

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FULL GOVERNING BODY MEETING							
Wednesday 28 th November 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>		
Abigail Read	AR	Parent (Chair)		Joanne Tisdall	JT	LA	
Jill Mahon	JM	Headteacher		Amina Abdellaoui	AA	Staff	
Lucy Woollett	LW	Parent		Mike King	MK	Foundation	Left 8pm
Geoffrey Breckin	GB	Co-opted		Donna Hamlet	DH	Co-opted	

Apologies	Initials	Reason (Category of Governor)
Amelia Poore	AP	Co-opted (Vice- Chair)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Yvette Elliott	YE	Clerk
Martin Harding	MH	Executive Headteacher, USF

Minutes to
All Governors
Website

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

- 14/11/18 Keys to Success Evaluation
- Summary of Parental Feedback responses
- Lead Governor reports (Maths, Premises, English, Attendance x 2, EYFS, SEND, PE)
- Utilities Dashboard
- School on A Page (SOAP) 2018, including guidance & FAQs
- Model Safeguarding & Child Protection Policy (DCC, V 03-09-18)
- Staff Code of Conduct (DCC V. Jan 16)
- Staff Grievance Policy (DCC V. 30-11-16)
- Teacher's Pay Policy (DCC V. Sept 18)
- Attendance Policy
- Complaints Against Governors Policy

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Agenda Number	Details of discussion	Decision or action
1. 2.	<p>Attendance register.</p> <p>Apologies. TG has stepped down from his role of Governor - AR extended her thanks to him for his long-standing commitment and hard-work. YE to write to Jane Frost to see if she would be prepared to stand for the role of Ex-Officio Foundation Governor.</p> <p>Sue Veale has also stepped down from her role as Associate Member.</p>	<p>Completed by YE Recorded</p> <p>YE to write to Jane</p>
3.	<p>Declaration of Pecuniary or Business Interests.</p> <p>None</p>	
4.	<p>Minutes of the last meeting held on 19th September 2018</p> <p>Minutes were approved and signed by the Chair.</p>	
5.	<p>USF and LA E-Visit / Team Around the School Feedback</p> <p>The committee moved to Part 2 minutes.</p>	
6.	<p>Lead Governor Reports</p> <p><u>Maths (DH):</u> Maz is confident that the current Year 6 will meet the national average outcomes and feels well supported. USF have recognised her strong leadership. Year 3/4 is a focus cohort. AR asked what interventions are in place due to the vulnerability of this group? DH confirmed that there is lots of support in place - there is additional release time for 3/4 teachers for sequence planning and data summary sheets, a newly appointed teacher to replace JW when he leaves at Christmas has already started on a Supply basis and there is also a focus on writing intervention. The committee moved to Part 2 minutes.</p> <p><u>Early Years (AA):</u> Sian has discussed the way the new behaviour policy has been implemented in Early Years, with a reward system that children understand. Unwanted behaviour is dealt with immediately and verbal feedback is given to parents. Phonics is being closely monitored. There is good pace throughout EY and positive feedback from the LA. Predictions for the end of year are being monitored, with regularly shared assessment.</p> <p><u>SEND/PP (LW):</u> Data for 2017-18 has been analysed - SEN writing results were very low compared to national. Now that P-scales have been disbanded, staff need more clarity on the tools that are available to them for assessment and this is a recognised area for development. There was disagreement whether all teachers are aware of their SEND/PP pupils (AA and</p>	

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JM were clear that planning sheets highlight these for all staff) and the SENCO is now joining pupil progress meetings. Year 6 progress for PP children is low, based on prior attainment. LW will be meeting the SENCO again after the next data drop to see if plans have had an impact. *JT asked what has the biggest impact for these pupils?* Differentiation, as all PP children are working at different levels. Funding information is detailed in LW's written report re: SEN overspend.

Finance & Personnel (JT): We are still predicting a deficit at the end of the year, but increased Nursery income has brought this down to around £31k. Our SEN overspend is due to several pupils who have not yet been assessed for funding and others that attract funding, but it is not enough to cover the full costs. LW highlighted that universal SEN income is not tied to individual pupils. It is the intention of the F&P committee to better understand the deployment of 1:1 and General TAs. All other budget lines are being well managed. It is expected that approximately £10k of capital funding will come in, enabling us to purchase a new oven. We are commissioning a new website using WordPress for smooth updates and use. 2 new teachers have been successfully recruited for Spring Term to replace Jamie & Fina. GB is supporting the Site Manager interview process. Exit interviews have been offered to staff leaving the school.

PE (MK): Premier Sport are offering good services and are seen as good value for money. Teachers do run after-school clubs, most are focused on learning, so sporting clubs are a good addition.

Parental Feedback (MK): There was a disappointing number of responses to the survey at the end of term, but those received were largely positive. Areas for improvement were highlighted as: improving communication (Class DoJo is now implemented & working well); raising governor profile; Easing some parental anxiety about the school moving forward. MH stated from experience that paper copies of surveys tend to get better responses and the summer fair / parent's evenings are a good opportunity to hand these out at the same time as raising governor profile. Photos of governors are not currently used on the website. ***MK left the meeting.***

Premises (GB): Lots of issues have been sorted, but a defects list is ongoing from the school move. DCC asked Zurich to

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	<p>undertake a risk assessment visit which was very positive and included a couple of recommendations. An updated utilities dashboard was shared - some meters are unreliable and an estimated £10/day of water is being 'lost' between the Bidwell meter and our meter. This data is being shared with Marea and if a leak is found, a claim should be made for historic losses. JM thanked GB for his work, which has identified issues validating our concerns over utility bills.</p>	
7.	<p>Away Day Feedback There was a focus on the School Improvement Plan. LW, AR & AP have since met to update the SIP with Governor input. Share with FGB. There was clarity for Lead Governors on their strategic focus along with identification of school priorities and School Leaders gave feedback on the input and impact of USF support. LW led a safeguarding session looking at the KCSiE document and Governor responsibilities.</p>	<p>AP to share updated SIP</p>
8. 1 2	<p>Committee Feedback The HT Appraisal Panel have now met. The Performance & Pay Committee have now met and agreed a format for the presentation of evidence for performance related pay increases. The appraisal cycle for all staff was reviewed and the updated Pay Policy is recommended for ratification.</p>	
9. 1 2 3 4 5	<p>Committee Chair and Lead Governor appointments Due to TG's resignation, some vacancies have arisen: <u>S&C Committee Chair:</u> AP is prepared to Chair this committee. This was unanimously agreed. <u>Ethos Group Chair:</u> This should be revisited later in the school year, but Rev. Debbie could be invited to take on this role. <u>English Lead:</u> AR to take on this role. <u>Christian Distinctiveness Lead:</u> This should be revisited later in the school year, but Rev. Debbie could be invited to take on this role. <u>Safeguarding Lead:</u> LW is already in this role, but it was agreed that a second Governor would be beneficial. DH to take this on.</p>	<p>YE to update records & website</p>
10	<p>School on A Page MH talked through some key outcomes from the Dartington SOAP data:</p> <ul style="list-style-type: none"> • Our indicative performance is low. • 2016-2018 data is presented and the majority of areas show declining results over time. • Information is given about different cohorts, such as the number of disadvantaged pupils, to help explain data. 	

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	<ul style="list-style-type: none"> • KS2 reading has been consistently high, but writing and maths are poor. • Dartington is in the top 40% for the number of disadvantaged pupils. • The results on SOAP will help to determine the level of support that we receive from the LA. 	
11. 1 2 3 4 5 6	<p>Policies</p> <p><u>Safeguarding & Child Protection (DCC, V 03-09-18)</u> - This is the new model policy which JM has personalised to the school. There are some new linked policies referenced in this document, which the FGB needs to agenda for upcoming meetings and the reference to J Wright needs to be removed. Ratified.</p> <p><u>Staff Code of Conduct (DCC V. Jan 16)</u> - Ratified.</p> <p><u>Staff Grievance Policy (DCC V. 30-11-16)</u> - Ratified.</p> <p><u>Teacher's Pay Policy (DCC V. Sept 18)</u> - Recommended by P&P Ctte - Ratified.</p> <p><u>Attendance Policy</u> - Ratified.</p> <p><u>Complaints Against Governors Policy</u> - This is a new model, created by Babcock and the Diocese. Ratified.</p>	YE to update policies, print and add to website as required
12.	<p>Governor Training</p> <p>AR reminded Governors that they are expected to complete a minimum of 1 day / year training. YE to identify & share relevant courses.</p> <p>Level 2 Safeguarding training for all governors is taking place on 5th December.</p>	
13.	<p>Matters Arising not dealt with above</p> <p>All matters arising from September have been dealt with.</p>	
14.	<p>The next meeting will be held on Wednesday 30th January 2019 from 18.30-20.30.</p> <p>Meeting closed at 8.30pm.</p>	

SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- YE to write to Jane - Ex-Officio role
- AP to share updated SIP
- YE to update records & website re: new Chairs / Lead Governor roles
- YE to update ratified policies, print and add to website as required