



# MEETING OF THE FULL GOVERNING BOARD ON MARCH 28<sup>TH</sup> 2019 AT 6PM IN CHESTNUT CLASSROOM

*"We are a community with a lifelong passion for learning."*

**Present:** Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Karen Jarvis (KJ), Madeline Eaton (ME), Rob Hill (RH), Ian Stewart (IS), Suzanne Bryant (SB)

**In attendance:** Debbie Horton (Clerk)

## Minutes

<b>1</b>	<b>Welcome &amp; Apologies for Absence</b> There were no apologies. Ceri Goddard and Laura Partridge were not present and their absence was not sanctioned. Generally fin.
<b>2</b>	<b>Attendance &amp; Declaration of Interest</b> Those present signed the attendance form. There were no declarations of interest.
<b>3</b>	<b>Governing board composition</b> Jen Tierney and Nicola Rajska had resigned as governors since the last FGB meeting, as a result of work commitments. The board has three vacancies. The governors noted that no nominations had been received for the parent governor vacancy. It was agreed that a second attempt to elect a parent governor would be made after the Easter holiday. <b>Action: Parent governor election process to start after Easter</b>
<b>4</b>	<b>Approval of minutes of last FGB meeting on 4<sup>th</sup> December 2018</b> The minutes of the last FGB meeting on December 4 <sup>th</sup> 2018 were approved as a correct record.
<b>4.1</b>	<b>Matters arising from minutes of last FGB meeting including progress made on the actions raised</b> <b>4.1 Clerk to follow up JT's Maths report and send NR a password for website.</b> The report was followed up but there was no response. It was agreed that no further action would be taken. <b>5. Collaboration working party to agree meeting dates.</b> This had not been done, and was now considered unnecessary, see item 9 below. <b>9.2 L2 safeguarding training to be completed and certificate sent to clerk.</b> The clerk does not have completion certificates for CG, RH, SB, LP and IS. IS agreed to complete the training and RH and SB will either send in their completion certificates or sign to say that they had completed the training. HP said that in the Autumn term the governors would be invited to further safeguarding training. <b>12. Skills audit to be completed and returned to clerk.</b> RH, LP and CG are yet to complete the audit, which is to be completed once every two years. <b>16. Clerk to amend Data Protection Policy as agreed.</b> Completed <b>HP to amend Health and Safety and check Pay policy as agreed.</b> Completed. <b>MW and HP to review latest model Charging and Remissions and Lettings policies.</b> Completed. These policies had been approved by the Resources Committee under delegated authority. <b>Action: completion of outstanding L2 trainings, return of completion certificates and skills audits.</b>
<b>5</b>	<b>Head's report</b> <b>Verbal report to include staffing update.</b> <ul style="list-style-type: none"> <li>In September 2019, two members of staff will job share, resulting in a vacancy for a KS2 teacher. ME agreed to represent the governors at the interviews for this post on May 2<sup>nd</sup> 2019.</li> <li>Sandra Maggs is now leading the Flourish programme.</li> <li>The reading dog initiative has been successful</li> <li>Attendance has been good at 96%.</li> </ul>
<b>6</b>	<b>SIP</b> The board received two SIP documents, one for the past year, and one highlighting priorities for next term. HP reported that she and Sam Wilkinson are doing class reviews at the moment, and reported that data was not yet available.  <b>Q: MW asked about the progress of changes to the curriculum.</b>

	<p><b>A:</b> HP reported that the co-ordinator roles were being re-designed, that there had been some updating and modernisation, and that progression and cross curriculum teaching had been reviewed.</p> <p><b>Q:</b> MW asked if there were job descriptions for the co-ordinator roles.</p> <p><b>A:</b> HP said that there weren't as the school did not want to be too prescriptive, and instead their tasks were discussed at staff meetings on a term-by-term basis. She agreed to send the governors a task sheet for the history co-ordinator, and suggested that these roles were discussed at a Teaching and Learning Committee meeting.</p> <p><b>Q:</b> RH asked if every teacher had a specialism.</p> <p><b>A:</b> HP said that they did and that they were all expected to have a whole school impact in that area.</p> <p><b>Q:</b> ME asked about gender differences and the curriculum.</p> <p><b>A:</b> HP said that there were differences, for example, boys sometimes engaged less than girls with some aspects of the curriculum. These areas had been identified and discussed at staff meetings, and changes were made where necessary.</p>
7	<p><b>2019-20 Budget</b></p> <p>RH reported that the budget position was challenging, but cost control measures had resulted in a carry-forward of c£69, 000. However, without this, the budget would be in deficit by about £15, 000 and a deficit was predicted for future years. This was a result of increased staffing costs and a rise in pensions. If the government were to fund the rise in pension costs, and this is yet to be established,, the budget would improve considerably. The rationale behind the Resources Committee's recommendation not to buy into the mutual fund was explained, and it was agreed that the Resources Committee should look into other kinds of insurance.</p> <p>The FGB <b>agreed</b> the 2019-20 budget.</p>
8	<p><b>Term dates 2020-22</b></p> <p>These had been circulated with the agenda.</p> <p><b>Q:</b> SB asked how some schools were able to timetable a two week May half-term, which she said might provide an opportunity for parents to take advantage of cheaper holiday costs.</p> <p><b>A:</b> HP said that those schools used three INSET days to make this provision, and this time would have to be made up with six separate twilight training sessions for staff, which lacked continuity and was outside the working day. She said that days had been added to the May half-term and the February one, which might allow for booking cheaper holiday travel.</p> <p>The FGB <b>agreed</b> the term dates for 2020-2021, and 2021-22.</p>
9	<p><b>School collaboration</b></p> <p>Currently, the school is a member of a cluster group of seven other schools. Schools share trainings, good practice, curriculums, subject leaders meet and share, and appreciative enquiries take place. The smaller schools from the group are planning to form an Academy and those remaining are currently discussing a Memorandum of Understanding to formalise expectations and aims. Both the Head and the governors were happy that the school's experience so far in the group had been beneficial and the FGB supported further collaboration under the Memorandum of Understanding.</p> <p>The governors agreed that the working party to discuss collaboration was no longer necessary.</p> <p><b>Action:</b> MW agreed to draft a document listing the pros and cons of the various collaboration options.</p>
10	<p><b>New Ofsted Criteria</b></p> <p>The governors had received a document written by Judith Johnson, ex- Head of Education for Devon County, on the new Ofsted framework. This identified the key change as a shift in emphasis from quantities of data to the quality of education and the intent of the curriculum and its impact. Governors noted that the new criteria would come into practice in September 2019.</p>
11	<p><b>Committee Reports</b></p> <p>The governors had received the minutes of the last Resources and Teaching and Learning Committee meetings.</p>
11.1	<p><b>Resources committee</b></p> <p>The governors noted the committee's approval of the SFVS under delegated authority, the findings and actions from the recent Audit and the completion of the annual benchmarking exercise. They had received the Audit and benchmarking reports.</p>

<b>11.2</b>	<b>Teaching and Learning Committee</b> No report, other than the minutes.
<b>11.3</b>	<b>Pay Committee.</b> The governors noted that the Pay committee had met twice, to approve recommendations concerning staff pay and the Head's salary.
<b>12</b>	<b>Safeguarding</b> ME said that she was due to have a safeguarding meeting soon and would report back afterwards.
<b>13</b>	<b>Parent survey</b> HP agreed to send out a parent survey in the first half of the summer term, using the 2017 Ofsted model, but including 3 open questions, such as, name one thing you love about the school, one thing you would like to improve and one thing you would like to introduce. MW and IS will screen the results and SurveyMonkey will automatically collate the results.  It was agreed that the pupil survey would be re-visited by the Teaching and Learning Committee. HP said that staff surveys had not been done in the past, and feedback and discussion were encouraged at staff surgeries, (one-to-one meetings with the Head).  <b>Q: SB asked where staff should go if they were unhappy with the Head.</b> <b>A: HP said that they could go to Sam Wilkinson or the Chair of Governors.</b>  <b>Action: HP to set up parent survey and IS and MW to screen the results.</b>
<b>14</b>	<b>Governor visits</b> Reports back from visits and assessment of impact. <ul style="list-style-type: none"> <li>January 7<sup>th</sup> INSET day. ME and MW had attended and been included in the start of the review of the curriculum.</li> <li>GDPR December 11<sup>th</sup> ME (see attachment)</li> <li>Spanish governor visit by MW. He reported that the children appeared to enjoy the subject and tracking progress was under development.</li> </ul> The next governor visits plan would be brought to the April FGB meeting.
<b>15</b>	<b>Governor training</b> <b>Reports from training. What impact do they have for the Board?</b> IS has been booked onto induction training in May. No other training had been undertaken or planned. ME reported that following a GDPR meeting, work on risk assessments was needed. It had been identified that the school might need a firewall, other than the one provided by SCOMIS. IS said another possible risk was how pictures were used on devices which left school. SB now has responsibility for monitoring governor training and will link it to governor skills. <b>Action: Clerk to send skills summary to SB</b>
<b>16</b>	<b>Clerk's report</b> <b>Governors' school email addresses – feedback please. Is the system working?</b> Governors reported that they checked their emails either weekly or more regularly if they used auto forwarding to their personal accounts. Though not ideal for some, the system is working well enough.
<b>17</b>	<b>Correspondence</b> There was none.
<b>18</b>	<b>What have we done for the children?</b> Key points were ensuring the financial security of the school, making future plans for collaboration and monitoring the development of the curriculum.
<b>19</b>	<b>Items brought forward by the Chair</b> The meeting went into Part 2 minutes at 19.30pm and returned to Part 1 at 19.35.
<b>20</b>	<b>Policies</b> The governors <b>agreed</b> the Finance Policy, which had been amended as result of Audit findings. It was signed by the Chair.
<b>21</b>	<b>Dates &amp; time of next meetings</b> Resources Committee 9 <sup>th</sup> May 8.30am T&L Committee 13 <sup>th</sup> May 8am FGB April 30 <sup>th</sup> 6pm

The meeting ended at 19.40

### Summary of Actions

Item	To do	By whom	By when
3	Parent governor election after Easter	Clerk/admin	Summer half-term
4.1	Completion of outstanding skills audits, L2 trainings and /or return of completion certificates.	IS, CG, LP, RH	Next FGB
9	MW agreed to draft a document listing the pros and cons of the various collaboration options.	MW	By Summer half term
13	HP to set up parent survey and IS and MW to screen the results.	HP, IS, MW	Summer half term
15	Clerk to send skills summary to SB	Clerk	Summer half term