


DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FULL GOVERNING BODY MEETING							
Wednesday 19 th September 2018	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>Amelia Poore</i>	<i>AP</i>	<i>Co-opted (Vice-Chair)</i>	
<i>Jill Mahon</i>	<i>JM</i>	<i>Headteacher</i>		<i>Amina Abdellaoui</i>	<i>AA</i>	<i>Staff</i>	
<i>Lucy Woollett</i>	<i>LW</i>	<i>Parent</i>		<i>Mike King</i>	<i>MK</i>	<i>Foundation</i>	
<i>Geoffrey Breckin</i>	<i>GB</i>	<i>Co-opted</i>		<i>Tony Gregg</i>	<i>TG</i>	<i>Foundation Ex-Officio (Vice Chair)</i>	
<i>Donna Hamlet</i>	<i>DH</i>	<i>Co-opted</i>					

Apologies	Initials	Reason (Category of Governor)
<i>Joanne Tisdall</i>	<i>JT</i>	<i>LA</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>
<i>Martin Harding</i>	<i>MH</i>	<i>Executive Headteacher, USF</i>

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

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

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

- Instrument of Government
- Reconstitution Pro-forma
- Headteacher's Report to Governors 19-09-18
- TORs Appendix
- F&P TORs
- S&C TORs
- Premises TORs
- Ethos Group TORs
- Performance & Pay TORs
- Headteacher Appraisal Panel TORs
- Hearings TORs
- Appeals TORs
- Safeguarding Lead TORs
- Lead Governor roles
- Governor newsletter rota
- Draft term dates for 2018-19
- Keeping Children Safe in Education 2018
- NGA Code of Conduct
- Declaration of Business Interests forms
- Safeguarding model policy
- Complaints Procedure
- Code of Conduct
- Behaviour Policy

Agenda Number	Details of discussion	Decision or action
1. 2.	Attendance register. Apologies.	Completed by YE Recorded
3.	Declaration of Pecuniary or Business Interests. None	
4.	Minutes of the last meeting, including Part 2 minutes, held on 12th July 2018	Minutes were approved and signed
5.	Reconstitution The new Instrument of Government was shared with all Governors following the decision to reconstitute at the July meeting. There are now 10 positions and Governors formally Co-opted DH now that she can no longer hold a Parent Governor position due to her employment at the school. All positions are now filled.	YE to complete forms with Babcock for DH

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

<p>6.</p>	<p>Election of Chair and Vice-Chair Following a discussion, AR confirmed that she would be prepared to stand again as Chair. <i>Governors voted unanimously in favour.</i> AP and TG both volunteered to stand as Co-Vice Chairs and <i>Governors voted unanimously in favour.</i></p>	
<p>7.</p>	<p>Headteacher's Report JM reported that pupil numbers continue to be variable, with movement across all year groups for a range of reasons. No year group has reached PAN but classes are managed to suit age and ability ranges. AR asked if any children have left the school as a result of the phone mast? JM confirmed that some children did not join because of this but we now need to build confidence in school safety following the completed reports. TG asked how pupil numbers compare to our projected figures? Comparison will take place at Census, but we have higher numbers than this time last year. The school has made a prompt start in assessing the starting points of new pupils in order to evaluate progress. LW reported that many PP children left in the last Year 6 cohort and new starters have not completed the registration process, so it appears that there are far few PP children in the school than previously. JM reported positively on the full compliment of Leaders being back in place. The impact of this has been quick and positive and this was backed up by AA and DH as members of staff within the school and from parental feedback. The Leadership structure has been reorganised and is now more aligned with the T&L focus and USF model. There is also shared Leadership release time now on a Friday morning. TG asked how this has worked financially? PE money has been used carefully to cover leadership release. MK asked how leadership will impact on improving KS1 results? MH stated that USF Headteachers use e-visit priorities to come in and work in a focused way and the school is starting to see improvements. New structuring is also in place to ensure the same mistakes won't be made again. JM reminded Governors that improvements started at the end of the summer term when moderation and USF partnership work supported this. Lead Governor for English to focus on writing non-negotiables in next report, specifically for the current Year 3s. Sophie Hope will be undertaking Safeguarding training soon, which means the entire Leadership team will be fully trained. LW asked when national phonics data will be available? This is likely to be in October, but tends not to change the results much. S&C committee to look at data more fully.</p>	<p>YE to share LW's report</p> <p>TG Lead Gov report - writing</p> <p>S&C Agenda item - data</p>

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	<p>Attendance is a continuing challenge and the school is under scrutiny, being supported by Marcus from USF. Feedback at the next FGB.</p> <p>AR asked if the non-pupil day focusing on behaviour has had an impact? AA confirmed that it has and there is an improvement already, but the school is continuing to roll this out. USF is supporting the school weekly on strategy and practice. LW asked how USF are measuring their impact for the school so we can hold them to account? MH confirmed that the e-visit will be written up and shared with Governors and feedback from the USF team is shared with staff. AR suggested this would be a good focus for the next 'Away Day'. MH stated that in the next LA visit it is crucial to ensure that no areas are graded 'red' but good progress has been seen already. AR reminded Governors that school visits need to remain totally focussed on e-visit priorities and MH and JM are working on updating the SIP and Governors can then be allocated to key areas.</p>	<p>Agenda item - attendance</p>
<p>8.</p>	<p>Agree Board objectives and SIP priorities for the year MH confirmed a new template is being used and this will be available in a couple of weeks. Committees should discuss priorities and bring back to FGB. GAP to be updated again following this - AP to lead.</p>	<p>Cttee agenda item - SIP priorities</p> <p>AP - arrange GAP update meeting</p>
<p>9. 1 2 3</p>	<p>Committee / Lead Governors</p> <p><u>Agree committee members</u> F&P: TG, AR, JM, JT, MK S&C: TG, AR, LW, JM, AA, AP, DH (& JT if she agrees) Premises: GB, AR, JM Ethos: TG, AP, DH, JM HT Appraisal: TG, AR (& JT if she agrees) P&P: MK, JT, AP HT Appraisal and P&P meeting dates need confirming.</p> <p><u>Agree committee TORs</u> - Babcock model TORs were approved.</p> <p><u>Agree Lead Governor roles</u> Finance & Personnel - JT H&S - GB Safeguarding - TG & LW Attendance - AP PP & SEND - LW English - TG Maths - DH Parental Engagement - MK & DH PE - MK Christian Distinctiveness - TG Early Years - AA</p>	<p>YE to update TORs and Appendix</p> <p>YE to check that JT is happy with committee and Lead Gov roles</p>

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	Website Compliance - JT	
10	<p>Annual House-keeping</p> <ul style="list-style-type: none"> • Governors read and signed NGA Code of Conduct • Governors read and signed Keeping Children Safe in Education 2018 LW suggested that Governors ask staff questions about safeguarding policy and practice during visits. MH confirmed that USF do safeguarding culture questions. JM also confirmed that staff have already read and signed Part 1 of this document and various safeguarding scenarios are shared. • Term dates for 2018-19 were proposed and Governors approved the suggested non-pupil days and occasional holidays. • YE to draw up a newsletter rota for Governors & share. • Declaration of Business Interest forms were updated and signed by Governors. • It was agreed that an external Advisor should be appointed to support the Headteacher Appraisal process. Quotes to be obtained from Babcock and USF. 	<p>YE to share newsletter rota</p> <p>HT Appraisal Panel to compare quotes for Advisor</p>
11.	<p>Excellence for All</p> <p>YE confirmed that there is a different process this year which does not require Governor submission. Governors felt it was a useful self-evaluation tool for the GAP. YE to share the new document with all when it is received.</p>	<p>YE to share new document with FGB when received</p>
12.	<p>Policies</p> <p>1 <u>Safeguarding</u> - This is the new model policy which JM needs to personalise to the school and bring back to Governors.</p> <p>2 <u>Complaints Procedure</u> - Ratified.</p> <p>3 <u>Code of Conduct for Parents</u> - This is a new policy that will be displayed on the website and in school. Ratified. JM to inform families with a notice in the newsletter.</p> <p>4 <u>Behaviour Policy</u> - This has been re-written with a focus on positive reinforcement and appropriate learning behaviours. Class charters have been written by pupils for their own classrooms and these are displayed and referred to in class. JM explained the new sanctions process and the increments used, ongoing monitoring and use of behaviour plans where needed. This is based on clear expectations, fresh starts and positive rewards. AR asked how this information will be shared with parents? JM will share the policy with parents and it will be put on the school website. MK highlighted that feedback from the parental engagement survey indicated that general school behaviour was seen as positive. Ratified.</p>	<p>YE to update policies, print and add to website as required</p> <p>JM to write in newsletter</p> <p>JM to share policy with families</p>
13.	Matters Arising not dealt with above	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

<p>1 2 3</p>	<p>YE has shared Lead Governor reports with all. YE has updated all recently ratified policies. YE has shared the Governor meeting timetable.</p> <p><i>LW asked how the children who were excluded in the summer term have done so far this term? JM confirmed that they are on reduced timetables with EHCPs now in place and requests for quick placements have been made. A new fixed-term exclusion has been put in place again today. LW asked if the looked after children on record are the same pupils this year? JM confirmed that they are and that there are now 5 PP+ children on roll.</i></p> <p>AR thanked MH and his colleagues for all their work so far and JM reiterated the impact that their support has already had. AR formally welcomed Sophie Hope and new members of staff into the school on behalf of Governors.</p>	
<p>14.</p>	<p>The next meeting will be held on Wednesday 28th November 2018 from 18.30-20.30. The Strategic Away Day will be held on Wednesday 17th October from 10.30am - 2.30pm. Meeting closed at 8.30pm.</p>	

SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- YE to update Babcock on DH's appointment
- YE to share LW's report
- TG Lead Gov report - writing
- S&C Agenda item - data
- Agenda item - attendance
- Ctte agenda item - SIP priorities
- AP - arrange GAP update meeting
- YE to update TORs and Appendix
- YE to check that JT is happy with committee and Lead Gov roles
- YE to share newsletter rota
- HT Appraisal Panel to compare quotes for Advisor
- YE to share new Excellence for All document with FGB when received
- YE to update policies, print and add to website as required
- JM to write in newsletter about new Code of Conduct policy
- JM to share Behaviour Policy with families