



MEETING OF THE FULL GOVERNING BODY ON SEPTEMBER 28TH 2017 AT 6PM IN THE SCHOOL

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

PRESENT: Hilary Priest (HP),Head, Mike Waterson (MW), co-opted governor, Chair, Simon Gifford-Mead (SGM), co-opted governor, Gill Tubbs (GT), co-opted governor, Jen Tierney, parent governor, (JT), Karen Jarvis (KJ), staff governor

IN ATTENDANCE: Debbie Horton (Clerk)

Minutes

		By whom?	By when?
1	Welcome & Apologies for Absence Ceri Goddard and Laura Partridge gave their apologies and they were sanctioned. Louise Taylor was absent.		
2	Attendance & Declaration of Interest The governors signed the attendance form. There were no declarations of interest. The governors present checked and signed the business and pecuniary register.		
3	Approval of Part 1 and Part 2 minutes of the last FGB meeting on July 18th 2017 The Part 1 minutes from the meeting were agreed as a correct record. The Part 2 minutes were tabled. They were agreed as a correct record.		
4	Matters arising from minutes of the last FGB meeting including progress made on the actions raised The meeting moved to Part 2 confidential minutes at 6.05pm The meeting returned to Part 1 minutes at 6.15pm Item 5 – The visioning working party needs to meet. The membership is CG, MW, HP and one other. HP will set a date. Item 10 – The advertisement for new governors in the newsletter is still to do. Notices will also be put around town. The governors agreed to approach a parent who has expressed an interest in joining the board, with a view to considering him as a co-opted governor. GT arrived at 6.15pm. Item 12 – The policies task list will be sent out again in preparation for the December FGB, where they will be considered. It will need amendment as three policies for approval are included on this agenda. The governors agreed to change the first Pay committee meeting from the 9 th October to Friday 20 th October. The Head's Appraisal date is set for October 18 th , which will make the second Pay meeting unnecessary. The clerk will send out an updated timetable. Item 13 – This appears at item 11. Item 14 – All governors present had read <i>Keeping Children Safe in Education</i> . The Clerk will bring the signatory sheet for updating to the next committee meetings. The Chair asked that every governor do either online or face-to face safeguarding training. The Head has a list of those who have done the L2 online training. GT has attended governor safeguarding training. KJ, GT and JT attended the safeguarding training in the school at the beginning of this term. The clerk will follow up those who have not done any. Action: To set date for meeting of visioning working party. Action: To advertise for new governors, in newsletter and around town and to contact interested parent. Action: To circulate updates policies task list and meetings timetable. Action: To bring signatory sheet to committee meetings and follow up governors who have not done safeguarding training.	HP HP Clerk Clerk	By half term By Oct 6 At next meetings
5	Staffing and Budget Monitor (to include class sizes and admissions).		

5.1	<p>The governors had received the latest financial reporting suite (FRS) summary, with accompanying notes from Sandie Lovell. The Head said that there were plans for two new positions in the school, a TA in Reception, where currently there are 2 teachers and 1 TA for 45 children. She said that a fourth person was needed. The second post is for an IT technician, to work 3 days a week, to replace the consultant role. She said that this would be more cost effective. She reported that the FRS document took these two roles into account.</p> <p>The governors agreed to the two new positions.</p> <p>The Head reported that there had been an increase in pupil numbers which means that the budget will increase next year by £2931 per child. She plans to use some for a new teacher and a new TA next September for an additional Y5/6 class but there would be some additional budget which would need allocating. She asked the governors if they would agree to an overspend on the budget for this year, to facilitate the staffing plan. She explained that this is permissible if it is agreed with Devon County and if there is evidence that there will be an increase in the budget next year, which there is, given the increase in pupil numbers.</p> <p>The governors agreed to the overspend this year.</p> <p>The Head informed the board that the PAN had not increased, but class sizes had as a result of 6 new children. This means that class sizes for Year 2/3 currently stand at 27 and will rise to 32 next year.</p> <p>Q: GT asked if there would be any funds in the budget for extra TAs in these classes. A: The Head said that there would be, given the increase in the budget for next year.</p> <p>Q: JT asked if the increase in class sizes would give rise to SEN issues. She asked if there would be enough furniture and resources for the extra children. A: HP said that there is an SEN need which is covered, and there are adequate resources for extra children.</p> <p>Q: JT asked if the governors should set a limit on class sizes. A: HP said that governors had not made a formal decision on this before, but that they could do, if they would like to.</p> <p>The governors agreed that unless the Local Authority required the school to take on extra children, class sizes would be limited to 32 children.</p> <p>The governors noted that the senior leadership team is carrying out an audit of the TAs in the Autumn term.</p>		
6	<p>School Improvement Plan (SIP) The governors had received the Autumn term SIP with the agenda.</p> <p>Q: MW asked if anything had changed since the governors last saw this plan in July. A: HP said that the same plan had been carried forward</p> <p>Q: MW asked the Head if there was anything she would like to highlight for the governors. A: The Head said that the most important area for the governors was the governor visits plan for the term, which needs populating.</p> <p>MW said that this was important and would be addressed at item 11. MW said that it was important for all governors to know the school, and in particular its strengths and</p>		

	<p>weaknesses and how those weaknesses were being addressed. The governor visits programme was crucial in this respect and everyone needed to be involved.</p> <p>The governors noted the completed Excellence for All self-evaluation form. The Head, Chair and Deputy Head had completed the form. The Chair asked for questions and feedback. He said that he thought the phrase <i>governors and leaders</i>, used in the form, merged the two so that their distinct roles were sometimes lost. The Head said that she had separated them out as much as they could be, in the form. MW said that this was helpful as it clarified that whilst leadership was strong, governors did need to improve, in particular in monitoring, sharing workloads, and building knowledge. MW said that it would be useful to re-visit this document at the end of the year to see how governance had improved.</p> <p>Q: GT asked what British Values meant. A: The Head said that there was a list of those values, and it was a requirement for schools to promote them. They included tolerance and democracy, for example.</p> <p>GT observed that these values were not exclusively British and she felt it rather nationalistic to call them that.</p>		
<p>7</p> <p>7.1</p>	<p>Governing Board working arrangements</p> <p>Chair and Vice-Chair elections</p> <p>The Chair and Vice-chair were elected for two years in September 2016. However, Laura Partridge resigned from the role of Vice-Chair just before this meeting, as a result of work commitments. The clerk asked for written nominations before the meeting. There were none. The clerk asked if any member would be willing to act as temporary Vice-Chair until the next FGB meeting in December, when the process of electing a Vice-Chair will be repeated. KJ was nominated, and the board agreed that she should be temporary Vice-Chair until the next FGB meeting.</p> <p>The Code of Conduct for governors was agreed. The signatory sheet will be brought to the committees for signing.</p> <p>The clerk reminded governors of the importance of sending apologies for absence, the sanctioning of those apologies at FGB meetings, the 6 month rule, putting items on the agenda, Part 2 process and confidentiality. The governors noted that a register of their attendance at meetings is posted on the website.</p> <p>The governors agreed that governor meetings are not open to the public.</p> <p>Action: To bring signatory sheet to committee meetings.</p>	Clerk	Next committee meetings
<p>8</p> <p>8.1</p>	<p>Committee and lead governors' terms of reference, committee memberships and lead governor roles</p> <p>The governors agreed the terms of reference for the Resources, Teaching and Learning Committees, the First Committee, the Appeals committee, and the Lead governor roles, which had been circulated with the agenda.</p> <p>The Lead governors roles were agreed as follows: Safeguarding: GT Deputy safeguarding: vacant SEND: MW Buildings, Health and Safety and Premises Management: SGM. SGM said that whilst he will continue with this role in the short term, a successor will need to be found as soon as possible. EYFS, Attendance and PP pupils: GT Finance: LT A communications lead was not considered necessary at this point.</p> <p>The Pay Committee membership was agreed as follows: JT, Laura Partridge plus one more. The clerk will contact Ceri Goddard and Louise Taylor to see if one of them would like to be the third member.</p>		

	<p>The Headteacher Appraisal Panel membership was agreed as follows: GT, MW, SGM</p> <p>The governors agreed that MW should be the Chair of the First Committee and Karen Jarvis Chair of the Second Committee.</p> <p>The governors agreed that Linda Ross should be the external adviser to the Head's Appraisal Panel.</p> <p>Action: To contact LT and CG about the Pay Committee membership</p>	Clerk	By October 6
9	<p>2017 Pay Policy</p> <p>SEND policy 2017</p> <p>Both policies were circulated with the agenda. They had been customised for the school by HP.</p> <p>The governors agreed to the Pay Policy 2017 and the SEND policy 2017</p>		
10	<p>Annual Cycle of Business and meetings timetable</p> <p>The new model annual cycle of business from Babcock was not available to send out before the meeting.</p> <p>The governors agreed to use this model as a framework for their cycle of business.</p> <p>The meetings timetable was agreed with the amendments agreed at item 4.</p>		
11	<p>Governor visits</p> <p>The Autumn term visits were agreed as follows:</p> <p>Maths, science and data : MW Writing: JT Facilities: SGM Equality: CG Attendance, PP, safeguarding: GT MFL: KJ</p> <p>HP will contact governors and assign dates.</p> <p>The governors had received the Governor Visits policy with the agenda, which had been customised for the school by MW. The policy was agreed.</p> <p>Action: To assign visit dates</p>	HP	By October 9
12	<p>Safeguarding</p> <p>The data collection sheet had been circulated with the agenda and was noted by the governors.</p> <p>Q: MW asked if there would be an action plan for the outcomes of the safeguarding audit. A: HP said that she would go through it and feed any outstanding actions into the Spring term SIP, but it had come with its own action plan, which was being implemented. For example, there would be smaller, regular updates for staff at weekly meetings. A handout was now available from the front desk for parents, which signposted them to contacts in the case of safeguarding concerns.</p> <p>Q: GT asked what is being done for school phobic children A: HP said that anxiety in children about attending school had risen and that they had a meet and greet practice to help those children.</p> <p>GT wondered if the Thrive room was as welcoming as it could be to children. The governors agreed to discuss whether any improvements could be made to the Thrive room at the next Resources Committee meeting.</p>		
13 13.1	<p>Governor training</p> <p>Training dates for the Autumn term had been circulated with the agenda. The Chair</p>		

	strongly encouraged governors to attend at least one course each year in their lead area or in an area where they felt they needed to extend their learning. Governors noted that new governors' were expected to attend new governors' training as a matter of course. MW will attend Headteacher Appraisal training on October 4 2017.		
14	Clerk's report The clerk informed governors that from September 1 st 2017, elected members, that is staff and parent members, could be removed from the board by a new process.		
15	Correspondence There was none.		
16	Items brought forward by the chair There were none.		
17	What have we done for the children? KJ said that staffing changes and safeguarding monitoring would have positive outcomes for the children. MW said that he was pleased with the plan for governor monitoring visits and that they felt focussed.		
18	Dates & times of next meetings Resources Committee: Tuesday October 17 th 2017 at 8.30am Pay Committee: Friday October 20 th at 8.30am Teaching and Learning: Thursday November 23 rd 2017 at 8.30am FGB - 5 th December 2017 at 8.30am		

The meeting ended at 7.40pm

Actions Table Summary

Item	Action	Lead	By when
4	To set date for meeting of visioning working party.	HP	By half term
4	To advertise for new governors, in newsletter and around town and to contact interested parent.	HP	By half term
4	To circulate updated policies task list and meetings timetable.	Clerk	By Oct 6
4	To bring signatory sheet to committee meetings and follow up governors who have not done safeguarding training.	Clerk	Next meetings
7	To bring code of conduct signatory sheet to committee meetings.	Clerk	Next meetings
8	To contact LT and CG about the Pay Committee membership	Clerk	By Oct 6
11	To assign visit dates	HP	By Oct 9