


## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

<b>FULL GOVERNING BODY MEETING</b>							
Wednesday 27 <sup>th</sup> March 2019	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		
Claire Redwood	JM	Headteacher		Joanne Tisdall	JT	LA	Via Skype
Lucy Woollett	LW	Parent		Amina Abdellaoui	AA	Staff	
Geoffrey Breckin	GB	Co-opted		Mike King	MK	Foundation	

Apologies	Initials	Reason (Category of Governor)
Donna Hamlet	DH	Co-opted

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Yvette Elliott	YE	Clerk
Christina Mabin	CM	Exeter Diocese
Martin Harding	MH	USF

Minutes to
All Governors
Website

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

- Overview of SEND & PP for Governors
- English Lead Governor Report
- Premises Lead Governor Report
- Maths Lead Governor Report
- PE Lead Governor Report
- Ofsted Inspection Framework consultation document 2019
- Proposed term dates for 2020/21
- Admissions (Early Years) Policy
- Admissions Policy 2020-21
- Model FOI Publication Scheme & Guidance
- Behaviour Principles
- Child Protection & Safeguarding Policy

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

Agenda Number	Details of discussion	Decision or action
1. 2.	LW chaired the meeting. It has been a tricky week and everyone needs to work together to make decisions moving forward. <b>Attendance register.</b> <b>Apologies.</b>	YE to complete Babcock forms  Recorded by YE
3.	<b>Declaration of Pecuniary or Business Interests.</b> None	
3.a)	<b>Board Vacancies</b> The resignation of Abigail Read from the FGB and role of Chair was recorded. MK expressed his thanks for her work on the Board. A discussion took place around potential Governors to fill the roles now vacant and the following votes were cast: <u>Chair of FGB</u> - JT was proposed by GB and agreed unanimously. <u>Vice-Chair of FGB</u> - LW was proposed by MK and agreed unanimously. <u>Chair of F&amp;P</u> - MK was proposed by LW and agreed unanimously. <u>Parent Governor</u> - YE confirmed that nominations open on Monday 1 <sup>st</sup> April for the Parent Governor vacancy. <u>Co-opted Governor</u> - JT is keen to fill the Co-opted Governor vacancy and a suggestion was made to the Board. A discussion followed and it was agreed that an updated Skills Matrix should be shared with the FGB for current members to highlight skills gaps for focused recruitment. CM suggested registering with Inspiring Governance. Notices in the local newspaper also to be written. MK & YE to investigate recruitment advertising and Governors to appoint following receipt of any 'applications'. <u>Ex-Officio Foundation Governor</u> - Cm suggested approaching other churches in the area and speaking with Open the Book volunteers. The Diocese will support the school and they make the final appointment.	YE to update TORS appendix & complete Babcock forms  MK & YE to start recruitment advertising  Write to other churches & Open the Book volunteers
4.	<b>Minutes of the last meeting held on 30<sup>th</sup> January 2019, including Part 2 minutes. Minutes of EGMs held on 28<sup>th</sup> January and 1<sup>st</sup> March 2019.</b> Minutes were approved and signed by LW.	
5.	<b>Pupil Premium &amp; SEND Annual Reports</b> Sarah Cate, SENCO, presented an overview to Governors of SEND and Pupil Premium needs across the school. <b>Governors moved to Part 2 minutes.</b>	
6.	<b>Lead Governor's Reports</b> Reports were shared and Governors were invited to raise any questions at Committee meetings and the next FGB. Some reports are outstanding due to additional Governor and Staff	Gov's to circulate missing Reports

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	responsibilities over the last term and these should be circulated after the Easter holidays, with an agenda item at S&C to check this has been completed.	S&C agenda item
7. 1	<b>Review current Management Partnership &amp; Strategic Plan</b> <u>USF Feedback</u> - USF recently carried out a school review, with 9 members of their team looking at safeguarding, behaviour, teaching & learning, books and health & safety. <b>Governors moved to Part 2 minutes.</b>	
8.	<b>Permanent Headteacher Recruitment</b> <b>Part 2 minutes.</b>	
9.	<b>SOAP</b> Latest data was shared, but nothing has changes since this was last released.	
10.	<b>Ofsted Consultation</b> MH discussed the proposed changes to the Framework, which will focus on skills progression. The format for inspections will be different, to include on-site preparation the day before the official visit and there will be less reliance on data. There is a risk of receiving a very subjective judgement but a focus on the broader curriculum could be positive (although there is a danger that English & Maths will remain the focus). AA asked if Ofsted will still have key focus areas in advance of the visit? MH confirmed that they will, as they will be testing their hypothesis by way of finding evidence on their visit. Books, progress, challenge & differentiation will still need to be evidenced. All Governors agreed to submit their own feedback to the Ofsted consultation before 5 <sup>th</sup> April.	Governors to individually respond to Ofsted consultation before 5 <sup>th</sup> April
11.	<b>Term Dates 2020/21</b> The proposed dates as recommended by S&C Committee were approved.	Term dates to be published
12. 1 2 3 4 5 6 7	<b>Policy Review</b> <u>Admissions (Early Years) Policy</u> - <b>Ratified.</b> <u>Admissions Policy</u> - <b>Ratified.</b> <u>FOI Publication Scheme</u> - <b>Ratified.</b> <u>Intimate Care Policy</u> - To come to next FGB. <u>Governor Visits to School Policy</u> - To come to next FGB. <u>Behaviour Principles</u> - <b>Ratified with wording changes as agreed in meeting.</b> <u>Child Protection &amp; Safeguarding Policy</u> - <b>Ratified.</b>	YE to update policies, print and add to website as required  Agenda item
13.	<b>Safeguarding</b> LW asked when the Headteacher's Report will cover Safeguarding? YE confirmed that this would be at the next FGB along with the Audit feedback, with Governors having previously agreed to alternate Headteacher and Lead Governor	

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	<p>reports at FGB meetings.  <i>LW asked how many Children in Need there are currently? CR stated that there has been one addition since the last FGB meeting, with lots of children receiving Early Help. A SEN Audit is also booked for 22<sup>nd</sup> May.</i></p>	
14.	<p><b>Matters Arising not dealt with above</b></p> <ul style="list-style-type: none"> <li>• AA is now the Attendance Lead Governor.</li> <li>• TORs appendix needs updating again now in light of Governor changes.</li> <li>• YE highlighted website update issues and concerns over the old site still being available online for some users. YE to liaise with CR to rectify ASAP.</li> <li>• Ratified policies from January FGB have been updated &amp; saved.</li> <li>• LW highlighted that the decision to delay the planned Q&amp;A session with parents has caused upset as they want to meet CR ASAP. JT has shared a letter with parents since AR's resignation, with a focus on progress for pupils and invitations to make appointments with CR where needed. New Q&amp;A session date to be arranged.</li> <li>• YE notified Governors of her difficult decision to resign as Clerk to Governors. MK thanked YE for her work.</li> </ul>	<p>YE / CR to sort website updates</p> <p>New Q&amp;A session date to be arranged</p>
1.	<p>The next meeting will be held on Wednesday 15<sup>th</sup> May 2019 from 18.30-20.30.            Meeting closed at 9.05pm.</p>	

### SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- YE to complete Babcock forms for Governor changes
- YE to update TORS appendix & complete Babcock forms
- MK & YE to start recruitment advertising
- Write to other churches & Open the Book volunteers
- Gov's to circulate missing Lead Governor Reports
- S&C agenda item - check Lead Governor Reports have been shared
- Governors to individually respond to Ofsted consultation before 5<sup>th</sup> April
- Term dates for 2020/21 to be published
- YE to update policies, print and add to website as required
- YE / CR to sort website updates
- New Q&A session date to be arranged with CR and parents