

# MINUTES

## Full Governing Body

### St David's C of E Primary School

**18<sup>th</sup> November 2014 at 5pm**

#### Attendees

Dr M Lewis (Chair) (ML)  
 Mrs F Brinicombe (Headteacher) (FB)  
 Miss T Tyerman (TT)  
 Rev T Honey (TH) (Arrived later)  
 Mr R Sloman (RS)  
 Mrs D Cushing (DC)  
 Dr W Higbee (WH)  
 Mrs D Goodwin (clerk) (DG)

Ms Sheena Prout (parent observer)

		Action
1	<b>Welcome &amp; Apologies</b> Maureen welcomed Sheena Prout who was observing the meeting. Apologies had been received from Leonie Berry and Karen Todd-Jenett. Tom Honey had indicated that he may not be able to attend the meeting due to change of date ML said that a letter of resignation had been received from Sarah Williams. She had written to Sarah thanking her for her time as a governor.	
2	<b>Declaration of Pecuniary Interest in any agenda item</b> – None declared Register of Business Interests DG circulated these for completion during the meeting.	
3	<b>Approval of the minutes</b> of previous meeting on 16 <sup>th</sup> September 2014 Approved	
4	<b>Matters arising not covered in agenda</b> Actions from previous minutes	
4.1	Policy list to be circulated Circulated by DG. TT has reviewed the list to make sure all policies are up to date. A number needed to be updated, especially HR ones. Most of these have now been reviewed and adopted but there are still some more to do. All approved policies are kept on the secure area of the website and can be accessed by staff and governors. ML said that the intention is for a Master List of policies to be kept on the Governors area of the website. These will be in PDF form so cannot be amended.	
4.1.1	Protocol for School visits to be reviewed TT has researched and drafted a policy which has been issued initially for comments by ML & WH. Once reviewed this will then be circulated to staff and all governors for comments.	TT, ML & WH
4.1.2	Skills Audit to be returned by all Governors Still some outstanding. DG to follow up outstanding audits.	DG
4.1.3	Terms of Reference for new committees to be circulated Completed	
4.1.4	Autumn term courses booked via DG Completed. Governors sent reminders about booking courses	
4.1.5	Working Party to be set up to look at role of PTFA Working Party has met. Plans for further events in hand	
4.1.6	ML to speak with TH regarding sub-committee membership. ML had discussed this and TH had a strong wish to be on the Teaching & Learning subcommittee which had been agreed.	

4.1.7	TH joined the meeting	
5	<b>Correspondence and Action Required</b> Letter of Resignation from Sarah Williams due to restricted time she can give to the role. Governor Magazine – copies circulated	
6	<b>Governor E Safety Agreement</b> Governors asked to sign copies and return to DG during meeting	
7	<b>Reports from Committees/Working Parties</b>	
7.1	<p><b>Resources</b>  Full minutes of two recent Resources meetings had previously been distributed and TT summarised key points.</p> <p>External Finance Audit is to take place in Spring Term. ML and TT have met to review the Governors' questionnaire required for this audit and TT reported that there were no major concerns identified.</p> <p>The Asset Management Plan is awaiting the additions following the electrical and plumbing surveys. There are substantial costs estimated for the work required over the coming 4 years and JB is going to review the plan and list priorities for Resources to review at their next meeting.</p> <p>Solar Panels – The organisation who had expressed an interest will not proceed with this as they have decided it is not viable because of shadow from Church spire.</p> <p>H &amp; S Audit – In April we received a score of 78%. This low score was mainly due to admin issues, e.g. need to have Asbestos Management Plan in place even though no asbestos in school. TT said that requirements highlighted had been worked on and a report submitted to the council. A new score of 97% has been given. TT thanked Mark, Jackie and Fran for their hard work.</p> <p>TT said an extraordinary meeting had been held to review and adopt a number of policies and all governors have received minutes of this meeting. These policies would come up for confirmation by all governors later in the meeting.</p>	
7.2	<p><b>Teaching and Learning</b>  Maths Update – still a priority area. DC explained that Assessment levels are changing with the new curriculum. Pupils will be assessed on progress relative to peer group rather than comparison with a particular level of achievement. This new method of assessment will not apply for the current years 2 and 6. Maths Calculation Policy.- currently in preparation. Plans to hold another Workshop for Parents.</p> <p>Creative Curriculum – The 'Afternoon at the Museum' event: lots of positive feedback from parents, children proud of their work. DC suggested Governors should watch video produced about the event.</p> <p>RAISE Online – DC said that results should be looked at carefully. 50% of the children did not actually start in Reception at St David's so difficult to measure if they achieved 2 levels of progress.</p> <p>Attendance Data – again affected by small numbers. Figure for Foundation Stage &lt; 85% but this caused by 2 children who did not attend fulltime in Reception. (Children do not have to attend full time until after 5<sup>th</sup> birthday). Their attendance has improved now in Year1 and attending fulltime. Similarly Year 2 attendance figures affected by children with medical conditions. Target for 2014-15 set at 92.6%</p> <p>SEND – new Code of Practice. Schools now have to show how money is spent on interventions in greater detail. Audit to be completed by 31/12.</p> <p>SIAMS – Ethos Working Party set up to look at findings of Audit  Gifted and Talented Children - RS has produced checklists to help staff identify G &amp; T children. Cascaded to other members of staff.</p>	
7.3	Parents Working Party set up to look at increasing parental involvement in school and reinvigorate PTFA.	

7.4	<p>Tea and coffee had been offered after school to parents as an opportunity to chat to them about ways in which they could get involved.</p> <p>ML said she had spoken to KS1 staff about setting up a reading volunteer scheme. TH asked if this was restricted to parents or could local community also be involved. FB said that this it would be good to involve others.</p> <p>ML suggested holding a Second Hand uniform sale, perhaps at another Coffee event.</p> <p>PTFA meeting to be held to discuss Christmas Fair, which will be on 12/12. WH added that it is important to find a parent to take PTFA forward rather than a parent governor and said that we should hold another coffee afternoon before the end of the term. WH will organise a date.</p> <p>Ethos – already covered in 7.2</p>	WH
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p><b>Chairs Report</b></p> <p><b>Reconstitution</b></p> <p>ML said that Reconstitution has to take place during this Academic Year. ML proposed that we reconstitute in Spring term 2015. We are required to hold two full governors meetings and suggested that the next two FGB meetings on 10/2 and 24/3 conclude at 6pm and then at 6pm we commence the extraordinary meeting to discuss this before documents are issued to Babcock for formalisation. The aim is to reconstitute by 15/5/15 so that the meeting on 19/5/15 would be under the new Constitution. All agreed to this proposal.</p> <p><b>Governor Recruitment</b></p> <p>ML said that as Sarah Williams had resigned there is currently no Safeguarding Governor in place. ML said she would cover this role as an interim measure until a replacement is found. ML said that until Reconstitution had taken place it would be better to recruit Associate Members who could then be co-opted on to the FGB after Reconstitution. An item in the recent school newsletter had asked for volunteers who had expertise in areas such as safeguarding to consider joining the Governing Body. One parent had responded expressing an interest and has relevant safeguarding experience. ML will meet with this parent to discuss what is involved in the governor role and safeguarding responsibilities. ML said that she had spoken to Chris Hill, an accountant who was a partner at the accountancy practice that TT works at, who was willing to assist with finance. It was proposed that he joined as an Associate Member. All agreed. DG to contact Chris to formalise arrangements.</p> <p>ML suggested that it would be ideal to recruit someone who had expertise in building maintenance. TT added that this recruit would need to be a full governor following reconstitution, rather than an associate member like Chris Hill is as we need to increase our overall numbers ideally. All were asked to approach anyone they knew who may be interested.</p> <p><b>School Futures</b></p> <p>ML said that DCC had now said that an extra classroom could not be built as further development in the area was not allowed as the area was already over-developed. She circulated copies of plans drawn up by an architect which showed how the existing space could be reconfigured to provide better use. TH asked if the room that was created by reconfiguring the space would be big enough to use as an extra classroom. ML said it was probably not large enough. TT said the area currently has some maintenance issues that could be tackled as part of any reconfiguration/refurbishment. The project would eliminate some of the existing issues re damp etc. She asked about the regulations governing space for classrooms. FB said she was not sure what current regulations were. TH asked if it was worth proceeding if the space could not be used as a classroom. WH pointed out that a lot of money was required to sort out existing issues in the area which would not necessarily provide any extra benefits if no additional classroom is created with this work. TH asked whether a smaller classroom could be used for teaching of smaller groups. ML confirmed it would provide a good environment for this. FB added that an extra classroom would need an extra teacher which would incur additional costs.</p> <p>ML asked if the Governing Body wanted the Resources Committee consider the proposal further and to look at further options. This was agreed</p> <p>ML said that she and TT had visited a Federated school in Newton Abbot as part of Federations week. ML said that Federations were becoming more popular as schools respond to increasing pressures on budgets, etc. She said this was one of a number of options that should continue to be explored. ML and TT would provide a visit briefing note for all Governors.</p>	<p>ML</p> <p>DG</p> <p>All</p> <p>Resources</p> <p>ML</p>

9	<p><b>Headteachers Report</b></p> <p>This had been circulated previously.</p> <p>Assessment: FB said that children were now working to the new Curriculum. She explained that the national use of levels and sublevels for assessment were no longer to be used (except for current Y2/Y6) and schools were free to decide on their assessment systems. These must be able to show how a child is progressing. She and another member of staff had been to a training session on Pupil Tracker. DC asked how the Pupil Tracker would work with the new assessment regime. FB said it was likely that staff would continue with the existing system but a new assessment system would be put in place. ML asked if the data provided in the HT report referred to the old curriculum. FB said that it did. ML asked when data based on the new curriculum would be available. FB said that this would probably not be available until the end of the current academic year.</p> <p>FB said that the INSET Day on 19/12 would focus on assessment of Literacy in Reading and Writing. ML asked if Governors could attend. FB said that they could.</p> <p>RS said that extra support was given to those who needed it. Pupil progress meetings were held every term to make sure pupils were on track.</p> <p>WH asked how benchmarks were set for the new Curriculum. FB said that Level Descriptors had just been circulated for consultation and work was taking place on objectives.</p> <p>ML asked how benchmarking against other schools would take place. FB said that it would happen at the end of a Key Stage and would use national tests.</p> <p>Data: Provisional SATs results had been discussed at the previous FGB. ML asked whether RAISE Online data was now published. FB confirmed she had recently been issued with this, but had not yet had the opportunity to fully review the report. ML asked that a Governors' summary be given to all Governors as had happened last year. TT asked if all Governors should have individual access to RAISE Online. ML said that DC had access each year so that she could evaluate the data as Data governor. WH said that RAISE Online was mentioned as part of the refresher training he had attended and that all governors should have access to it if they wished. Following discussion about which pages had the 'G' symbol on them, DC will obtain the Governors' RAISE Online summary to circulate. TT said she was attending a workshop on RAISE Online on 17<sup>th</sup> March and suggested others also booked on this training. WH asked if all members of T &amp; L committee should attend this course. ML suggested that T &amp; L discuss that.</p> <p>ML said that there were some good predictions for the current Year 6. RS said a lot of work was being done on SPAG and Handwriting to help improve these areas.</p> <p>ML asked about the Interventions mentioned in Section 2.3. FB said these had already started with further meetings on 28/11 to evaluate work so far.</p> <p>ML asked about HT Performance Review. FB said a date had now been set for the review on 13/01.</p> <p>TT asked about appraisal of Admin staff as this was a query on the report. ML said it was not usual for Governors to carry this out, but this had happened under the previous chair. FB said that she did not feel she had enough time to do these as she already undertakes eight appraisals This was discussed further and TT said she would contact LDP for advice and discuss with ML.</p> <p>Staff Changes – FB reported that one of the SEN TAs had started Maternity Leave. ML and FB had interviewed and successfully recruited a new SEN TA who was starting work on November 20th.</p> <p>WH queried the exclusion mentioned in s5.2. FB said that a pupil had been excluded for ½ day.</p> <p>Governor visits  ML – weekly visits to meet with FB  TH - visits to observe PE. He said the Football workshops were very good and were a worthwhile activity.  TT – visit to discuss H &amp; S  DC – meeting with M Lovett re maths  KT – classroom visit to observe work with SEN plus meeting with FB to discuss SEN.</p>	<p>DC</p> <p>TT/ML</p>
10	<p><b>School Improvement Plan</b></p> <p>ML said the draft version had been discussed at previous meetings and the final version had now been circulated. The Governing Body need to approve the plan. DC said that T &amp; L</p>	

	<p>had suggested that RE be added to the priorities. WH said that references to Curriculum committee should now read T &amp; L. ML asked Governors if they accepted the final Plan subject to these amendments. All agreed. FB to make final amendments and re-circulate.</p>	FB
11	<p><b>Budget Update</b></p> <p>The budget statement was circulated. TT explained that the budget had been scrutinised by Resources Committee and the previously circulated minutes detail questions raised on this. TT said there were no items of concern. If spending continued as expected there would be a surplus of £20,000 at the end of the financial year but this may change once maintenance and repairs are factored in.</p> <p>Staffing remains the highest % of expenditure. Two new staff are on higher scales than previous staff. The extra income from FB's secondment has not been included yet.</p> <p>TT said that it was no longer a requirement to ensure that all money had been spent by the end of the financial year and it would be sensible to have a contingency fund to cover unexpected costs.</p> <p>ML said the Budget had been well managed and TT said the statement was an Interim statement showing our current position and asked if anyone had questions. TH asked when Free School Meals for all KS1 children had started. FB said they had started in September and were currently operating at a break- even level. ML asked what KS2 children had to pay for meals. FB said the charge was currently £2.50. The Governors confirmed they were happy with the current budget statement.</p> <p>TT said that the school will be transferring their budget monitoring onto a new system during this term so future reports will look different. TH asked why this was happening and FB explained that all Devon Schools were moving across to the new system because the old system was becoming obsolete. TT said that the new system would be run in tandem with the current system to start with and that this is a great opportunity for Governors to review the cost centres shown on this report. She asked if there were any items that Governors felt it would be useful to include. ML asked if Governor costs could be included as a separate cost centre.</p> <p>RS left the meeting</p>	
12	<p><b>Safeguarding</b></p> <p>This had already been covered as part of the Chair's update.</p>	
13	<p><b>Governor Visits and Training</b></p> <p>TH, TT, KJ and WH had attended Babcock's Governor Refresher training. WH said that there had been a lot of emphasis on the need for Governors to understand the data that was available. He also mentioned ParentView, cited as a useful tool.</p> <p>DG had attended a Safeguarding course. DG said that although this course was advertised for Safeguarding Governors it provided a lot of information that would be useful to all Governors. FB said that all staff had to attend a Safeguarding refresher course every 3 years which Governors could also attend.</p> <p>TT, ML, KJ &amp; DC attended the Consortium's Governors Networking evening and TT explained that this focused greatly on what Ofsted would require of a school and was very insightful.</p>	
14	<p><b>Policies</b></p> <p>The following policies had all been approved at committee level and it was asked that Governors ratify these.</p> <ul style="list-style-type: none"> <li>Acceptable staff behaviour</li> <li>Adjustment to staffing structure</li> <li>Adoption</li> <li>Attendance</li> <li>Child Protection</li> <li>Children in Care</li> <li>Code of Conduct</li> <li>Drugs and Alcohol</li> <li>E Safety</li> <li>Flexible Working</li> <li>Managing Information Disclosed during Employment</li> <li>Maternity &amp; adoption support</li> </ul>	

	Pay Redundancy Recruitment & selection Secondment SEND Sex and Relationships Staff Appraisal Support staff appraisal scheme for schools Whistle Blowing  All accepted	
15	Date of next meeting - Tuesday 10 <sup>th</sup> February 2015 5pm Reconstitution meeting -Tuesday 10 <sup>th</sup> February 2015 6pm Meeting ended at 18.55	