

Present

Mrs D Goodwin (clerk)

Mrs K Todd Jenett

1	<p>Declaration of Interest</p> <p>ML is the series editor/author of a literacy catch up programme and reading books currently in use in school.</p>	Action
2	<p>Apologies & Sanctions for Absence</p> <p>Apologies were received from Tom Honey.</p> <p>ML said that Kate Bray had now taken up a position with Devon County Council so was no longer eligible to be Staff Governor.</p>	
3	<p>To confirm minutes from previous meeting</p> <p>These were agreed</p>	
4	<p>Matters Arising</p> <p>2 PC to be invited to leavers assembly (FB/ML) ML said that PC had been unable to attend. She said she would write to him again.</p> <p>3 Minutes of last meeting to be amended(DG) Completed</p> <p>5 Homework Policy, to be put on website(FB) Completed</p> <p>7 PE spending report, Pupil Premium report to be put on website(FB) Completed</p> <p>8 Skills Audit circulated (DG) ML asked for outstanding items to be returned ASAP</p> <p>Terms of Reference for all committees circulated (DG) Completed</p> <p>Autumn term courses booked via DG (All governors) Completed</p> <p>9 Pay committee meeting in September (WH/ML/TT) Completed – report to be given later</p> <p>10 Working Party to be set up to look at anti –bullying (WH) Completed – report to be given later</p>	<p>ML</p> <p>ALL</p>

11 KB to publicise School Fete in Newsletter (KB)
Completed

Consider adding parental involvement to SIP (FB)
To be discussed later

12 Data Protection Policy to be amended (DG)
Completed

13 Additional policies in Safeguarding Policy checked (DG)
Completed

Policy list circulated (ML)

This was due to be put on the governors webspace, but there had been teething problems with this so not yet actioned. TT asked if this could be circulated by email in the interim, ML asked DG to action this.

DG

14 Protocol for School visits to be reviewed (ML)
Carried forward

ML

5 **Correspondence and action required**

DG confirmed there had been no correspondence received since the last meeting

6 **Headteachers Report**

6.1 **Pupil Attainment**

FB circulated copies of Data Sheets relating to pupil attainment at the end of 2013-14 Academic Year.

- i. Phonics Assessment – Year 1 81% passed; above Devon average. Year 2 50% passed. (This represents just one child as two children retook the test). FB said that those children who had failed were being given structured help and support.
- ii. Foundation Stage – FB explained terminology used on report. She said that the children had made good progress although they were still below the national average at the end of the year. LB asked if this was a result of poor preschool provision. FB said this was possibly a factor. ML pointed out that summer born children tended to perform less well as they moved through school. FB said that 2 children were statemented and 2 were having assessments for Autism. She added that as it was a small group this had a greater effect on percentages.

RS left the meeting

- iii. KS1 – FB said the figures were based on Teacher Assessments which were carried out throughout the year.
- iv. KS2 – FB said that the test results were unvalidated at present. The result for Reading was 100% reaching Level 4 or above, the school was congratulated on this excellent result. ~Maths was 83% at Level 4 or above, which demonstrates the successful impact of the school's focus on improving Maths. FB said the main concerns for this group related to Grammar, Punctuation and Spelling. She said that the class teacher had already put in place regular work on this area every day.
WH asked if there was anything parents could do to help their children. FB said that there was software available. ML said the Spelling Bee days had been popular with children and asked if something similar could be done to help with SPAG.

6.2 **Free School Meals**

FB said there had been some teething problems. She said about 70% of those eligible had taken up the option to have free school meals. LB asked why 30% had not taken up the free school meals. She asked if parents were worried that their children would go hungry if they didn't like the meal on offer. FB said that was a possible factor but they tried to make sure that the children

did eat something.

7 **Safeguarding**

FB explained that her role as HT included a 0.3 teaching commitment. Previously she had carried this out as part of a job share however staffing changes had meant this was not feasible at present. This would mean an increase in staffing costs. She said she had successfully applied for a secondment role as Safeguarding Champion. ML explained that this role would provide FB with a development opportunity and would also provide other staff in school with development opportunities as they would be expected to take on more management responsibilities. ML asked Governors to approve FB being allowed to take up this role. FB said that the role would involve 30 days work over the coming academic year and school would receive payment for this work. She also said it involved liaising with other bodies such as OFSTED and CYPS which would be useful. It was unanimously agreed that FB be allowed to take up this role

8 **School Improvement Plan**

FB said that subject areas needed to be reallocated to new staff. She said it had been decided to group subjects plans by areas and this meant some amendments to the SIP. She said that the priorities were the same and that the SIP would be circulated before half term

9 **Planning for 2014-15**

ML explained that FGB would need to reconstitute during the coming year. WH asked if the staff vacancy would be filled. ML said that under the new constitution only 1 staff governor was allowed although extra staff members could be co opted if particular skills were required. WH asked if this staff governor was in addition to the HT. ML said that it was.

ML then outlined options for committee structure for 2014-15 and referred to the proposed options document circulated prior to the meeting.

i Maintain Status Quo with 3 committees – DG pointed out that as there were fewer Governors they might have to be on more than one committee which would mean attendance at more meetings.

ii Have 2 committees but meet more often- ML said this is the Devon preferred model with meetings every half term

ML said she also thought it useful to have working parties to look at specific issues, eg bullying

Governors then broke up into groups to discuss the options, then the meeting reconvened.

LB said that the proposed list contained a lot of Working Parties. ML explained that the brief for Working Parties was to look at specific topics and they would only be required to meet once or twice as required. She said that the list was only to provide examples.

It was felt that a Working Party to look at Parental Involvement would be useful. FB said that input from parents in school was needed. ML said that the recent School fete had been a success. FB agreed but said that the PTFA lacked direction and it was usually left to Mark Lovett to organise events. ML said it was important to decide what the school wanted from the PTFA. WH said that one example of a successful venture had been the Grounds Day when parents had come into school to help and the day had ended with a BBQ. LB agreed to organise a meeting with WH, SW and teachers to try and discuss ideas for rejuvenating the PTFA.

LB

ML moved onto discuss the Committee structure. She said that most schools followed a 2 committee structure, the 2 committees being Resources and Teaching & Learning. She said that the Premises and F & P committees had combined for one meeting last year but this had been a long meeting. TT said that if meetings were held every half term instead of only once term then information would be more up to date. She said that the long gap between meetings meant that things did not get done quickly. DG explained how the 2 committee structure worked at Stoke Hill Schools.

ML proposed a move to a 2 committee structure. Seconded by TT and agreed by all.

ML then asked about frequency of meetings. It was agreed to keep the Autumn term as

	<p>scheduled but there would be 2 committee meetings and one FGB in each half term.</p> <p>ML said that the aim was to keep meetings to a strict timescale, no longer than 1 and half hours.</p>		
8.	<p>Election of Chair and Vice Chair</p> <p>Chair - ML proposed by LB and seconded by TT. Unanimous</p> <p>Vice Chair ML proposed WH and TT as joint Vice Chair, seconded by LB Unanimous</p> <p>Chairs of Committees</p> <p>Resources – TT proposed by ML, seconded by WH, agreed unanimous</p> <p>Teaching & Learning – DC proposed by LB, seconded by ML, agreed unanimous</p> <p>Governor responsibilities</p> <p>Health and Safety – TT</p> <p>Data – DC</p> <p>SEN and G&T – KT</p> <p>Safeguarding – SW</p> <p>Maths and IT – DC</p> <p>Literacy – ML</p> <p>Creative Subjects – WH</p> <p>PE – ML suggested that TH may wish to continue with this role and ML will discuss this with him.</p> <p>Parents and Community – LB</p>	ML	
10.	<p>Committee membership</p> <p>Teaching & Learning</p> <p>KT, DC, SW, RS, LB, FB</p> <p>Resources</p> <p>TT, WH, TH, ML</p> <p>DG to circulate Terms of Reference for these committees</p>	DG	
11	<p>Anti Bullying</p> <p>WH reported on Working Party. He said the Policy had been reviewed and a number of amendments made. The policy would be presented to staff for comment. WH said that existing aims and processes were robust but a record needs to be maintained of monitoring.</p> <p>Pay Committee Report</p> <p>TT explained that the Pay Committee met on .9th September and DG circulated minutes for governors to review. TT then summarised the decisions made regarding staff pay for the coming year.</p>	ML & DG	
12	<p>Date of next meeting</p> <p>To be agreed following the decisions to restructure above. ML & DG to devise a new calendar of meetings for the year and circulate.</p> <p>Summary of actions</p> <p>Policy list to be circulated (DG)</p> <p>Protocol for School visits to be reviewed (ML)</p> <p>Skills Audit to be returned by all Governors</p>		

Terms of Reference for new committees to be circulated (DG)
Autumn term courses booked via DG (All governors)
Working Party to be set up to look at role of PTFA (LB)