

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

FULL GOVERNING BODY MEETING							
Wednesday 31 st January 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)		Peter Coleman	PC	Co-opted	
Jill Mahon	JM	Headteacher		Martyn Johnson	MJ	Foundation	
Elaine Hopkins	EH	Parent	Arrived 6.45pm	Joanne Tisdall	JT	LA	
Lucy Woollett	LW	Parent		Geoffrey Breckin	GB	Co-opted	
Amina Abdellaoui	AA	Staff		Mike King	MK	Foundation	

Apologies	Initials	Reason (Category of Governor)
Michael Potter	MP	Co-opted
Tony Gregg	TG	Foundation Ex-Officio (Vice Chair)
Amelia Poore	AP	Co-opted (Vice-Chair)
Anne Lambie	AL	Co-opted

Absent without Apology	Initials
Ashley Ford	AF

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

Minutes to
All Governors
Website

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

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

- Headteacher's report - 31st January 2018
- Attendance Codes Monthly Review 2017-18
- Termly Safeguarding Data Collection 2017-18
- Staff Meetings Spring 2018
- Agreements from non-pupil day - 2nd January 2018
- Keys to Success Evaluation of Progress - 11th December 2017
- Audit of Statutory Duties (Safeguarding) - 2017-18
- Electricity demand spreadsheet (Dec 17 - Jan 18)
- Whistleblowing policy (DCC V. Jan 16)
- Governor visits to school policy
- Intimate care policy

Agenda Number	Details of discussion	Decision or action
1. 2.	Attendance register. Apologies.	Completed by YE Recorded
3.	Declaration of Pecuniary or Business Interests.	None
4.	Minutes of the last meeting, held on 29th November 2017	Minutes were approved and signed
5.	<p>Headteacher's report</p> <p>JM referred to the Headteacher's Report which was shared with the agenda.</p> <p><u>Pupil numbers</u> are a key issue and continue to vary.</p> <p><u>Staff changes</u> were reported, including a new F1 teacher to ensure we meet the statutory requirements. Sian (EY Lead) is hoping to return to work by Easter. A new SENCo is in place and off to a positive start, with qualifications and good experience that mean no further raining is required currently and she is able to deal with complex needs straight away as part of the Leadership Team. Students from the Totnes European School and University students are now with us and this is very positive for the school.</p> <p><u>Safeguarding</u> report shared. This term has seen 2 internal, fixed term exclusions for the same child following an assault on a members of staff. Following this decision, it is registered with DCC and will be put on the child's record. Social Services and Inclusion Support have been engaged. JM confirmed that the school has been externally confirmed to have carried out this process correctly. The white slip system that can lead to fixed term / permanent exclusions was explained and AR reminded Governors that any incidents are reported to the Premises Committee. MK asked about the parental response? JM confirmed that they are working with the school but</p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

regular meetings are already in place with a range of other agencies. JM reminded Governors that the LA Report commented on the calmness of the school and that there is good inclusion, but this cannot be at the expense of other children or safety on site.

Standards continue to be monitored and the next set of half-termly assessments are now due. There is a complexity to the teacher assessment in writing, which requires evidence and spellings have been seen to stop some children from being 'on-track.' Teachers must match the evidence in books to specific marking criteria. Teachers had requested joint planning time and this had replaced some moderation sessions - both of these need to continue simultaneously. AA reported on a meeting with Hannah (English Leader) regarding assessment coding and process to ensure clear understanding of cusp children in particular and give clarity on objectives. AR asked how interventions are managed for cusp children when so many TAs are 1:1? There is a TA in KS1 to support the whole class and they will work where they are most useful. At this age, teachers try to keep all children in the classroom rather than using break-out space. Attached TAs deal with the complex needs of individual children. JM reminded Governors that trainees also offer great classroom support and good quality first teaching is critical, so this is where intervention can be key. Some cusp children who continue as they are will be seen to be 'on-track', some will not due to issues such as absence or issues that impact on their learning. Cusp children require acceleration and extra intervention could get some of them 'on-track' by the end of the year. Teachers need to be very clear about each child. PC asked if being 'on-track' refers to SATs testing or at the end of each school year? JM confirmed that there is an expected level to be reached each year. Star Maths assessments are a useful tool, but can disadvantage children with limited computer skills, for example. Teachers are now tracking 6 children in their class, as reported to S&C Committee (lower, middle and upper achieving children, including one of each from Pupil Premium children). English and Maths staff meetings will tack these children - differentiation, marking an accuracy can be checked for consistency.

AA reported that our phonics outcomes are currently below the national average and she has attended shared workshops, as suggested by the LA. Auditory working memory and phonics can be closely linked and Cranbrook school was visited. JT asked what strategies they have in place? AA confirmed that working packs for parents and tasks that are specifically directed and focused to improve auditory working memory are used. A return

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	<p>Premises Committee continue to monitor health and safety requirements. CPOMs has been a very helpful and positive addition for recording and monitoring safeguarding concerns. The school is fully compliant but JM noted the challenge presented to the Admin team as a result of staff illness and absence this term.</p>	
<p>7. 1 2</p>	<p>Committee Chair Reports</p> <p><u>F&P (EH & PC)</u> - The budget position has marginally improved but we are still anticipating a carry-forward deficit, larger than projected. It is not yet clear when this will be cleared. Work is about to commence on the 2018-19 budget which should provide clarity and enable forward projections. We have one year remaining in which we are allowed to have a licenced deficit. AR added that additional staffing requirements have added to the deficit and EH reminded Governors that if pupil numbers continue to increase, further recruitment may be required. As a fully inclusive school, there are many children with additional needs that are not fully funded. Our income for 2018, including reduced SEN funding is not yet known, but the committee is trying to be more strategic about realistic, accurate forward projections. Delegated authorities are also being reviewed at the next committee meeting. SIP Priorities are being created and discussed at the next meeting.</p> <p><u>Premises (GB)</u> - Kier progress meetings have been attended and the building will be ready for occupation over Easter, so the 2 extra closure days have been agreed either side of this holiday. Visits to the site confirm that it will be a great teaching environment. The canopy is being removed over the February half-term holiday. A new electricity demand spreadsheet was shared (data still missing from May - December). Energy use on the new site will be different, with gas as the major energy source, so electricity demand should reduce drastically. Electricity usage in December 2017 has reduced hugely compared to the same period the previous year and this is due to interventions from the school and potentially a milder winter. Hand-over meetings are now ongoing and there is a 12month defect liability contract in place. EH raised concerns about any contracts that DCC may have signed the school up for and GB confirmed that this is an area he is trying to minimise. PC asked the Premises Committee to provide estimated maintenance costs to feed into the new budget. GB confirmed that the incident relating to pupil exclusion was reportable to HSE under RIDDOR due to the staff member having a broken bone. A British Gas debt collection issue was raised, but evidence has now been collated to demonstrate that payment was made. GB to monitor the suggested communication plan with Admin. An</p>	<p>Premises Ctte to estimate maintenance costs of new school for budget</p> <p>GB to monitor British Gas debt situation</p>

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

3	<p>new objection has been raised to the proposed Vodafone mast outside the school by Governors. SIP priorities have been agreed.</p> <p><u>S&C (LW in TG's absence)</u> - A brief report on the last S&C Committee meeting was given, including plans for strategic Lead Governor focussed visits, using the LA Report for key areas. TG has completed the SIP priorities for this committee and the next meeting has been brought forward by a week to ensure it takes place in advance of the next LA visit.</p>	
8.	<p>Strategic Planning for the School's Future</p> <p>EH highlighted that the F&P Committee are looking at the deficit and how achievable it is to reduce this without damaging standards. <i>EH asked if we need to reconsider academisation for financial security and in order to raise standards?</i> AR reported that round-table discussions have been ongoing as there is a politically changing landscape and JM, AR and TG have all been involved in attending these. JM reported that The Totnes Learning Community (TLC) have, over the last 2 years, met Heads and Governors to look at partnerships and what works well. Historically there has been a push for schools to collaborate and this worked well. Then there was a push for academisation/trusts/federations etc of varying formats and these are working with mixed success. Some schools have joined where this makes geographical sense (generally agreed that you need 1600 pupils to make it economically viable) and linking primary and secondary schools together. Existing academies seem to be reaching capacity.</p> <p>Totnes schools feed into KEVICC with the community feel and commitment previously made to work and support each other. Some schools have since joined other academies, but options are presented for collaborative working. EH and JT expressed concern over potentially losing the ability to choose partnerships. JM spoke about the United Schools' Learning Partnership which allows members to remaining a maintained school, have autonomy, keep own Governing Board and premises. Staff can be shared if it works and can share the SIP. As a church school we can't become a member of a Trust, but could work collaboratively. AR suggested further exploration of this as an agenda item at the next Strategic Away Day. JM reminded Governors that the LA Report was about our capacity to improve and we need to work more strategically. Our current finances will not allow a radical change in standards.</p>	<p>Strategic Away Day agenda item</p>
9	<p>Excellence for All / Governor Action Plan (GAP)</p> <p>A report from AP was read by YE detailing the latest revision</p>	

DARTINGTON C E PRIMARY SCHOOL AND NURSERY

	to the GAP was made on 6 th December 2017 and a further review meeting was suggested for Friday 2 nd March, prior to the S&C Committee meeting for all those able to attend. The updated format now references Excellence for All.	YE to arrange GAP meeting
10	Governor training update Updated report was shared with Governors and they were reminded to ensure that they each undertake a minimum of one day training each year. YE continues to highlight potential courses as they arise.	
11	Policies	
1	<u>Whistleblowing (DCC V. Jan 16)</u> - ratified.	YE to update and save ratified policies
2	<u>Governor visits to school</u> - Ratified.	
3	<u>Intimate care</u> - Ratified	
12	Matters Arising not dealt with above	
1	All matters arising dealt with or in-hand.	
2	AR reminded all Governors to send their Lead Governor Reports to YE by 2 nd March in advance of the next LA Visit and FBG meeting.	
13.	EH was thanked for her service as a Governor, as her term ends on 14 th March, so this is her last FGB meeting. A gift was presented by AR. Meeting closed at 8.30pm. The next meeting will be held on Wednesday 21 st March 2018 18.30-20.30.	

SUMMARY OF GOVERNOR ACTIONS TO TAKE FORWARD

Premises Cttee to estimate maintenance costs of new school for budget
 GB to monitor British Gas debt situation
 Collaborative working as a Strategic Away Day agenda item
 YE to arrange GAP meeting
 YE to update and save ratified policies