

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

<b>FULL GOVERNING BODY MEETING</b>							
Thursday 12 <sup>th</sup> July 2018	6.00pm	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>Peter Coleman</i>	<i>PC</i>	<i>Co-opted</i>	<i>Arrived 6.30pm</i>	<i>Sue Veale</i>	<i>SV</i>	<i>Associate</i>	
<i>Geoffrey Breckin</i>	<i>GB</i>	<i>Co-opted</i>		<i>Joanne Tisdall</i>	<i>JT</i>	<i>LA</i>	
<i>Donna Hamlet</i>	<i>DH</i>	<i>Parent</i>	<i>Arrived 6.20pm</i>	<i>Tony Gregg</i>	<i>TG</i>	<i>Foundation Ex-Officio (Vice Chair)</i>	

<b>Apologies</b>	<b>Initials</b>	<b>Reason (Category of Governor)</b>
<i>Michael Potter</i>	<i>MP</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>Mike King</i>	<i>MK</i>	<i>Foundation</i>

<b>Absent without Apology</b>	<b>Initials</b>

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

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

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

- Admissions Policy
- Finance Policy
- Preventing Radicalisation Policy
- SEND Policy
- Governors Timetable 2018-19
- Reconstitution Flow Diagram
- Training Record 2017-18
- Lead Governor Reports
- Termly Safeguarding Data Collection 2017-18
- End of KS1 And KS2 Assessments / Comparative Report
- KS2 Actions

Agenda Number	Details of discussion	Decision or action
1. 2.	<b>Attendance register.</b> <b>Apologies.</b>	Completed by YE Recorded
3.	<b>Declaration of Pecuniary or Business Interests.</b> YE is now Clerk to Governors at KEVICC.	
4.	<p><b>Review of the Year, Consider Objectives for the Coming Year, Consider Succession Planning (inc. potential for reconstitution) and Training</b></p> <p>AR invited Governors to reflect on the past year and reported that after an interesting year the school is moving into positive times and good working relationships were highlighted. Parental engagement and new governor induction are areas for improvement with closer support from the Chair. Thanks were given to YE.</p> <p>JM thanked Governors for their hard work and commitment in this pivotal year, particularly with the budget, complex T&amp;L and school move. The school reputation is based on integrity and positive approaches and our new building, T&amp;L partners and new school give us a vision to look forward to.</p> <p>JT felt it has been a difficult year but we are at a turning point, although there is ongoing anxiety about diminishing Governor numbers from September.</p> <p>TG felt the highlight was the well-managed school move &amp; he thanked all those involved. A strong &amp; committed Board is required now to support the school moving forward.</p> <p>GB felt it has been a successful year in terms of premises and a letter of thanks has now been sent to Kier and the wider team for their work.</p>	

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SV has taken a step back from governance this year into her role as Associate, but she raised concern over the pressure staff and governors are under. A brilliant job is being done and she is delighted with the new school.

DH as a new governor feels positive about the future and has noticed that staff are feeling more supported with the USF involvement.

AA felt the role of Staff Governor has helped her teaching practice in understanding the school system better. There are unique challenges at Dartington but great opportunities for learning and sharing. AA echoed DH's comments on staff morale. YE reported on improved vision and clarity of the governor role amongst the Board.

AP thanked YE and commented on the improved communication and work by individuals and committees. The permanence of the new school is exciting and returning members of staff will be a strength moving forward in providing support. Changes to the Board will provide a challenge.

### **The Board in 2018-19:**

*Stepping down:* AR stepping down in September, PC stepping down at end of term but offering ongoing financial support if requested, GB stepping down end November, MP stepping down end August, MP intends to step down.

*Continuing:* AA, AP (prepared to stand as Chair), JT, TG (whilst school is concerned with T&L), SV, DH (although not as Parent Governor due to change in working hours at school - would require Co-opting by the Board), LW and MK.

### **Reconstitution**

AR suggested considering reconstitution due to dwindling numbers and difficulty in recruiting new Governors. Alice McShane has confirmed this would be possible. **JT proposed reconstituting to 10 Governors (from 15) and this was unanimously agreed.** The new Board would take the following format:

- 1 Headteacher, Jill
- 2 Ex-Officio Foundation, Tony
- 3 LA Gov, Joanne
- 4 Foundation, Mike K
- 5 Staff, Amina
- 6 Parent, Vacancy
- 7 Parent, Lucy
- 8 Co-opt, Amelia
- 9 Co-opt, Geoff
- 10 Co-opt, Donna

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	<b>JT proposed combining F&amp;P and Premises committees and this was unanimously agreed.</b>	
5.	<b>Minutes of the last meeting, held on 16<sup>th</sup> May 2018</b>	Minutes were approved and signed
6.	<b>LA Visit Feedback</b> <b>The Board moved to Part 2 minutes.</b>	
7.	<b>SATs Results</b> JM shared Year 2 and Year 6 results, which only show attainment (Ofsted look for progress). <b>The Board moved to Part 2 minutes.</b> In most year groups standards in maths have gone up, but this is still an area of focus. Writing in books is generally good, but spelling and hand-writing are inconsistent. The E-Visit also highlighted that there was not enough writing evidence. Sequence teaching is more focused on genre and not on the non-negotiables - the school needs to change this. KS2 books and content are good, with extremely good reading results - this highlights that pupils should be able to reach higher levels in maths and writing too. Greater depth is much more in-line with national. AA reported that 35% of Yr 1 pupils were predicted to be on-track for phonics, but successful interventions resulted in 65%. This is still below the 81% national average but demonstrates great progress from some low starting points.	
8.	<b>Lead Governor Reports</b>	
1	<u>Personnel</u> - AR and JT reported that there are some planned changes and a programme and delegation structure for appraisals. There are plans for formalise the Admin management structure as it is not sustainable for JM to manage this.	YE to email written reports to all
2	<u>Finance</u> - JT reported that a deficit has been carried over and a budget was set leaving an in-year surplus. However, we are now projecting a £30k deficit at the end of the year, with a forecast overspend on Supply due to additional release time during work with USF (difficult to plan for). Marea is keeping a record of the cost of school improvement work. GDPR work is ongoing. A new oven has been approved. PC added that work has been undertaken on the modelling of pupil numbers and its impact on strategic financial planning. PC suggested that the PAN needs to be divisible by 15 to support typical class sizes and pupil numbers need increasing as we currently run at 70% capacity. This is critical for school improvement.	
3	<u>English</u> - TG reported that the S&C committee have been discussing the E-Visit report and work with USF has been hugely supportive. Yr 2 and Yr 6 writing reviewed with Hannah	

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4	<p>Calder - rigorous monitoring procedures are required along with a more consistent school approach but TG is confident in her Leadership ability.</p> <p><u>Maths</u> - In MJ's absence, JM reminded Governors that there are half-termly tests in reading and maths - the accuracy of these results needs evaluating against SATs results.</p>	
5	<p><u>Health &amp; Safety / Premises</u> - GB reported that the temporary site has now been reinstated and a snagging list in the new school is being managed. The new phone mast next to the public car park has been problematic - the school objected to both planning applications and has been in touch with Planners, Vodafone, DCC H&amp;S team, local MPs etc requesting support to get it moved. AR is meeting representatives of the mast opposition group so they can work together. Negative school impacts were not intended, but much of JM's time has been taken up dealing with this issue. Parents and others contacting the school should now be redirected to Vodafone and South Hams District Council. WiFi in the school has also been raised as a concern, but GB has had confirmation that the school is designed to comply with all modern H&amp;S standards.</p>	
6	<p><u>SEND</u> - No report.</p>	
7	<p><u>PP &amp; DD</u> - LW's report previously circulated.</p>	
8	<p><u>ICT</u> - No report.</p>	
9	<p><u>PE</u> - No report.</p>	
10	<p><u>Christian Distinctiveness</u> - TG reported that an Ethos Group has now been established with TORs agreed.</p>	
11	<p><u>Parental Engagement</u> - DH confirmed that a survey has been circulated to parents and MK is collating the feedback. Sadly the phone mast has dominated many replies. JM has been writing in the newsletter about the school improvement work being undertaken with other schools.</p>	
12	<p><u>Safeguarding</u> - No report.</p>	
13	<p><u>Attendance</u> - AP explained that May half-term is used for reportable attendance data. 93.4% puts us in the lowest 10% nationally. This is largely due to debilitating flu in Spring. There is a good EWO in place helping with strategic planning for 2018-19. JM manages attendance and this is a vast job on top of other duties. AR asked if we have issued any penalty notices? JM confirmed that 5 have been issued, along with legal meetings. There are clear standards and guidelines. The current policy is being checked ready for FGB ratification in Autumn.</p>	
14	<p><u>Early Years</u> - AA confirmed that predictions were largely accurate. It has been suggested that any staff concerns should be logged and monitored, with a new process in place to cover this.</p>	

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15	<u>Strategic Planning Sub-Committee</u> - JT reported that a sub-committee is working to investigate federations and academies locally for benchmarking.	
9.	<b>Termly Safeguarding Audit</b> JM shared the termly safeguarding data collection sheet - this will continue to be updated to the end of term.	
10.	<b>Policies</b>	YE to update policies, print and add to website as required
1	<u>Finance (Rec. from F&amp;P)</u> - Ratified.	
2	<u>Admissions (Rec. from S&amp;C)</u> - Ratified.	
3	<u>SEND (Rec. from S&amp;C)</u> - Ratified.	
4	<u>Preventing Radicalisation</u> - Ratified.	
11.	<b>Matters Arising not dealt with above</b> PC and AR were thanked for their work as <i>Governors</i> as they both plan to step down.	
12.	<b>Agree meeting dates for 2018-19</b> Provisional meeting dates were agreed. Moring meetings to commence at 9.30am. Afternoon meetings to commence at 1.30pm.	YE to update and share meeting timetable
13.	The next meeting will be held on Wednesday 19 <sup>th</sup> September 2018 from 18.30-20.30. Meeting closed at 8.40pm.	

### SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- YE to email written reports to all
- YE to update policies, print and add to website as required
- YE to update and share meeting timetable