



# WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

## Governing Body

### Meeting – Part I Minutes

Date/Time	Monday 8 May 2017 at 18:30	Location	Widecombe-in-the-Moor Primary School				
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Karen Histed-Todd	KHT	Vice Chair		Chris Elliott	CE	Parent Governor	
Des Stokes	DS	Principal		Anna Perry	AP	Staff Governor	Arrived at 18:10
Ben Cartridge	BC	Parent Governor		Emily Cook	EC	Parent Governor	

Apologies	Initials	Reason (Category of Governor)
Martin Hibbs	MH	Resigned
Louise Blondell	LB	Work commitments

Absent without Apology	Initials
Rob Steemson	RS

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	LD
2	Election of Chair and Director	LD
3	Declarations of Interests	KHT
4	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	KHT
5	Declaration Forms and Edubase Information	LD
6	Head of School's Oral Report i Review SDP 2016-2017	DS
7	Budget i Review Income Expenditure Report ii Review Draft Budget 2017-18 iii Anonymous Donation and Fundraising	KHT/DS
8	Staffing i Staff Pay and Conditions Consultation Update ii Staffing 2017-2018 Update	DS/RJS
9	Flexi-Schooling	KHT
10	Disadvantaged Pupils' Report	DS



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11	Health, Safety and Environment i Monitoring of Accident Book	DS
12	Safeguarding	KHT
13	Policies i Approve SRE Policy ii Approve Curriculum Policy iii Approve Equality Policy iv Review Charging Policy v Approve Administration of Medicines Procedures vi Approve Swimming Pool Risk Assessment	KHT/DS
14	Governor Monitoring Reports	KHT
15	External Reports	DS
16	Review Skills Audit	KHT
17	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	KHT
18	Dates of Next Meetings	KHT
19	Chair's Bring Forward Items	KHT

Agenda Number	Details of discussion	Decision or action
1	<p><b>Welcome and Apologies</b></p> <p>MH has resigned from the governing body so it was agreed prior to the meeting that the Vice Chair, KHT, would chair until the end of this meeting when a new Chair has been elected.</p> <p>Apologies were received from LB which were sanctioned.</p>	
2	<p><b>Election of Chair and Director</b></p> <p>LD chaired the proceedings. CE was nominated prior to the meeting. There were no further nominations. A secret ballot took place and CE was elected unopposed.</p> <p>The role of Director was discussed and RJS outlined the responsibilities of the school representative at Director level and Director's committees' level. CE agreed to take on the Director role initially. RJS suggested through the governor recruitment process looking for somebody for the Director responsibilities.</p> <p>It was discussed that LB may resign from the governing body due to changes in work circumstances so there may be a need to recruit new governors. There are a number of parent governors so it was agreed to review the completed skills audits to identify the areas of need. An advertisement for two new governors will be placed in the Parish Link newsletter by CE and DS will put an advertisement in the Post Office and School Newsletter.</p>	<p><b>CE was elected as Chair. He will also take on the Director role for the SDA.</b></p> <p><b>CE to put an advertisement in the Parish Link and DS in the Post Office and School newsletter for two new governors.</b></p>



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3	<p><b>Declarations of Interests</b></p> <p>There were none.</p>	
4	<p><b>Minutes From Last Meeting</b></p> <p><u>i Minutes Agreed</u> The minutes of the meeting on 06/03/17 were agreed as a true and accurate record and signed by KHT.</p> <p><u>ii Actions</u> The meeting about the Parents' Forum has not yet taken place. EC, BC and DS will meet tomorrow.</p> <p>RJS is yet to contact the JCLA directly about trainees but there is a meeting for feedback tomorrow about getting a SCITT teacher. They are struggling to recruit good quality candidates. BC is working with Totnes European School in his professional capacity who offer trainees. He will forward the details to RJS. RJS also suggested using NVQ students doing Level 2 and 3 Childcare in the preschool in TA roles.</p> <p>DS has made the changes to the policies indicated in the last meeting's minutes. RJS will send out the Safeguarding Policy for all governors to read.</p> <p>The governor Maths Learning Walk on 5/5/17 was rescheduled for 16/05/17 at 9.30am.</p> <p><u>iii Matters Arising</u> There were none.</p>	<p><b>EC, BC and DS to meet on 09/05/17 to plan Parents' Forum.</b></p> <p><b>BC to forward trainee information to RJS.</b></p> <p><b>RJS to distribute Safeguarding Policy to governors to read.</b></p> <p><b>Maths Learning Walk to take place on 16/05/17 at 9.30am.</b></p>
5	<p><b>Declaration Forms and Edubase Information</b></p> <p>LD distributed the 'Declaration of eligibility to serve as a school governor' forms to DS, CE and KHT. These were completed and returned. LD will distributed the remaining forms to absent governors at the next meeting.</p> <p>LD will email Edubase information that is required to individuals and requested prompt return of this information.</p>	<p><b>LD to distribute eligibility forms to RS and LB at the next meeting.</b></p> <p><b>LD to email Edubase information requests and governors to return.</b></p>
6	<p><b>Head of Schools' Oral Report</b></p> <p><u>i Review SDP 2016-2017</u></p> <p><u>Monitoring</u> After SATs DS will be working with TD weekly to share best practice. DS checks in with each class daily and has been working with the Maths Co-ordinator on assessment who is now monitoring independently and reporting back. A new planning format has been being used for two terms. There is more evidence of</p>	



Greater Depth and use of word problems. This is being cross referenced with Pupil Tracker and shows more Greater Depth across the board. This will be reviewed. *EC asked if all the schools were using this planning format.* RJS said a lot of schools were using the White Rose planning as a core scheme for teachers to build on.

#### Governance

The monitoring process will continue with next week's Learning Walk.

#### Assessment

All key objectives for Reading, Writing, Maths and SPaG were taught in terms one and two to get as many children as possible to 'Achieved'. There are a number of children who have reached this and are now working on Greater Depth. Progress is looking very positive. There are only a few children who are not yet at target. Puma and peer assessments are being compared to teacher assessments to triangulate data. All staff are getting better at recording assessments on Pupil Tracker. RJS praised the teachers for using this consistently.

Evidence of the Marking Policy being used needs to be reviewed as there are some inconsistencies. DS has concluded that the policy needs some simplification. DS went to a JCLA session that gave ideas for assessment and marking that could potentially be implemented. He gave the details of this. RJS said it's about getting the balance between written feedback and feedback through other methods as the marking should be informative for the teacher and the pupil. CE inquired whether the written feedback could be retained in the homework book so parents still have this line of communication. *KHT queried how absence of the teacher would be supported without the marking being present.* DS demonstrated his planning document notes as an example of this.

#### Greater Depth

At the beginning of the school year there were 41 instances of Greater Depth across the key areas. There are now 91 instances. *EC asked what the benchmark figure was.* DS said 240 would be every child achieving Greater Depth across all four areas. There were 10 high attainers at the start of the year and there are now 25 across the school.

#### Attendance

The target is 96% and it currently stands at 94.09% or 95.5% without the flexi-schooled children. This is a small improvement. Late arrivals have reduced from 421 to 357 compared to the same period last year. DS met with the EWO this week. He has letters on standby to send but will meet with the parents first. The cultural ethos is a factor and there are some specific sets of personal circumstances that account for most of the late arrivals. The patterns are being addressed. *EC asked if there was a policy for addressing late arrivals.* DS said this is determined through discussions with RJS. BC asked if there was anything more that can be done. RJS suggested using a thanks stance to send the message home that attendance is important. BC suggested it could also be a parents' forum topic.



9	<p><b>Flexi-Schooling</b></p> <p>KHT summarised the key information in the documents that RJS had sent out. The link to the attendance figures at the school were discussed alongside the impact on the school's OFSTED result.</p> <p>KHT suggested a pro-forma for parents to complete when applying for flexi-schooling that determines the added value the child would receive from using this arrangement. It was stated that it is the Headteacher's decision in the documents. RJS said flexi-schooling has been removed entirely from some DfE documents. She gave examples of some circumstances that would be appropriate for flexi-schooling arrangements and compared this to some examples where it is more the cultural ethos of the school. It was highlighted that it needs to be determined as being for the need of the pupil not the need of the parent.</p> <p>It was decided that criteria would need to be created for DS to use to make decisions. Exceptional circumstances would need to be looked at if not supported by an external professional (medical or SEND). A review process would also need to be in place along with training for the parents and monitoring by the teachers which uses a great deal of staff time.</p> <p><i>BC inquired whether it is better to offer flexi-schooling rather than parents take children out of school entirely to home educate. EC inquired whether if the child was out of school and something happened would this be the school's responsibility. CB asked if there was any link between flexi-schooled children and attendance and lateness issues. DS confirmed that to some degree there is. The social aspect of these absences was also discussed. EC inquired whether flexi-schooling arrangements were reviewed with parents regularly. DS said it is not currently.</i></p> <p>The details of the current flexi-school arrangements were discussed and whether this was impacting on the children's educational progress.</p> <p>It was decided that criteria would be put together by a working party which DS could then use to assist him in making decisions and for the review process. KHT, EC, BC and DS will be the working party for this. They will meet on 23/05/17 at 7.30pm. A draft will be brought to the next governors' meeting for approval.</p>	<p><b>DS, KHT, EC and BC to meet on 23/05/17 to draft flexi-schooling criteria and review process to be brought to next LGB meeting for approval.</b></p>
7	<p><b>Budget</b></p> <p><u>i Review Income Expenditure Report</u> £16,500 is now the projected overspend at the year end rather than £23,000 which was projected at the start of the year. The budget has been managed well over the year.</p> <p><u>ii Review Draft Budget 2017-2018</u> RJS will present a revised budget document at the next meeting when more funding information has been received.</p>	



	<p>DS has spoken to teachers about not claiming for PPA from September as this can be covered within school. This would allow time for PPA and subject monitoring. School Sports Partnership, music lessons and Forest School will cover this time. Forest School will be bi-termly/fortnightly for all year groups. Parents could be invited but the provision on offer will need to be explored. This could address some of the flexi-schooling needs within school time. There is a site that could be developed near the school and there is also a site near Ilsington that could be used. <i>EC asked if there was scope to share the facilities with another school.</i> RJS said there is the potential to do this with Ilsington School. <i>CE challenged whether this had positive educational outcomes.</i> RJS outlined the benefits of Forest School through problem solving with peers. AP gave an example of her positive experiences with Forest School as a teacher. <i>She inquired how she would receive feedback from the Forest School Providers.</i></p> <p><u>iii Anonymous Donation and Fundraising</u></p> <p>RJS distributed a letter from the anonymous donor for governors to give feedback on. They have requested to use their donation to start a fundraising scheme and outline this in the letter. There are no restrictions on what this donation can be used for. The donor has also intimated they may donate the same amount next year.</p> <p>BC expressed concern about asking the local community to support essential services and gave reasons for this. It was agreed that it is important that the message is not to ask parents to pay more but to inform them that 40% in additional funds could be achieved through the use of Gift Aid for charitable donations so to look for other potential contributors. Parents will also be informed that the three class structure remaining will be due to the donation as this is not sustainable based on government funding.</p> <p>Easy Fundraising was discussed alongside places where donations could be made due to the tourist location.</p> <p>RJS will reword the letter, bring it to governors for approval and inform the donor of the decision.</p>	<p><b>RJS to draft a letter to parents, approve this with governors and inform the donor of the decision made.</b></p>
8	<p><b>Staffing</b></p> <p><u>i Staff Pay and Conditions Consultation Update</u></p> <p>The unions have been met with and the meeting went well. They now understand that it is a genuine consultation trying to avoid redundancies. The period of consultation has been extended. There are no primary school representatives which unions are requesting so RJS will speak to headteachers about this. Directors will meet on 24/07/17 to make a recommendation. KHT asked when it will take effect. RJS said this is not yet known.</p> <p><u>ii Staffing 2017-2018 Update</u></p> <p>The anonymous donation will mean that the staffing structure can be maintained for next year. Friends are prepared to donate a further £2,500. DS said he is looking at a staffing structure of: R/Y1, Y2/3, Y4/5/6 with 16, 20 (with high needs SEN pupils) and 30 pupils respectively. There is a possibility of splitting Y4 in case of new arrivals and distribution of needs which was discussed but it was decided by DS and RJS to retain the structure suggested. There will be a full-time TA in Y4/5/6</p>	



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8	and some part-time distribution across the other two classes along with a 1:1. There may be some flexibility for transitions for younger pupils in classes. The OFSTED inspector felt high ability children were very well catered for.	
10	<p><b>Disadvantaged Pupils' Report</b></p> <p>DS distributed a document that outlined the disadvantaged pupil provision and went through this. The disadvantaged pupils are doing very well and are outperforming their peers in some areas. <i>EC questioned the progress for SPaG for non-disadvantaged pupils.</i> DS said a spelling programme is being used to address this.</p>	
11	<p><b>Health, Safety and Environment</b></p> <p><u>i Monitoring of Accident Book</u> DS does a weekly check. There were no trends but one broken arm.</p>	
12	<p><b>Safeguarding</b></p> <p>There was nothing to report.</p>	
13	<p><b>Policies</b></p> <p><u>i Approve SRE Policy</u> The DfE have issued new guidance. The school will continue with the current policy until the new guidance comes out.</p> <p><u>ii Approve Curriculum Policy</u> This was not necessary as it remains part of the Teaching and Learning Policy.</p> <p><u>iii Approve Equality Policy</u> <i>BC enquired why Maths was included.</i> RJS said it was related to the need to include specific areas of practice. The policy was approved.</p> <p><u>iv Review Charging Policy</u> It was agreed not to ask parents for an annual contribution but to make contributions towards trips and enrichment activities instead. The Charging Policy will be revised to demonstrate this.</p> <p><u>v Approve Administration of Medicines Procedures</u> BC asked whether the document should be changed to name roles rather than people. RJS said it needs to be amended to say no medicine will be administered before 1pm. Parental consent would be required prior to this. This was approved subject to the above changes being made.</p> <p><u>vi Approve Swimming Pool Risk Assessment</u> <i>BC asked how it was evidenced that DS had been trained in the use of the chemicals.</i> It was decided that a document would need to be produced and signed.</p> <p>KHT asked if the pool was back to its original colour. DS said it is now.</p> <p>RJS informed governors that named people in risk assessments is a requirement as it is revised annually.</p>	<p><b>The Equality Policy was approved.</b></p> <p><b>DS to revise the Charging Policy for approval at the next LGB meeting.</b></p> <p><b>The Administration of Medicines Procedures were approved subject to the identified changes bring made.</b></p> <p><b>The Swimming Pool Risk Assessment was approved subject to the identified changes bring made.</b></p>



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	<p>It was agreed that swimming hats as a recommendation or, as a minimum, long hair needs to be tied back should be included.</p> <p>The risk assessment was approved subject to the above changes.</p>	
14	<p><b>Governor Monitoring Reports</b></p> <p>There were none.</p>	
15	<p><b>External Reports</b></p> <p>There were none.</p>	
16	<p><b>Review Skills Audit</b></p> <p>There are four governors still to complete this. LD will resend the document.</p>	<p><b>LD to resend the Skills Audit document for governors to complete.</b></p>
17	<p><b>Governor Training</b></p> <p><u>i Receive Governor Training Reports</u> KHT attended the Babcock new governor training. She found this very useful. It outlined the number of responsibilities that governors have.</p> <p><u>ii Agree Governor Training Requests</u> CE would like to attend the New Chairs' Training and the Chair, Clerk and Head course. LD will research and feedback.</p>	<p><b>LD to book CE on New Chairs' Training and CE, LD and DS on Chair, Clerk and Head course.</b></p>
18	<p><b>Dates of Next Meetings</b></p> <p>KHT queried whether one meeting a half term was enough. RJS said she is going to look again at the scheme of delegation for LGBs but issues that need more discussion could have additional groups to meet and discuss these then report their findings.</p> <p>It was agreed to return to the former start time of 5.30pm for the next LGB meeting.</p>	
19	<p><b>Chair's Bring Forward Items</b></p> <p>There was discussion about MH's leaving get together. A card will be organised for parents and anybody else who wants to sign it. A write up in the newsletter will also be put together.</p>	

The meeting closed at: 20:45

Detail of next meeting			
Date/Time	Monday 3 July 2017 at 17:30	Location	Widecombe-in-the-Moor Primary School