

MEETING
Full Governing Body
St David's C of E Primary School

3rd February 2015 at 5pm

Members

Dr M Lewis (Chair) (ML)	Mrs L Berry (LB)
Mrs F Brinicombe (Headteacher) (FB)	Mrs K Todd-Jenett (KJ)
Miss T Tyerman (TT)	Mr R Sloman (RS)
Dr W Higbee (WH)	Ms S Prout (SH) Associate Governor
Ms D Cushing (DC)	
Mrs D Goodwin (clerk) (DG)	

		Action
1	Welcome & Apologies ML welcomed Sheena Prout to her first meeting as an associate governor. Apologies were received from Rev T Honey	
2	Declaration of Pecuniary Interest in any agenda item – none were declared Register of Business Interests DG asked all Governors to complete Register of Business Interests if not already completed plus new revised form for Eligibility to serve as Governor. DG to ensure governors not at the meeting complete these	DG
3	Approval of the minutes of previous meeting on November 2014 KT asked for her name to be amended The minutes were approved	DG
4	Matters arising not covered in agenda Protocol for Governor School Visits now in draft and awaiting comment. It will then be brought to next FGB for approval Skills Audit to be returned by all Governors - done Coffee Afternoon for Parents to be arranged – Meeting had been held to discuss Christmas Fayre Chris Hill to be contacted re Associate Governor – done. Possibility of another Parent joining as Associate Governor (WH joined meeting at 17.05) Appraisal of Admin staff now completed Copies of Raise Online to be circulated to all Governors – done. FB to discuss under Item 8 Terms of Reference to be agreed – have all been agreed by Committees but need to be agreed by FGB. Proposed by ML. All agreed	ML
5	Correspondence and Action Required Letter received from Bishop of Exeter – invitation to Conference about Rural Schools, circulated at the meeting. The letter linked to a report. ML to read this and summarise content/ action needed at next resources committee	ML
6	Reports from Committees/Working Parties All governors confirmed they had read the minutes of the committees that were previously circulated. TT proposed that, as all governors receive minutes of the meeting these are not therefore summarised in full governing meetings but just questions invited or important updates since these meetings are discussed. All agreed.	
6.1	Resources – TT reminded Governors of Finance Audit due to take place on 24/02. Most of preparations now complete. Action Plan from previous Audit has been checked to make sure all Action Points have been carried out. ML thanked everyone for working hard to ensure all policies in place. Rolling programme now set up to review policies	

6.2	Teaching and Learning – SIP has been amended and recirculated	
7	<p>Headteachers Report –</p> <p>FB gave a summary of data received from RAISE Online. Data is historic – based on 2013-14. School results below national average but this needs to be placed in the school context and the impact of just one child on the percentages because the total number of children is so small.</p> <p>The number of children entitled to free school meals is above average. Increasing numbers of children from ethnic minorities Transient population- children of students at Exeter University only present whilst parents studying, also some families moving out to new developments on outskirts of Exeter. Very difficult to track children right through school. TT asked what help is given to EAL pupils. FB said at present have 2 Arabic, 2 Romanian, 1 Mandarin and 12 Turkish speakers. Not possible to provide interpreters. She said that the Learning Community has invested in lots of resources but currently most of it is held at St Sidwells school. LB asked if teachers had access to resources. FB said that they had language fans. She added that the DCC EAL team advised that immersion in English language would help. ML said that research supported this strategy. RS said he had used Google translate to help one of the children in his class do some research for a topic they were studying. This had been very successful in helping the child engage with the work. FB said that the presence of EAL children was changing the profile of the school.</p> <p>ML asked if OFSTED DATA Dashboard was available. FB said she was not sure why it had been delayed.</p> <p>ML asked if a parental survey had been done as this aspect of the HT report did not have data added. FB said it was normally done in Spring Term. ML asked if Parent View was used. FB said that not all parents used it and the school preferred to do its own survey. WH said that OFSTED often looked at Parent View. He suggested a note to parents to be included in the Friday Flyer about the importance of completing the survey. LB suggested that parents could be asked to fill in the questionnaire during a coffee afternoon session. ML said it was important that the results of the survey be publically available and that if we did our own survey the results should be placed on the school website.</p> <p>English results affected by SPAG. Work ongoing to improve this, including daily sessions on Grammar. FB explained the use of progress indicators. She said that it was necessary to focus on ensuring the more able children made 3 levels of progress. She said it was difficult to measure this across the whole of the current Year 6 as a number of children had joined the school during KS2 and there was no data for them to measure their progress from KS1. RS said that in Devon only 11 out of 1300 achieved Level 6 in English. FB said it was better for a child to achieve a secure Level 5 than a low Level 6. RS added that Level 6 was the standard expected of a Year 9 pupil. SP asked if pupils were tested when they started school. FB said all children were assessed at the end of each term. She said if a child transferred in from another school in Devon, data was transferred across.</p> <p>ML asked about the quality of teaching. FB said she had carried out unannounced observations during the previous term and a full round of observations was to be carried out by an external advisor. FB said the Advisor would observe all areas but was concentrating on Maths. She said he would talk to the children about their work and also look at the available Data relating to Maths. ML asked if this was part of the SLA with Babcock. FB said that it was. WH asked what form the feedback would take. FB said he would do a collective feedback session at the end of the day. WH asked what would happen if the advisor identified an issue with an individual member of staff. FB said that if issues were identified then a separate meeting would be held with that member of staff. ML said she would sit in on the feedback session.</p> <p>KJ asked about the Half day exclusion mentioned in the report. She asked if the matter could have been dealt with internally without the need for exclusion. FB said it related to a racist comment and had to be dealt with in such a way so that the rest of the children realised that such behaviour was unacceptable.</p> <p>ML thanked FB for a comprehensive report</p>	FB
8	School Improvement Plan – T & L to look at next meeting	T/L comm
9	Budget Update JB and CH have met to discuss budget. Will be discussed at next Resources meeting	Resource comm

10	Safeguarding New 'Disqualification by Association' forms completed by all staff	
11	<p>Governor Visits ,Training, Recruitment, Action plans</p> <p>ML Christmas Fayre 2 visits to observe SPAG sessions Financial Efficiency training- organised by Exeter Consortium</p> <p>TT Christmas Lunch and Christmas Fayre Financial Efficiency Training Introduction to Finance/ Advanced Finance -organised by LDP Babcock Meeting with Mark L to discuss H & S</p> <p>DC Christmas Fayre WH Christmas Lunch and Christmas Fayre KJ Christmas Lunch and Christmas Fayre ML said TH had also been in school to observe PE and regularly to lead collective worship</p> <p>WH said he was working on a new Induction pack for Governors ML to meet with potential Parent Governor with building expertise Draft governor action plans had been circulated to appropriate committees and should be used to monitor progress at committee meetings</p>	<p>WH ML All</p>
13	<p>Policies</p> <p>Charges and Remissions</p> <p>Lettings</p> <p>Governor Expenses</p> <p>Health and Safety</p> <p>Volunteers in School</p> <p>Asset Management Policy</p> <p>Attendance</p> <p>Statement of Behaviour Principles</p> <p>Supporting Pupils with medical needs</p> <p>Complaints Procedure</p> <p>Child Protection Policy</p> <p>School Visits</p> <p>All these polices have been reviewed by relevant committee. All were ratified by FGB</p>	
14	Date of next meeting- Tuesday 24 th March 2015	