


FULL GOVERNING BODY MEETING

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Wednesday 15 th May 2019	6.30pm	Dartington C E Primary School		DRAFT MINUTES			
Attendees	Initials	Category of governor Any office held	Time they joined/left if not present for full meeting	Attendees	Initials	Category of governor Any office held	Time they joined/left if not present for full meeting
Claire Redwood	CR	Interim Headteacher		Mike King	MK	Foundation	Left meeting at 8.00pm
Amina Abdellaoui	AA	Staff		Lucy Woollett	LW	Parent	
Geoff Breckin	GB	Co-opted		Joanne Tisdall (Via Skype)	JT	LA	

Apologies	Initials	Reason (Category of Governor)
Donna Read	DR	

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/ associate)

Minutes to
All Governors
School Web Site

Documents shared or referred to:

Policies:

Intimate Care Policy

Governor visits to school Policy

Governor Allowances & Expenses

Staff Discipline

Agenda Number	Details of discussion	Decision or action
1	<p>Present LW chaired the meeting for JT and acted as clerk.</p>	
2	<p>Apologies</p>	Accepted
3.	<p>Declaration of Pecuniary or Business Interests. None</p>	
4.	<p>Minutes of the last meeting, held on 27th March 2019. Reviewed and approved.</p>	Approved.
5.	<p>Safeguarding See Headteacher's Report. Audit feedback: Went well, with no major recommendations. LW represented the board at this review. Those that were made will be put into an action plan and shared with governors when it is completed. There are some additions to the website to me made.</p>	<p>Action: JT will forward audit to all governors and make necessary additions to website.</p>
6.	<p>Clerking arrangements LW reported that Fiona Collier had put in touch with 2 clerks that may be able to provide cover, unfortunately 1 can no longer help us due to an unplanned increase in clerking for her current employer and the other we would have to pay travel time and expenses. JT reported that we were no longer in a position to offer a temporary contract until the end of the year and has spoken to the applicant and thanked them for their interest. CR noted that our new partners may be able to provide clerking for us and that Karen would be willing to take minutes if she was available during meetings. ALL agreed that governors would take minutes for meetings for the remainder of the academic year and that we would pursue clerking support from the new partners. MK queried agendas - these can be complex - LW reported that draft agendas have been compiled by YE for the remainder of the year.</p>	<p>Action: chairs of committees to ensure accurate minutes are taken and circulated</p>
7.	<p>Governor Vacancies JT reported that we had 2 applications for the parent governor vacancy, 1 withdrew as they did not wish to stand against the other applicant. Lw queried what vacancies we still had to fill? JT - Ex-Officio appointment. CR commented that as a church school this was an important role and JT commented that our local vicar was approached but was unable to take up the role due to time commitment required.</p>	<p>Action: JT to write to applicant inviting them to join the board after half-term, and will send skills matrix for completion and code of conduct and governance handbook. To speak to Christine Mabin re Ex-Officio vacancy</p>

<p>8.</p>	<p>Headteacher's Report</p> <p>LW checked that all governors had received the report via email.</p> <p>Safeguarding:</p> <p>The board moved to Part 2 minutes.</p> <p>MASH enquiries: CR has made one today and referred governors to DCC's threshold tool, she finds that more and more children are now being passed back to school to enter the Early Help pathway.</p> <p>Data: CR reported that school has just had a phonics audit. AA reported that HC is writing a phonics action plan and that AA and SH have applied for a grant to support the teaching of phonics, HC is in discussion with the English Hub on how to take this forward. CR noted that this will be decided once the new partnership is in place. CR stressed that there must be consistency across the school in phonics practise, i.e. how it is taught, resources used etc. MW queried national data for phonics? (81%), AA noted that last year 65% passed phonics at Dartington so there was a big improvement this year. CR noted that this year Year 2 prediction for reading is down, historically this has been strong so SH is concentrating her interventions here. SH is finding it hard to engage Year 2 parents and children with reading. CR noted that she had observed a lovely writing lesson with SH. In EYFS a lot of work has been done in core provision and the outside area. CR invited governors to come and see the celebration of children's writing in EYFS.</p> <p>The board moved to Part 2 minutes.</p> <p>Year 6 MF and CR would like the maths data to be higher. SATs - all children that need scribes/quiet spaces have had them, TA support has been given to all that need it and MF has done an excellent job of organising the SATs this year. All staff involved have been excellent and the Year 6 teachers have done everything they can. MW commented on the benefits of a culture of shared responsibility in school. LW asked whether the SIP was completed yet (so that the Governor Actin Plan could then be crown up to sit alongside it)? CR - yes, JT requested that it is circulated to governors. LW asked if the interviews for the teaching post have taken place? CR - Thursday 23rd May, MW and AA will attend as governors. Had</p>	<p>Action: CR to circulate SIP to governors</p>

	<p>42 applicants for 4 positions and shortlisted 8 candidates to interview. (2 temp FT positions, 1 permanent FT position and 1 permanent PT position) CR has been to see applicants teach in their own schools. CR is also advertising for a Family Support Worker. JT queried temporary nature of some positions? CR - due to fluctuating pupil numbers.</p> <p>JT asked CR for an update on attendance? (CR) persistent absence is 11.6% down from 18% last year (national 8.7%), all children this applies to are seen by EWO or in Early Help or have medical evidence to support their attendance. As the new attendance officer Angie is making calls to parents in the first instance. JT asked can governors support here? Through AA (attendance link governor) holding CR to account. JT has had a complaint from a parent over a refused absence request.</p> <p>JT asked for an update in pupil numbers in EYFS - how is this affecting teaching ratios? CR - Sian Rive is very good at monitoring and managing this but there will be pressure coming into KS2 in September.</p> <p>The board moved to Part 2 minutes.</p>	<p><i>Action: JT & CR to liaise over parent complaint and respond to parent</i></p>
9.	<p>Budget:</p> <p>Finalised and agreed at last F&P. JT noted that we are predicting a deficit of approximately £5K for 2019-2020, some due to catering costs. JT has spoken to Danielle and she has cut her and her staff's team by 4.5 hours/week across the week. Marea has prepared a 5-year plan showing a modest increase in pupil numbers (5 children) which has put us in a balanced budget which F&P recommend to the board tonight. All governors voted to adopt this budget.</p>	<p><i>Action: Marea to circulate budget to the board.</i></p>
10.	<p>Review Current MP & Strategic Plan</p> <ol style="list-style-type: none"> USF feedback - Please see Headteachers report and minutes from S&C meeting 10th May. JT noted the greater impact of the work of USF since CR had taken up her post in February. LW queried whether we would have further input or a report from USF at the end of the partnership (half-term)? GB and JT agreed that they want a final report and next steps to come to governors. EoI feedback- MW, AA and LW completed school visits last week to the two shortlisted organisations. Next Steps - EGM on Friday 17th May to decide on partner organisation. 	<p><i>Action: CR to liaise with USF re final report/next steps for governors</i></p>
11.	<p>Policy Review</p> <p>These have not been circulated to the board due to the absence</p>	<p><i>Action: LW to email Marea and ask her</i></p>

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	of a clerk.	<i>to circulate all policies we are due to approve this term</i>
12.	<p>Matters Arising not dealt with above</p> <ol style="list-style-type: none"> 1. TOR update - to be addressed by clerk when permanent arrangements have been made. 2. Website - some devices still take users to the old website, but we have been advised this is due to caching on the device. 3. Parent Q&A 	<p><i>Action: JT and CR to liaise and set a date after half-term</i></p>
13.	<p>Date of next meeting Wednesday 17th July 2019 The meeting closed at 8.10pm.</p>	