the newsletter from The Devon Association of Governors.</p> <p>DS said MH and LD's new email addresses have not gone on the newsletter yet. MH said they need to go on every newsletter.</p> <p>RJS has not got in touch yet with the Jurassic Coast Teaching School about having trainees so will pursue this.</p> <p>MH asked whether DS had spoken to staff about administering medicines. DS said staff are happy to continue with this.</p> <p>DS said the EYFS Governors' Visit last week went ahead. CE will present on this. MH asked about how BC felt about the visit. BC said he found it useful and DS was well prepared.</p>	<p><b>DS to meet with EC, LB and BC to organise Parents' Forum.</b></p> <p><b>DS to look at the Charging Policy for the next meeting.</b></p> <p><b>RJS to send National Formula Response details to LD to distribute.</b></p> <p><b>DS to organise MH and Clerk's email addresses being on the newsletter.</b></p> <p><b>RJS to contact the Jurassic Coast Teaching School re trainees.</b></p>
4	<p><b>Declaration Forms</b></p> <p>LD distributed these and they were completed and returned.</p>	<p><b>RS, LB and KHT to complete Declaration Forms at next LGB meeting. LD to get identity document information from SCR.</b></p>



5	<p><b>Headteacher's Report</b></p> <p><u>i CSE Presentation</u></p> <p>DS gave a presentation on CSE. He showed two videos from the NHS and the Children's Society as an introduction to the topic. He then explained how the school look at safeguarding yourself when online in IT lessons at the start of every half term. He shared the interactive CEOP resources used within school. DS said that next week Devon Child Assault Prevention team will be coming into school to do group sessions with the children. There will be parent and staff sessions also. <i>EC asked whether this explored bullying online as well.</i> DS said yes. RJS gave a very positive review of CAP and explained the details of their sessions. EC asked about the issue of children putting photos online. DS said this is covered through the CEOP resources.</p> <p>DS explained the SRE syllabus is also being reviewed. RJS said she would like to get this in place for the summer term. <i>MH asked whether Government announcements have any impact on the school's teaching of this topic.</i> RJS said she will need to check details to ensure we are following Government expectations. She is putting a scheme together to take to Heads which will then be looked at by individual schools. EC suggested that the Parents' Forum could be at the end of March during film night to encourage attendance.</p> <p><u>ii Written Headteacher's Report</u></p> <p>DS went through the details of the written report. He will send it to LD to distribute to Governors.</p> <p>DS spoke about some of the events in more detail. He said the Howard Carter Storyteller was excellent. A good proportion of parents are attending sharing afternoon at the end of each term. DS explained what Deanery day was. <i>MH asked if the religious slant caused any problems.</i> DS said it was Y6s only and there was nothing negative back from parents. RJS will feedback that it was more religious than it was professed to be. DS said the OFSTED inspector liked the British Values being presented in the school. RJS praised the children's dance at the SDCC Body Language performance. DS said the event has previously led to recruitment of children to the school. RJS requested that DS praise a TA for her contribution.</p> <p>DS reported that he has had to ban two children from Pokemon Club for trading.</p> <p>DS has looked at the SEN register and reduced the figure. These children are getting other interventions. EC asked what difference it makes. RJS said it can impact on funding but children should not be on there just for under achievement. <i>EC asked if it affects the support they get if they are on the register.</i> RJS said no although schools can apply for additional support externally though they are unlikely to get it. <i>MH asked if there was a list of criteria.</i> RJS said there is a Devon Graduated Response Tool for this to ensure schools are using the same criteria.</p>	<p><b>DS to email Headteacher's Report to LD for distribution.</b></p>
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Attendance

Staff absence has improved as a TA is back from injury.

DS reported that pupil attendance figures are not up to target. DS has put into place a late register which has reduced the number of late arrivals. There have been some unhelpful comments written by some persistent late parents in this who have since apologised. It is being monitored. *EC asked if the children know about the late register.* DS said no. *EC asked if the late register will sort the issue out.* DS said there were over 500 late arrivals last year but this has already been reduced by a third.

DS reported that two children have left. Neither of these were preventable.

AP raised the idea of Forest School possibly helping to improve attendance for those who are on part-time timetables.

DS said performance predictions have not changed other than a child leaving in Y6 has meant that exceeding has gone up.

Disadvantaged children continue to make good progress across the board but not so much in Maths although PP pupils are making more progress in Maths than non PP pupils.

SDP Progress

DS went through the School Development Plan progress since the last meeting.

Overall effectiveness monitoring is improving in frequency and quality from staff and Governors. RJS and Janet Ross are doing whole school book moderation which DS is then feeding back to staff.

Two staff are doing middle leader training.

Some PP students have gaps in Learning Habits and Growth Mindset skills so DS will address this again whole school. EC asked if this could be done with parents as a next step. DS said yes this could be looked at. Ella's attachment training feeds into this so this may need to be addressed. DS has observed the groups of boys highlighted by the OFSTED Inspector and is working to address the issue.

The school is using the terminology of the new assessment criteria more. The impact on the quality of teaching and learning will not be seen immediately though.

Personal Development, Behaviour and Welfare. BC raised a concern about the wording of the attendance letter. RJS said feedback is valuable for the next time the letter is sent out. RJS said the cover letter to accompany the OFSTED report will be important as attendance is a key issue. Raising the profile of attendance through the letter was discussed as a positive thing. DS is running absence requests by RJS before authorising them.



	<p>Overall outcomes for pupils. A common approach is being used across the school to ensure continuity. <i>MH asked if any other schools were using the Babcock learning resources.</i> RJS said they are very popular as they provide lots of Greater Depth opportunities.</p> <p>Effectiveness of Early Years Provision. A Governors Learning Walk took place this week looking at progress - particularly of those who achieved highly on baseline data.</p> <p>Health and Safety. <i>MH asked if the accident book had been monitored since the last meeting.</i> DS said yes and there were no trends.</p> <p>Safeguarding. DS reported that scenario cards are being used in staff meetings.</p>	
6	<p><b>Budget</b></p> <p><u>i Review Income Expenditure Report</u></p> <p>RJS reported on the school's in year position. There is a predicted £4,000 overspend at the end of the year so this has reduced significantly. £3,800 in reserves is being used for pensions. The predicted income has increased due to additional SEND funding. <i>CE asked if this was common.</i> RJS said yes as it is unknown who will attract new funding. <i>MH asked about PP expenditure.</i> RJS said there is not a separate PP budget; it goes straight to TA support and staffing, SENDCo time and training. This is broken down in the Disadvantaged Pupils' Statement. RJS said the school needs to try to encourage parents to sign up to PP funding. One idea is to credit £100 to their ParentPay account to go towards trips. It was agreed to be a good idea but there may not be many eligible parents. AP said she will continue to give out the information to new parents at home visits. DS said specific parents have been signposted to this.</p> <p><u>ii Receive First Draft of Budget for 2017-18</u></p> <p>RJS said the funding statement has come through and it is slightly better than expected as the school will be funded for 63 pupils now rather than 61. <i>MH asked if this figure is now set.</i> RJS said yes but it could impact on the following years funding. RJS said the budget is tight but there is a predicted £8,900 underspend at the end of the year. There are a number of high needs children leaving this year so more SEND funding would be helpful.</p>	



7	<p><b>Staffing</b></p> <p><u>i Review of Staffing Structure For 2017-18</u> <b>It was agreed that the meeting would move to Part II Minutes for this item.</b></p> <p><u>ii Staff Pay and Conditions Consultation Update</u> RJS explained that Hugh Bellamy came out to the school today to speak to some staff as OFSTED were at the school on the consultation meeting day. The consultation process is now underway. There were a number of proposals. HB and RJS have had a meeting with the unions. They will follow up the full consultation meeting with some other meetings and surveys to get feedback. <i>EC asked what the controversial aspects were of which Governors should be aware.</i> RJS went through the details of the proposals with which staff had been issued. She said it is an overhaul of the system to avoid redundancy. There are also proposed changes for support staff as well as teachers. Salaries will be protected for three years but new staff could be employed on the new terms. <i>MH said appraisal processes will need to be rigorous.</i> RJS said staff morale and reputation are paramount.</p>	
8	<p><b>Term Dates 2017-18</b></p> <p>These have been completed and RJS will look at 2018-19 dates shortly. Governors were alerted to the fact that the national autumn half term is the second week of the academy's two week holiday.</p>	
9	<p><b>External Reports</b></p> <p><u>i Review OFSTED Visit</u> MH asked if everybody had looked at the report as there is one week until it is published. This will be issued with a covering letter. BC said the report had a lot of positives. There were three negative points only which are already underway with action points. Attendance has limited the grade so parents need to be persuaded to be on board with this. RJS and DS will draft the accompanying letter and send it to Governors to approve. <i>EC asked as Parent Governors what the biggest concerns to address are.</i> CE said attendance but this has already been raised through the attendance letters. RJS said the behaviour comment was something of which to be aware. BC said the 'loss of focus' comment on p5 was key. RJS said Learning Habits will be revisited to support with this. EC said bullying is rare is an important positive to highlight. DS said the community are proud of the primary school. It was agreed that the OFSTED framework changes were something to highlight along with the attendance concern. RJS and DS will meet to arrange a time to work on the letter.</p>	



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	<p>RJS said Flexi Schooling needs to be addressed by the Governing Body. BC suggested giving details to parents of what counts as poor attendance. It was agreed that Forest School provision could assist with this. The pros and cons of flexi-schooling were discussed as was how the flexi-schooling process works. The points raised by the Inspector around this issue were also raised. RJS said there has not been approval by the LGB for some of these children and there is no policy or procedure for this. MH proposed to put this on the agenda for the next LGB meeting. RJS will send out some reading around the topic. BC suggested a working party on this.</p> <p>Governors praised the staff for the OFSTED result. MH said the school has a good awareness of what type of school it is.</p>	<p><b>MH to put Flexi Schooling on the agenda for the next LGB meeting.</b></p> <p><b>RJS to send out reading materials to Governors prior to the meeting.</b></p>
10	<p><b>Disadvantaged Pupils Report</b></p> <p>This item was addressed in the Headteacher's Report.</p>	
11	<p><b>Monitoring Attendance</b></p> <p>This item was addressed in the Headteacher's Report.</p>	
12	<p><b>Health, Safety and Environment</b></p> <p><u>i Monitoring of Accident Book</u> This item was addressed in the Headteacher's Report.</p>	
13	<p><b>Safeguarding</b></p> <p><u>i SCR Checks</u> LD checked this today and all Governors are included. OFSTED also checked this during their inspection.</p>	
14	<p><b>Policies</b></p> <p><u>i Review Behaviour and Anti-Bullying Policy</u> MH questioned whether praise cards and person of the week were still in use. DS said praise cards are still used but not person of the week so this needs to be revised.</p> <p><u>ii Review Intimate Care Policy</u> MH highlighted an important typing error of sex education in their 'car' instead of 'care'.</p> <p><u>iii SRE Policy Update</u> DS reported that this is still in progress as an academy-wide update.</p> <p><u>iv Safeguarding Policy</u> RJS has adapted the Devon policy as this needs to be personalised to the school. This will be distributed to Governors for approval.</p>	<p><b>The Behaviour and Anti-Bullying Policy was approved subject to DS changing 'person of the week'.</b></p> <p><b>The Intimate Care Policy was approved subject to correction of the typing error.</b></p> <p><b>RJS to distribute Safeguarding Policy to all Governors.</b></p>



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	<p><u>V Admissions 2018-19 Policy</u> This was formally approved. PAN remains at 10 and criteria remains as Devon criteria. DS said there was a call today from Devon to ask if the school will go over PAN to 11. This was agreed.</p> <p><u>Vi Charging Policy Update</u> It was agreed that this will be carried over to the next meeting.</p>	<p><b>The Admissions Policy 2017-18 was approved.</b></p> <p><b>It was agreed to go over PAN to 11.</b></p> <p><b>MH to put Charging Policy on the agenda for the next LGB meeting.</b></p>
15	<p><b>Equality</b></p> <p>RJS explained that the school's Equality Objectives need to be formally approved by Governors. High attainment in Maths and all groups of students to attend school regularly are the key objectives. These are on the website. These link to the SDP and OFSTED's improvement points. The Equality Policy will be distributed by DS.</p>	<p><b>Governors need to read the Equality Objectives on the website and send their approval to DS.</b></p> <p><b>DS will distribute the Equality Policy for Governors to familiarise themselves.</b></p>
16	<p><b>ChildrenCount Surveys</b></p> <p>DS requested approval of participation and explained the process using the documents issued. There would be a report back. Y5 and Y6 only would be surveyed and it would be non-compulsory. RJS suggested informing parents that this has been done before. DS said there is no set date that it has to be completed on. It was approved by Governors for the school to participate.</p>	<p><b>Governors approved participation in the ChildrenCount Surveys.</b></p>
17	<p><b>Governor Monitoring Reports</b></p> <p><u>ii EYFS Learning Walk</u> CE reported on the EYFS Learning Walk he and BC did. He explained how the curriculum has shifted but the EYFS has not so the focus needs to be on preventing a gap between these stages. They looked at the learning environment and felt the outside classroom works well to engage children. The criteria was not met so well in terms of recording of evidence of creative learning. <i>CE asked if there is any technology available to evidence the EYFS objectives.</i> RJS asked how the preschool capture this. CE said books, picture print outs and post-it notes. CE asked how it was done across the academy. RS said one school uses laminated boards with post-it notes then collate this to go into the book. This works as a visual way to see if anybody is missing evidence gathering.</p>	



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	<p>CE said the Learning Walk also looked at Exceeding Expectations. The children's books looked quite similar so it was difficult to identify this being in place. BC said there was evidence of the children being challenged. The children were aware of the resources available to them. Overall it was very positive. AP thanked them for coming in.</p> <p>MH asked whether there was an area to look at for the next Learning Walk. Maths was suggested to look at changes and areas where attainment is not so high. <i>BC asked if there were any teachers where the skill set was a concern.</i> RJS said the planning tool will help with any limitations in subject knowledge. DS said there was CPD and support in place. <i>CE asked whether the class splits caused any issues.</i> RJS said this will need to be considered for class structures for next year. <i>CE asked whether behaviour raised by the OFSTED Inspector was related to this.</i> RJS said the level of challenge may have been too high for some pupils so changes to class structures will assist with this. MH proposed 5 May 2017 as a date for this Learning Walk which was agreed in principle.</p>	<p><b>It was agreed that the next Governor Learning Walk would take place on 5 May 2017 with a focus on Maths provision.</b></p>
18	<p><b>Review Skills Audit</b></p> <p>MH requested to defer this to the next meeting due to time restrictions as it links with the Governing Body self-audit he is part of the working party for. This was agreed.</p>	<p><b>MH to include Skills Audit on next LGB meeting agenda.</b></p>
19	<p><b>Governor Training</b></p> <p><u>i Receive Governor Training Reports</u> There were none.</p> <p><u>ii Review Governor Training Records</u> LD distributed the Babcock training records for Governors to consider when completing the skills audit.</p> <p><u>iii Agree Governor Training Requests</u> Devon Governor magazines were distributed for Governors to look at and submit any training requests to LD.</p>	
20	<p><b>Chair's Bring Forward Items</b></p> <p>MH presented RJS and DS with a present each from the Governors for all their hard work for OFSTED.</p>	

The meeting closed at: 20:00

Detail of next meeting			
Date/Time	Monday 8 May 2017 at 18:00	Location	Widecombe-in-the-Moor Primary School