

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FULL GOVERNING BODY MEETING							
Wednesday 16 th May 2018	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)		Amelia Poore	AP	Co-opted (Vice-Chair)	
Jill Mahon	JM	Headteacher		Martyn Johnson	MJ	Foundation	
Peter Coleman	PC	Co-opted	Arrived 7pm	Sue Veale	SV	Associate	
Amina Abdellaoui	AA	Staff		Joanne Tisdall	JT	LA	
Lucy Woollett	LW	Parent		Geoffrey Breckin	GB	Co-opted	
Tony Gregg	TG	Foundation Ex-Officio (Vice Chair)		Mike King	MK	Foundation	
Anne Lamble	AL	Co-opted		Donna Hamlet	DH	Parent	

Apologies	Initials	Reason (Category of Governor)
Michael Potter	MP	Co-opted

Absent without Apology	Initials

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

Minutes to
All Governors
Website

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

- A guide to provision maps
- Provision map - Spring 2018
- SEND Audit 2018
- SEND information - Summer Term 2018
- Headteacher's Report - Summer 2018
- Pupil numbers & teaching staff requirements
- Summer Term 2018 Calendar
- Termly Safeguarding Data Collection 2017-18
- Final Budget for Governors May 2018
- Budget Motion May 2018
- F&P Ctte Report
- Premises Ctte Report
- Disciplinary Policy
- Capability Policy
- Governors' Allowances & Expenses

Agenda Number	Details of discussion	Decision or action
1.	Attendance register. AR welcomed DH as a new Parent Governor to the Board.	Completed by YE Recorded
2.	Apologies.	
3.	Declaration of Pecuniary or Business Interests. None	
4.	Minutes of the last meeting, held on 21st March 2018, including Part 2 minutes	Minutes were approved and signed
5.	SENCO Report Sarah Cate reported on feeling welcomed into the school and her role. The SEND audit was shared and Governors were reminded that this is a living document for constant updating. SC shared an overview of the spread of SEN across the school and this is required for the planning of classes and provision in September. Pupil Premium (PP) sits alongside SEN, but there is overlap. Statements have been replaced but not all new EHCP applications have been determined yet so income is unknown. There are 69 children across the school, with the top years groups SEN heavy, although this may not be a true reflection as younger children may not have been formally identified yet. The school is planning to test & implement necessary support in early years as support is not always continued from early years settings when children start school. SC is investigating the picture across other schools within the	

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TLC. The school works with the specific needs team looking at ways of diagnosing need and implementing early intervention. Boys are often diagnosed with higher levels of social and emotional needs, but often girls are just better at hiding these so the school is always vigilant.

23 children in receipt of PP also have SEN. Others do not have these extra barriers so good learning progress is expected. The number of adults in each classroom is based on need, with most TAs tied to HNB funding for attached roles. The school has to be creative where pupils need extra support but do not attract funding. New applications are in place for some pupils and even though some of these are due to leave at the end of term, the support will move with them to their new schools. There are 2 children being supported on part-time timetables during the process of applying for EHCPs but this process can take up to 20 weeks, which can be a challenging period.

The July non-pupil days will enable staff to spend some time focusing on children's needs and the school currently works with many agencies for the variety of needs being met (very positive feedback has been given for the schools work). The Communication & Interaction team is providing staff training for teachers & TAs. *TG asked about the cost of staff training?* A package purchased last year covers this cost.

My Plans are in place where outside agencies are involved but targets for other children are required to monitor progress and SC has used colour coding is used for quick visual overview of all pupils. SC praised the 1:1 provision at the school and practice of individual TAs and the creativity to enable all children to be supported with many long-term strategies. JM reported on the observations and consultations that take place and the collaborative work between staff, parents and agencies including Team Around the Family meetings. *TG asked if a TA should always be 1:1 and if this prepares a child for the 'real world'?* SC confirmed that it is good practice to make sure children can be independent where possible and able to work with a range of adults, but also that a key person is very important as these relationships can be critical to developing learning. *AR asked if a child doesn't have 1:1 support but does have need, how these needs are shared with staff?* Class teachers would share care plans with others as required and a 'child-friendly' version of these plans is being developed.

MJ asked if Year 6 pupils with SEN are likely to reach national standards in SATs? SC confirmed that some definitely will and are also working at greater depth with social & emotional needs. Others have needs that will mean they cannot reach expected levels. AR highlighted that it is important not to label SEN

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	<p>pupils as not being able to achieve. JM also stated that where children's needs are being met in school it would not necessarily be possible to identify them and our skilled TAs are outstanding. <i>AR asked if SEN income has to be spent on staff?</i> SC confirmed that it doesn't, but typically it will be - when TAs are trained and used well it can be very effective in moving learning forward. Structured programmes are key and it is a very dynamic process responding to need - staff ideas are now shared on a new whiteboard in the staffroom.</p> <p>SC is also our PP Champion and a strategy has been created for the school. SC is now unpicking this to determine our provision moving forward - all children need to be on a provision map and focus is on ways to accelerate learning; ensure staff are aware of all these children and their needs. Example ways forward include: setting small-step targets, priority intervention as required, 'advantaging the disadvantaged', all children need support but there is a responsibility to be responsive to spending funding well, targeted questions to overcome confidence issues, priority marking for PP books, opportunities for pre-teaching, working towards improved engagement of parents. The PP audit is coming up. <i>MK asked how extra-curricular activities are encouraged for this group?</i> JM confirmed that there are free after-school and lunchtime clubs, including sports but SC will investigate this area further. Opportunities do exist and children are encouraged to improve their aspirations.</p> <p>SC was thanked for her work.</p>	
	<p>Headlines & Questions on Headteacher's Report</p> <p>JM reported that over the last 2-3 years we have been addressing the deficit and reducing it. Pupil numbers for September are currently at 32, but new applications and tours continue - these will affect staffing and class structure if they continue to rise. Our good reputation for SEN provision results in continued tours for new SEN pupils. JM hopes for straight year group teaching in KS1 next year - our KS1 Leader returns in September and our EY Leaders returned after Easter. Recruitment is now ongoing with interviews on Monday for temporary posts. Trainees enabled Year 5&6 to be taught separately in the run-up to SATs and reduced the need for Supply staff. Children have been committed, keen and well-prepared for their SATs and phonics assessments will be commencing soon.</p> <p>A DCC moderator gave a very positive review last week about our provision and assessment and how well staff know the children. Our E-visit on 8th March validated the previous E-visit comments. JM reminded Governors that the 2016 Ofsted</p>	

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	<p>recommendations would be revisited at our next inspection. AR reported that it was great to have a full compliment of Leaders back in school from September after a challenging 12 months. <i>PC questioned the awkward year group numbers for KS2.</i> JM stated that she will be looking at average numbers across groups, starting with Year 6 and working back - the Leadership team will work to determine this structure with specific pupils in mind, although it looks as though there will be more comfortable class sizes next year. Ability, friendships, SEN and gender groupings/mix are all taken into consideration and the July non-pupil days will be used to plan these groups. Foundation and KS1 have a max class size of 30 pupils. JT commented on the positive impact for the school of increased pupil numbers and felt the new school would help with this. JM agreed, but added that some families arrive on recommendation, with a recognition of our good teaching and because we are known to meet children's needs - not just as a result of the new building. The SEN requirements of the new intake are currently unknown so we are constantly reviewing and managing staffing.</p> <p>AR & MK reported that the PTFA want an improved Governor presence for families and asked Governors to attend the next parent's evening to raise the profile.</p> <p><i>JT asked if there is a tour of the school planned for existing parents?</i> JM confirmed that following the SATs, press are being invited in then the school will hold its own event - date TBA.</p>	
7.	<p>Strategic Away Day & Next Steps</p> <p>AR reported plans to enter into a formal Management Partnership with United Schools Federation (USF) who we are already working with, with a view to longer-term federation / academy status next year. AR has written to the Chair of USF and they have agreed this can happen with our FGB agreement. JM considers this an exciting and positive opportunity for us to be outward looking. JM and Maz have been invited to attend an E-visit within the USF - the date clashes with another event but Leaders are keen to embrace this opportunity another time. AR confirmed the cost of the Partnership as £10,000 but she has been assured that there are DCC funds which USF could secure for their work. Babcock will arrange the formal agreement at no cost to Dartington. JT is investigating further financial support to cover our own supply costs. PC highlighted that the Autumn 2017 Governance today magazine gives a description at odds with our own understanding - it was confirmed that there is no expected staffing or structural change during the Management Partnership (up to 12 months) as</p>	<p style="text-align: center;">JT investigating financial support to cover supply costs</p>

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	<p>changes only come into play if the school joins a Federation / Academy.</p> <p>JM reported that Heidi Hoskins from Adventure Learning Academy Trust had given open and honest advice about the process of academisation. MK notes that USF have a track record of good school improvement and AR reiterated that USF will become accountable in their support for the school but also that a Management Partnership is reversible.</p> <p>MJ proposed that AR be given delegated responsibility to agree a time-limited Management Partnership with USF, starting as soon as practical. This was unanimously agreed.</p> <p>AR and JM will write to staff and parents with the FGB decision and AR will then meet with the Executive Head and Chair of USF, with Babcock drawing up a contract, to agree terms. A parent event for discussions and questions will be arranged if/when formal changes are explored.</p>	<p style="text-align: center;">AR to confirm a Management Partnership with USF</p> <p style="text-align: center;">AR & JM to meet USF Head & Chair</p>
8.	<p>2018-19 Budget</p> <p>2018-19 will benefit from the 2017 Census pupil numbers. It is likely that there will be more children by the 2018 Census day than currently known, so a higher figure has been projected for 2019-20 income. There is a budget dip during the middle years of the 5 year plan as a result of larger year groups leaving compared to those joining in reception. The F&P Committee have formally recommended that the budget, through the attached Motion, be approved. The Budget was unanimously approved by the FGB. JM and AR to sign so Marea can share with DCC.</p> <p><i>LW asked about PC's comments on the expectation of inward pupil mobility and his aim to reach PAN. PC confirmed that following our strategic decisions this is no longer a focus and there is slight disagreement within F&P about achievable pupil numbers, but there is agreement on the general need to promote the school, grow numbers and maintain and better our outcomes and school. There is a better understanding of pupil/staffing/budgetary interplay. PC highlighted that paying off our deficit resulted in an austere year but we are now moving towards being better resourced. JM confirmed that that specific year groups PAN gaps to match teachers is very complex and every SEN pupil costs the school money as funding doesn't cover the full cost of provision. GB suggested that school move costs should be contested as there is up to £3,000 that could instantly affect our budget position.</i></p>	<p style="text-align: center;">AR & JM to sign budget for DCC</p>
9 1	<p>Headlines & Questions on Committee Chair Reports</p> <p><u>Finance & Personnel (JT):</u> Covered above during budget discussion. Further consideration of Parent Pay or an equivalent system is needed before a decision can be made.</p>	

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2	<p><u>Premises (GB):</u> We have now been in the new school for a month and the move was a success with a snagging list, including door release button positions, is ongoing with Neil Pateman notified. DCC H&S Advisor has visited the site and highlighted any areas for improvements. Youths were recently observed on CCTV entering the site over the fence and the PE shed was damaged. Signage is required and GB suggests the police are contacted. The reception hatch is now kept closed until visitor arrive for safety. PC raised his concerns that a physical barrier between parents and Admin changes the atmosphere. JM confirmed that there is current consideration about the way the office is managed and secured generally, but these are small issues and the school is a really wonderful resource.</p> <p>A formal vote of thanks was given to GB for his efforts during the school move.</p>	<p>School to contact police about youths entering site</p>
3	<p><u>Standards & Curriculum (TG):</u> JM and the staff were thanked for managing the whole school move in 2 days - an incredible achievement. Visits have not yet started for teaching & learning whilst the staff and children have been settling in. The focus in S&C is now on the E-visit recommendations and areas identified for improvements. It is clear to see there is work in hand, but a clear monitoring programme is essential. The ability to allow Year 6 to be taught separately in the run-up to SATs has been very encouraging. The planned Assessment Fest at the end of term will be used to compare expectations with actual outcomes. The process of collaboration has been very positive but we need to be realistic that the school has been identified as coasting and we need to work hard to address this. AR confirmed that a monitoring programme will be drawn up in conjunction with USF but JM reminded Governors that monitoring is already ongoing and the calendar detailing staff meeting focus demonstrates that key areas are already being addressed. JT asked what the impact of teaching Year 6 separately has been? JM stated that this has been seen positively by the children but we won't be able to compare outcomes to anything else. AR suggested that when results are known, conversations with Year 6 pupils and teachers at the end of term would be useful feedback for planning next year.</p>	<p>Year 6 pupil & teacher feedback at end of year about separate teaching in run-up to SATs</p>
10	<p>Policies</p> <p>1 <u>Staff Discipline (DCC V. 01/04/17):</u> Ratified.</p> <p>2 <u>Capability (DCC V. 06/11/16):</u> Ratified.</p> <p>3 <u>Governors' Allowances & Expenses:</u> Ratified.</p>	<p>YE to update policies, print and add to website as required</p>
11	<p>Matters Arising not dealt with above</p> <p>All matters arising from 21st March FGB meeting have been dealt with.</p>	

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	<p>Thanks were given to AL as she plans to step down at the end of half-term. AR raised succession planning as a key area for consideration.</p> <p>SV suggested another Governor hamper at the June Jamboree and all were asked to donate an item.</p> <p>TG highlighted that the school are celebrating the Royal Wedding with a tea party on Friday as a way of considering British Values.</p> <p>AP to arrange another GAP review meeting.</p>	<p>Governors to donate an item to the Hamper</p> <p>AP to arrange GAP review mtg</p>
12	<p>Meeting closed at 8.30pm.</p> <p>The next meeting will be an extended meeting held on Thursday 12th July 2018 from 18.00-20.30.</p>	<p>YE to inform absent Governors of change to date & time</p>

SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- JT investigating financial support to cover supply costs
- AR to confirm a Management Partnership with USF
- AR & JM to meet USF Head & Chair
- AR & JM to sign budget for DCC
- School to contact police about youths entering site
- Year 6 pupil & teacher feedback at end of year about separate teaching in run-up to SATs
- YE to update policies, print and add to website as required
- Governors to donate an item to the Hamper
- AP to arrange GAP review mtg
- YE to inform absent Governors of change to date & time