



MEETING OF THE FULL GOVERNING BOARD ON 3RD DECEMBER 2019 AT 8.30AM IN THE SCHOOL MEETING ROOM

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

Theme for the year – Ofsted Ready and Curriculum Leadership

Present: Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Karen Jarvis (KJ), Rob Hill (RH), Ian Stewart (IS), Sam Gothard (SG), Ceri Goddard (CG), Neil Maslen (NM), Claire Jones (CJ), Laura Partridge (LP)

In attendance: Debbie Horton (Clerk)

Minutes

| 1 | Welcome & apologies for absence Suzanne Bryant gave her apologies. They were sanctioned. |
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| 2 | Attendance & declaration of interest Those present signed the attendance form. There were no declarations of interest. |
| 3 | Approval of minutes of last FGB meeting on 26th September 2019 They were agreed as a correct record. |
| 3.1 | Matters arising from minutes of last FGB meeting including progress made on the actions raised 5. To write piece on each area of parent survey concern for the newsletter. IS has begun this process. 5. How parents access information to be an item on the next T&L agenda. This was discussed at the Teaching and Learning meeting but nothing was finalised. The communications plan had been circulated to the governors. 6. Ofsted questions to be circulated to governors for visits - done. In addition, HP has asked staff what questions they would like governors to ask during visits. Their responses are to be collected into a document by HP, which will be circulated to governors. NM offered to do a presentation to the governors on Ofsted, using one he had done to other governing boards. They governors agreed that this was a good idea. 12. Skills survey to be completed and summary circulated - see item 11. 13. Policy preparation for December FGB meeting - see item 12. 14. L2 link to governors who are due to update annual safeguarding training – see item 13. 15. Subject leader emails to be sent to relevant governors - done ACTION: Staff questions for governor visits to be collated and circulated to governors - HP |
| 4 | Head's Report For consideration and questions. The governors noted that the school is almost full, with one place left. There are waiting lists for every year group and so far, 37 applications for next year. Attendance is good. NM asked if attendance could be broken down into groups for the next Head's Report, to include persistent absence. Q: CG asked what the difference in outcome would be between the pupil premium audit and current practice, as both aimed to meet the individual needs of each pupil premium child. A: HP said that the audit included going into each class and looking at the barriers to learning there. It would be more in depth, more focussed on attainment and would inform alterations to one to one provision and priorities. Safeguarding. MW (Deputy Safeguarding governor) and CJ (Safeguarding governor lead) met last week. CPOMs appears to be working well. There is one active child protection case. Q: CG asked about the mental health and growth mindset initiative. A: HP said that every class is working on it and learning all the time. Sam Wilkinson has been on a number of trainings and fed back learning to staff. There has been a lot of change around the language that staff use, to ensure that feedback is focussed on the child's work and behaviour rather than the child. In the New Year, staff will be looking at how every child can be a greater depth writer. The school mindset is that flair can be taught and is not necessarily the preserve of a few. SG |

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| | <p>said that she had found the audio feedback which a teacher had given to her child via Seesaw, to have been very powerful.</p> <p>Q: NM asked if the headings based on old Ofsted criteria could be replaced with headings reflecting the new criteria.</p> <p>A: HP agreed to do this for the next Head's Report.</p> <p>ACTION: New Ofsted criteria as headings in Head's Report and break down of attendance data into groups - HP</p> |
| 5 | <p>School Improvement Plan (SIP)</p> <p>SIP summary attached, but the most-up-to-date developments were included in the Head's report. The circulated document will be updated by the end of term.</p> <p>HP said that reading is the main focus. Sam Wilkinson has been on several trainings, and next term most staff meetings will focus on literacy. Two weeks ago there was an in depth reading enquiry, which MW and CJ attended. They focussed on child conferencing and said that the children's enjoyment of reading emerged strongly.</p> <p>Q: RH asked what strategies were used for improving reading.</p> <p>A: HP said that the Babcock reading scheme was the main approach. She planned to discuss its use at a staff meeting as it was currently being used differently by teachers. This was fine, but it needed to be highlighted and talked about.</p> <p>Q: SG asked about hearing children read every day.</p> <p>A: HP said that it would be impossible for the school to hear every child read every day, but the current aim was to hear 10 children a day per class. Parents were encouraged to hear their children read at home three times a week, but the number of parents doing this had dropped to 50%, in comparison to previous years. This was a concern.</p> <p>SG had heard children read as a volunteer and observed that reading in a noisy classroom could be quite distracting for the readers, particularly those with attentional difficulties. The governors agreed that a quiet place should be found whenever possible. They were concerned that such a low number of parents heard their children read at home and discussed how this might be improved. They suggested giving parents different strategies, a video about how to hear their children read, for example, as well as encouraging reminders in the newsletter.</p> <p>Q: SG noted that the ASP data indicated that the SEND cohort at the school was struggling in comparison to national comparators.</p> <p>A: HP said that the data is being analysed and there will be a discussion around interventions for this cohort. NM noted that SEND targets in this data were the same as those for all children, so they were misleading.</p> <p>ACTION: Encouraging reminders in newsletter for parents re hearing children read at home - HP</p> |
| 6 | <p>ASP data</p> <p>The governors had received The Primary Inspection Data Summary and Ofsted Inspection Data summary report with the agenda. The school is doing well nationally, and in the top 20% of schools. Whilst attainment is good, progress is not as good as it was. The data indicated that whilst the gender differences in Maths and Literacy had been successfully addressed, a new difference had emerged, with more boys working at greater depth than girls across the school, (apart from in SPAG). HP said that this needed to be looked at in depth to decide where new approaches in pedagogy or curriculum content might need to occur.</p> <p>Q: SG asked what strategies were in place to pick up SEND children as early as possible.</p> <p>A: HP said that they started in Reception, but at this age it could be tricky as it wasn't always clear what was an emerging SEND need and what might be a matter of maturity. The school does class reviews each term and operates a SEND waiting list, so that any early need can be flagged up. The SENDco can then look at the child in more depth to decide if he/she needed to go onto the Register.</p> <p>Q: CJ asked if any allowances were made for the time of year that children were born.</p> <p>A: HP said that officially allowances weren't made, but teachers were aware of the differing levels of maturity and development in children in their class.</p> <p>ACTION: follow-up monitoring to new gender difference in working at greater depth – all governors.</p> |
| 7 | <p>Budget</p> <p>To include update about the funding for extra pension contribution.</p> <p>RH reported that the budget is on target and without any major issues. Whilst the school had budgeted for a low funding scenario, there might be money to invest later in the year. The pension funding figure had only just come through and was not ready to report at this meeting. HP informed the FGB that there had been a warning from Devon County that it would become stricter about the amount that schools could carry forward, which in practice meant no more than 5%. The school is forecast to carry forward a little more than 5%. Subject leaders had produced wish lists, with reading material emerging as a priority, so there was a plan for investment.</p> <p>Capital budget.</p> |

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| | <p>HP reported that approximately £10, 500 had been spent on 41 new iPads. Some funds had also been spent on adjustments to the server, so that it could take more addresses.</p> <p>The governors agreed the latest budget monitor.</p> <p>ACTION: Subject lead wish list spreadsheet to be circulated to all governors.</p> |
| 8 | <p>Cluster group To consider the memorandum of understanding. The cluster group's new name is The Maintained Schools Primary Partnership It is a group of 10 maintained schools in the Newton Abbot area. The memorandum of understanding, which the governors received before the meeting, is not a legally binding document, but an informal agreement.</p> <p>NM noted that there wasn't any mention of safeguarding in the document and suggested that a clause should be inserted specifying that only personnel from the group with a DBS check and safeguarding training could go into other schools in the partnership. This would prevent the necessity for any letters of assurance.</p> <p>Q: CG asked where the balance of priorities lay within the partnership. Was its aim to improve all member schools or was it about working on common goals and benefitting from economies of scale, for example. A: HP said that the member schools all had good or outstanding Ofsted judgements and would continue to focus on their own priorities. At the same time they would share expertise, ideas, their school improvement plans, training, and its costs and could benefit from group purchasing.</p> <p>Q: What does the group need to spend money on? A: HP said training, for example.</p> <p>The governors agreed to the memorandum, with the inclusion of the safeguarding clause as outlined above.</p> |
| 9 | <p>Committee reports</p> |
| 9.1 | <p>Resources All governors had received the minutes of the last meeting. The main focus had been the budget, which had been reported above. IS reported that the usual minor facilities problems continued, and were being monitored.</p> |
| 9.2 | <p>Teaching and Learning. All governors had received the minutes of the last meeting. The committee had focussed on curriculum intent and reading. On January 6th 2020 at 9am the governors are invited to an INSET day which will focus on Curriculum intent. CG said that it would be important to include equalities intent on that day.</p> |
| 9.3 | <p>Pay The committee had met and agreed staff pay on October 15th 2019. ACTION: INSET Day 6th January 2020 at 9am – invitation to all governors.</p> |
| 10 | <p>Committee membership & lead governor roles To appoint a PE and Sports lead: No-one came forward so this was left open. CG reminded the Teaching and Learning Committee to appoint an Equalities lead as discussed at the last FGB. LP's current office as a co-opted governor ends on December 8th 2019. LP agreed to stand for a new term and the governors appointed her as a co-opted governor for four years from December 9th 2019.</p> |
| 11 | <p>Skills audit Consideration of skills audit summary. The governors noted that there were no gaps in skills and each area was covered to varying degrees. CJ agreed to complete the audit and send it to the clerk. ACTION: CJ to do skills audit</p> |
| 12 | <p>Policies The Finance, Hospitality, SEND and Safeguarding policies were agreed. Pay policy, to include discussion of school grouping and pay scales. The increase in the size of the school has meant that it has moved from group 2 to group 3, requiring a change to the leadership pay scale. This affects HP and Sam Wilkinson, but no other teachers. LP agreed to consult with HRONE and legal colleagues for advice, to ensure that the move to the new pay scale is done correctly. Since the next FGB meeting is not until March 2020, it was agreed that the Chair would invite governor agreement to the policy by email.</p> <p>CG asked governors to include a consideration of equality issues when reviewing policies for approval, at both committee and FGB level. She would email guidance to the governors.</p> <p>NM left the meeting at 10am. ACTION: LP to consult re Group 3 leadership pay scales, and governors to agree outcome.</p> |
| 13 | <p>Safeguarding</p> |
| 13.1 | <p>Governor training Governor L2 training is now complete, with just one piece of evidence required for the records from LP (L2 certificate). ACTION: L2 safeguarding training evidence - LP</p> |

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| 14 | Governor visits Impact of this term's visits. Nine visits had been completed this term and reports had been circulated to all governors. IS had done an IT and DT visit, bringing the number to 11. He would circulate his reports via the clerk, once completed. HP said that governor visits helped teachers to feel secure in their subject knowledge and in their practice. MW said visits ensured that governors knew more about what was happening in the school. Further visits this term and next include Spanish and Geography (MW). |
| 15 | Governor training To identify further training needs. SG had attended a new governor training. CJ and NM to do. ACTION: Arrange new governor training – CJ and NM |
| 16 | Clerk's report None |
| 17 | Correspondence None |
| 18 | What have we done for the children? Governors agreed that the monitoring and discussion of reading and links with subject leads had a strong impact on the children. LP observed that everything the governors do has impact. MW thought that it was useful to separate out those things which had direct impact, eg reading monitoring, from governor business, such as minute approval. CG felt that there was a lack of pupil voice at FGB meetings and governors could also ask, what have we heard from the children? |
| 19 | Items brought forward by the Chair None |
| 20 | Date & time of next meeting FGB meeting March 19 th 2020 at 6pm with a Pay Policy FGB email before. |

The meeting ended at 10.20am

SUMMARY OF ACTIONS

| Item | To do | By whom | By when |
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| 3 | Staff questions for governor visits to be collated and circulated to governors | HP | By end of term |
| 4 | New Ofsted criteria as headings in Head's Report and break down of attendance data into groups | HP | For next Head's report |
| 5 | Encouraging reminders in newsletter for parents re hearing children read at home. | HP | ongoing |
| 6 | Follow-up monitoring to new gender difference in working at greater depth | All governors | At next FGB |
| 7 | Subject lead wish list spreadsheet to be circulated to all governors | Collated by HP | Before end of term |
| 9 | INSET Day 6th January 2020 at 9am – invitation to all governors. | All governors | |
| 11 | CJ to do skills audit | CJ | By end of term |
| 12 | LP to consult re Group 3 leadership pay scales, and governors to agree outcome by email | LP, then FGB, invited by Chair | By end of term if possible |
| 13 | L2 safeguarding training evidence - send to clerk | LP | By end of term |
| 14 | Arrange new governor training – CJ and NM | CJ, NM and Clerk | For next term |