

Date & Time	27 June 2018 17:45	Location	St David's C of E Primary School
Attendees		Attendees	
Fran Brinicombe (FB)	Headteacher	Ross Sloman (RS)	Staff Governor
Will Higbee (WH)	Chair	Nigel Guthrie (NG)	Foundation
Amy Down (AD)	Foundation	Bridget Sealey (BS)	Parent
Steve Bright (SB)	Parent		

Apologies		Absent Without Apology	
Leonie Berry (LB)	Parent		

In Attendance		Minutes to	
Wendy Humphreys	Clerk	School admin	Company Secretary

	Minutes
1/2018	Welcome and Introduction The meeting started at 17:05. WH welcomed and thanked the governors for attending. Nigel Guthrie, Foundation Governor was welcomed to the meeting. The clerk confirmed that the Directors has approved the appointment of NG to the LGB for St David's as a Foundation Governor.
2/2018	Apologies <ul style="list-style-type: none"> a. Apologies were received and sanctioned from LB, Parent Governor b. All Governors present signed an attendance sheet.
3/2018	Declaration of Interests There were no additional declaration of Business Interests. NG and AD confirmed they had completed a Declaration of Business Interest form and had returned it to school.
4/2018	Minutes of the Previous Meeting The minutes of the previous meeting dated 8 th February 2018 were recommended for approval by WH as a true and accurate record of the meeting and these were agreed by the LGB and signed by the chair.
5/2018	Matters Arising Next Steps from 8 th February 2018 were updated with completed actions. The following outstanding actions were reviewed and discussed further: 5. The following documents are still outstanding: KCSIE – AD, SB & BS still to sign Code of Conduct – AD and LB still to sign Whistleblowing Policy – All governors need to read and sign When governors next visit the school can they call at the school office and sign to say they have read these documents. Action: Governors to sign the documents 7.2 FB to do a risk assessment he outstanding member of staff who does not have one of their

	<p>references in place in order to complete the SCR.</p> <p>8. WH has placed the governor challenge tracker template on Office 365 sharepoint area.</p> <p>9 (d) FB to send out a letter to parents by name including the bottom section of the S2 form regarding attendance at the beginning of the next academic year in September 2018.</p> <p>11 (b) WH to produce a Governor Visit Note for Early Years Challenge Tracker Visit by September 2018.</p>
6/2018	<p>Update from Directors / Executive Team</p> <p>a. Executive summary of Chairs of the LGB Meeting held on 19th June 2018 had been distributed to governors. WH had no further feedback as unfortunately he had not been able to attend the meeting.</p> <p>b. The replies to previous issues raised for Directors had been received and discussed with Governors and made the following comments:</p> <p>Question 1</p> <p>FB felt It would be a good for TAs to see good practice and to know each other, maybe as a school we need to take ownership of organizing this. It was suggested that if teachers know their TA would benefit from observing peers within school this should be discussed further with the TA and look towards ways to facilitate this. TAs should be proactive and be more responsible for their own development. FB felt that it TAs were aware this could happen then the onus needs to put on them to organize it. It was agreed that at a meeting of TAs they should be made aware that the school have asked Ventrus the question and what is available to them and how it is achievable. The school need to take responsibility to facilitate training. FB feels each TA should be able to identify some professional development each term possibly to include one visit per year to another school. BS questioned whether there was a professional development review system in place for TAs. TA appraisal is led by teaching staff - as 50% of teaching staff have been on maternity leave with temporary cover in place the appraisal process has not run formally for TAs this academic year. TA appraisal will operate in 2018/19 using 'Filio' and will be monitored by teachers.</p> <p>Action – FB to meet with TAs to make them aware of the professional development opportunities which can be made available to them and how this is achievable.</p> <p>Question 2</p> <p>FB explained to the LGB there was an action plan in place as a result of the engagement survey which FB will discuss in more detail with WH. Governors agreed to monitor this area. BS felt it was an unsatisfactory response from the directors. It was agreed to monitor this.</p> <p>Question 3</p> <p>Employee Recognition Scheme – Director’s response acknowledged.</p> <p>Question 4</p> <p>Headteacher’s workload. WH to monitor this issue in his one to one meetings with the headteacher.</p> <p>Action – WH to monitor headteacher’s workload in the one to one meetings</p>

7/2018	<p>Standing Reports</p> <p>FB explained to the governors that not all the standing reports had been completed by governors and as a result were incomplete. FB and Clare Bedford (SENDCo) had carried out the Safeguarding and SEND report. Unfortunately these are incomplete as they need outside scrutiny.</p>
7.1/2018	<p>Health and Safety Report (to include legionella testing, asbestos register and any serious incidents)</p> <p>RS had produced and presented the H & S Report.</p> <p>RS reported that during the site inspection he had spotted jobs around the site which need a handy man. The school did receive maintenance help from Dan at Woodwater which is very limited. Unfortunately there is only 4 hours caretaker time in the budget per week which makes it difficult to employ someone on a regular basis. AD will speak to with someone she knows at the church to see if they would be happy to help out with maintenance jobs around the school. WH asked if any of the outstanding maintenance jobs would cause a health and safety hazard, which RS confirmed they did not cause a concern at present.</p> <p>Action – AD to look into possible maintenance help from a member of the church</p>
7.2/2018	<p>Safeguarding</p> <p>Safeguarding Report presented is incomplete. When LB is well, she will be invited in to complete the report.</p> <p>WH asked if we have zero bullying over the year, is bullying being under reported? FB responded she didn't think so, they look at the issues at class level and explain to the children what bullying is and that it is not a one off falling out. All one off incidents are logged on CPOMS so that if a parent was to come into school to question staff there is a record to look at.</p> <p>WH then asked is this something the school should we be pointing out to the Trust how well behaved the children are and let them know the good practice we have in place? FB confirmed pastoral care is high in the school, children feel safe and secure in the environment and if there are any problems the children will quickly talk to an adult. All staff have a gentle manner with the children in the school. Behaviour in the school has already been commended by Claire Baillie, School Improvement Officer. The school would be happy to share their good practice.</p>
7.3/2018	<p>SEND</p> <p>The report was prepared by Clare Bedford, (SENDCo). Children with an EHCP plan will be leaving the school at the end of the year and therefore there would be no children in the school with EHCPs from September. There will be some movement in staffing in September which is still to be agreed.</p>

7.4/2018	<p>Website</p> <p>FB had carried out the website audit and brought the following issues to the attention of the LGB:</p> <ul style="list-style-type: none"> • There is no up to date Declaration of Business Interests Form on the website – Clerk will arrange for this to be uploaded asap via Sarah Browning in the school office • No governor profile for NG – NG to email Sarah Browning • Photos of BS and SB missing – BS to resend and SB to contact Jackie to see if she received his photo • WH to update his governor Profile • Charging and Remissions Policy and Complaints Policy to be updated on website <p>Action: Governors to update profiles and photos, Wendy H to update policies and Declaration of Business Interests form</p>
8/2018	<p>Headteacher report</p> <p>Receive the School Improvement Plan</p> <ol style="list-style-type: none"> Self-Evaluation Form judgements Sports funding monitoring Pupil Premium monitoring School organisation and numbers on roll Exclusions Attendance figures School events – pupil activities Responses to governor challenges from last meeting Engagement Survey Action Plan Admissions Report <p>School Improvement Visit Note: Visit 4A were distributed. Literacy had been selected for Claire Baillie (CB) and Steve Bosley (SB) to observe and they thought it was the most cross curricular model that they had both seen. When the teacher is delivering a literacy session it is done based on the history or geography subject that the children are working on. There was evidence of the enquiry based curriculum in action but also evidence of wider learning and school life.</p> <p>Early Years – Becky Bishop has led the EYFS effectively resulting in a very positive year. FB reported that the practice in St David's is of the same standard as other schools across the Trust. The support the school have received from the trust has been good and the governors appreciated this. Becky's hard work has been appreciated by the Trust.</p> <p>The school is overall is evaluated as a 2 overall by the headteacher.</p> <p>Pupil Premium Grant will be reviewed at the end of the year and the report updated and put on the school website.</p> <p>Sports Funding will also be reviewed at the end of the year and a report will be added to the school website. There is funding left over which can be carried over to next year.</p> <p>BS asked what the school think they have done to increase the progress in Maths – RS explained there is now familiarity with tests, we have built on it and now we have worked together and the children have had two years of the same teacher and teaching assistant. All are more familiar with what is expected.</p> <p>Governors expressed how delighted they were with the outcome of the SIAMs inspection. WH thanked the staff and the foundation governors for the work that went into achieving the inspection outcome.</p> <p>FB reported that attendance has been discussed with the School Improvement Officer; there</p>

	<p>are twelve children whose attendance is below the expected level. With the exception of three EAL children, the other ten are children on the school's radar in terms of families who have social needs and have intermittent absence which is more disturbing to their learning. Three families moved to penalty notices. A couple of these children will leave at the end of the year. The school will put case studies together for evidence for Ofsted. WH requested this be put on the governance tracker from September to see how we progress with improving attendance over the next academic year. BS would ask colleagues she works with if they have any interventions that they have used which may help to increase attendance.</p> <p>Action: WH/FB to add attendance monitoring onto the governance tracker for September 2018.</p> <p>Action: BS to check with colleagues any interventions they have used to improve attendance.</p>
9/2018	<p>Monitor the School budget</p> <p>FB reported the 2017/18 budget was only received at 1:40pm today whilst she was in a Safeguarding meeting and has not had chance to read it. The budget will be emailed to Steve Bright.</p> <p>Action: FB to send the 2018/19 budget to SB</p> <p>Governors felt it was unacceptable that the Budget Report was sent so late with an expectation within limited time to turn it around in time for the meeting on the same evening.</p> <p>Steven Bright presented his prepared accounts for this year. The report shows the school will break even which is much better than the predicted deficit. Premises has been overspent by £14676 which was down to maintenance contracts. Thanks to SB</p>
10/2018	<p>Policies & Statement as per the Annual Cycle</p> <p>a. GDPR Privacy Policy The Privacy Policy was distributed and accepted by governors and would be added to the school website.</p> <p>b. GDPR Privacy Notice The Privacy Notice was distributed and accepted by governors and would be added to the school website.</p> <p>Action: Policies to be added to the school website</p>
11/2018	<p>Local items of business</p> <p>a. GDPR Awareness Update – GC Video All governors in attendance watched the video.</p> <p>b. Governor Visits A positive discussion was had at the informal meeting – Governors to give dates when they are available before the end of term to make a visit and a timetable will be put together which will map the visits to areas of the school improvement plan.</p> <p>c. Foundation Report There are items within the SIAMs inspection and Christina Mabin is going to work with Gary Chown to look at the scheme of delegation and induction package for foundation governors. AD has visited the school's collective worship and celebration assembly. NG reported he had an inspiring visit to the school. There is a big 150th Anniversary in September up at the church and the church hope to engage some of the children in this. NG welcome the school to the Church on Thursday mornings and a leaver's service on 24 July.</p>

12/2018	<p>Governor training</p> <p>Governor training was discussed and it was felt the training offered by the Diocese was the more beneficial training for governors to attend. A copy of the training directory would be added to the sharepoint for governors to view.</p> <p>Action: Clerk to add Diocese training directory to the sharepoint as it is received.</p>
13/2018	<p>Items for Directors and Innovative Practices</p> <p>At St David's, we feel excited and positive about the changes we have made to our curriculum and we embrace the opportunities it offers such as:</p> <ul style="list-style-type: none"> • Freedom to explore the children's natural curiosity through their own ways of thinking, questioning and lines of enquiry. • The potential to refocus our school curriculum that centres itself on our children, their passions and interests, our school-life and its place in our unique community <p>We aim to:</p> <ul style="list-style-type: none"> • Nurture our children to become life-long learners with a thirst for exploration, knowledge and understanding • Foster and celebrate our children and the skills they develop over time giving them the foundations to approach life with confidence. <p>Our enquiry-based curriculum allows our children to reach higher, lifting the lid on set learning intentions, freeing them to soar and reach their full potential. Through focusing on our children's interests, we create learning opportunities that inspire critical thinking, foster creativity and nurture talent. Our curriculum ensures breadth and depth of knowledge, skill and understanding within a nurturing, vibrant school.</p> <p>Questions for Directors:</p> <p>Budget:</p> <p>Governors would like transparency across the trust on the savings made by each school. Can the directors provide this information to show what each school has saved financially in 2017/18?</p> <p>The governors were unable to have a discussion about the school's budget as the information was not received until 3.5 hours before the meeting whilst the headteacher was on a training course. What assurance can directors give us for the figures being received in a timely manner in the future?</p> <p>ELT Presence at Governors Meetings:</p> <p>How many times can we expect to see a member of the executive team at our governing body meetings during a year?</p>
14/2018	<p>Governor Challenge Tracker</p> <p>Add the attendance query to the tracker for September 2018.</p> <p>Impact of headteacher's workload to be added as a new governor challenge</p> <p>Action: WH to add the above items to the Governor Challenge Tracker and upload onto Office 65 Sharepoint.</p>

15/2018	Date and Time of Next Meeting To be advised once window dates have been received from Company Secretary.
	The minutes below are approved as a true and accurate record of the meeting <div> <div>Signed</div> <div>Date</div> </div> <div> <div>Printed</div> </div>