



MEETING OF THE FULL GOVERNING BODY ON TUESDAY NOVEMBER 3RD 2015 AT 2PM IN THE HEADTEACHER'S OFFICE.

PRESENT: Hilary Priest (HP) Head, Simon Gifford-Mead (SGM), Nicola Rogers (NR), Tony Mead (TM) Vice-Chair, Claire Limberg (CL), Mike King (MK) Chair, Stephen Bryant (SB), Russel Mackenzie (RM), Andy Smith (AS), Emma Jenkins (EJ)

IN ATTENDANCE: Debbie Horton (clerk).

MINUTES

1	TO HEAR AND SANCTION APOLOGIES FOR ABSENCE* There were none.
2	DECLARATION OF INTEREST*
2.1	There was none.
3	COMPOSITION OF GOVERNING BODY* The Chair welcomed Emma Jenkins, a new parent governor, to the governing body.
3.1	The governors NOTED that there are two vacancies, for one Local Authority (LA) governor and one co-opted governor. MK said that he thought the vacancies should be filled by individuals who are neither staff nor parents as the composition of the standing committees needed governors who were not members of staff and there was currently a high proportion of governors who were also parents. He said that an advert in the newspaper could be a starting place for recruitment. CL agreed to draft an advert. The governors agreed that it should not be too specific at this stage as it was important to appeal to a wide number of potential candidates. The clerk reported that she had registered the two vacancies with SGOSS.
4	MINUTES*
4.1	The minutes of the full GB meeting held on 6 th October 2015 were AGREED as a correct record.
4.2	The Part 2 minutes of the full GB meeting held on 6 th October 2015 were tabled and AGREED as a correct record.
4.3	To consider matters arising from previous minutes not covered elsewhere on the agenda. There were none.
5	HEAD'S REPORT*
5.1	None for this meeting.
6	SCHOOL IMPROVEMENT PLAN* (SIP)
6.1	HP reported that the Raise online data was ready to be circulated to the governors. She said that she had not bought the Arbor report as it had increased in price to £170 and she did not think it was a good use of resources. She said that she would go through the data with governors who needed further explanation or a summary. HP reported that the data was brilliant. One area which the school was working on was progress in Maths at KS 2. It

	<p>is currently below progress in literacy and HP and the staff would like it to be as good. HP also noted that the school had a lot to do in terms of its communications and systems. She would like it to become more professional but said that it was important that they look like educationalists and not a business. For instance, the newsletter to parents needs revamping, and easy, efficient routes to communication with parents were required. HP said that she was intending to use a mobile phone app, (which is free) so that parents can be contacted quickly. Also the new website needed refining and amendment. The communications committee had met. See below under item 9.4.1.</p>
<p>7 7.1</p>	<p>SELF- EVALUATION FORM (SEF)</p> <p>HP said that this SEF was a newly written document, and not an amendment of a previous version.</p> <p>SB said that the SEF was very comprehensive, but he did not understand all of the concepts behind it. HP offered to meet with SB and go through it with him. HP said that the staff had read it and also Nick Hind, an HMI inspector. He said that the school read as outstanding.</p> <p>HP went through the governance section. She said that governors' monitoring enquiries and learning walks needed to be planned and implemented. NR agreed and said that a lot of the statements were not well evidenced. HP said that in the New Year, once the school had moved back to The Grove site, they should focus on monitoring enquiries.</p>
<p>8 8.1</p>	<p>ATTENDANCE</p> <p>HP said that whilst there were no figures to present to governors, she could report that attendance had gone up over the last three years, and was currently slightly above the Devon average and at the national average.</p> <p>MK reported to governors that there was one permanent exclusion and that the governors' pupil discipline committee was meeting to consider this.</p>
<p>9 9.1 9.2</p>	<p>GOVERNORS' ACTION PLAN.</p> <p>To monitor the 3 targets:</p> <ul style="list-style-type: none"> • Focus on maths data to drive improvements in maths progress <p>NR reported that the Maths monitoring enquiry had not taken place yet, but the process had started and she had received the numeracy action plan. NR and HP will discuss the plan further and then the focus of the enquiry should become clearer.</p> <p><i>Q: NR asked how the school might engage parents more in maths as different methods of calculation were now being used and parents might not feel confident in supporting their children in this area.</i></p> <p><i>A: HP said that booklets explaining the methods of calculation used in the school had been sent out to parents, but that there hadn't been any since the new curriculum was introduced. Evening meetings to explain how maths is taught in the school had not been well attended.</i></p> <p>EJ said that clear how-to guidance had been communicated to parents at her children's previous school, which she had found very useful.</p> <p>NR thought it was important for more than just the lead governor in Maths to become involved in the monitoring enquiry. HP said that she thought that the lead governor (NR) should be involved in the focussed and specific enquiry but that it would be good to have a Maths learning walk for all the governors.</p>
9.4	<p>The governors agreed to move to item 9.4.</p> <ul style="list-style-type: none"> • Focus on governors' communications strategies to ensure that they are working properly.
9.4.1	To hear report from communications sub-committee.

9.4.2	<p>EJ reported verbally on the outcome of the meeting. She said that the sub-committee felt that there should be more transparency about what the governors do and who they are and that with the return to the new school this was the ideal time to upgrade communications in general. She said that she would look at the governors' bios, which the clerk is collecting from governors, before they went onto the website. The committee thought that social media could be used more, and that the parent surveys could be looked at in more detail, to find out more about what the parents want from the governors in this area. The newsletter needed to be revamped as discussed under item 6.1. The governors AGREED that CL would draw up a rota for the next parents evening on November 9th and 10th. Governors would meet and greet parents in the school office and direct them to the different keystage areas. There would be an opportunity for parents to talk to governors on their way out.</p> <p>HP said that she would send EJ the school's Communications and Marketing report.</p> <p>To confirm EJ as Lead Governor for communications. The governors AGREED that EJ should be the lead governor for communications.</p>
10 10.1	<p>FINANCE*</p> <p>None for this meeting. BG will report at the next meeting in December.</p>
11 11.1 11.3	<p>GOVERNORS' WORKING ARRANGEMENTS</p> <p>To agree membership of Pay committee and set date for meeting. The governors AGREED that SB, EJ and SGM should be on the Pay committee. (NB they will meet on November 19th 2015 at 10am). The clerk will look into the costs of in-house Pay training for the governors, since there is no specific Babcock training on Pay until next term. In the meantime EJ and SB will meet with a governor from St John's for advice. HP had made enquiries to HR One about the format required for reporting to the Pay committee (the advice was circulated to the governors before the meeting) and she said that she strongly preferred that it is anonymised. The Governors AGREED to an anonymised format.</p> <p>To review current skills audit and identify skills required by FGB. TM had worked on a new skills audit form, which had been circulated before the meeting. He said that he had followed advice from the National Governors' Association (NGA), Devon County and the Department of Education, and come up with a draft that moved away from self-evaluation, and covered the areas needed for successful governance. He suggested that individuals ticked the areas they felt underskilled in and in this way holes in the skills set of the FGB could be identified. He said that there was less emphasis on high level qualifications but that there was a second section where qualifications could be listed. The governors AGREED to move to item 13 so that SGM could leave at 3.15pm.</p>
13 13.1	<p>BUILDINGS UPDATE*</p> <p>To hear verbal report from SGM SGM reported that the work will finish on November 13th and HP will obtain the keys on that day. Responsibility for the building passes to Devon County and The Grove School then. The IT system is working and electricity and gas is installed and working. HP said that help is need with making flat-pack furniture. Governors suggested that the request went into the newsletter and onto the website.</p> <p><i>Q: SB asked if the new site was secure.</i> <i>A: HP said that is was fully alarmed.</i> SGM left at 3.15pm.</p>
12 12.1	<p>THE MEETING MOVED BACK TO ITEM 12.</p> <p>POLICIES *</p> <p>To agree how policies will be reviewed and agree which policies will be reviewed and adopted at the next FGB meeting. TM agreed to review the Governors' Expenses policy and bring it to the next FGB meeting.</p>

	<p>HP noted that the Lettings policy (for the new build) will be a piece of work for an individual or small group of governors.</p> <p>The clerk will email a list of the most urgent policies to be reviewed or adopted to the governors. She said that it would be sensible if the lead governors in conjunction with HP looked at the policies in their particular area, and then brought them to the FGB, but others would need to be divided up amongst the governors, so that not everybody had to go through every policy.</p>
12.2	<p>Pay policy-new Devon model for approval, customised by HP.</p> <p>SB noted that a date needed to be changed and in the appeal flowchart the Stage 2 committee is the Appeals not the Pay. HP will amend.</p> <p><i>Q: NR asked if the school was in group 2 or 3</i> <i>A: HP said the school will be in Group 3 when it returns to the new site.</i></p> <p>The governors ADOPTED the Pay policy.</p>
12.3	<p>Safeguarding policy – new Devon model for approval, to be customised by MK.</p> <p>MK agreed to meet with HP to go through the policy and bring it to the January FGB meeting for approval.</p>
12.3.1	<p>To appoint new safeguarding governor.</p> <p>The governors AGREED to appoint MK as safeguarding governor.</p>
14	GOVERNORS' TRAINING
14.1	<p>To identify needs and plan training.</p> <p>NR said that she would like to go on a Data and Standards training. HP said that she could do a 30 minute session with her if she would prefer.</p> <p>HP clarified that governor training with Babcock is a service which has been bought-back, so no extra cost is incurred. There is a £300 budget for in-house training.</p>
15	<p>URGENT BUSINESS AT THE DISCRETION OF THE CHAIR</p> <p>HP asked the governors to note that a member of staff had requested flexible working. She said that it was a decision for her to make, but if she declined the request it could go to appeal.</p>
16	DATE FOR NEXT FGB MEETING*
16.1	<p>Tuesday December 8th at 8.30am in the Head's office at Kevicc.</p> <p>Dates for diary: School Fair December 5th, KS2 show 8th, 9th Dec, KS1 show 2nd Dec.</p>

The meeting ended at 3.35pm

SUMMARY OF ACTION POINTS

Agenda item	ACTIONS	Who?	By when?
3.1	Draft a newspaper advert for governors	CL	ASAP
6.1	Clerk to circulate Raiseonline data to governors on receipt from Head	Clerk, HP	ASAP
9.2	Maths monitoring enquiry	NR, HP	ASAP
9.4.1	Rota for parents' evening.	CL	ASAP
9.4.1	Communications and Marketing report to be sent to EJ	HP	ASAP
11.1	Look into cost of in-house training on Pay	Clerk	ASAP
12.1	Review of governors' Expenses Policy	TM	By Dec FGB
	Review of Safeguarding Policy	MK, HP	By Jan FGB
12.1	Send out list of urgent policies to be reviewed.	Clerk	ASAP

