



## MEETING OF THE FULL GOVERNING BOARD ON 4<sup>TH</sup> DECEMBER 2018 AT 8.30AM IN THE HEADTEACHER'S OFFICE

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

**Present:** Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Karen Jarvis (KJ), Laura Partridge (LP), Madeline Eaton (ME), Rob Hill (RH), Nicky Rajska (NR), Ian Stewart (IS)

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

### Minutes

<b>1</b>	<b>Welcome &amp; Apologies for Absence</b> Suzanne Bryant sent her apologies. They were sanctioned. Jen Tierney and Ceri Goddard were absent.
<b>2</b>	<b>Attendance &amp; Declaration of Interest</b> Those present signed the attendance form.
<b>2.1</b>	<b>Business interests register</b> CG not present. RH to sign after the meeting.
<b>3</b>	<b>Governing Board Composition</b> MW resigned as a co-opted governor and was appointed to the position of Local Authority governor. Ian Stewart was appointed as a co-opted governor. The governors noted that Simon Gifford-Mead's office as a governor had come to an end. On behalf of the board, MW expressed his grateful thanks for SGM's dedication to the school as a governor for the last 16 years.
<b>4</b>	<b>Approval of minutes of last FGB meeting on 27<sup>th</sup> September 2018</b> They 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> 3. Clerk to start LA governor application process for MW. This had been completed. 5 KJ and JT to send written reports of visits to clerk. KJ and completed. JT's report is outstanding. Clerk to follow-up. 9. Clerk to arrange for passwords for the governor area on the school website to be sent to new governors. Completed apart from NR's. Clerk to follow up. <b>ACTION</b> <b>Clerk to follow up JT's Maths report and send NR a password for website.</b>
<b>5</b>	<b>Head's report</b> The governors had received the report with the agenda. They noted that: <ul style="list-style-type: none"> <li>school pupil numbers were up, with just one vacancy in Reception and five vacancies in Year 5 and 6.</li> <li>Results showed that there had been an increase in the number of children achieving greater depth.</li> <li>There was a gender gap.</li> <li>THRIVE provision had been RAG rated as red.</li> </ul> <p><b>Q: MW asked why THRIVE had a red rating.</b> <b>A: HP said that this was as a result of time and money. Currently TAs could not find an hour a week to give to THRIVE as planned and the current system needed to be looked at. She said that the ideal solution would be a full-time THRIVE worker, but budget constraints prevented this.</b></p> <p><b>Q: RH asked if this had impacted upon children</b> <b>A: HP said not, but that it would if the current system continued.</b></p>

	<p>The governors agreed that improving THRIVE provision was a priority for the school.</p> <p>NR said that she would look into grants and contact THRIVE to check if they knew of any available grants to schools.</p> <p><b>Q: LP asked how the school was currently collaborating with other schools and what the long term plan was.</b></p> <p><b>A: HP said that the TLC was not working as well as it should, particularly the leadership group. This was because the Heads were very busy. The school was still a part of the cluster group of maintained primary schools in the Newton Abbot area.</b></p> <p>MW said that he thought the board should discuss strategy in this area, as it was not good for a school to stand alone, nor to put effort into several groupings, but concentrate on one. LP added that a long term strategy was essential, as support from the LA can be withdrawn if a tipping point is reached in the county, and a large number of schools join a Multi Academy Trust (MAT).</p> <p><b>Q: RH asked if collaboration was about improving standards or a response to external pressure.</b></p> <p><b>A: HP said both, as OFSTED did want to see collaboration.</b></p> <p>The governors <b>agreed</b> to set up a working party (MW, LP, RH, and HP) to look at collaboration.</p> <p><b>ACTION</b></p> <p><b>Collaboration working party to agree meeting dates</b></p>
<b>6</b>	<p><b>Performance data</b></p> <p>HP reported that the latest ASP data showed that:</p> <ul style="list-style-type: none"> <li>• KS2 results were above the national average, with an increase in greater depth, and in Maths.</li> <li>• KS1 results were above the national average, with a high average score in Phonics.</li> <li>• EYFS results were above the national average.</li> </ul> <p>Identified weaknesses included:</p> <ul style="list-style-type: none"> <li>• Pupil premium and free school meals (FSM) scores at KS2</li> <li>• Writing at KS1</li> <li>• A gender gap, particularly in the early years.</li> </ul> <p><b>Q: ME asked if there were any initiatives available which addressed the gender gap.</b></p> <p><b>A: HP said that there were ideas about how to engage the interests of boys, but that one reason for the gap at the Grove was the high number of higher needs amongst the boys.</b></p> <p><b>Q: ME asked if the lack of parity in male to female teachers had any influence on the gap.</b></p> <p><b>A: HP said that it could do, but that at the Grove they did have a higher than national average of male teachers.</b></p> <p>HP tabled the latest SIP summary. She identified that the following needed to be addressed:</p> <ul style="list-style-type: none"> <li>• Thrive provision (see above)</li> <li>• Equality</li> <li>• Collaboration with other schools (see above)</li> </ul>
<b>7</b>	<p><b>Budget</b></p> <p>The governors had received the latest monitor with the agenda, and a report from Sandie Lovell. HP said that the budget was on track with a £26, 000 carry-forward.</p> <p>The governors noted that RH had spent a morning with Sandie Lovell going through the budget. He said that without the PTA funds, the school currently made a loss. He noted that the higher needs budget was running at a loss. HP said that the school is expecting £25, 000 from the growth fund. HP had written to Sarah Wollaston to inform her of the school's budgetary position but had not heard back from her.</p> <p>The monitor was <b>approved</b>.</p>
<b>8</b>	<p><b>Committee Reports</b></p>
<b>8.1</b>	<p><b>Resources committee</b></p> <p>The governors had received the minutes of the latest meeting.</p>
<b>8.2</b>	<p><b>Teaching and Learning Committee</b></p> <p>The governors had received the minutes of the latest meeting.</p>

<b>8.3</b>	<b>Committee Terms of reference</b> The governors <b>agreed</b> to swap safeguarding responsibilities from the Resources committee to the Teaching and Learning committee.
<b>8.4</b>	<b>Pay Committee</b> The governors noted that the Pay committee had met on October 19 <sup>th</sup> 2018 The new committee membership was <b>agreed</b> as LP, RH, ME and JT
<b>9</b>	<b>Safeguarding</b>
<b>9.1</b>	<b>Report from Lead governor.</b> ME had recently completed governor safeguarding training and had met with MW, Deputy Safeguarding governor, and Sandie Lovell, to discuss safeguarding in the school. They had gone through the latest safeguarding audit and looked at the single central register. Her written report will be circulated to all governors. MW confirmed that he had done safer recruitment training.
<b>9.2</b>	ME confirmed that governors need to complete the online L2 training annually and be familiar with Part I of the KCSiE document. The training link was included on the agenda for those governors who have not yet completed the training. The clerk asked for the completion certificates to be sent to her for the records.  The governors noted that ME plans to do a safeguarding walk soon.
<b>10</b>	<b>Governor visits</b> MW had completed an assessment and planning visit. He reported that the theme had been consistency through the school and that this was a work in progress. MW had completed an SEN visit. He had met the SEN lead, and noted that she was adding structure to systems and was having a good effect on the school. ME to do an enrichment walk. RH left at 10am
<b>11</b>	<b>Governor training</b> ME had attended safeguarding training. The governors noted that they are invited to an INSET day on January 7 <sup>th</sup> 2019 from 9am - 10am to look at school systems. MW had attended a Devon Association of Governors meeting (DAG) meeting. He said that the key message had been the new Ofsted criteria, which are now focussed less on results and more on curriculum information. The governors noted that the website had been updated with new curriculum information.
<b>12</b>	<b>Clerk's report</b> The clerk reminded governors to complete and return the skills audit which had been re-sent recently. LP confirmed that the Vice-Chairs will be responsible for skills and training, but they had not yet agreed how that work would be divided. <b>ACTION</b> <b>Skills audit to be completed and returned to clerk</b>
<b>13</b>	<b>Correspondence</b> There was none.
<b>14</b>	<b>What have we done for the children?</b> MW said that governors had clarified the need for THRIVE provision to be a priority and had brought collaboration back into the foreground.
<b>15</b>	<b>Items brought forward by the Chair</b> There were none.
<b>16</b>	<b>Policies.</b> Governors had received the policy list with the agenda and the policies that they were responsible for reviewing. The clerk had informed them that all the policies were available for view on the governors' area of the website. The following policies were <b>approved</b> : Admissions 2019/20, Safeguarding 2018, Data Protection 2018 (DPO to be changed to Sophie Headley-Clark, Clerk to do), Health and Safety (NORSE to be removed, and on page 12, Occupational Health reference to be removed, HP to do), Whistleblowing, Governors' Expenses, Finance (unchanged from last year) Teacher's Appraisal, Supporting Pupils with Medical Conditions and Pay 2018 (same details as last year, HP to check that the new one is completed). Clerk to re-send the latest model Charging and Remissions policy and Lettings policy to Head and MW for review before approval by board or delegated committee.

	<p>The governors noted that the ICT policy is under review.</p> <p><b><u>ACTION</u></b>  <b>Clerk to amend Data Protection Policy as agreed.</b>  <b>HP to amend Health and Safety and check Pay policy as agreed.</b>  <b>MW and HP to review latest model Charging and Remissions and Lettings policies.</b></p>
<b>17</b>	<p><b>Dates &amp; time of next meetings</b>  Pay - December 18<sup>th</sup> at 8am  FGB - March 28<sup>th</sup> at 6pm  T&amp;L - February 4<sup>th</sup> at 8am  Resources - March 4<sup>th</sup> at 8.30am</p>

The meeting ended at 10.15am

#### **Summary of Actions**

Item	To do	By whom	By when
4.1	Clerk to follow up JT's Maths report and send NR a password for website.	Clerk	Next week
5	Collaboration working party to agree meeting dates	group	By end of term
9.2	L2 safeguarding training to be completed and certificate sent to clerk	RH, IS, CG, NR, SB	By end of term
12	Skills audit to be completed and returned to clerk	HP, LP, RH, NR, IS, CG	By end of term
16	Clerk to amend Data Protection Policy as agreed. HP to amend Health and Safety and check Pay policy as agreed. MW and HP to review latest model Charging and Remissions and Lettings policies.	Clerk/Chair/MW	By end of term