



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

Meeting – Part I Minutes

Date/Time	Monday 230418 at 17:30	Location	Widecombe-in-the-Moor Primary School				
Attendees	Initials			Attendees	Initials		
Chris Elliott	CE	Chair		Fiona Froy	FF		
Des Stokes	DS	Head of School	invited to join the meeting at 6.30pm	Anna Perry	AP		
				Emily Cook	EC		

Apologies	Initials	Reason (Category of Governor)
Ben Cartridge	BC	Personal
Emma Edwards	EE	Personal

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
Rachel Shaw	RS	Executive Principal left at 8pm

Minutes to
Attendees
Apologies
School Website

No	Agenda	Led by
1	Welcome and Apologies	CE
2	Declarations of Interests	CE
3	Minutes from the last Meeting	CE
4	Head of School's Oral Report i Review SDP 2017-2018 ii Feedback from Case Study	DS
5	Budget i Review Income/Expenditure Report ii Review Draft Budget	DS
6	Staffing	DS
7	One sentence vision statement	DS
8	Disadvantaged Pupils Report	DS
9	Health, Safety & Environment i Monitoring of Accident Book	DS
10	Safeguarding	CE
11	Policies i Approve Curriculum Policy ii Approve Administration of Medicines Procedures	CE/DS



	iii Approve Swimming Pool Risk Assessment	
12	Review Skills Audit	CE
13	Governor Training i Receive Governor Training Reports ii Review Governor Training Records iii Agree Governor Training Requests	CE
14	Date of next meeting	

Agenda Number	Details of discussion	Decision or action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed all present to the meeting. Apologies from BC and EE were sanctioned.</p>	
2	<p>Declarations of Interests</p> <p>There were none.</p>	
3	<p>Minutes from the last Meeting</p> <p><u>i Minutes from the last meeting</u> The minutes from the meeting of 26th February 2018 were agreed as a true and accurate record and signed by CE.</p> <p><u>ii Matters Arising</u></p> <p>(a) 4. Budget CE asked for clarification from RS if there was some notional amount of reserves for Widecombe Primary which would have resulted from the actual reserve held when we Academised?</p> <p>RS responded that a notional reserve is shown in the annual accounts which indicates how much each individual school carries forward each year. If a school wishes to use their reserves RS needs to be notified. The overspend for Widecombe this year will come out of the reserve. If the school wants to spend a certain amount RS will talk to Samantha Tse, look at the cash flow and advise accordingly.</p> <p>RS has met with DS to look at the budget for next year which will become available in May of this year. Funds to cover additional TA support has been requested.</p> <p>Widecombe will realise an approximate £30,000 surplus this year. Funds for staffing will be looked at first.</p> <p><u>13. Governor Monitoring Reports</u> SEND monitoring will take place tomorrow. Draft Marking & Feedback Policy was sent to Governors. The Widecombe Primary School marking policy is being trialled Academy wide.</p> <p><u>14. Skills Audit</u></p>	



	<p>The Skills Audit form is now updated.</p> <p><u>15 Governor Training</u> Richard Penhale (SDMAT ICT) will hold termly training in 0365 in the future.</p>	
6	<p>Staffing</p> <p>The meeting moved to Part II minutes</p> <p>DS was invited into the meeting at 6.30pm</p> <p>The meeting returned to Part I minutes</p>	
	<p>SDMAT Governance Structures</p> <p>Discussion papers generated by RS detailing proposals for reforms to the South Dartmoor Multi Academy Trust Governance Structures had been emailed to Governors prior to the meeting. Copies are appended to these minutes.</p> <p>RS outlined some of the drivers behind the proposals.</p> <p>The proposed restructure of Governance has come about because of varying factors. When SDMAT went to the Royal Schools Commission (RSC) for a MAT review recently the governance model had been discussed. This discussion is being held Academy-wide by the RSC and is driven by the DfE. Mary Massey had brought up the SDMAT Governance structure at a recent Governance Review of Buckfastleigh Primary and at a more local MAT level reforms are suggested to avoid the duplication that is taking place. More recently RS had attended a conference in London where this had been a talking point.</p> <p>Areas for consideration in existing SDMAT governance raised at the review included:</p> <ul style="list-style-type: none"> (i) not enough clarification between directors and local governors with the same people serving at the same levels. This can create conflicts and difficulty in accountability. (ii) when the Academy was originally formed it was important that each school had directorial representation. Through time the Academy has evolved and all schools support and value each other and therefore the need for each school to be represented at director level is not crucial. (iii) it is increasingly vital for local governing boards to monitor the quality of teaching and learning, monitor standards and performance, monitor the impact/effectiveness of schools improvement and provide feedback to Directors. This Governor knowledge is also important for Ofsted and MAT reviews and is scrutinised at this level. Governors need to be aware of when a school is in difficulty and when to intervene. <p>As a result of these factors, in the proposed governance restructure for SDMAT RS suggests that LGB's focus at their meetings on teaching and learning, monitoring and evidencing impact. Safeguarding will remain at this level. In the future aspects around Health & Safety and premises could be undertaken by key members of Academy staff such as Chris Daniel for Health & Safety and GDPR. It is at the</p>	<p>Comments and</p>



	<p>Chair's discretion if s/he would like to add other items to the agenda.</p> <p>It is proposed that a Chair's Forum is formed to feed into the local governing bodies, share good practice, plan governor training and monitoring sessions.</p> <p>Above the LGBs and Chairs' Forum will sit two committees. These are a Pupils & Standards Director Committee who will monitor performance and standards across the Trust and monitor the performance of key groups of pupils ensuring safeguarding procedures are effective. They will also monitor pupil well-being and engagement. The second committee is a Finance, People & Resources Director Committee. This committee will be responsible for ensuring the MAT complies with financial regulations and monitoring the budget and also hold responsibility for ensuring all employment practices and policies are being followed.</p> <p>Above these groups will sit the Directors who will be responsible for the strategic development and performance of the MAT. This group will not necessarily be comprised of Chairs but made up of those who enjoy strategic work, those who want to be more focussed on education and those with expertise in business and finance.</p> <p>Above Directors will sit Members. This group will be the custodians of the vision, receive the annual report, approve appointment of directors and ensure the board of directors fulfil their responsibilities.</p> <p>RS confirmed that budget planning would not be removed from the school but that the main people making decisions about finance would be the School Leader and the Executive Principal/CEO. Some matters might need to be discussed at Director level.</p> <p>Approval of local governing body budgets sits with Directors but LGBs can advise. Monthly budgeting reports would continue to be sent to schools.</p> <p>RS asked Governors present to discuss the proposed model and come up with any suggestions or ideas they could have to improve it. All suggestions to be sent to CE by the end of Summer 2 term. If accepted the proposed restructure could start in September.</p> <p>RS left the meeting at 7.30pm</p>	<p>suggestions on the proposed governance restructure to be sent to CE by the end of Summer term</p>
<p style="text-align: center;">4</p>	<p>Head of School's Oral Report</p> <p>DS will email the review of the School Development plan. Increased monitoring has taken place within the school and this is linked to the SDP. The SDP for next year will be written in the Summer 2 term. All school action plans will be reviewed this term. Funding for SEN children is being worked on. 10 families had supported a teacher un workshop about spelling. DS is working on trying to free up teaching time. There is a trial currently taking place on a no marking policy. This means no written comments in maths and literacy books but verbal feedback instead. Monitoring on this will take place later in the year. <i>A governor asked if data can be evidenced from this trial.</i> DS showed a handbook to all present. <i>A governor asked what happens to children who don't fit into broad categories? Do these children have specific intervention? How are verbal conversations tracked?</i> It was agreed that this would be an agenda item for the next meeting.</p>	<p>No marking policy to be agenda item at the next meeting</p>



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	Attendance is improving. There will be 13 new children in September.	
5	Review Draft Budget DS reported that the draft budget will be approved next month and then circulated.	Budget to be circulated once approved in May
7	One sentence vision statement DS/CE to discuss.	DS/CE to discuss
8	Disadvantaged Pupils Report The meeting moved to Part II minutes The meeting returned to Part I minutes	
11	Policies To be deferred to the next meeting	Deferred to the next meeting

Detail of next meeting

Date/Time	To be agreed	Location	Widecombe-in-the-Moor Primary School
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The meeting closed at: 8pm.