

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FULL GOVERNING BODY MEETING							
Wednesday 22 nd February 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>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>Lucy Woollett</i>	<i>LW</i>	<i>Parent</i>		<i>Martyn Johnson</i>	<i>MJ</i>	<i>Foundation</i>	
<i>Joanne Tisdall</i>	<i>JT</i>	<i>LA</i>					

Apologies	Initials	Reason (Category of Governor)
<i>Richard Harris</i>	<i>RH</i>	<i>Family commitments</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:

- Headteacher's Report - 22/02/17
- Half hourly meter reading spreadsheet
- Information required by Governors re Thrive
- Thrive report to Governors - 22/02/17
- Thrive TA job description
- Visit Report, Penny Burnside - 30/01/17
- SIAMS report
- Thrive training 2015-16 break-down
- Thrive training email from JM - 21/02/17
- Promoting children and young people's emotional health and wellbeing
- 2 x Staff Development & Training benchmarking sheets for 2015/16
- Research in relation to the Thrive programme
- Leadership Income cost centre
- Leadership Expenditure cost centre
- Thrive Income & Expenditure overview
- Disciplinary Policy & Procedure (DCC V. 10/11/16)
- Spring term calendar

Agenda Number	Details of discussion	Decision or action
1.	Attendance register.	Completed by YE Accepted
2.	Apologies.	
3.	Declaration of Pecuniary or Business Interests.	None
4.	Minutes of the last meeting, held on Wednesday 18th January 2017	Approved and signed by the Chair
5.	Headteacher's Report JM shared her report and SIAMS report in advance of the meeting. Penny Burnside, Diocese Officer, had a meeting following the SIAMS report which also looked at Summer '16 standards (meeting notes shared). This was a collation of ongoing focus from our most recent OFSTED report and SIAMS report. Maths, some pupil groups and some punctuation and grammar was identified for improvements required. Pupil movement is still complex.	

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6	<p>Strategic Questions</p> <p><i>SV asked for information about the Maths audit. JM: This looks at corroborating standards across the school, through testing (to support resilience and test awareness) and sampling of books (best evidence over time and shows a consistency across the school). With mixed year groups we need to ensure that correct curriculum levels are being taught and books evidence this progress. Helen Eversett will write a visit note which will be shared.</i></p> <p><i>AR asked if our most able children are being challenged, further to the OFSTED findings? JM: Staff felt that appropriate challenge was, and is, in place and staff had been working towards ensuring evidence was in place at the end of the school year for pupils at greater depth etc, as per the new guidelines.</i></p> <p><i>MJ highlighted that pupil numbers have increased by nearly half a class in total since census and no funding will have been received by the school for these children. JM: We are aware of the vulnerability here, but also aware of the size of whole year groups arriving and leaving. Extra pupils now should impact positively on future years budgets.</i></p> <p><i>LW asked when Governors will see in-year progress data? JM: Leaders have this ready to share and are keen to do so. TG confirmed that he had met with Hannah and has further meetings scheduled.</i></p> <p><i>LW asked if 'Headline figures' could be a standing item at FGB? JM felt this would come from committee reports.</i></p> <p><i>JT questioned the age ranges of each year group and this was explained. She asked how long it typically takes to settle a child who joins the school mid-year. JM: It is agreed that you typically lose a term for every transition, but this is dependent on the circumstances of the move, for which we see various reasons. SV commented that the school works really well with managing the transitions of pupils, including from Nursery and by offering Taster Days.</i></p> <p><i>JM informed Governors that she wants to formalise what 'Dartington Disadvantage' looks like, which includes, for example, the number of transitions, low attendance, disrupted attendance and missed early education. AP added that the school is as inclusive as possible to welcome children and families from day 1 and she is meeting with 8 new families</i></p>	<p>JM to share Helen Eversett's visit notes</p>
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<p>3</p>	<p>fully understand what they are reading.</p> <p><u>Finance and Personnel</u> - EH reported that the last meeting focussed on the January Monitor, which showed a reduced deficit. There was a discussion around realistic forecasting of the Supply line, which could increase the deficit. Concerns were raised about the oven and freezer in the kitchen (JM interjected that the freezer is 8 years old and capital money should be available for its replacement, £800 for repairs to the oven and also now the dishwasher is not working). There was a discussion regarding communication with Warren Smart at DCC for approving the budget monitoring and deadlines and the pressure has now been reduced slightly on getting minutes to FIPS. AR asked if Governors can now receive the Monitor at the same time as FIPS? EH: Yes, and this allows Governors to work at more depth too when they meet. Marea Sayer was thanked for supplying such detailed information and EH and AR are now able to view data online in a 'read only' format. Supply and energy costs remain a focus.</p> <p>The Recovery Plan needs to be unpicked by Governors to ensure it is accurate, workable and achievable. SV asked for timescales on this repayment period? EH needs to negotiate with DCC over the 3 year period. PC indicated that pupil number projections will be required when these figures are reviewed. TG asked if the school budget will be lower in 2017-18? JM: Yes, but these figures have not yet been shared with the school.</p> <p>The Audit feedback needs to be completed and returned so the final version can be issued.</p>	<p>Governors to read and comment on the audit feedback sheet before it is submitted</p>
<p>8.</p>	<p>Governor Lead Roles</p> <p>SV is interested in taking on Parental Engagement.</p> <p>AL will take on a role from T&L at their next committee meeting.</p> <p>JT will take on Maths and Personnel (with AR).</p> <p>PC will take on Finance with EH.</p> <p>AR requested that all Lead Governors give a brief report at the next FGB meeting, with an expectation of one visit and one report each term, which will give a better sense of everyone's roles. Visits need to be focused and based on an area of the SIP.</p>	<p>YE to share Google</p>

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	<p>YE to send Google Drive access document to all and a decision will then be made on whether time should be spent keeping this up-to-date if Governors feel they will use it.</p> <p><i>EH asked if a new date is being arranged for the Strategic Away Day?</i> JT also highlighted that without a strategic plan and direction, it is hard to work on the budget. AR confirmed that this will happen.</p>	<p style="text-align: center;">Drive access doc</p> <p style="text-align: center;">AR to set new date for Strategic Away Day</p>
<p>9 & 10</p>	<p>Thrive, including strategic questions</p> <p>JM reported that we are at a cross-roads and moving forward with how Governors engage with the school and are now building a better shared understanding. Concerns have clearly arisen, but Thrive has been highlighted as a strength of the school by OFSTED and our SIAMS reports.</p> <p>JM has been Headteacher at the school since 2008 and work with Thrive was initiated by the Totnes Learning Community the following year. This was a very positive start for the school, with the first two years being funded by the Totnes Learning Community. The aim was to become sustainable over time, offering training internally and developing action plan mentors. Over the last three years we have had challenges with our site, a focus on achieving a good OFSTED and a focus on standards. This was followed by a National Curriculum change which required focus on overcoming barriers to learning. We are known as a creative and inclusive school. Initially there were variances in how behaviour was managed and the impact of some on their peers. Our development as a Thrive school has enabled us to have a shared and consistent approach to managing behaviour, which has been very positively commented on. Staff recognise that teaching needs to be inspiring with a focus on learning in relationships and early interventions.</p> <p>When Dartington reached the point that training could be undertaken in-school, JM was able to fund this from training delivered elsewhere. Class teachers have a responsibility for learning, but all staff including TAs are consistent in their approach and use of language. JM referenced the Thrive research document that JT had shared and countered that Dartington can evidence that in our school Thrive is very positive for behaviour and learning readiness. It is a joy to watch children play and observe their level of engagement. As part of our Christian Distinctiveness we develop children's ability to reflect and make decisions and understand the impacts of their choices on others and themselves. AP</p>	

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highlighted that Dartington's use of Thrive has been externally evaluated by both OFSTED and SIAMS.

The Governing Body has restructured and a lack of Clerk previously caused difficulties for governance. However, JM redistributed her Headteacher's Report from March 2016 in which detailed information about Thrive was shared. There has been no reluctance to do this. The school has much to be proud of and this is referenced as an Outstanding element by both OFSTED and SIAMS. Children learn well socially, emotionally and academically when their needs are met and this is what Thrive provides.

LW felt able to corroborate this as a parent, and this was apparent from her first visit to the school. JM highlighted that she would like to present on 'what Thrive is' rather than the structural elements at Dartington.

AR felt that it was important to draw a distinction between what Thrive looks like in the school Vs what Thrive activities happen externally. JM: Last year, the work of raising funds through external training was carried out as a direct result of a request from Governors. This has funded the cost of various resources in the school that we otherwise wouldn't have had. AR asked JM to confirm that the past year was different and that it is not expected to continue like this? JM confirmed that this is correct. There is a better balance normally, but the financial situation required a special additional level of external training to raise funds. There is concern about how we support CPD moving forward without this extra income, but we are all working with the budgets that we have. Staff are all trained in Thrive now and there is great self-awareness and professional feedback across the Leadership and wider staff team.

JT asked if a detailed forecast for CPD moving forward was required? She referenced the benchmarking documents which show Dartington having comparatively high CPD costs in 2015-16. JM highlighted that the benchmarking data covers the previous academic year, but the current year looks very different as it has been pared back.

JT and AR raised concerns about the time when JM is away from the school training, particularly in terms of the hours JM works to cover this and her normal workload. AR stressed that Governors should not expect a Headteacher to work all of these hours. JM invited Governors to come into school and meet with herself and Leaders to better understand what her role is. SV reminded Governors that the distributed leadership

Governors to arrange time to come in and meet JM and Leaders to fully understand their roles

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<p>model has been put in place to ensure that the school runs smoothly, even if JM is absent.</p> <p>PC confirmed personal positive experience of Thrive as a parent and recognised the investment that the school has made. <i>He questioned that some of this CPD could have been spent on other strategic objectives and felt it appropriate for parents and Governors to raise concerns about the levels of staff time being spent on Thrive and time out of school. Governors need to consider all these risks for future strategy. The wider range of CPD undertaken was also listed.</i></p> <p>JM confirmed that all income earned paid for Thrive training. CPD in other areas has also continued. TG verified that he has been involved in training, meeting external advisors and has seen ongoing meetings with staff. AP singled out Safeguarding training, Admin training and Maths Lesson Study Model and projects as examples of current CPD this year.</p> <p><i>TG asked what Thrive training is anticipated for this academic year? JM: One course currently going forward, spread over two terms. PC asked if the intensity of external training was coming to an end? JM confirmed the volume of training will not be at this level in future and also reiterated that this was the expectation as she had simply been responding to Governor requests.</i></p> <p>LW raised the issue that the costs to the school may not be easy to identify when JM and AP are absent when it is considered more holistically to include staff experience. EH confirmed that she and Marea Sayer are working together to analyse Thrive income and expenditure and will work with JM when determining plans for the coming year.</p> <p>JM reminded Governors that before Thrive training, she did moderation work which also brought in a small income and had a wider value, highlighting the need to continue working in partnership with other schools, academies and PSPs. No work is undertaken without the interests of the school being put first.</p> <p>Governors moved to Part 2 minutes</p> <p>MJ felt that Governors should be very proud to be a Thrive school. He offered his congratulations to JM on being the driving force and gives his full support to continuing in this way.</p> <p>TG reminded Governors that Dartington has a substantial number of SEND and disadvantaged pupils and a high percentage of mobility. This makes it a complex school population, yet because of the things put in place, particularly</p>	<p>Thrive to be a key factor in Strategic direction decisions</p>
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	<p>Thrive, the evidence is there that it is being managed well and this is acknowledged by OFSTED.</p> <p>Moving forward, it was agreed that Thrive is a part of the school at Dartington but a better balance is needed, as planned. A minimum of one Thrive training session must be carried out each year to retain our licence. TG rounded up that the last year's workload for JM has not been of her choosing and we now need to move forward with our Thrive position and other ongoing CPD for staff. PC suggested that this is brought to our next strategy discussion.</p>	
11.	<p>Christian Distinctiveness</p> <p>TG proudly referred to our Outstanding grading in the recent SIAMS report and LW congratulated the school on this recognition. This was a very rigorous, robust and challenging inspection for Governors.</p> <p>TG has seen two collective worship sessions and he confirmed that they were the best he had seen in any school over his teaching profession. The Ethos committee will be progressed, with an invitation to be put into the school newsletter for interested parties.</p> <p>The Archdeacon is coming to celebrate our inspection result on 20th June, as one of few C of E schools obtaining Outstanding status.</p> <p>Governors are also invited to sign the new Bibles for each classroom, which will be blessed at the Easter service.</p>	<p style="text-align: center;">TG to invite interested parties to join an Ethos committee</p> <p style="text-align: center;">Governors to sign Bibles before Easter</p>
12 1	<p>Policies</p> <p><u>Disciplinary</u> - recommended by the Finance and Personnel committee and ratified by FGB.</p>	YE to update and file
13	<p>Matters Arising not dealt with above</p> <p><i>LW asked if JM would like Governors to support any particular events on the calendar and it was agreed that attending collective worship would be beneficial.</i></p>	Gov's invited to attend collective worship
15.	<p>Meeting closed at 8.40pm.</p> <p>The next meeting is on Thursday 16th March, 18.30-20.30.</p>	

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SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- JM to share Helen Eversett's visit notes
- Premises ctte to continue investigating energy usage
- Governors to read and comment on the audit feedback sheet before it is submitted
- YE to share Google Drive access doc
- AR to set new date for Strategic Away Day
- Governors to arrange time to come in and meet JM and Leaders to fully understand their roles
- Thrive to be a key factor in Strategic direction decisions
- TG to invite interested parties to join an Ethos committee
- Governors to sign Bibles before Easter
- YE to update and file Disciplinary policy
- Gov's invited to attend collective worship