



# WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

## Governing Body

| Meeting – Part I Minutes |   |                |                  |                                      |          |                 |                  |
|--------------------------|---|----------------|------------------|--------------------------------------|----------|-----------------|------------------|
| Date/Time                | Monday 23 <sup>rd</sup><br>January 2017<br>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 18:00 |
| Des Stokes               | DS  | Principal      |                  | Rob Steemson                         | RS       | Parent Governor | Left at 19:15    |
| Karen Histed-Todd        | KHT   | Vice Chair     | Left at 19:30    | Louise Blondell                      | LB       | Parent Governor | Arrived at 18:05 |
| Anna Perry               | AP  | Staff Governor | Arrived at 17:50 | Emily Cook                           | EC       | Parent Governor |                  |

| Apologies     | Initials | Reason (Category of Governor) |
|---------------|----------|-------------------------------|
| Ben Cartridge | BC       | Illness                       |
|               |          |                               |

| Absent without Apology | Initials |
|------------------------|----------|
|                        |          |
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| In Attendance | Initials | (anyone who is not a governor/associate) |
|---------------|----------|--|
| Rachel Shaw   | RJS      | Executive Headteacher                    |
| Laura Dudman  | LD       | Clerk                                    |
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| Minutes to     |
|----------------|
| Attendees      |
| Apologies      |
| School Website |
|                |

|    | Agenda   | Led by |
|----|--|--------|
| 1  | Apologies  | MH     |
| 2  | Declarations of Interests  | MH/LD  |
| 3  | Minutes from Last Meeting<br>i Actions<br>ii Matters Arising<br>iii Minutes Agreed | MH     |
| 4  | Communication Procedures   | LD     |
| 5  | Staffing   | DS     |
| 6  | Budget   | DS     |
| 7  | Health and Safety  | DS     |
| 8  | Policies<br>i Review Cycle<br>ii Sex Education Policy                              | DS/LD  |
| 9  | Verbal Headteacher's Report  | DS     |
| 10 | Staff and Pupil Absence Autumn Term Report   | DS     |



# WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

## Governing Body

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| 11 | School Development Plan Progress  | DS    |
| 12 | End of Autumn Term Data Review  | DS    |
| 13 | Disadvantaged Report  | DS    |
| 14 | Safeguarding<br>i SCR<br>ii Devon Safeguarding Audit                        | MH/DS |
| 15 | Governor Monitoring Reports   | MH    |
| 16 | Governor Training<br>i Feedback from Training<br>ii Agree Training Requests | MH/RS |
| 17 | Governor Recruitment  | MH    |
| 18 | Parent Forums   | MH    |
| 19 | 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 BC due to illness and LB and CE for late arrival. These were all sanctioned. LD, the new Clerk to the Academy Trust, was welcomed to the meeting by MH.</p> |   |
| 2             | <p><b>Declaration of Interests</b></p> <p>There were no declarations of interests. LD distributed Register of Related Parties forms and guidance for completion.</p>  | <p><b>Governors to complete forms and return to LD.</b></p> |



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| <b>3</b> | <p><b>Minutes From Last Meeting</b></p> <p><u>i Actions and ii Matters Arising</u></p> <p><u>Charging Policy</u><br/> DS explained that the Charging Policy needs to be redrafted in conjunction with Governors as less parents are contributing and the wording needs to be considered. Whether or not to disband this policy was then discussed. RJS advised to abolish the £20 per child per annum charge from September 2017. EC and KHT agreed to look at the policy with DS. MH asked if there's a list of parents and their current balance which DS confirmed.</p> <p><u>Special School Bid</u><br/> RJS confirmed there is an interview taking place about this next week. We are awaiting details from the Local Authority of how many children in the county are eligible for this provision. There have been a number of letters of support for the bid to accompany the application. Great addition to the academy. It will be for KS2-5 with outreach for KS1. The curriculum will be based around Husbandry and Land-based learning.</p> <p><u>Finance</u><br/> RJS met with Buckfastleigh and Ashburton town councils about funding issues last week. A national formula is coming out and Devon comes out as 153/160. Governors can read and reply to the consultation until March. <i>EC asked if there were any set responses governors could give.</i> RJS said there was nothing specific but suggested getting parents involved when it becomes more prevalent in the news. A discussion ensued about how to transfer information to parents clearly. RJS said there's a link she can send that covers some of the issues. MH will also forward emails from Devon Association of Governors. EC suggested sending it around as parents to other parents.</p> <p><u>Education South West Merger</u><br/> RS asked what the latest information was on this and MH confirmed that it had ended.</p> <p><u>iii Minutes Agreed</u><br/> The minutes from the meeting on 28 November 2016 were approved and signed by MH.</p> | <p><b>DS to look at Charging Policy with EC and KHT.</b></p> <p><b>RJS to send the link about the national formula for funding to Governors.</b></p> <p><b>MH to forward information from Devon Association of Governors.</b></p> |
| <b>4</b> | <p><b>Communication Procedures</b></p> <p>LD explained that Governors' will be given an academy email address in the next couple of weeks to use for Governor business only. This will need to be checked regularly, with guidance being twice a week. The use of this with Office 365 will allow for easier sharing of documentation and shared editing. A discussion followed about whether these email addresses should be shared with parents. It was decided that MH and the Clerk to Governors' email addresses would be published on the newsletter.</p>  | <p><b>DS to ask administrator to include MH and Clerk to Governors' email addresses on the next newsletter.</b></p>   |
| <b>5</b> | <p><b>Staffing</b></p> <p>The meeting moved to Part II Minutes for this item.</p>  |   |



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| 6 | <p><b>Budget</b></p> <p>RJS gave an overview following a finance meeting today with Hugh Bellamy, Sam Tse and Nicola Clayden. A three year budget from 17-18 onwards was forecast. The projected overspend figure has reduced; earlier figure in the year was £21,000 but is now projected to be £5000. This is due to underspends in some areas and increased SEN funding of £28,000 instead of £8000 due to high needs children. Outgoings are as predicted according to MH. Overtime increase is due to doing payroll in-house. DS' attendance at middle leader training has been paid for from other funds. CPD has only had £80 spent on it so RJS said it can be increased. <i>MH asked if we know what the future will be.</i> RJS said local government pension contributions have gone up and there are lots of changes afoot so it's hard to predict. She said attracting new children is key. EC said she had heard lots of positive feedback on the new website.</p>  |   |
| 7 | <p><b>Health and Safety</b></p> <p>DS and RJS reviewed the accident book and medical reports and some improvements need to be made which have been put into place straight away. Slips for parents for accidents or medicine administered will now be completed on every occasion. Locations will now be logged for accidents which is important for evidence for things such as the need for new playground equipment. DS stated that there were no trends to accidents although there were a number of head bumps in one week so he spoke to the children about running around corners and being aware of those around them. <i>MH asked if there was a regular time for looking at the accident book.</i> DS said this will be one of the actions. <i>EC asked whether the school complies with protocol for record keeping in this area.</i> RJS said the school already complied and these are small adjustments for best practice.</p> <p>The parental permission slips for administering medicines have been amended and sent out to all staff. As the school allows staff to administer non-prescribed medicines, RJS advised not to give these before lunchtime in case parents have already given them at home and verbal consent is needed. <i>MH asked whether we should discuss whether staff are happy to do this if other schools don't.</i> RJS explained that liability lies with staff but as the school has a rural setting it is a helpful service being offered. DS said that it will be reviewed with staff to check they are happy. <i>KH asked whether there are any restrictions for keeping medicines on school property.</i> RJS said staff are responsible for checking medicines are in date and this will need to be checked.</p> | <p><b>DS to calendar monitoring of the accident book.</b></p> <p><b>DS to review with staff whether they are happy to continue to administer non-prescribed medicines after explaining their liabilities.</b></p> |



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| 8 | <p><b>Policies</b></p> <p><u>i Review Cycle</u><br/>LD explained that she will be looking at the policies across the Academy before the next round of LGB meetings in order to construct a calendar for reviewing policies.</p> <p><u>ii Sex Education Policy</u><br/>DS explained that the latest policy dates back to 2009 so it is in need of updating, particularly as provision is disjointed through SEAL, Science and the School Nurse. He advised that the whole school SRE curriculum needs a working party to look at it. DS has already started gathering resources but some may need to be bought into. The parent forum may be interested in looking at this. RJS said if a plan is in place of what's being covered when, it gives parents the opportunity to get involved. There is also a need to cover child protection and age appropriate decisions need to be made. Year 5 was the time suggested by RJS to introduce intercourse scientifically to allow time in year 6 to explore issues around it with the people they've built relationships with. Family dynamics also need to be explored as part of relationships. KH said she felt differences in bodies was important to address. RJS advised in the parent forum to highlight that parents need to think about it from a child's viewpoint not from an adult's knowledgeable perspective. DS asked for working party members to look at what's available. KH, EC and RS offered to be involved. AP said she could assist due to her previous Healthy Schools work. It was decided that the best course of action was for DS to meet with Governors first then discuss at parents forum. RJS will organise an initial meeting with all primary Headteachers in the Academy.</p> | <p><b>LD to create Policy Review calendar for the next meeting.</b></p> <p><b>DS to meet with RJS to plan SRE policy then arrange to meet with KH, EC and RS to proceed.</b></p> |
| 9 | <p><b>Verbal Headteacher's Report</b></p> <p>MH and DS decided going forward for DS to present data for questioning at each LGB meeting so the information is clearer to Governors. It was decided that at the next LGB meeting DS will present on Child Sexual Exploitation.</p>  | <p><b>DS to prepare a presentation on Child Sexual Exploitation for the next meeting.</b></p>  |



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| 10 | <p><b>Staff and Pupil Absence Autumn Term Report</b></p> <p>DS explained that last year attendance was 93.8% and the target was 96%. The 'Attendance Monkey' incentive had supported with this. The autumn term figure was 94% or 95.5% not including flexi-schooled children. <i>MH asked RJS how attendance compared to other schools in the Academy.</i> RJS said the expected figure is 96% and some schools were 96/97% but OFSTED would take into consideration the size of the school. It is a Governing Body decision to allow flexi-school and OFSTED will want to know the details of this. DS said if it were not allowed the school might lose these children all together.</p> <p>A discussion ensued around the advantages/disadvantages of flexi-schooling. RJS advised that this option may need to be reconsidered if there are a number of requests. <i>KH asked how many children are flexi-schooled.</i> DS said 4. <i>LB asked if there was evidence they are making worse progress.</i> DS said they are making age expected progress. <i>MH asked what do we do to ensure they are being safeguarded when off-site?</i> DS said he'd had discussions with these parents individually about what their children are doing and where and who they are with.</p> <p>DS explained that attendance figures were sent home to parents before Christmas and will be sent out each term. <i>MH asked if it was being sent out annually and whether there had been any feedback.</i> DS said not yet. <i>KH asked whether conversations had been had with persistent absentees' parents.</i> DS said they have been scheduled. <i>LB asked if there were short term goals.</i> MH said there used to be badges. DS said there would be a MUFTI day for the class with the best attendance. AP said personal messages to 100% attendance pupils would be good and also those who have made improvements.</p> <p>RJS explained late arrivals is another challenge as this affects attendance figures as a child with below 90% attendance is labelled a persistent absentee and has to be monitored. Consultation with EWO and parents would follow. MH said late arrivals had been addressed on the newsletter. <i>EC asked if there was a way to reduce this problem.</i> DS said the main gates are locked at 9am and there is a different entry route which acts as a deterrent. <i>MH asked if it related to how many children came by bus.</i> DS said this is only 10 pupils. It was decided that monitoring attendance should be put on the agenda for every LGB meeting. AP suggested to include in the newsletter what is an acceptable reason to stay at home so parents are aware. EC added with a reminder to parents to book dentist and doctors' appointments for after school or weekends not during school time.</p> <p><i>CE asked if parents are aware about the rules on holiday restrictions.</i> RS said that nothing has changed but it's unclear whether parents will be fined.</p> <p>In regards to staff absence, DS reported there were 3.5 days of absence in the autumn term for teaching staff and 42 days for support staff due to an injury. <i>MH asked if there were any concerns.</i> DS said no.</p> | <p><b>LD to include Monitoring Attendance on all future LGB agendas.</b></p> |
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| 11           | <p><b>School Development Plan Progress</b></p> <p>DS went through the SDP and explained what was happening in each area.</p> <p><u>Monitoring Improvement</u><br/>Monitoring of books has been taking place in staff meeting and more will happen soon. The Literacy co-ordinator has been monitoring improvements/changes due to work done. Spelling monitoring has shown scores going up and good progress. DS is also working with the Maths co-ordinator over the next three weeks to monitor this curriculum area. RJS is supporting with monitoring and looking for evidence across the whole school. Upper Dart will be using a new planning format and the school is now awaiting the KS1 version to come out. The number of children at greater depth has increased slightly and some children are at the cusp. DS is working with staff on assessment across all subjects so Maths' assessments are consistently more rigorous and up to date.</p> <p><u>Governance</u><br/>Learning walks were conducted – one by RS and one by CE and RJS. Training at Ashburton was well attended. Working parties and parent forums are all good improvements. Conducting a learning walk after school was suggested by MH. KHT emphasised the importance of speaking to the children in this process.</p> <p><u>Assessment</u><br/>DS explained that staff are teaching all objectives across the core subjects in the autumn term then covering them again in spring. Most children will have achieved them by then so the summer term will be left for greater depth or intervention. Accurate assessment is important in this process. Ongoing daily assessments are being cross referenced by DS and RJS to look at groups of children and areas to monitor. Teachers have improved their recording of assessments and there is evidence of the marking policy in use across all three classes. Feedback and feed forward is occurring in all year groups. It is on the agenda for the next staff meeting to revisit the assessment policy. Actions are checked to see that children have done them.</p> <p><u>Greater Depth</u><br/>A Governors' Learning Walk was conducted on this topic. There were 41 instances at the start of the year across the curriculum which has increased to 63 instances at end of Autumn Term. RJS is supporting with different ways of evidencing this in books. <i>LB asked if improvement in greater depth was in a particular area.</i> DS said it's easiest to plan for and see in Maths but it's across the curriculum. Teachers are now more aware of what to look for if children have completed all objectives. SATs will hopefully show more children exceeding. <i>KHT asked where children with SEN fit in the greater depth category. How is it monitored as to whether they're making good improvements?</i> DS said they are monitored across each objective and whether it is with or without support. RJS said there is a lot of focus on progress relative to starting points and OFSTED will recognise this. Data shows SEN data is positive. DS said regular pupil progress meetings are happening and targets are set over an extended period of time.</p> <p>Questions on p10 and 12 of the updated SDP document were addressed. Middle leaders and governors have had training.</p> |                    |
| Page 7 of 10 |   | Signature of Chair |



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## Governing Body

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|  | <p><i>MH asked whether all staff are up to speed with pupil tracker.</i> DS said the majority were. DS explained that the trial of the Little Think Project was successful and if funds were available it would be good to continue. RJS said this could be possible for next year as it supports greater depth but would need to find the best method of delivery. <i>MH asked how the £1000 PSP was spent.</i> DS explained that it was used for a pupil attending outdoor education provision. <i>EC asked if this had a positive impact.</i> DS said it was positive impact but in a different way to anticipated.</p> <p>DS went through the outcomes for pupils on P17 of the SDP document. AP said a whole staff planning meeting had occurred. <i>MH asked about tools for targeted interventions for disadvantage pupils.</i> DS explained that the different curriculum areas were RAG rated to see if needs are being met. An area for improvement was in learning styles and pupils taking ownership of their own learning. There was an assembly today on learning styles to address this and barriers to learning were identified.</p> <p><i>MH asked whether early years pupils were on track to achieve a good level of development.</i> DS explained the number of factors that could have impacted on the progress overall being a bit lower than expected.</p> <p><i>MH asked if the garden development had helped learning.</i> AP explained the different activities that had been taking place in this area and their positive impacts.</p> <p>DS told Governors that there is an online course they can do about CSE. <i>MH asked about how British Values were being addressed.</i> DS said the board came down during library refurbishment so this now needs a refocus.</p> <p>A date for the next Governors' Learning Walk was decided as Friday 3 March 2017 9am – 11am with a focus on the EYFS. DS will also arrange for the Governors to visit the Preschool.</p> | <p><b>DS to arrange for Governors to visit the preschool.</b></p> |
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| 12 | <p><b>End of Autumn Term Data Review</b></p> <p>Governors looked at the document in advance of the meeting which shows small amounts of progress since fine tuning of assessment but Reception reading has gone down. <i>MH asked if it's unusual to go down and could DS explain why this could have happened.</i> Ds said yes there are explanations for all minus figures except Maths where a couple of children in Y3 have tailed off. RJS said this can happen when the curriculum becomes more challenging. Teachers can be hesitant about saying yes to descriptors until more confident with them. <i>EC asked if the children continued to make steady progress would they all be at greater depth at the end of the summer.</i> RJS said the number should be the same as it is relative to their starting point. DS said monitoring of those who aren't doing that is taking place. RJS said difficulty arises with Maths as progress isn't cross curricular but by the end of the spring term there should be a firmer picture as not enough of the Maths curriculum has been covered yet to show greater depth yet. <i>EC asked about the drop in greater depth in Y3/4.</i> DS said it's because of the system not being updated in Y3 and in Y4 due to class changes. RJS said more consistency is needed. EC praised the positive Y6 reading figures and DS said Disadvantaged and SEN pupils have done well across the board. <i>MH asked why everyone in Y5 is at greater depth in reading and writing but not Maths?</i> DS said they are on the cusp as beginning to apply skills across the curriculum. RJS said the right type of curriculum now needs to be offered to allow this progression.</p> |  |
| 13 | <p><b>Disadvantaged Report</b></p> <p>DS said the school has been a TA short since September which has impacted on SEN support. Data report shows 0.7 points progress in Maths and expected or better in Literacy. Raising the profile of different learning styles will help to close the gap and continuation with growth mind set attitude to learning in assemblies. Dyslexia friendly awareness rejuvenation has also reminded staff of resources available.</p> <p>Disadvantaged children have received funding for dance club in school and the boys' dance project has raised esteem and will improve the transition to SDCC. <i>MH asked about the balance of disadvantaged boys and girls.</i> DS said it is a majority of boys and there has been positive engagement in dance at school. Due to increased TA support, circus skills club at lunchtime will now run during afternoon sessions.</p>  |  |
| 14 | <p><b>Safeguarding</b></p> <p>The Devon Safeguarding Audit has been completed and sent off by DS. The following actions have come from this: DS needs to add specific reference to the Child Protection Policy and have monthly meetings with RJS and inform the safeguarding Governor of outcomes.</p> <p>DS explained that the behaviour support for a student has now been withdrawn so he will be the lead for this.</p>   | <p><b>DS to meet monthly with the Safeguarding Governor to report.</b></p> <p><b>DS to add reference to the Child Protection Policy to Safeguarding Audit.</b></p> |



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| 15 | <p><b>Governor Monitoring Reports</b></p> <p>RS reported on a learning walk conducted by MH, EC, CE and RS on 11 January 2017 which was focused on greater depth in Maths across all three classes. He explained how they had drawn up success criteria of what to look for then visited each class together and debriefed in between each class. He felt it was good to work in a small group on a specific topic with DS. The Governors agreed to do more and felt, as time goes on, input from DS would be less.</p> <p>MH volunteered to be the Working Party member for HB's work on Governor Monitoring. This was agreed.</p> | <p><b>MH to be representative for Governor Monitoring Working Party.</b></p> |
| 16 | <p><b>Governor Training</b></p> <p><u>i Feedback from Training</u><br/>RJS explained the usefulness of the last SDA training session. RS suggested using the group activity from the training to monitor own triangulation of evidence.</p> <p><u>ii Agree Training Requests</u><br/>RJS asked for feedback of any bespoke training required from Janet Ross. LD to start training record to check if up to date. Online training through GEL was advised by RJS to fill any skills gaps.</p>   | <p><b>LD to start training record.</b></p>                                   |
| 17 | <p><b>Governor Recruitment</b></p> <p>No recruitment is required at the moment as the governing body is at full capacity.</p>   |  |
| 18 | <p><b>Parent Forums</b></p> <p>A request for helpers for the next parent forum was made. EC and LB volunteered and BC was also recommended. Terms of references were given out. There will be a Newsletter launch.</p>  |  |
| 19 | <p><b>Chair's Bring Forward Items</b></p> <p>MH suggested that meetings should start at 6pm from the commencement of the summer term and this was agreed.</p> <p>CE raised a concern from the Snow Warden about road gritting as a safety issue for the school bus. DS said DCC were contacted last year in regards to this issue. <i>CE asked whether the school is happy with the risk assessments about how children get there.</i> RJS said Devon transport are responsible for deciding whether it is safe to run the buses and Devon Highways for gritting the roads. .</p>   |  |

The meeting closed at: 20:05

### Detail of next meeting

|           |                              |          |                                      |
|-----------|------------------------------|----------|--------------------------------------|
| Date/Time | Monday 6 March 2017 at 17:30 | Location | Widecombe-in-the-Moor Primary School |
|-----------|------------------------------|----------|--------------------------------------|