



## MEETING OF THE FULL GOVERNING BOARD ON TUESDAY 13 MARCH 2018 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, Jen Tierney (JT), parent governor, Karen Jarvis (KJ), staff governor, Suzanne Bryant (SB) co-opted governor

**IN ATTENDANCE:** Debbie Horton (Clerk)

### Minutes

<b>1</b>	<b>Welcome &amp; Apologies for Absence</b> Ceri Goddard and Nicky Rajska gave their apologies. They were sanctioned. LP gave notice that she would arrive late.
<b>2</b>	<b>Attendance &amp; Declaration of Interest</b> The governors signed the attendance form. There were no declarations of interest.
<b>3</b>	<b>Governing Body composition</b> Madeline Eaton, who was unable to attend the meeting, had applied to become a co-opted governor. The governors had received her profile and she had attended a meeting of both committees and met all the governors. The board appointed her as a co-opted governor for a term of four years.
<b>3.1</b>	<b>Election of Vice-Chair</b> The clerk informed the board that Karen Jarvis is unable to stand as Vice-Chair as she is a staff governor. The Governors were asked to self-nominate for this position. There were no nominations so the election of the Vice –Chair will be moved to the next FGB meeting.
<b>3.2</b>	<b>Finance Lead</b> The governors noted that the board is still in need of a finance lead. It was agreed that in the absence of any interest in this position, each governor will look out for someone who might be suitable.
<b>4</b>	<b>Approval of minutes of last FGB meeting on December 5<sup>th</sup> 2017.</b> The minutes of the FGB meeting on December 5 <sup>th</sup> 2017 were <b>agreed</b> as a correct record.
<b>5</b>	<b>Matters arising from minutes of last FGB meeting including progress made on the actions raised</b> Actions: 3. Email Louise Taylor – done 5. Meeting of visioning group – The group met in January, and finalised the strategy arising from the vision. The result is on the school website. 5. L2 online training link to SB and NR. LP to send in completion certificate. Ditto CG - SB and LP had completed their training and sent in certificates. 10. Send out full list of governor policies to governors and indicate whether statutory or not - done 10. Data Protection Policy for review next Resources meeting after May 2018, and Business Continuity and emergency Plan for Resources – this is in hand. The Head informed the governors that Sophie Clark would be the Data Protection Officer and it had been agreed at the Resources Committee meeting that Madeline Eaton would be the governor link. 10. Education of Children in Care policy 2015 to next T&L meeting and Attendance – in hand. 10. Privacy notices customised and placed on website – the Head will check this action 10. Governors’ strategic aims to be discussed at visioning party meeting and brought to next FGB – see 5 above. <b>Action: HP to check privacy notices</b> <b>Action: NR and CG to complete L2 safeguarding training</b>
<b>6</b>	<b>Head’s Report</b> The governors received the Head’s report before the meeting. The Chair asked for questions and comments. MW noted that the number of children in the school was increasing. HP said that the school was

	<p>growing fast and 18% of the school population were children who were new to the school.</p> <p><b>Q: JT asked if this was a pressure on class teachers</b>  <b>A: HP said that the classes were not overfilled, so no, as the new children were distributed throughout classes. She said that staff was constantly assessing children so they knew where each child stood very quickly. Telephone conversations with former class teachers were also a way of finding out about each child. The governors noted that those children who arrived after the October census were not accompanied by any funding, until the next census day.</b></p> <p><b>Q: SGM asked if 27% was a usual figure for SEND children.</b>  <b>A: HP said that the figure had risen; it had been 13-14% previously. She said that there had been an increase in the number of children who needed one-to-one support. She reported that the school was using six week intervention plans, so some children weren't on the SEND register for long.</b></p> <p>HP reported that she had received one resignation from a member of staff and one new member of staff would be arriving in September. He will be teaching in Year 5/6.</p> <p>MW noted that the focus on greater depth was taking effect, according to the data.</p> <p>The governors noted that the school hosted a Babcock led SEND event for parents, which some attended.</p>
<b>7</b>	<p><b>School Improvement Plan (SIP)</b>  HP reported that the SIP plan was progressing well. She said that the Senior Leadership Team (SLT) was looking at Special Educational Needs and Disabilities (SEND) provision. It was focussing on how the school could manage on a reduced SEND budget and continue to provide SEND children with what they need.  Helen Fernyhough and HP have monitored each pupil premium child to ensure that they are all progressing. They have decided to provide one-to-one intervention over a six week period for some pupil premium children, to give them a boost.</p> <p><b>Q: MW asked what this pupil premium monitoring showed.</b>  <b>A: HP said it showed two trends, immaturity in KS1 and lack of confidence in KS2. The one-to-one intervention strategy was designed to address these trends.</b></p> <p>HP reported that the SLT had looked at Thrive provision, to see how it could be continued within budget constraints. She said that at the moment thirteen members of staff were Thrive trained, and this training needed to be renewed annually. The SLT were considering the annual training of one member of staff who would then train the other members.</p> <p>The Head reported that the SLT had looked into the impact of the curriculum on the school. She said that she is also looking at transitions for children, from KS1 to KS2 for example.</p> <p><b>Q: MW queried attendance figures and said they looked like they were drifting.</b>  <b>A: HP said that in this case this was a result of illness, in particular the flu, and school closures as a result of snow.</b>  LP arrived at 6.45pm.</p>
<b>7.1</b>	<p><b>Latest performance data</b>  The latest data had been included in the Head's report at 7.</p>
<b>7.2</b>	<p><b>SFVS</b>  The Resources committee had checked the SFVS and recommended it to the board for agreement. The governors <b>agreed</b> the SFVS.</p>
<b>8</b>	<p><b>Budget monitor</b>  SGM reported that the Resources Committee had looked at the current budget, which was acceptable, with a projected carry forward of £5000.</p>
<b>8.1</b>	<p><b>Budget 2018-19</b>  HP reported that there were no final figures from Devon County yet and SL was still working on the new budget. She said that the new funding formula had resulted in £190 less per child, or about £50, 000 in total, and in combination with the reduced SEND budget it meant that cuts needed to</p>

	<p>be made to the school budget, to ensure that it balanced. This had been discussed at the Resources Committee, and some cuts had been identified, such as discontinuing with Zurich Insurance. The budget will be finalised at the next Resources Committee meeting on April 19<sup>th</sup> and then brought to the FGB on April 24<sup>th</sup> 2018 for approval.</p>
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p>	<p><b>Audit</b> The governors noted the interim audit report which was sent around before the meeting. There were no major issues and the governors thanked Sandie Lovell for her efficiency in this area.</p> <p><b>Finance policy</b> The policy had been amended as a result of the audit. The governors had received the amended policy before the meeting. It was <b>agreed</b>.</p> <p><b>Pay policy</b> The Head proposed two amendments to the policy. Under part-time teachers, to include the following:</p> <p><i>Amendment March 18: A specific part-time temporary post for a specific time determined role of no more than one year may have a set MPS level attached to it without pay progression which is in line with the requirements of the post.</i></p> <p>At 4.0 short notice/supply teachers to include the following:</p> <p><i>Amendment March 18: A supply/short notice teacher post at The Grove School will be paid at a maximum of MPS4 in recognition that this is in line with the requirements of the role. Longer term cover will be paid at the Teacher's pay scale but a teacher will be required to perform to the pay scale they receive.</i></p> <p>The governors <b>agreed</b> to the changes in theory, with the proviso that the amended policy should be checked and approved by HRONE, and their approval should be received by the school in writing. <b>Action: HP to take Pay policy with amendments to HRONE</b></p>
<p><b>10</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p>	<p><b>Committee reports</b></p> <p><b>Resources Committee</b> The governors received the Resources committee minutes of 6<sup>th</sup> February 2018 and 5<sup>th</sup> March 2018 with the agenda. There were no questions.</p> <p><b>Teaching and Learning committee</b> The governors received the minutes of the Teaching and Learning committee meeting of 25<sup>th</sup> January 2018 with the agenda.</p> <p><b>Q: MW asked if there had been any progress on the Mental Health initiative in the school.</b> <b>A: HP said that there had been training in bereavement for staff on March 12<sup>th</sup> 2018. Vicky Macleod had trained as a dementia champion and the school was aiming to become a dementia friendly school. She said that there would be an INSET day based on dementia and mental health, and she was planning to hold a session on dementia for parents. A piece had been placed in the Totnes Times about the initiative and in May 2018 HP would be running a half-marathon to raise money for the Alzheimer Society and the school as a dementia friendly school.</b></p>
<b>11</b>	<p><b>School Collaboration</b> MW reported back from the United Schools Learning Partnership Trust (USLP) presentation which had taken place before the FGB meeting at 5.15pm. He highlighted the following points:</p> <ul style="list-style-type: none"> <li>• That it was a co-operative model of collaboration and not a MAT</li> <li>• Its purpose was collaboration and sharing</li> <li>• That the governing board would become the employer</li> <li>• It was simpler to withdraw from than a MAT</li> <li>• The school would remain autonomous but would not be so isolated and would benefit from collaboration</li> <li>• Two members of the FGB would sit on the Trust board</li> <li>• School land and buildings would transfer to the Trust but Devon would still pay for repairs</li> <li>• It would cost £2000 to join and £100 a year to be a member</li> <li>• It was a new trust that started in September 2017</li> </ul>

	<p><b>Q JT asked about shared resourcing</b>  <b>A: HP said that there would be opportunities for shared staff training</b></p> <p><b>Q: SGM asked if the Totnes Learning Community could adopt the same model</b>  <b>A: HP said in principle it could.</b></p> <p>HP said that:</p> <ul style="list-style-type: none"> <li>• She would like to visit schools in the Trust and make further investigations</li> <li>• It was important for the school to work more collaboratively</li> <li>• Formal collaboration should appear as an item on the next FGB agenda for a detailed discussion</li> </ul>
<b>12</b>	<p><b>Safeguarding report</b>  HP had sent out a report to governors at the end of last term. She reported that currently there were no child protection cases nor any enquires made.</p>
<b>13</b>	<p><b>Governor visits and next term's plan</b>  The governors went through the term's visits so far.</p> <ul style="list-style-type: none"> <li>• MW and the Head have regular fortnightly meetings</li> <li>• Maths visit - LP and HP to arrange a date</li> <li>• Writing greater depth – JT not present, but staff undertook an appreciative enquiry.</li> <li>• Attendance – SB and Head to arrange a date SB. Sophie Clark is monitoring.</li> <li>• Languages – visits hadn't taken place</li> <li>• Need to make decision about French, before Sept. Spanish all way through or French at 2. Not important which one, the one to teach better. French resources difficult to find.</li> <li>• Equality – visit hadn't taken place</li> <li>• SEN – visits hadn't taken place</li> <li>• PP – Teachers had done an enquiry, but governor visit needed.</li> <li>• Premises - SGM had visited the school on numerous occasions</li> </ul> <p>Following a discussion about modern foreign languages in the school, the governors agreed that to offer Spanish throughout the school, rather than Spanish at KS1 and French at KS2, would build up strong skills and confidence in the children.</p> <p>HP had drafted the summer term plan which was linked to the SIP. Governors noted that there would need to be a full review of SEND, school dinners, collaboration, equality, maths, Pupil Premium, science (MW and JT), and sports (KJ)</p> <p>MW emphasized the importance of each governor making at least one visit per term.</p>
<b>14</b>	<p><b>Governor training</b></p>
<b>14.1</b>	<p><b>Feedback from training undertaken</b>  MW had completed the NCTL, Chair's training course. He said that he would like to introduce one-to-one conversations with the governors, to build up the team. He had also been on the Head's Appraisal training, and the Narrowing the Gap training with Ceri Goddard.</p>
<b>14.2</b>	<p><b>Future training</b>  SB to attend new governors training on May 2<sup>nd</sup> 2018.  NR to attend new governor training and Safeguarding training.  There will be dementia training on April 24<sup>th</sup> at 9am.  <b>Action: clerk to contact NR about training.</b></p>
<b>15</b>	<p><b>Clerk's report</b>  There was nothing to report.</p>
<b>16</b>	<p><b>Correspondence</b>  There was no correspondence.</p>
<b>17</b>	<p><b>Items brought forward by the Chair</b>  There were none.</p>
<b>18</b>	<p><b>What have we done for the children?</b>  JT said that governors had considered how best to use limited funds in a way that ensured a broad and balanced curriculum. KJ said that the governors were keeping a watchful eye on pupil premium children in the school.</p>
<b>19</b>	<p><b>Dates &amp; time of next meeting</b>  Resources Committee 19<sup>th</sup> April 2018 at 8.30am</p>

	FGB 24 <sup>th</sup> April 2018 at 6pm
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The meeting ended at 7.10pm

### Actions Table Summary

Item	Action	Lead	By when
5	HP to check privacy notices	HP	By next FGB meeting
5	NR, CG to complete L2 safeguarding training	NR/CG	By end of term
9	HP to take Pay policy with amendments to HRONE	HP	By next FGB
14	Clerk to contact NR about training	Clerk	By end of term

**Table of documents received by governors for the meeting. Digital copies are stored in the relevant meeting box on the governors' section of the website, and hard copies of those not found elsewhere, eg committee minutes in committee file, with these minutes.**

Attachment	
	Agenda FGB March 13th 2018
4	FGB minutes December 5 <sup>th</sup> 2017
6	HT report
7	School Improvement Action plan Summer 18
7	SFVS
8	Budget monitor
9	Interim audit report
9	Finance Policy
9	Pay policy
10	Minutes of Resources Committee 6 <sup>th</sup> February and 5 <sup>th</sup> March 2018
10	Minutes of T&L committee meeting of January 23 2018
11	USLP presentation
13	Spring Term visits plan