



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

Meeting – Part I Minutes							
Date/Time	Monday 13 November 2017 at 17:30	Location			Widecombe-in-the-Moor Primary School		
Attendees		Initials		Attendees		Initials	
Chris Elliott	CE	Chair		Fiona Froy	FF		
				Anna Perry	AP		

Apologies	Initials	Reason (Category of Governor)
Ben Cartridge	BC	Personal
Karen Histed-Todd	KHT	Personal
Des Stokes	DS	Personal

Absent without Apology	Initials
Rob Steemson	RS
Emily Cook	EC

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Rachel Shaw	RS	Executive Headteacher

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	CE
2	Declarations of Interests	CE
3	Chair's Bring Forward Items	CE
4	Clerk's Report	LD
5	Review School's Vision and Aims	CE
6	Review Flexi-Schooling Processes	CE
7	Head of School's Written Report i Disadvantaged and SEND Pupils' Report ii Staff and Pupil Absence	CE
8	School Development Plan	CE
9	Budget i Review Income Expenditure Report ii Monitor Budget iii Agree Sports Grant Report	CE/AP
10	Staffing Updates i Receive Staff Performance Management Review	CE
11	Health, Safety and Environment i Monitoring of Accident Book ii Review Whole School Risk Assessment	CE
12	Safeguarding	CE
13	Policies	CE



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

	i Approve Curriculum Statement ii Agree Admissions Policy 2019-2020 iii Review Academy Safeguarding Policy iv Review SEND Policy	
14	Governor Monitoring Reports i Agree Annual Governor Monitoring Timetable	CE
15	Governor Recruitment	CE
16	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	CE
17	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	CE
18	Dates of Next Meetings	CE

Agenda Number	Details of discussion	Decision or action
1	<p>Welcome and Apologies</p> <p>Apologies for absence were received from DS, KHT and BC which were all sanctioned.</p> <p>CE presented his Enhance DBS certificate to LD for checking. Details were noted.</p>	
2	<p>Declarations of Interests</p> <p>There were none.</p>	
3	<p>Chair's Bring Forward Items</p> <p>CE explained that the agenda has a different structure to usual to ensure time keeping and good practice.</p> <p>CE would like to have specific governors for some areas of monitoring. A sports' governor is needed to monitor the spending of the grant. £16,600 is anticipated. FF volunteered for this role.</p> <p>AP asked if a Pupil Premium (PP) governor was needed. CE said not necessarily. RJS said School Improvement could be an area to focus on for English and Maths. DS is the PP Lead for the school. CE and DS could focus on this in meetings with DS. It was agreed for CE to be PP Lead Governor. English and Maths will be decided at a later date.</p>	<p>It was agreed for FF to be Sports Governor and CE to be PP Lead Governor.</p> <p>English and Maths Lead Governors to be deferred to the next meeting.</p>
4	<p>Clerk's Report</p> <p>LD explained that this item on the agenda has come about as a result of LD, CE and DS attending the Babcock Heads, Chairs and Clerks course where it was recommended as good practice. CE fed back on the course. CE said procedures and the roles of the governing body were explained. Asking challenging questions came out of it.</p>	



	<p>LD explained that she is completing the NCTL Clerks Course and her first project was to assess the minutes of one of the governing bodies she works with to identify whether they were performing the three core functions of governance and to then formulate an action plan following this. She has distributed the action plan document prior to the meeting and explained this.</p> <p>LD then distributed an example set of minutes for governors to identify whether the questions included in the meeting were information finding or challenge questions. Governors completed this task and fed back. It was agreed that it was the 'why' that was missing.</p> <p>LD distributed the NGA '21 Questions for Multi Academy Trusts' as an example of key questions that could be being considered and alerted governors to p3 in this term's 'Governance Today' magazine.</p> <p>LD then distributed the questions that governors had sent in response to the Head of School's Written Report and asked governors to identify whether the questions they had asked were challenge or fact finding questions. They discussed and fed back their responses. It was agreed that there was evidence of challenge here and LD will continue to prompt this.</p> <p>FF requested a glossary of key educational language. LD will see if she can find a document to distribute for this.</p> <p>RJS explained what the Pupil Premium Barrier Tool is for FF. She explained how the disadvantaged pupil funding works. FF asked about children who do not qualify for PP but are disadvantaged. RJS said they will still be picked up. FF asked how. RJS explained that school leaders meet with individual staff to look at the achievement of individuals. The data reporting programmes also highlight this.</p> <p>LD explained that DS will include potential questions to ask around the School Development Plan (SDP) at interim points.</p> <p>FF asked what precision teaching is. AP explained that it is recommended by the Education Psychologist. It is a way of measuring progress in SEND children. AP explained that it is a graph to plot the progress and looks at measurable specific skills that are needed to progress across the board. TAs have asked a lot of questions as they have not been able to do it within the prescribed time limit so it is making it fit with Widecombe's children.</p>	<p>LD to try to find a glossary of educational terminology for FF.</p>
<p>5</p>	<p>Review School's Vision and Aims</p> <p>LD explained that the school vision should be decided by the governors as it underpins all that the school does.</p> <p>FF said 'rite' is spelled incorrectly within the document. RJS made this correction.</p> <p>FF also challenged that there is no mention of the teaching staff within it as they are an integral part of the vision of the school.</p> <p>RJS said the ethos of the school is about being connected with the world around them - both the natural world and the wider world - so this should be part of the vision. Some schools have got their vision down to one sentence that encapsulates it all. RJS suggested lifelong learners as important to the school community. FF said it is to enable the children to interact with the wider world. RJS suggested that parents could be asked.</p>	



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

	<p>CE said there is a parents' forum coming up so they could be included in the decision making process. Many parents travel to come to the school so it would be good to find out why. FF said the parents she has spoken to have said it is because they have felt their child has been lost in bigger schools. It is about the individuals. RJS said students at Atrium have said they feel noticed in the small school environment.</p> <p>CE asked for governors to continue to consider this and feedback.</p>	<p>Governors to consider the School's Vision in more detail and feed back any further thoughts to CE.</p>
<p>6</p>	<p>Review Flexi-Schooling Processes</p> <p>CE reported that flexi-schooling did not previously have a clear policy for decision making. There is now a procedure in place. DS feels happy that it is a support to his decision making.</p> <p>One request is currently under scrutiny as the evidence is not there and another request has been turned down.</p> <p>DS said that a half termly review is practically difficult so would like it agreed to only have a physical meeting once a term if things are going well. He is responsible for assessing whether the families are meeting the requirements. RJS said parent consultations happen termly so this could be added to these meetings.</p> <p>CE explained that flexi-schooling is difficult to manage as a process and not looked on well by OFSTED. It was becoming a part of the culture of the school that was not necessarily wanted. DS has reported to RJS that he and the parents are finding the process a lot clearer as there is guidance and boundaries.</p> <p>It was agreed to have the meetings termly.</p> <p>AP has had to intervene in a flexi-schooling issue with an SEND pupil. RJS said if there is support from the Educational Psychologist then this helps. She feels the policy has helped with this process.</p>	<p>It was agreed to change the flexi-schooling review meetings to termly where things are going well.</p>
<p>7</p>	<p>Head of School's Oral Report</p> <p><u>i Disadvantaged and SEND Pupils' Report</u></p> <p>DS distributed this prior to the meeting. Governors asked questions and DS fed back in a written document. FF has some further questions to ask which she will send to DS.</p> <p>CE asked whether it was necessary for DS to report so much. RJS said it is larger because there is the official data summary included. It was agreed that the summary of events was not perhaps necessary as this is within the newsletter.</p> <p>It was noted that a member of support staff had been missed off.</p> <p>FF asked about further acronyms included which RJS explained (EAL, DAF, CIN and EHCP). LD said the report is for governors so it should be accessible. She suggested that CE and DS look at this together.</p> <p>AP said there are two ECHPs that are ongoing.</p> <p>The ASP report was also distributed prior to the meeting. This is the new official school data report. It is how the government pull together the exam information. OFSTED and league tables will use this to judge the school.</p>	<p>CE and DS to review the format of the Head of School's Report.</p>



	<p>LD said there is a governor training webinar on ASP tonight that will hopefully be on catch up to view at a later date. RJS said all school staff need training for this. She will produce a data summary dashboard for governors. It is a confidential document. The challenge for a small school with small cohorts is the degree of certainty around such data and trends. The data progress score for writing is still very good in comparison to the rest of SDMAT. The report is all very positive. DS has included the headlines in his written report.</p> <p>CE said as much as possible is being done around the number of reception children coming in with potential SEND needs. RJS has told DS to go ahead and make a 0.5 TA role to accommodate this. AP said she is doing assessments to assist with the funding. She is aiming to get enough funding for a full-time member of staff. She has been sent a timeline of dates that ends in February. CE asked if this gets backdated but she felt this is unlikely.</p> <p><u>ii Staff and Pupil Absence</u></p> <p>CE said the absence target is 96% and this is currently at 95.75%. Lates have reduced which is helpful. Flexischooled children are included in the data but CE would like to see further reported data with their attendance on the days they attend to see the impact this has. RJS said if a flexischooled child's attendance started to fall then this would need to be considered to be withdrawn.</p> <p>RJS said there are no major concerns about staff absence.</p>	
<p style="text-align: center;">8</p>	<p>School Development Plan</p> <p>Questions were sent to DS prior to the meeting about whether interim expectations have been met.</p> <p>FF asked about the poor learning habits around boys. She would like to know if this has been addressed since OFSTED and is it quantifiably different. RJS said DS is working closely with staff involved and AP said he has been observing and monitoring a great deal. Some of the issues are around behaviour management strategies. The level of engagement needs to be high enough to keep the behaviour is good. It is a small handful of children who have been separated out. RJS said attainment can also be looked at. LD suggested a governor monitoring visit for this for triangulation of evidence.</p> <p>CE will ask DS to report on this in the next meeting.</p>	<p>DS to report on the School Development Plan Progress at the next meeting.</p>
<p style="text-align: center;">9</p>	<p>Budget</p> <p><u>i Review Income Expenditure Report/ii Monitor Budget</u></p> <p>RJS projected the figures and will have this sent out to everybody following the meeting. RJS explained what the General Annual Grant is (GAG) and Capital Funding. This has reduced over the years from £40,000 to just over £4,000.</p> <p>There is a bid in at the moment for condition improvement work around the toilets and Webburn classroom. RJS explained how the bid submission process works and gave some examples of some of the successful bids across SDMAT.</p> <p>RJS explained how PP funding works. It is important for families to say when they are eligible so the funding comes in as this is for six years. The SEND funding has changed and this is looking to be a shortfall. However, AP has put bids in for this further funding.</p>	



There is a projected £7,167 surplus but this is due to the PE funding that will need to be spent. The figures are based on one month of salaries being put into the system. It includes an additional allowance for a 0.5 TA.

Premises costs are looking quite high but this includes putting in a new staff toilet. Most of the work is being done by James Clayden.

It was agreed that the meeting would move to Part II Minutes for the next item.

The meeting returned to Part I Minutes.

Utilities costs are looking high but these reduce through heating later in the year. There has not been any money returned from the solar panels yet either.

The printing costs are very high. RJS has investigated and a contract was terminated at a cost of £1,182. This will have been decided centrally and agreed based on a better value for money deal being found.

Academy services were explained. RJS explained that the Education Psychologist is now an SDMAT employee and AP felt this was a positive change so far.

Insurance with the Mutual Fund was explained and how this is more beneficial to the school. RJS gave examples of the payout received from the insurances following long term absence within SDMAT. RJS explained the options available were decided by governors.

ICT costs look high but there is a SCOMIS bill coming out of it. It covers curriculum and pupil data and how SIMs is used for secure storage and assessment comparison and provision. They are a necessity for the schools running. FF asked if this fed into ASP. RJS confirmed that it does.

Not a lot has been spent on staff CPD as a lot is done internally. This week there is a session for all primary staff on monitoring.

There is a considerable amount of money to be spent on the Sports Grant. RJS suggested that PE leaders should be using some of the money to give them time to plan. AP said she and DS have a meeting about this next week. CE asked whether costs for school trips are included elsewhere. RJS said sometime there is some under staffing costs.

The school sell uniform so this has to be bought first for parents to purchase.

It is looking to be an £18,000 overspend with the donation still included. There is enough money in reserves to cover this. The school will be in a better position next year looking at the census figures. The school budget on first impressions looks ok for next year and there will most likely be a budgetary increase as it is a small school. A tight ship will need to be run this year. Things that can come from the other schools in SDMAT need to be considered. Without the donation there would have been a significant overspend. It will most likely be mid-February that figures come out for next year's budget.

iii Agree Sports Grant Report

This was distributed prior to the meeting. AP would like FF to support with monitoring how much has been spent on the specifics. RJS said there needs to be an evidence base for the impact in future and gave examples of this to make this measurable.



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

	<p>AP said it is difficult for staff to run clubs as it is so rural and external providers need a minimum number of children. There could be clubs run through lunchtimes that TAs could get paid to run. She will investigate this further. CE highlighted what the different projected activities will be. AP has been trying to combine SEND and sports in an invitation-only club.</p> <p>Next week the school will know how the money can be spent. The money should not be used for PPA cover. Part of the money will come in now and part will arrive in April.</p> <p>RJS said the grant cannot be used for curriculum swimming. Heating the pool was discussed and whether it could be paid for with the funding under additional swimming. It will need to be reported on how many children meet the year 6 requirements.</p> <p>DS has been discussing whether to have a paid PE co-ordinator from SDCC to run some sessions.</p> <p>AP will let FF know when she and DS are meeting so she can attend. Active Devon are giving a presentation on how the funding can be spent on Tuesday 21 November at 4pm at SDCC. AP will report back to FF if she is unable to attend.</p> <p>The Sports Grant report for 2016-2017 was agreed.</p>	<p>The Sports Grant Report for 2016-2017 was agreed.</p>
<p>10</p>	<p>Staffing Updates</p> <p>There will be a 0.5 TA role being appointed. This is underway.</p> <p><u>i Receive Staff Performance Management Review</u></p> <p>The Staff PM Review will be deferred to the next meeting and RJS will ask DS to communicate with CE around this.</p>	<p>The Staff PM Review was deferred to the next meeting.</p>
<p>11</p>	<p>Health, Safety and Environment</p> <p><u>i Monitoring of Accident Book</u></p> <p>BC has provided a report for CE which he outlined. He did a visit and all was well. There were no real issues found. There is a Health & Safety calendar. There are some issues around the children being kept off the grass around this time of year due to the mud. CE will send LD the report to distribute.</p> <p><u>ii Review Whole School Risk Assessment</u></p> <p>BC has been through the Risk Assessment with DS and is happy to approve it. This was agreed.</p>	<p>CE to send LD the Health and Safety Report for distribution.</p> <p>The Whole School Risk Assessment was approved.</p>
<p>12</p>	<p>Safeguarding</p> <p>RS was not present to report.</p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p>	



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

13	<p>Policies</p> <p><u>i Approve Curriculum Statement</u> Some changes have been made since last time. This was agreed.</p> <p><u>ii Agree Admissions Policy 2019-2020</u> The Devon Policy is sent through and this is used as the model. Changes can be made and this is then sent to Devon for approval.</p> <p>CE said the Pupil Admission Number (PAN) needs consideration. The school went over PAN this year and it was discussed whether this needs to be changed. RJS said increasing the PAN would not be advised as it is difficult to reduce it again. If the school was to increase PAN to 12 then there would be 36 children in the infant years which would become problematic. RJS asked how many children were in Y6. There should not be a problem as there are three classes so the school can accommodate 90 children. CE said there are some smaller year groups such as four pupils in Y1. It was agreed to retain the PAN at 10.</p> <p>RJS said SDMAT could agree to change the PAN if required. Keeping it low does give the option to refuse requests if needed if numbers become too high. If 13 were taken next year it would become a R/Y1/Y2 class or Y1 could be moved to the next class up.</p> <p>Staff children also needs consideration. It is a rural school and it could be difficult to recruit staff without putting staff children higher on the criteria. It would, however, need to be considered how this might look to parents. It was discussed whether to move this to point 5. It was agreed to keep it as it is as the numbers are still within tolerance.</p> <p>The Admissions Policy for 2019-2020 was approved.</p> <p><u>iii Review Academy Safeguarding Policy</u> This was sent out prior to the meeting. It is unchanged from last year and has been approved by Directors.</p> <p><u>iv Review SEND Policy</u> This did not go to Directors so will need to be deferred to the next meeting. This will be the focus of the next SEND co-ordinators meeting.</p> <p>The school policy will change soon but it is currently approved until the new one is released.</p>	<p>The Curriculum Statement was agreed.</p> <p>It was agreed to retain a PAN of 10.</p> <p>It was agreed to keep staff children at point 5 on the criteria.</p> <p>The Admissions Policy for 2019-2020 was approved.</p> <p>The SEND Policy was deferred to the next meeting.</p>
14	<p>Governor Monitoring Reports</p> <p>There are no reports to date for this year.</p> <p><u>i Agree Annual Governor Monitoring Timetable</u> CE shared the calendar he has drafted and requested dates and names to be put in. He will follow this up with individuals.</p>	<p>Governors to sign up for monitoring visits with CE.</p>



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

15	<p>Governor Recruitment</p> <p>CE put a request for a new governor in the newsletter. A parent has come forward who could be co-opted based on her strengths and experience outlined in her CV which CE shared. CE has shared information with her about Governance. There are a number of parent governors already. It was agreed to co-opt her. LD will get her details and start the process.</p> <p>LD said that Buckfastleigh have a Governor Induction Pack that she will pass on to CE for consideration.</p> <p>CE enquired about the SDMAT central sharepoint. LD said there has not been any progress on this so CE will pursue it further.</p> <p>The skills audit shows that experience of chairing is low but CE has done a fair amount of this and training on it since completion. Legal expertise/ PR and Marketing and links with local businesses were weaker areas also.</p>	<p>It was agreed to co-opt the new governor discussed. LD to get details from CE and start the process.</p> <p>LD to send Induction Pack to CE.</p> <p>CE to inquire further about the central sharepoint and feed back.</p>
16	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u> RS has attended Safeguarding and will report at the next meeting.</p> <p>FF attended the New Governor Induction from Babcock. She found this useful as an overview.</p> <p>CE attended the Headteacher Appraisal training.</p> <p>CE requested governors to print certificates and complete forms where they are available and pass to LD. She will then begin to construct a training record document.</p> <p><u>ii Agree Governor Training Requests</u> RJS enquired whether any Governors have Safer Recruitment training. LD said it may be included in Safeguarding training so it was agreed to wait and see if RS has training.</p>	<p>RS to report on the Safeguarding course at the next meeting.</p> <p>Governors to print certificates and complete forms following training and pass to LD.</p>
17	<p>Minutes from Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes of the last meeting were agreed as true and accurate record and signed by CE.</p> <p><u>ii Actions/iii Matters Arising</u> There were none.</p>	

The meeting closed at: 19.50.

Detail of next meeting



WIDECOMBE IN-THE-MOOR PRIMARY SCHOOL

Governing Body

Date/Time	Monday 15 January 2018 at 17:30	Location	Widecombe-in-the-Moor Primary School
-----------	------------------------------------	----------	--------------------------------------