

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

### FULL GOVERNING BODY MEETING

Thursday 16 <sup>th</sup> March 2017	6.30pm	Dartington C E Primary School In the Staff Room	DRAFT MINUTES					
<i>Attendees</i>	<i>Initials</i>	<i>Category of governor Any office held</i>	<i>Time they joined/left if not present for full meeting</i>	<i>Attendees</i>	<i>Initials</i>			
<i>Abigail Read</i>	<i>AR</i>	<i>Parent (Chair)</i>		<i>Peter Coleman</i>	<i>PC</i>	<i>Co-opted</i>		
<i>Jill Mahon</i>	<i>JM</i>	<i>Headteacher</i>		<i>Geoffrey Breckin</i>	<i>GB</i>	<i>Co-opted</i>		
<i>Elaine Hopkins</i>	<i>EH</i>	<i>Parent (Vice Chair)</i>		<i>Joanne Tisdall</i>	<i>JT</i>	<i>LA</i>		
<i>Anne Lamble</i>	<i>AL</i>	<i>Co-opted</i>		<i>Michael Potter</i>	<i>MP</i>	<i>Co-opted</i>		
<i>Tony Gregg</i>	<i>TG</i>	<i>Foundation (Vice Chair)</i>		<i>Sue Veale</i>	<i>SV</i>	<i>Co-opted</i>		
<i>Lucy Woollett</i>	<i>LW</i>	<i>Parent</i>		<i>Martyn Johnson</i>	<i>MJ</i>	<i>Foundation</i>		

Apologies	Initials	Reason (Category of Governor)
<i>Amelia Poore</i>	<i>AP</i>	<i>Staff</i>

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
<i>Yvette Elliott</i>	<i>YE</i>	<i>Clerk</i>

Minutes to
<i>All Governors</i>
<i>Website</i>

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### Documents referred to / handed out / worked on during meeting:

- Maths SIP (updated 23-07-16)
- English SIP (2016-17)
- Attendance SIP (updated 06-03-17)
- Thrive SIP (updated 06-03-17)
- Lead Governor Reports:
  - Premises
  - ICT
  - Maths
  - Literacy x 2
  - Attendance
  - Personnel
  - Parental Engagement
- Excellence for All spreadsheet
- Inspection Dashboard - unvalidated 2016
- Notes & Actions from GAP meeting 27-02-17
- Privacy Notice - pupils
- Privacy Notice - school workforce
- SEND policy - 2016-17
- Termly safeguarding data collection 2016-17

Agenda Number	Details of discussion	Decision or action
1. 2.	<p><b>Attendance register.</b></p> <p><b>Apologies.</b></p> <p>Richard Harris has formally resigned from the Governing Board and thanks were given for his work by AR.</p>	<p>Completed by YE</p> <p>Accepted</p> <p>YE to complete necessary forms</p>
3.	<p><b>Declaration of Pecuniary or Business Interests.</b></p>	None
4.	<p><b>Minutes of the last meeting, held on Wednesday 22<sup>nd</sup> February 2017, including Part 2 minutes.</b></p> <p>LW proposed a change to wording at the top of Page 7 - Thrive was not explicitly referred to as outstanding by Ofsted - this was inferred only.</p> <p>EH proposed that changes to the wording of Part 2 minutes be made to make meaning clearer (although it was factually correct).</p> <p>MP proposed additions to the minutes following information and a question that he raised being missed.</p>	<p>Changes to be made to minutes following receipt of proposed wording from Governors - YE</p>

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5.	<p><b>Lead Governor Report</b></p> <p>1 <u>English (TG)</u>: 2 reports were shared. TG has looked through year group statements with Hannah Tucker, discussed the implications of the loss of leadership time and reading recovery. A further meeting in early summer term is planned. Work was also monitored in Jane Bird's class, which demonstrated a well-managed and focussed lesson with great inclusion.</p> <p>2 <u>Maths (MJ)</u>: Report shared. MJ has met with Marianna Foucher to understand how maths is taught, met Helen Eversett (External Advisor) to view workbooks and assessment to check that these were appropriate. MJ is satisfied that maths is taught well and teachers' assessment is accurate. A good standard is being achieved but work is still needed to bring in in-line with English, although we are well on the way with this.</p> <p>3 <u>PP/SEND (LW)</u>: Report to follow. LW has had meetings with Katie Mackle and the new SEND report for the year is now displayed on the website. 66% of My Plan targets in summer '16 were met, but the school target is 80%. The difference was discussed changes will be made to the way targets are set. <i>LW asked JM if My Plan targets are benchmarked?</i> JM confirmed that the school sets these targets for children who are not on track for their age group level (some children never will, so appropriate targets must be determined). At least one target will be age-related but targets need to be achievable and measurable, although not 'easy'. <i>LW asked if the Governors are supporting the school with necessary resources to meet My Plan targets?</i> LW to follow up My Plan target achievement and financial/additional support for families in T&amp;L committee. A new Pupil Premium report and SEND policy (see Section 12.2) have been prepared.</p> <p>4 <u>Finance (EH &amp; PC)</u>: EH reported that the deficit level has remained fairly level but some lines have been shown to have been unrealistic at the beginning of the year, such as Supply. A Recovery Plan was shared with FIPS before receiving Governor approval but monthly monitoring continues. F&amp;P committee members requested online access to financial records and this has now been provided. Further salary related information has also been requested as this accounts for 80% of the budget. Finance and Sickness policies have been ratified. PC added that as a new Governor he is aware there are complex systems in place to monitor and review finances which may benefit from simplification. The budget deficit results in onerous monthly admin requirements and we are now trying to eliminate the</p>	<p>LW to share report</p> <p>LW to follow up My Plan target achievement &amp; resource allocation in T&amp;L ctte</p>
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5	<p>deficit when our school budget is at a point where income will reduce - very hard work will be required.</p> <p><i>TG asked if the new funding allocation for schools will be shared with parents?</i> JM confirmed that she shares information in the newsletter including the Devon Association of Governors funding formula information. <i>TG asked how Governors can respond</i> and it was agreed that Governors need to respond to the consultation.</p> <p><i>Governors questioned a salary overspend?</i> JM reminded Governors that in May 2016 a budget was set but this was adjusted in July when the staffing structure was reorganised, so there was not actually an overspend because the budget itself was revised. It was suggested that our financial situation should be considered on the Strategic Away Day. JM also suggested that 'value for money' should be considered as the school benefits from many free-of-charge volunteers that are an excellent resource.</p>	<p>Governors to respond to the funding consultation</p> <p>Financial situation to be discussed at Strategic Away Day</p>
6	<p><u>Personnel (AR):</u> Report shared. AR has met with Marea Sayer to establish current Admin team arrangements. There are 3 permanent staff, 1 vacancy and 2 supply staff on variable hours. Salary costs and supply costs need to be fully established along with our long-term plan.</p>	
7	<p><u>Safeguarding (TG):</u> JM meets at least monthly with the safeguarding team. All processes are secure and can be corroborated externally, such as MASH. AR met with Sarah Maunder on 14<sup>th</sup> March to view the Single Central Record and this will continue termly. Sarah has also been booked onto Safeguarding Administration training.</p>	
8	<p><u>Attendance (MP):</u> Report shared. MP has looked through the attendance workbook with AP and JM to see how it logs attendance and how it links with safeguarding. Attendance at this time last year was 93.7% and currently stands at 94.4%. When specific outlier groups are removed from the data it increases to 95.3%. Congratulations were offered to staff on their efforts. JM confirmed that the school is trying to share the importance of and expectation for good attendance with families and reminded Governors of the safeguarding implications of children who are persistently absent.</p> <p><u>H&amp;S and Premises (GB):</u> Report shared. A contract is now in place and Kier are due to start on 27<sup>th</sup> March now that budgetary issues are resolved. The current estimated completion date is March 2018. <i>JT asked if there are penalty</i></p>	

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9	<p><i>clauses for any overruns?</i> Because the contract is with DCC, not the school, this will not be for us to be party to, but a high-level works programme will be requested so we can assess progress. GB also reported that the delay will be likely to have resulted in more positive ground and weather conditions for construction. JT shared a request from the Dartington Hall Trust for building progress information and temporary site information. It was confirmed that the temporary site will return to green field and no changes are proposed to parking arrangements.</p> <p>GB suggested that the Premises committee should start preparing for relocation, with consideration of term dates and assessment periods. PC asked if any extra funding is available to support relocation? DCC covered costs last time so this should be investigated.</p> <p>GB also reported that he will continue to follow-up on energy supply and usage.</p>	<p>Premises Ctte to investigate relocation funding support</p> <p>GB to follow-up on energy supply/usage</p>
10	<p><u>Christian Distinctiveness (TG)</u>: Collective worship has been attended and was excellent. A successful bid to a scheme providing free bibles for each pupil (Year 2 upwards) was made by JM and we can apply under the annual renewal scheme for new starters. An Easter service will take place next Thursday where Forest Family bibles will be presented.</p>	
11	<p><u>ICT (JT)</u>: Report provided. Jamie Wright presented to the T&amp;L committee as he is responsible for the computing curriculum and general use of ICT across the school. He has been reviewing current technology, licences and cost saving opportunities and the PTFA have agreed to fund enough new laptops to provide a complete class set. Tablets are well used and apps are installed to support individual learners and develop programming skills. ICT is delivered well across the curriculum. Jamie is focussing on safeguarding with a pilot scheme for internet tracking of key words, which will also impact on teachers' laptops so this needs to be carefully implemented. JT indicated that ICT provision may require Governor and budget support and JM referred to ICT as one of the 'golden threads' through teaching and learning and the school vision.</p> <p><u>Parental Engagement (SV)</u>: Report provided. SV has attended the parent forum and this links the Education Welfare Officer, Headteacher, Governors and Thrive Lead with parents, although there was poor parental attendance (<i>Governors invited to consider why this is</i>). Jamie Wright's class are pioneering a new parental communication method which has received positive</p>	

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	feedback and will now be rolled out. JM shares information with parents but governors could ask if parents feel their views are listened to.	
6	<p><b>Strategic Questions</b></p> <p><i>AR asked TG if there is any information regarding the impact of the loss of reading recovery staff? It was confirmed that the situation is more difficult and specifically for children requiring additional support so some children are achieving their targets more slowly. JM reiterated that without additional funding this situation cannot change, despite volunteer readers as an additional adult for some children makes a huge difference to their learning.</i></p> <p><i>JT asked why maths in KS2 didn't show the same level of progress as KS1 last year? This will be covered by Data Dashboard discussion.</i></p> <p><i>PC asked about ICT programming and if staff will have apps to help develop this area of learning? JM confirmed that this is a planned area for development in our SIP, but due to limited staff release time this is likely to be worked on next year.</i></p>	
7. 1	<p><b>Data Dashboard</b></p> <p>JM shared the 2016 Data Dashboard, which is used to inform the SIP and Ofsted use this as succinct document showing historic data. The strengths and weaknesses allow us to track year groups.</p> <p>2015 Floor Standards are also shown on the front page, and Governors were reminded that these referred to National Curriculum levels last year.</p> <p><u>Strengths</u> - KS1, Phonics, Early Years development.</p> <p><u>Weaknesses</u> - Maths progress, Yr 2 phonics for disadvantaged pupils (of these children, many had SEN so this cohort is being carefully tracked as they move through the school), persistent absence.</p> <p><u>KS2</u></p> <p>Strengths in reading and writing. Maths shows no accelerated progress. 'Coverage' refers to children who had KS1 data and this demonstrates that many children may not have been in mainstream school during this period.</p> <p>There was 25% instability of Year 6 children which impacts on</p>	

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	<p>outcomes and although this would have been equally significant across all subjects, the outcomes for literacy and maths are very different. Our subject specific assessments and the views of Ofsted did not transfer to the outcomes of these children. The school understands that some children are not resilient in test conditions. <i>JT asked how this could be identified?</i> JM confirmed that some children used inefficient methods and gave up on questions if their confidence failed so questions were left incomplete. Measures have been put in place to improve test awareness, as well as ongoing good quality maths teaching. Out of the 7 significant questions evaluated in the Year 6 SATs paper, only 2 were directly from the Year 6 curriculum and others were based on Year 4 and 5 curriculum information. Due to the movement of pupils in this year group, many will not have been with us during their former years.</p> <p><i>JT asked if problems arise when maths questions are presented through long prose?</i> Elicitation tasks form part of our maths teaching sequence and these show that children are very articulate in their understanding of maths but some children will struggle with this format.</p> <p>The 2016 picture has informed the position statement for the maths SIP and the difference between teacher assessment and SATs results has been highlighted.</p> <p><u>KS1</u> Data looks fairly secure but <i>Governors</i> were reminded that this is only a snapshot so our current Year 2 may present a different picture.</p>	
8.	<p><b>Excellence for All</b></p> <p>TG reported that the T&amp;L committee consider an element of the Excellence for All spreadsheet at each meeting.</p> <p><i>Governors</i> focused on the third line of the Governance section which was graded as 'requires improvement' in the Autumn term. It was agreed that we are now moving towards 'good' as a result of the work undertaken since then. AR informed the Board that the student council feedback to parent forum meetings and in their classes and minutes are shared with the Chair and Vice-Chairs. They will be invited to meet <i>Governors</i> on the strategic</p>	

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	away day. TG stated that so much can be learnt through conversations and observations of the children (such as reading groups and general behaviour) and this tells us much about the quality of education in our school.	
9	<p><b>Governor Training</b></p> <p>YE corrected a previous statement to the GAP review group and confirmed that some Babcock training incurs a discounted charge although most courses tend to be free of charge.</p> <p>AR reminded Governors that they should all be undertaking a minimum of one day of training each year and his can include Babcock courses or online learning, such as Gel training. Governors must share their feedback and certificates with the Clerk.</p> <p>AR is arranging a safeguarding training session for the FGB later in the year.</p>	<p>Gov's to undertake a minimum of 1 day training and share feedback &amp; certificates with YE</p> <p>AR to arrange safeguarding training for FGB</p>
10	<p><b>Governor Action Plan (GAP) update</b></p> <p>Meeting notes were shared with Governors from 27-02-17 and the GAP has been updated and shared with all.</p>	
11.	<p><b>Safeguarding</b></p> <p>JM shared the termly safeguarding audit report which demonstrates that systems are secure and of the few children put forward for child protection, the school's concerns have been corroborated by external agencies such as the MASH team.</p>	
12	<p><b>Policies</b></p> <p>1 <u>2 x Privacy notices</u> - recommended by the Premises committee and ratified by FGB.</p> <p>2 <u>SEND policy</u> - Updated by Katie Mackle and ratified by FGB.</p>	YE to update and file
13	<p><b>Matters Arising not dealt with above</b></p> <p>Governors were informed that a defibrillator is being installed soon in Dartington and training is being offered.</p> <p>There is currently no contingency plan for website updates in Rob Salem's absence and this will be remedied on his return to work along with other identified training / updates that will be required.</p> <p>YE to canvass FGB for preferred meeting times so that 2017-18 meetings can be planned in advance.</p>	YE to record meeting date preferences
15.	<p>Meeting closed at 8.40pm.</p> <p>The next meeting is on Thursday 25<sup>th</sup> May, 18.30-20.30.</p>	

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### SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- YE to complete necessary forms regarding RH's resignation
- Changes to be made to minutes following receipt of proposed wording from Governors - YE
- LW to share PP/SEND Lead Gov report
- LW to follow up My Plan target achievement & resource allocation in T&L ctte
- Governors to respond to the funding consultation
- Financial situation to be discussed at Strategic Away Day
- Premises Ctte to investigate relocation funding support
- GB to follow-up on energy supply/usage
- Gov's to undertake a minimum of 1 day training and share feedback & certificates with YE
- AR to arrange safeguarding training for FGB
- YE to update and file ratified policies
- YE to record meeting date preferences