


## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

<b>FULL GOVERNING BODY MEETING</b>							
Wednesday 30 <sup>th</sup> January 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		
Abigail Read	AR	Parent (Chair)		Joanne Tisdall	JT	LA	
Jill Mahon	JM	Headteacher		Donna Hamlet	DH	Co-opted	
Lucy Woollett	LW	Parent		Mike King	MK	Foundation	
Geoffrey Breckin	GB	Co-opted					

Apologies	Initials	Reason (Category of Governor)
Amina Abdellaoui	AA	Staff

Absent without Apology	Initials

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

Minutes to
All Governors
Website

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

- USF E-Visit Feedback (25/01/19)
- Headteacher's Report (30/01/19)
- Attendance Codes (Dec 18)
- Whistleblowing Policy
- Redundancy Policy
- Bullying & Prejudice Related Incidents

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

Agenda Number	Details of discussion	Decision or action
1. 2.	<p><b>Attendance register.</b></p> <p><b>Apologies.</b> Amelia Poore (AP) has stepped down from her role of Governor - AR extended her thanks for her involvement on the Board.</p>	Completed by YE Recorded
3.	<p><b>Declaration of Pecuniary or Business Interests.</b></p> <p>None</p>	
4.	<p><b>Minutes of the last meeting held on 28<sup>th</sup> November 2018, including Part 2 minutes</b></p> <p>Minutes were approved and signed by the Chair.</p>	
5.  1 2 3 4 5	<p><b>Appointments</b></p> <p>Following AP's resignation from the Board, the following vacancies have arisen:</p> <p>1 Vice Chair of FGB - JT was unanimously voted into this role.</p> <p>2 Chair of S&amp;C - LW was unanimously voted into this role.</p> <p>3 Attendance Lead - JM suggested that AA be asked to take this on.</p> <p>4 P&amp;P Committee member - LW agreed to sit on this committee as a temporary measure until a new Governor is appointed.</p> <p>5 HT Appraisal Panel member - Vacant currently.</p>	<p>YE to speak with AA about Attendance Lead role</p> <p>YE to update TORs appendix and website</p>
6.	<p><b>USF Feedback</b></p> <p><b>The Board moved to Part 2 minutes.</b></p>	
7.	<p><b>Head Teacher's Report</b></p> <p>JM highlighted aspects from her shared report.</p> <p>Pupil tours are ongoing and staffing has been increased in Early years to maintain statutory ratios - this is very positive for future school pupil numbers.</p> <p>New staff and trainees are in KS1.</p> <p>There are currently 2 looked after children (LAC) and one child at risk of a fixed-term exclusion, but support is in place.</p> <p>Data is still not in line with national but there is better accuracy of assessment and some pupil change. Targeted work and online assessment (Pupil Assist) and Leader training will be arranged. Baseline data will need entering, but this is all held.</p> <p>AR asked if each Year group is assessed against national and predicted outcomes from KS1 To KS2 are assessed for progress. JM confirmed that the school goes further than this, with summary sheets for progress and attainment by groups, eg. boys, PP etc. MK asked if the school organises booster classes and if so, are they attended by the right pupils? JM confirmed that targeted booster classes are in place.</p> <p>LW asked if the school investigates the reasons why pupils leave the school? There are a number of reasons, including a</p>	

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	<p>move to home-education and the breadth of curriculum. AR commented that we do offer enriching and valuable subjects but there needs to be a focus on raising standards so the school is having to push certain subjects. JM stated that consideration is being given to a creative afternoon curriculum for certain groups which will focus on interventions with small group work. The school newsletter ensures parents are informed about the creative work that is taking place and the value of this. MK suggested Parental Engagement Leads talking with families that are leaving the school. JM stated that the move to home-education is a bigger issue across Devon and DCC have a form that must be completed and a requirement for interviews.</p> <p>Attendance is higher now than at this time last year, but is still not high enough. The EWO is very supportive and cognisant of the school's efforts - we need to keep driving the message. AR asked how we compare with other local schools? JM stated that it is variable - some have the same issues, but others do not.</p> <p>JT asked about the number of staff absences? Internal cover is in place and PPA could be rearranged as required. Quality of books needs to be maintained and is a priority.</p>	
<p>8. 1 2</p>	<p><b>Committee Feedback</b></p> <p><u>S&amp;C Committee</u> - LW reported that an in-house tracking system &amp; USF feedback was the focus of the last meeting. AR asked if data will look different now using Pupil Assist? JM thought it would, but training is being put in place for staff. She suggested that Leaders could then present to Governors and reminded everyone that USF already use this software.</p> <p><u>F&amp;P and Premises Committee</u> - JT reported that finances are looking reasonable and Governors are keeping track (Sarah Creedy completed the Monitor in Marea's absence). Sarah Maunder reported to Governors about Admin Staff and AR wants to see an improved management structure here. Governors are considering an online payment system as a time and cost-saving measure.</p> <p>The appointed Site Manager did not take up his post so further interviews took place and a new appointment has been made.</p> <p><b>The Board moved to Part 2 minutes.</b></p> <p>GB reported that the defects list is ongoing. The water (leak) is being investigated tomorrow and a meter appears to be faulty. Utility bills are still problematic, but in-hand. A discussion took place over the current warrantee period and what this covers.</p> <p>A new website is currently being created and photos of the new school are required. JM reported that Atkins are applying for an award for the building and she has requested copies of their</p>	

## DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	professional photographs.	
9.	<p><b>Next Steps</b>  <b>The Board moved to Part 2 minutes.</b>            The Board has appointed an Acting Head Teacher - Claire Redwood, starting after February half-term and a permanent position now requires advertising for September 2019.</p>	
10. 1 2 3	<p><b>Policy Review</b>  <u>Whistleblowing Policy (DCC V. Jan 16) - <i>Ratified.</i></u>  <u>Staff Redundancy Policy (DCC V. Jan 16) - <i>Ratified.</i></u>  <u>Bullying &amp; Prejudice Related Incidents (DCC/Babcock V. Sept 12) - <i>Ratified.</i></u></p>	YE to update policies, print and add to website as required
12.	<p><b>Safeguarding &amp; Attendance</b>            Covered in the Head Teacher's Report above.</p>	
13.	<p><b>Matters Arising not dealt with above</b>            All matters arising from November have been dealt with.            AR thanked JM for her hard work and dedication for the school and presented her with a bunch of flowers from the FGB.</p>	
14.	<p>The next meeting will be held on Wednesday 27<sup>th</sup> March 2019 from 18.30-20.30.            Date for next Strategic Away Day TBC.            Meeting closed at 8.25pm.</p>	

### SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

- YE to speak with AA about Attendance Lead role
- YE to update TORs appendix and website
- YE to update policies, print and add to website as required