

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

### FULL GOVERNING BODY MEETING

Wednesday 18 <sup>th</sup> January 2017	6.30pm	Dartington C E Primary School In the Staff Room		DRAFT MINUTES			
							
Attendees	Initials	Category of governor Any office held	Time they joined/left if not present for full meeting	Attendees	Initials		
<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>Amelia Poore</i>	<i>AP</i>	<i>Staff</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>Joined 6.45pm</i>
<i>Joanne Tisdall</i>	<i>JT</i>	<i>LA</i>	<i>Joined 6.45pm</i>				

Apologies	Initials	Reason (Category of Governor)
<i>Lucy Woollett</i>	<i>LW</i>	<i>Family health (Parent)</i>
<i>Martyn Johnson</i>	<i>MJ</i>	<i>Holiday (Foundation)</i>

Absent without Apology	Initials
<i>Richard Harris</i>	<i>RH</i>

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:

- Email from Babcock regarding JT's LA Governor position
- Sue Veale's statement
- Development of Governance (Updated 12/01/2017)
- GAP meeting minutes, 12/01/2017
- Excellence for All spreadsheet
- SIAMS self-evaluation model document
- Health & Safety Policy
- Finance policy
- Model Recruitment & Selection Policy

Agenda Number	Details of discussion	Decision or action
1. 2.	<p><b>Attendance register.</b></p> <p><b>Apologies.</b> AR reported that Sue Proffitt has had to hand in her resignation for the position of Co-opted Governor due to a change in personal commitments. YE to update records.</p>	<p>Completed by YE Accepted</p> <p>YE to complete necessary forms</p>
3.	<b>Declaration of Pecuniary or Business Interests.</b>	None
4.	<b>Minutes of the last meeting, inc. PART 2, held on Wednesday 30<sup>th</sup> November '16</b>	Approved and signed by the Chair
5. 1. 2.	<p><b>Appointments</b></p> <p><u>LA Governor</u> - Joanne Tisdall has been nominated by DCC for this position. EH proposed to approve this nomination and this was carried by vote.</p> <p><u>Co-opted Governor</u> - Following SP's resignation, Sue Veale has confirmed that she would now be prepared to stand for this position. TG nominated her and this was carried by vote. <i>JT and SV were invited to join the meeting.</i></p> <p>It was agreed that PC, AL and JT will sit on the F&amp;P committee. SV will sit on Premises.</p> <p>New Governors will attend the next T&amp;L committee too and a decision will be made about who joins this committee at the March FGB meeting.</p>	<p>YE to complete necessary forms and commence induction process</p>

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6.	<p><b>Appointment of External Advisor for Headteacher's Appraisal</b></p> <p>Alan Phair, Babcock Associate, has been recommended by the F&amp;P Committee to become the external advisor supporting JM's appraisal. Agreed by unanimous vote.</p> <p>The appraisal will take place on 1<sup>st</sup> February, to be led by MP with AR.</p>	MP and AR to carry out JM's appraisal
7.	<p><b>Financial Audit Feedback</b></p> <p>JM reported that the Audit is a 2-day event, which goes through all of the school's processes and this was undertaken on 16<sup>th</sup> and 17<sup>th</sup> January. School finances were not a direct focus because the Auditor is in touch with Warren Smart and knows that we are secure in our monthly reporting to FIPS.</p> <p>The Auditor gave complimentary feedback that processes are in place, but there can be some tightening up with recommendations to be included within the report, particularly around Governor processes.</p> <p>Marea's experience was commented on positively and staff were commended.</p> <p>The draft report will be sent within 10days for a fact-check before the final report is issued for sharing.</p> <p>AR proposed formal thanks to Marea and YE for their efforts.</p>	
8. 1.	<p><b>School Improvement Plan</b></p> <p><u>Excellence for All focus questions</u> - AR asked how Leaders use performance management? JM - there is a cascade model, with an annual cycle of termly reviews against specific measures (usually completed in the Autumn Term to cover the previous school year). The expectation is that pay will be performance related as Governors can set pay scales rather than auto-increments. Targets are set and agreed, for regular measure and scrutiny.</p> <p>JM manages Leaders and Leaders carry this out for other staff under the distributed leadership model. Assessment process identifies pupils that require learning strategies to be implemented and targets are set for staff based on classes, thereby allowing standards across the school to be assessed. Targets are confidential.</p> <p>In the Spring/Summer staff share strategies that are having positive impacts (to see where performance is being managed). At staff meetings CPD is shared, there are fortnightly team meetings (moderation together and often sharing strategies)</p>	

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	<p>and outcomes are looked at together in the Summer Term. TAs have a slightly different structure but meetings also occur for them.</p> <p><i>AR asked how Governors could evidence this? JM - ask Leaders if their focus groups are making progress. See if there is a range of strategies being used. Ask which strategies have the biggest impact. Governors could work to understand the different target groups.</i></p> <p><i>AR asked what evidence there is for Governors regarding CPD for teachers over their whole career? JM - We usually carry out in-house CPD (particularly this year where there is limited budget). At the beginning of a teaching career teachers are building their strategies, in the middle they are building on these skills and at the end they are able to share these skills with others. Staff meetings are sometimes used to disseminate CPD skills to others.</i></p> <p><i>JM gave the example that because Foundation is now taught in mixed classes, our NQT is being supported with a complex curriculum. Anne Hudson, Early Years Advisor offers support with predictions and best practice. Katy could be asked what the impact of this work was.</i></p> <p><i>PC asked if reports of CPD are kept? JM reports back to committees on key training as it happens, with less than normal currently due to budget constraints.</i></p> <p><i>AR explained that Excellence for All is a working document and Governors were invited to consider questions in advance of FGB meetings as this will become a standing agenda item.</i></p>	
2.	<p><u>GAP</u> - AP fed back on the review meeting that took place with MP and LW recently to review the Governor Action Plan. Key focus required on:</p> <ul style="list-style-type: none"> <li>• Knowing Lead roles</li> <li>• Having TORs in a central point</li> <li>• Holding each other to account</li> <li>• GoogleDrive - request for time at the strategic away day to ensure Governors know how to use it.</li> </ul> <p>AR confirmed that Governor lead roles and TORs are on the agenda.</p> <p>Parental Engagement and lines of communication was discussed, with a focus on engaging with Governors, rather than the school. There was confusion over who is responsible for this work and it was agreed that it shouldn't exclusively be the</p>	Create a rota for



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	<p>Christian Distinctiveness will become a fixed agenda item and JM encouraged Governors to be 'Attentive Observant Adults' - when you see or hear something, record it. TG confirmed that he observed a joyful collective worship on Monday and also an English lesson where a Bible message was being studied.</p> <p>AR shared Lead Governor Report forms and reminded Governors that these need completing and returning to the Clerk for review at meetings after every visit.</p> <p>JM reminded Governors that their voice can be heard in the newsletter, on the website and in letters from Governors and these will be reviewed. JM shared a file of documents that was presented during the inspection (including Forest Families planning and collective worship details) and it will be available for Governors at the beginning of the next FGB meeting. TG also asked for a copy of the SIP.</p>	<p>Lead Gov Report forms to be completed after each visit</p> <p>JM - File and SIP to be shared with Governors</p>
10.	<b>Refreshment break and informal discussion</b>	
11.	<p><b>Strategic Questions</b></p> <p><i>PC asked JM to describe what happens in collective worship. JM - we plan, with a weekly overview, to include KS1, KS2 or whole school assembly. Open the Book is attended by Foundation too. Class or team-based collective worship happens daily. There are themes across the term using Windows ('ow' and 'wow' moments you can see for yourself), Mirrors (reflection, with examples for children to question for themselves) and Doors (citizenship roles; actions you can take). The current theme within Reflection is Role Models. Forest Families develops children's understanding and allows questioning outside of the formal class setting and has creative outcomes.</i></p> <p><i>AR asked how the school ensures that children of different or no faith are treated respectfully during collective worship? JM - Families can opt-out of collective worship (this is a reportable choice). The school teaches a Christian model and all children can draw from this.</i></p>	
12. 1	<p><b>Committee Chair Reports</b></p> <p><b>Finance &amp; Personnel</b> - EH reported on the current deficit, which has decreased slightly on the previous month as a result of some unexpected income. Supply costs still increase slightly and utilities continue to be problematic (working with GB in Premises to rectify this). EH wants to investigate more deeply</p>	<p>GB to check with MS regarding utility bills</p>

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2	<p>some lines of concern such as Supply which is hard to predict with Marea. We need to start looking at setting the budget for next year and get an action plan in place to bring the deficit down.</p> <p>TG reminded Governors that we started with a projected deficit much higher and the hard work of the school has brought this down.</p> <p><i>JT asked for projected income and percentage deficit figures.</i> EH explained that an overspend was carried forward.</p> <p>Staff absences are being managed well and the profits for Early Birds and Catering were praised. Pippins was also reported as having a good take-up and buoyant numbers.</p> <p><u>Premises</u> - GB reported that DCC Procurement determine our energy providers and we moved suppliers last year. This has been complicated by having old and new sites but our meters have unique numbers for checking against bills with DCC. When we have half-hourly metering we should be able to access figures for improved budgeting. <i>SV asked if we are receiving regular invoices?</i> GB - No, so we are not clear on the impact to our budget at present. Rob Salem is monitoring power use.</p> <p>A Health &amp; Safety walkabout was carried out and actions followed up. Policies have been ratified or recommended to FGB. Demolition of the old site is now complete and a meeting is planned for this week to confirm agreements for construction with contractors. GB in contact with Mark Walsh, who will update up on outcomes, specifically regarding timescales.</p>	
3	<p>JM commented on how tidy the site has been left by Gilpin and how professional they were. The school is looking forward to the next phase starting.</p> <p><u>Teaching &amp; Learning</u> - TG reported on a briefer than usual meeting. Accelerated Reader for KS2 was discussed and follow-up visits with Hannah Calder are planned to feedback on progress. Current safeguarding arrangements were fed back by JM and Governors are confident that this is well managed.</p> <p>Jamie Wright will be giving a presentation on computer security at the next meeting.</p> <p>Attendance updates were shared, including examples of reports that go out to parents - they are very clear and user friendly. We need to keep a clear focus on this area but it is evident that measures are being seriously taken by the school.</p> <p>It was reported from Parent Forum that for parents who are getting their children into school and on time, it is frustrating.</p>	

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	SV reported that there is an impact on reception and the admin team in the morning and this affects other parents trying to deal with admin issues.	
14	<b>Policies</b>	
1	<u>Health &amp; Safety</u> - recommended by the Premises committee and ratified by FGB.	YE to update and file
2	<u>Finance</u> - recommended by the F&P committee and ratified by FGB.	
3	<u>Model Recruitment &amp; Selection</u> - recommended by the F&P committee and ratified by FGB.	
15.	Meeting closed at 8.30pm. The next meeting is on Wednesday 22 <sup>nd</sup> February, 18.30-20.30.	

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### SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- RH to update and sign Declaration of Business Interests
- RH to read and sign Code of Conduct
- Governors to bring questions on the submitted EforA
- Focus area for EforA - Prof Dev & Performance Man
- AP to share most up-to-date Gov Action Plan with all
- Meeting date TBA for next Development of Governance review
- May FGB agenda item - Impact of Training
- YE to notify Babcock of new appointments
- YE to work with JT to apply for LA Gov position
- AR to sign updated TORs
- F&P mtg TORs update, return to FGB
- TG to write in newsletter to invite members for Ethos Committee
- GB to check with MS regarding any utility bills issued for old site
- YE and JM to update and file policies
- JM to email to all with absence letter
- YE to share agenda for Strategic Away Day
- YE to bring new policies from Clerk's Alert to Gov's