



MEETING OF THE FULL GOVERNING BOARD ON 27TH SEPTEMBER 2018 AT 6PM IN THE SCHOOL

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

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Simon Gifford-Mead (SGM), Karen Jarvis (KJ), Suzanne Bryant (SB), Laura Partridge (LP), Madeline Eaton (ME), Jen Tierney (JT).

In attendance: Debbie Horton (Clerk)

Minutes

1	Welcome & Apologies Ceri Goddard gave her apologies and they were sanctioned. Nicky Rajska and Rob Hill were absent. Their absence was not sanctioned.
2	Attendance & Declaration of Interest Those present signed the attendance register. There were no declarations of interest.
2.1	Business interests register Those present updated and signed the business interests register.
3	Governing Board Composition MW had met with a potential governor, Ian Stewart, who had expressed interest in taking up the Health and Safety lead role. Since the only vacancy on the board is for the Local Authority position, the governors agreed that MW should apply to become the Local Authority governor, and if successful, would resign his co-opted position and accept the LA position, at the next Governing body meeting in December. This would then release a co-opted position, which was felt to be more appropriate for a new governor than the LA position. In the meantime, Ian Stewart was proposed and accepted as an Associate Member with voting rights. The governors noted that SGM's term expires in November this year. ACTION Clerk to start LA governor application process for MW.
4	Chair and Vice-Chair of board
4.1	Procedure The governors agreed that: <ul style="list-style-type: none"> the election of Chair and Vice-Chair of governors should take place by secret ballot the two year term of office for both positions should continue that they would accept a co-Vice Chair model
4.2	Election of Chair and Vice-Chair MW was nominated as Chair of Governors. He left the room whilst a secret ballot took place and was elected Chair of governors for a term of two years. SB and LP were nominated as co Vice-Chairs. They left the room whilst a secret ballot took place and were elected co Vice-Chairs for a term of two years.
5	Approval of minutes of last FGB meeting on 10th July 2018 They were agreed as a correct record. Matters arising from minutes of last FGB meeting including progress made on the actions raised 10. Skills audits are still needed from Rob, Ceri, Nicky and Mike and pen portraits and photos for the website from Ceri, Jen, Rob and Nicky. 13. This had not been completed. 14.2 RH is due to take part in new governor training on October 9 th 2018. NR has yet to undertake governor training.

6	<p>School Improvement Plan (SIP) and school performance data</p> <p>The governors had received the SIP summary and latest school performance data with the agenda. The Head said that the term enrichment was being used in place of gifted and talented and that it had a broader application, in that it applied to all children. ME observed that this was a confidence building approach as it recognised that everyone has different interests and strengths.</p> <p>Q: JT asked if children could expect areas of personal interest in the foundation subjects, such as history, to be developed. A: HP said that this would be built into the curriculum for individual children.</p> <p>HP said that the mixed Year 5/6 class is going well. Three maternity leaves have required new appointments, and one is in the Year 5/6 class. HP said that there were strong candidates for the two posts that they have appointed to, and she is confident in the choices which have been made. HP said that she is a part of the Year 5/6 team so that continuity can be assured.</p> <p>ME agreed to take responsibility for monitoring enrichment in the school and the progress of the Year 5/6 class, through governor visits.</p> <p>MW expressed an interest in visiting Year 5/6 during the year. SB said that she had spent a day with them, and found the children to be very supportive of each other.</p> <p>Q: ME asked how the new children were settling in. A: HP said that there were 30 new children in the school since September and 302 children in total. The kindness and respect projects were continuing from last year, and they were successful in introducing and embedding the school's values.</p> <p>Q: JT asked if there were any children with English as a second language in the school. A: HP said there weren't, but there were some bilingual children.</p> <p>Q: MW asked at what point evaluation took place in the term. A: HP said that evaluation took place as the term went along, rather than at a particular point in time.</p> <p>Performance Data MW congratulated the staff and children for the excellent data. He noted that there was an increase in greater depth, and the focus on Maths last year had shown good results. The governors agreed that the new format for the data was clear and made it easier to understand.</p> <p>Q: ME asked if there was anything in the data that was concerning. A: HP said not overall, but there were individuals for focus emerging.</p>
7	<p>School Evaluation Form (SEF)</p> <p>The governors had received the SEF with the agenda.</p> <p>MW noted that it was difficult for governors to know how accurate the self-evaluation was. JT said that governor visits, where conversations with children could take place, would be one source of evidence, and was a method that Ofsted used.</p>
8	<p>Budget</p> <p>The governors had received the latest FRS with the agenda. HP read out a report from Sandie Lovell. There was a good carry-forward from last year, and the high needs income had doubled. There was also additional income generated from lettings and students. Two EHCs had received maximum funding and one had received minimum funding. The support staff budget was over by £12000, but this reflected the new staff recruited for one-to-one teaching, who were funded by the increased high needs budget. The governors noted that not all of the increase to teachers' salaries was being funded by the government, and would have to come out of the school budget. HP said that the budget was better than anticipated because pupil numbers were higher than the original estimate, by about 8 children.</p> <p>There was a carry-forward of £7303 on the Capital budget.</p> <p>Q: SGM asked about the donations for the year and whether the school was relying on them. A: HP said that the school did not rely on donations for core expenditure and that so far the school had received £3000 and was expecting £10, 000 in total for the year.</p>

9	Housekeeping
9.1	Code of conduct
	<ul style="list-style-type: none"> the code of conduct was agreed and signed.
	Procedures
	<ul style="list-style-type: none"> the clerk reminded governors of how to put items on the agenda, apologies, sanctioning of them at FGB meetings and the six month rule.
	The board agreed that:
	<ul style="list-style-type: none"> governor meetings will remain closed to the public minutes will continue to be published on the website the governors' area will continue to be used as a digital library of governor documents. Some governors do not have passwords. Clerk to action. Governors signed the consent form, agreeing that their pen portrait and photo can be used on the school website, and in the school newsletter, and for contact numbers and emails to be shared between board members. Rachel Miller, Head teacher of Kingskerswell Primary will be the Head's appraiser.
9.2	Committee memberships, lead governors and terms of reference.
	<p>Madeline Eaton was appointed Safeguarding lead and Mike Waterson was appointed Deputy Safeguarding lead.</p>
	<p>Karen Jarvis was appointed Pupil Premium lead.</p>
	<p>Ian Stewart will be invited to be Health and Safety and Premises lead when SGM steps down in November.</p>
	<p>Madeline Eaton was appointed GDPR lead.</p>
	<p>It was agreed that SGM, LP (Chair) and JT will sit on the Pay Committee, and SB, LP and MW will be on the Head's Appraisal Panel. Ian Stewart will join the Resources Committee. All other memberships will remain the same as last year.</p>
	<p>The terms of reference for all committees and leads were agreed.</p>
9.3	Meetings timetable.
	<p>A proposal to change the Teaching and Learning Committee meeting times from 6pm to 8am, and their dates to the Monday of the scheduled week, rather than the Thursday, was agreed.</p>
9.4	Agree annual cycle of business
	<p>The annual cycle of business was agreed.</p>
	<u>ACTION</u> Clerk to arrange for passwords for the governor area on the school website to be sent to new governors.
10	Safeguarding
	Q: JT asked if school staff knew who had undertaken level 3 safeguarding training.
	A: HP said that they did.
	Q: JT asked if staff knew where to go if the Head was not in school.
	A: HP said that they did.
10.1	Governor safeguarding training.
	<p>Governors noted that they were expected to complete the L2 training and that this was clearly stated in the Code of Conduct. It was agreed that since staff had to complete training annually, that this should also apply to governors. Ceri Goddard, Rob Hill, and Nicky Rajska are yet to complete the training.</p>
10.2	Keeping Children Safe in Education (KCSiE)
	<p>Governors had received the new KCSiE document and a summary of changes. Governors signed to confirm that they had read and understood the document. The record of confirmation will be kept with governor minutes in the school office.</p>
11	Governor visits
	<p>A draft visits timetable was circulated with the agenda. It was agreed that a GDPR visit by ME would be included. LP agreed to do a data visit. Governors will email HP to arrange dates for their visits.</p>
12	Governor training
12.1	To identify any training needs.
	<p>The Vice-Chairs agreed to look at the existing training record and identify needs and check current</p>

	provision.
13	Policies Any policies in need of review or approval this year will be brought to the December FGB meeting. The clerk handed out a policy review list, which apportioned responsibility for the preparation of individual policies amongst the governors. HP will check them before they go out to governors.
13.1	To approve Devon County Council (DCC) Pay Policy The policy was not available from Devon County. However, since it is a DCC policy and one agreed by the unions, it will remain unchanged, and the board agreed the 2018 version in principle.
14	Clerk's report No report.
15	Correspondence There was none.
16	What have we done for the children? MW said that focus for the term (on enrichment and monitoring the Year 5/6 class) had been agreed, and governor responsibilities for safeguarding had been clarified.
17	Items brought forward by the Chair The Chair asked for those who had not yet had a one-to-one meeting with him to contact him to arrange a time.
18	Dates & time of next meeting Resources - October 15 th at 8.30am Pay - October 19 th at 8.30 Teaching and Learning - Monday 12 th November at 8am FGB - December 4 th at 8.30am

The meeting ended at 7.50pm

Summary of Actions

Item	Action	Lead	By when
3	Clerk to start LA governor application process for MW.	Clerk	End of week
5	KJ and JT to send written reports of visits to clerk.	KJ/JT	By half term
9	Clerk to arrange for passwords for the governor area on the school website to be sent to new governors.	Clerk	By next meeting