

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FULL GOVERNING BODY MEETING							
Wednesday 30 th November 2016	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		
Abigail Read	AR	Parent (Chair)		Martyn Johnson	MJ	Foundation	
Jill Mahon	JM	Headteacher		Geoffrey Breckin	GB	Co-opted	
Elaine Hopkins	EH	Parent (Vice Chair)		Amelia Poore	AP	Staff	Arrived 6.40pm
Lucy Woollett	LW	Parent		Michael Potter	MP	Co-opted	
Tony Gregg	TG	Foundation (Vice Chair)					

Apologies	Initials	Reason (Category of Governor)
Richard Harris	RH	Parent

Absent without Apology	Initials

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

Minutes to
All Governors
Website

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

- Headteacher's Report to Governors 30/11/16
- End of KS1 Assessments 2016
- End of KS2 Assessments 2016
- Termly safeguarding data collection 2015-16
- Excellence for All submission
- Development of Governance - 14/10/16 revision
- Babcock model TORs for First/Hearings Committee
- Babcock model TORs for Second/Appeals Committee
- Babcock model TORs for Pay Committee
- Babcock model TORs for Appraisal Committee
- Example Ethos Committee TOR (from Diocese)
- Whole School Model Safeguarding and Child Protection Policy and Procedures
- Finance policy
- Attendance Policy and Procedures

Agenda Number	Details of discussion	Decision or action
1. 2.	Attendance register. Apologies.	Completed by YE Accepted
3.	Declaration of Pecuniary or Business Interests. Governors updated and signed their Declarations.	RH to update and sign
4.	Minutes of the last meeting, held on Monday 26th September '16 The Headteacher's Appraisal has not yet happened. AR arranging with the help of Babcock.	Approved and signed by the Chair
5. 1. 2. 3. 4.	House-keeping <u>Code of Conduct</u> -The NGA 2016 Model was tabled and approved by Governors. This was signed by all. <u>Meeting arrangements</u> - Following a discussion, it was agreed that FGB meetings will continue to be open to the public, but notice must be given to the Clerk at least 7 days in advance. <u>Agenda items procedure</u> - YE reminded Governors of the formal procedure for getting items onto the agenda (via Clerk and Chair, minimum of 10 days in advance). <u>Part 2 reminders</u> - YE reminded Governors of the procedures for Part 2 minutes, including confidentiality.	RH to update and sign

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5.	<p><u>Apologies and absences</u> - YE reminded Governors of the procedures for sending apologies and sanctioning absences.</p>	
6.	<p><u>EduBase</u> - YE informed Governors of the new requirement for Governor details to be recorded on EduBase (the DfE national governor database). This information has been uploaded.</p>	
6.	<p>Headteacher's Report</p> <p>JM discussed the report and supporting documents that had been shared with Governors in advance of the meeting. It was agreed that attendance and safeguarding will be standing items on these termly reports.</p> <p><u>Pupil Numbers</u> - There is ongoing transience, which creates instability although there is a current trend for inward mobility with potentially 256 on roll by January (we had 256 in July 2016).</p> <p><u>Staff Structure</u> - Due to the reduced staff numbers JM is leading EYFS and providing NQT support for an NQT. We also have trainees, SCITT students, University students at the school, which does not have a cost, but does require some staff time to manage. The overall impact on the school is very positive.</p> <p><u>Safeguarding</u> - the report Was discussed and JM highlighted Katie's workload.</p> <p><u>Standards</u> - KS1 is in-line with national figures. KS2 had disappointing results in maths which was not in line with teacher assessments. This continues to be a focus in our School Improvement Plan.</p> <p><u>Attendance</u> - Monthly attendance printouts are now shared with all families (as per Attendance SIP).</p> <p><u>Ofsted 2016 Report</u> - We were very close to Outstanding, but there have been changes in the school since this judgement so we cannot be complacent.</p>	
7.	<p>School Improvement Plan (Excellence for All Programme)</p> <p>JM reported that the path for Maths is very clear and reflective. Excellence for All requires Governors to self-evaluate and it took some time this Autumn - we can work together more and should keep revisiting to corroborate and grow a focus on different areas regularly.</p> <p>SEF - this always needs to be revisited and rewritten but we</p>	

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	<p>would still grade the school as <i>Good</i>. <i>If maths and reading and writing aren't still in-line with national figures, can we still really say this?</i> Governors need to fully understand the data so these questions can be answered confidently.</p> <p>Leadership and Governance - it is not good practice for experienced leaders to be without PPA time long-term. <i>AR asked Governors to familiarise themselves with the submitted version for future meetings and to bring questions and stay familiar with the document.</i> TG confirmed that he already feels more confident about evaluating areas, such as Finance, as a result of work so far this term. <i>LW asked if Professional Development and Performance Management could be an area for focus as she is unclear where Governors sit within this.</i></p>	<p>Governors to bring questions on the submitted EforA</p> <p>Focus area for EforA - Prof Dev & Performance Man</p>
8.	<p>Refreshment break and informal discussion</p>	
9.	<p>Strategic Questions</p> <p><i>TG asked about the staff restructuring and what impact this has had on T&L and what feedback we have had from parents?</i></p> <p>JM: There was a nervousness about the unknown and the transitions for staff and children but there has been much positive feedback. There were a few questions about the KS2 class sizes, which are larger but these have proved manageable. We have good quality leaders, are engaged in the new Maths project, have new leaders with positive impacts and the school remains calm and welcoming for new pupils.</p> <p><i>LW asked in there has been any impact at the loss of reading recovery?</i> JM: For children arriving with low level skills in Year One, reading recovery addresses these early needs but is an expensive provision that few schools are able to maintain. There is an awareness of these children and some of them are being tracked for phonics, but there is only one unattached TA in KS1 now.</p> <p><i>AR asked about the mixed year classes and how the curriculum is being managed, particularly for the lower and upper level achievers in these classes?</i> JM: There is differentiated and age appropriate work in every class where children are able to work at work that is planned for their need, including those who might be working towards or 'at greater depth.' The national</p>	

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	<p>curriculum is set for each year group so teachers focus on how progress can be shown for all children. There are My Plan targets and Thrive assessments which are very important to help track progress - this is monitored and planned for in class. Planning time is now done separately, with the exception of some staff team time.</p> <p><i>MJ asked if we are on-track to improve our maths SATs results by the end of the year?</i> This is a question he has put to Maz and he should be able to report back next term. JM reported that predictions have already been given, although there is an awareness that predictions were also made last year in collaboration with external consultants, but they were not in-line with actual results. TG was pleased to see that the school is closely monitoring and on top of data.</p>	
10.	<p>Governor Action Plan</p> <p>TG and AP last updated this document in October and it ties in well with Excellence for All. 'Clarity of vision, ethos and strategic direction' was flagged up as a focus for Governors. AR reported that a Strategic Away Day is planned for January 2017 which will address this. AP also added that Governors should continue looking at outstanding Excellence for All questions so that this document can be revisited regularly and updated and previous term's aims should be reviewed in each new term.</p> <p>May FGB meeting - 'Impact of Training' as an agenda item.</p> <p><i>AR questioned whether all statutory policies and documents are being effectively managed for website compliance etc?</i> YE confirmed that she oversees this and brings policies to committees for review and ratification.</p>	<p>AP to share most up-to-date Gov Action Plan with all</p> <p>Meeting date TBA for next review</p> <p>May FGB agenda item</p>
11.	<p>Co-opting new members</p> <p>MP fed back on his meeting with AR and the potential candidates (Sue Proffitt, Anne Lambie, Peter Coleman, Sue Veale and Joanne Tisdall) and is prepared to nominate them all. AL, PC and JT all have financial experience and are prepared to sit on the F&P committee. SP is more suited to T&L. SV has asked to defer a decision about joining the Governing Board until the new year, but would consider the Foundation position if the Ex-Officio role can be filled by another. JT is prepared to be put forward as LA Governor.</p> <p>A closed vote took place to co-opt SP, AL and PC and all three</p>	<p>YE to notify Babcock of 3 new Gov's.</p>

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	<p>were voted onto the Governing Board by a majority. A closed vote took place to approve JT as a potential LA Governor and this was approved by unanimous vote. YE to write to all and begin the formal process of notifying / applying to the relevant authorities.</p> <p>AR to invite all to the Christmas lunch.</p>	<p>YE to work with JT to apply for LA Gov position.</p>
12.	<p>Update TORs for committees</p> <p>1 <u>1st/Hearings Committee</u> - membership updated, TG voted in as Chair and TORs ratified.</p> <p>2 <u>2nd/Appeals Committee</u> - membership updated, EH voted in as Chair and TORs ratified.</p> <p>3 <u>Pay Committee</u> - membership TBA at first meeting of F&P with new Governors, EH voted in as Chair.</p> <p>4 <u>Appraisal Committee</u> - membership updated, MP voted in as Chair and TORs ratified.</p> <p>5 <u>Consider and Ethos Committee</u> - YE tabled an example TOR and discussed the potential to introduce this committee. TG proposed that this should be set up and MP seconded this. Carried unanimously. Look to form this in the new year.</p>	<p>AR to sign updated TORs</p> <p>AR to sign updated TORs</p> <p>F&P mtg TORs update, return to FGB</p> <p>TG to write in newsletter to invite members for Ethos Committee</p>
13.	<p>Committee Chair Reports</p> <p>1 <u>Premises</u> - GB reported as the new Chair that TORs have been agreed for this committee. There is an ongoing question regarding utility bills, which is being monitored and investigated with RS. EH asked if any utility bills relating to the demolished site have been paid that will require reimbursement? GB is not aware of any but will check with MS.</p> <p>Demolition work is progressing well and there is now a formal permit system for drop-off at the top gates where there is a genuine need.</p> <p>Our Health & Safety policy has been reviewed and accessibility plan ratified. YE and SV are ensuring the Emergency plan is up-to-date regarding new personnel.</p> <p>2 <u>Teaching & Learning</u> - TG reported as the new Chair that Lead Governor roles have been agreed and occasional Monday staff meetings can be used for meeting with School Leads. Committee TORs and Safeguarding Lead Tors were agreed.</p> <p>An attendance report from JM clearly demonstrated that the school is closely monitoring and working with Peter Walker, Education Welfare Lead for Devon, to do all we can. 2015-16 attendance was 93%. Currently 95% - evidence that we are slightly better than last year.</p> <p>Safeguarding saw more concerns in the early Autumn term, but</p>	<p>GB to check with MS regarding utility bills</p>

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3	<p>these are being dealt with. The safeguarding and Child protection policy is recommended for ratification to FGB. The attendance policy was ratified.</p> <p><u>Finance & Personnel</u> - EH reported as the new Chair of F&P that TORs have been agreed for this committee?</p> <p>The FGB moved to Part 2 minutes.</p>	
14 1 2 3 4	<p>Policies</p> <p><u>Safeguarding and Child Protection</u> - Following small changes, this policy was ratified.</p> <p><u>Finance</u> - On the condition that the tables of delegated authority have not been altered, this policy was ratified.</p> <p><u>Attendance</u> - JM and staff have made small changes and AP questioned contacting the school via email to notify of absence - JM to update. This policy was ratified.</p> <p><u>Anonymised absence letter</u> - JM to email to all.</p>	<p>YE to update and file</p> <p>YE to check with MS and file</p> <p>JM to update. YE to file.</p> <p>JM to email to all</p>
15	<p>School events</p> <p>JM had emailed a list of school events. AR asked for Governor presence and events - LW, AR and EH at Christmas Fair.</p>	
16	<p>Strategic Away Day</p> <p>AR reported that a day has been booked for Tuesday 31st January, 10am-2.30pm.</p>	<p>YE to share agenda</p>
17	<p>Audit</p> <p>There is a DCC Audit booked for 16th and 17th January. Staff and YE are working on the preparation for this. JM reported that the Admin team are doing a very good job on this under the existing pressures.</p>	
18	<p>Matters Arising not dealt with above</p> <p>New policies on the recent Clerk's Alert to be looked at for adoption and ratification.</p>	<p>YE to bring new policies to Gov's</p>
10.	<p>Meeting closed at 8.50pm.</p> <p>The next meeting is on Wednesday 18th January, 18.30-20.30.</p>	

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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