



# WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

## Governing Body

### Meeting – Part I Minutes

<b>Date/Time</b>	Monday 26 February 2018 at 17:30	<b>Location</b>	Widecombe-in-the-Moor Primary School				
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Chris Elliott	CE	Chair		Fiona Froy	FF		
Des Stokes	DS	Head of School		Anna Perry	AP		
Ben Cartridge	BC		Arrived 17.38	Emily Cook	EC		
Emma Edwards	EE						

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials
Karen Histed-Todd	KHT
Rob Steemson	RS

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk

Minutes to
Attendees
Apologies
School Website

No	Agenda	Led by
1	Welcome and Apologies	CE
2	Declarations of Interests	CE
3	Head of School's Written Report i Attendance Figures Update	DS
4	Budget i Review Income Expenditure Report ii Receive first draft of Budget for 2018-2019	CE/DS
5	Staffing i Review Staffing Structure for 2018-2019 ii Staff Pay & conditions Consultation Update	DS
6	Term Dates 2018-2019	DS
7	Disadvantaged Pupils Report	DS
8	Review SEF	DS
9	Health, Safety & Environment i Monitoring of Accident Book	DS
10	Safeguarding i SCR Checks	CE



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11	Policies i Behaviour and Anti-Bullying Policy ii Intimate Care Policy iii Safeguarding Policy iv Admissions Policy v Charging Policy Update vi Equality	CE/DS
12	Governor Monitoring Reports i Report on Governance Monitoring Groups ii Parent Forum Feedback	CE
13	Review Skills Audit	CE
14	Governor Training i Receive Governor Training Reports ii Review Governor Training Records iii Agree Governor Training Requests	CE
15	One sentence Vision Statement	DS
16	SEND Policy	CE
17	Minutes from Last Meeting	CE
18	Dates of Next Meetings	CE

Agenda Number	Details of discussion	Decision or action
1	<p><b>Welcome and Apologies</b></p> <p>The Chair welcomed all present to the meeting.</p>	
2	<p><b>Declarations of Interests</b></p> <p>There were none.</p>	
3	<p><b>Headteacher's Written Report</b></p> <p>The Headteacher's written report had been circulated to Governors prior to the meeting asking for any questions to be forwarded to DS. A copy of this report is appended to the minutes. Questions from CE and EC had been received and responses emailed by DS to all Governors prior to the meeting.</p> <p>DS advised that the school had used NEFR this year to capture data. This is a change from using PUMA and PIRA last year. NEFR is more aligned with SATS however PUMA and PIRA are more manageable as NEFR requires two or three papers for every one. Further conversations will be held between Academy Heads as to which system to use in future.</p> <p><b>The meeting moved to Part II minutes</b></p> <p><b>The meeting returned to Part I minutes</b></p> <p>Numbers of working days missed by staff have been minimal for Autumn and Spring.</p> <p><b>The meeting moved to Part II minutes</b></p>	



	<p><b>The meeting returned to Part I minutes</b></p> <p>School Development Plan. The school is currently looking at 100% for age related with all children making good progress. The school is working with intervention on spelling.</p>	
<p style="text-align: center;"><b>4</b></p>	<p><b>Budget</b></p> <p><u>i Review Income &amp; Expenditure Report</u></p> <p>A copy of the Income and Expenditure report was projected onto a screen for all to view. CE reported that this report had not changed significantly since the last meeting. Staffing costs have marginally increased based on increased pupil numbers. Income is up due to the Sports Grant but the school is restricted as to how this can be spent.</p> <p>The report does not include the SEND income and the school is hoping to receive a bit more.</p> <p>It looks as if expenditure will go over budget. At present expenditure is up by £6/7,000 and income up by approximately £4,000.</p> <p>Widecombe Primary School anticipates a reasonable uplift in funding for the 2018-2019 year, but still needs to make a surplus because of the deficit for the last year. This is a notional balance from year to year. <i>BC asked if there was some notional amount of reserves for Widecombe which would have resulted from the actual reserve held when we Academized?</i> CE advised that he would seek clarification.</p> <p><u>ii Receive First Draft of Budget for 2018-2019</u></p> <p>DS reported that he is not yet in a position to produce the first draft budget. RS is to meet with Rachel Shaw (RS) following the Headteacher interviews at Buckfastleigh to discuss the matter.</p> <p>CE advised that there is a suggestion at present that the increase in funding for the school could be significant. Whether this is spread Academy wide is a matter for discussion. However, increased numbers necessitate changes in income.</p>	<p><b>CE to ask at next Governors meeting how school deficits are to be managed Academy wide</b></p>
<p style="text-align: center;"><b>5</b></p>	<p><b>Staffing</b></p> <p><u>i Review Staffing Structure for 2018-2019</u></p> <p>At present it looks as if there will be 13 new entries to the school but admissions are confirmed at the end of March. DS plans for there to be a full-time TA in every class along with 1:1's. It will depend on the SEN funding as to whether the school can get a .5 full time TA. TA skills will be utilised to their best. A TA has expressed an interest in working in Upper Dart. <i>A Governor asked if the Principal was confident there were enough staff skills in Lower Dart?</i> DS replied affirmatively. DS advised that Webburn will not be split in case numbers drop. There will be one TA for 30 children. <i>A Governor asked if the facilities can cope with 30 children in one classroom?</i></p> <p><u>ii Staff Pay and Conditions</u></p> <p>CE advised that pay arrangements were subject to an Academy wide review but it</p>	



<b>6</b>	<p>has now been halted. The reason being that it had been noted at Academy level that if good quality teachers were to be employed then the national wage would need to be paid.</p> <p><b>Term dates</b></p> <p>Term dates for 2018-2019 were handed to all present.</p>	
<b>7</b>	<p><b>Disadvantaged Pupils Report</b></p> <p>The Principal reported that of the 10 children that are PP 9 are on track for age related. Three of those 10 are on track to achieve above age related. 90% are PP students. Four of the PP students are also SEND. Writing skills are still improving. Spelling and grammar have remained level. There has been a good achievement in reading. <i>A Governor asked how do they compare above age related?</i> DS responded that they are not achieving as well above age related. <i>A Governor asked what can we do to get them to achieve well above age related?</i> DS responded that the school wants to provide quality teaching for all pupils. They also want pupils to be happy, fit and healthy children. When children are in school the focus is on building learning power. Interventions are also given. An educational psychologist has been spending an hour or so with a TA talking about children's needs. The psychologist will also be meeting with parents to talk about strategies for support. <i>A Governor asked if the psychologist will be talking to PP students?</i> The Principal responded that he might do but is targeting SEN students at present.</p>	
<b>8</b>	<p><b>Review SEF (Self Evaluation Form)</b></p> <p>DS advised that Widecombe Primary had not written their School Development Plan this year but had completed an Excellence for All Evaluation form. There aren't any judgements that DS would change at the moment. <i>A Governor asked what the basis is for doing this?</i> DS replied that the information collected would be used to write the School Development Plan and will inform next year's SEF and SDP. It was agreed that DS would circulate the SEF.</p>	<b>DS to circulate the SEF to Governors</b>
<b>9</b>	<p><b>Health, Safety &amp; Environment</b></p> <p>Chris Daniel (CD) the Academy Health &amp; Safety lead has made an agenda of work that is required. RS will come to the next meeting with CD. CD comes with James Clayden every 2<sup>nd</sup> or 3<sup>rd</sup> meeting so they can timetable in works.</p> <p>Attendance is currently below 95.3%. DS would like to think illness amongst pupils is now over. There is also less flexi time as two children have moved to a different setting.</p> <p>Preschool have had a session on internet safety and cyber bullying. A parent will be approached to ask if she can give a talk to pupils on sexual health. The school is currently waiting to receive results from the DfE consultation on the relationships and sex education policy. Online safety within the school has kept pace with technology. When teaching there are a number of websites that can be accessed to assist with online safety.</p> <p><u>Monitoring of Accident Book</u> All forms have been completed. Mainly general scrapes and head bangs. The</p>	



	playground is now a lot more organised at lunchtime.	
<b>10</b>	<p><b>Safeguarding</b></p> <p><u>SCR checks</u></p> <p>These were completed prior to the last meeting. DS has checked them and is confident that they are up to the standard required.</p>	
<b>11</b>	<p><b>Policies</b></p> <p><u>i Behaviour and Anti-Bulling Policy</u>  <i>A Governor asked what the reporting system is for bullying?</i> DS replied that the school holds an anti-bullying week to celebrate being a kind school. They look at the definition of bullying. It is also within the PSHG programme. <i>A Governor asked if there is a pupil friendly version of the policy and is it readily available to the children?</i> DS responded affirmatively advising that the Golden Rules have been looked at throughout the school. The School Counsel have asked if the Golden Rules can also include having fun and respect. <i>A Governor asked if pupils still receive praise cards?</i></p> <p>.</p> <p>DS said no, but they have not been taken out of the policy. They have instead had a big celebration for all kindness shown and some pupils were taken to the Village Green for hot chocolate and a piece of cake. When they returned to school they made a 'kind' display. The school has also celebrated responsibility. There is an opportunity for some pupils to visit the Plymouth Raiders.</p> <p>The Behaviour and Anti-Bulling Policy was agreed.</p> <p><u>ii Intimate Care Policy</u>  The Intimate Care Policy was reviewed in March 2017 but the date not changed. DS to action date change. The Intimate Care Policy was agreed.</p> <p><u>iii Child Protection &amp; Safeguarding Policy</u>  This Policy has been approved by Directors. There is an Academy policy for gun men but it has not been discussed for a while. DS thought it might frighten the children if there was a gun drill, however it would be useful for teachers to have instruction about what to do should such an occurrence arise.</p> <p><u>iv Admissions Policy and Charging and Remissions Policy</u>  These policies have been approved by Governors and have now been sent to Directors for determination.</p>	<p><b>The Behaviour and Anti-Bulling Policy was agreed by Governors</b></p> <p><b>DS to action date change on Intimate Care Policy. Intimate Care Policy was agreed.</b></p>
<b>12</b>	<p><b>Equality Policy</b></p> <p>The Equality Policy is bi-annual and was approved by Governors in 2017. The quality objectives remain the same and are linked to the School Development Plan.</p>	
<b>13</b>	<p><b>Governor Monitoring Reports</b></p> <p>CE to undertake maths training with FF.</p>	



	<p><b>The meeting moved to Part II minutes</b></p> <p><b>The meeting returned to Part I minutes</b></p> <p>The Primary schools have been split into hubs to offer support to each other. Ilsington is supporting Broadhempston. Widecombe is supporting Buckfastleigh with Maths. Heads visit each others schools on a critical friend/friend basis and ask each other challenging questions. South Dartmoor and Atrium each will form a hub. Atrium has a bespoke curriculum.</p> <p>A change of leadership took place at Christmas at Academy level. RS is now the Executive Principal. Widecombe Primary is currently thriving but they will not become complacent.</p> <p>There have been good applications for the position of Head at Buckfastleigh. Interviews will take place on the 7/3. Applicants have also been advised about the Head position at Ashburton, soon to become vacant.</p> <p>The Governor monitoring calendar was discussed. In February the effectiveness of the whole school for Maths and PP was monitored. In March there is a SEN review and a marking and feedback review to be undertaken by volunteers. A Marking and Feedback Policy draft was drawn up last week with the school looking to use some parts of a no marking policy. <i>A Governor asked if monitoring could feed into the marking and feedback policy?</i> It was agreed for BC and EE to find time in March to do this. It was agreed to ask KHT if she could help with monitoring SEND. EC to send KHT an email asking if she could come to the school and meeting with her. CE to monitor monitoring.</p> <p><u>Parent Forum Feedback</u> A sub-group to form to look at the Marking and Feedback draft Policy.</p> <p>As under item 9 above, a parent to be contacted and asked if she could give a talk to pupils on sexual health.</p>	<p><b>BC and EE to monitor the marking &amp; feedback in March.</b> <b>EC to ask KHT if she could assist with monitoring SEND. CE to monitor monitoring.</b></p> <p><b>DS to email draft of Marking and Feedback Policy and sub group to meet to discuss.</b></p> <p><b>Parent to be contacted to ask if she can give a talk to pupils on sexual health.</b></p>
<b>14</b>	<p><b>Review Skills Audit</b></p> <p>RH to circulate spreadsheet and forms so that this can be updated.</p>	<p><b>RH to email spreadsheet and forms for updating the Skills Audit</b></p>



# WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

## Governing Body

<b>15</b>	<p><b>Governor Training</b></p> <p>EE/CE and BC form the Discipline Committee. They would like to undertake training. Clerk to email training dates.</p> <p>No Governor training has taken place in the last 6 weeks. EE will undertake New Governor training in March.</p> <p>RH to ask the SDMAT ICT lead (Richard Penhale) for academy wide training in 365.</p> <p>The most recent Governance booklet was handed to Governors present.</p>	<p><b>RH to email Disciplinary training dates to Governors</b></p> <p><b>RH to ask SDMAT ICT for training in 365</b></p>
<b>16</b>	<p><b>One Sentence Vision Statement</b></p> <p>This will be an Agenda Item at the next meeting. DS to email Governors bullet points of what he has at the moment.</p>	<p><b>Agenda Item for the next meeting. DS to email bullet points of what he has.</b></p>
<b>17</b>	<p><b>SEND Policy</b></p> <p>This will be approved by Directors.</p>	
<b>18</b>	<p><b>Minutes From the Last Meeting</b></p> <p><u>i Minutes agreed</u> The minutes of the last meeting were agreed as a true and accurate record and signed by CE.</p> <p><u>ii Actions</u></p> <p><u>iii Matters Arising</u> There were none.</p>	

**Detail of next meeting**

Date/Time	Monday 23 April 2018 at 17:30	Location	Widecombe-in-the-Moor Primary School
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**The meeting scheduled for 18<sup>th</sup> June will now be held on the 27<sup>th</sup> June.**

The meeting closed at: 19.15.