

“We are a community with a lifelong passion for learning.”

	<p>8. To contact LP and CG about the Pay Committee (Clerk). This has been done.</p> <p>11. To assign visit dates (HP). This will be dealt with under item 13.</p>		
6	<p>Head's Report</p> <p>The governors had received the report with the agenda. The report included a section on safeguarding issues. She said that there were no open child protection cases at the moment. She said that the safeguarding audit in June confirmed that processes and systems in the school were in place and working well. There will be a further audit at the end of term. She said that Gill Tubb's resignation meant that a new governor lead is needed, which can be discussed at item 13. She reported that Operation Encompass will begin in January. This had been discussed at committee level.</p> <p>HP reported that the Totnes Learning Community is re-designing itself and is looking into providing support packages focussed on each member school's School Improvement Plan (SIP). She said that new forms of collaboration in the TLC were looking very promising.</p> <p>Q: LP asked if there was a cost to this support. A: HP said that there wasn't, it's included in the membership costs.</p> <p>CG arrived at 9.00am</p>		
7	<p>School Improvement Plan (SIP)</p> <p>The governors received a summary overview of the plan, evaluations of the Summer and Autumn terms and the Spring term plan, with the agenda. HP said that she had added a monitoring column to the format for the Spring Term.</p> <p>Q: MW asked what the priorities were for the Spring Term. A: HP said that the main focus would be on reviewing the gaps in progress and attainment between different cohorts, in order to see which strategies work best, which offers best value for money and how the reduction in gaps, which does happen further up the school, can be brought forward to the early years.</p> <p>Q: MW asked about curriculum impact. A: HP said that this is something Ofsted have started to look at, for example, how is the curriculum designed for different cohorts, for example boys.</p> <p>Q: SB asked if there were gaps between the different genders. A: HP said that there were, particularly in Maths and English, but less so in science and these were being addressed.</p> <p>7.1 Latest performance data</p> <p>The governors had received the latest ASP performance data for KS2 and the progress and attainment data for Summer 2017. HP said that it showed that there had been progress with reading and writing, but less so with Maths. Although the school had not dropped below the national average, she was more ambitious for the school. MW said that he shared this ambition.</p> <p>7.2 Self-evaluation form, (SEF)</p> <p>The governors noted the SEF. Q: MW asked if there was anything that the governors should be aware of in the SEF. A: HP said not specifically, but that it was a good summary of where the school is at now, and it is crossmatched with Ofsted expectations.</p>		
8	<p>Budget monitor</p> <p>The governors had received the latest budget monitor with notes from SL.</p>		

	<p>SL came in at 9.35am and went through a number of issues which have affected the latest budget monitor. She said that additional support staff had been taken on for SEND children and that in response to safeguarding issues; Rebecca Rocket's hours had been increased.</p> <p>Q: MW asked why the school budget share was 25% less than predicted. A: SL said that this was a ledger code issue, and the money was in the budget, just not all under the same code.</p> <p>Q: MW said that one of the reasons that caretaking had been taken in-house was to make cost savings but these did not appear to have been made. A: SL said that these would be visible in next year's budget, but this year a saving is not showing because Norse was still being paid.</p> <p>Q: MW asked why there was a £5000 overspend on the ICT budget. A: SL said that not enough had been allocated to this cost centre, as licences had gone up and staffing costs were high. HP said that the staffing costs are being addressed, and a new contract for the ICT consultant will bring costs down.</p> <p>Q: JT suggested employing an IT apprentice A: HP said that it would be a way of recouping the apprenticeship levy money which the school pays and it would train someone up to take over from the consultant eventually, but it would be dependent on whether there was anyone suitable.</p> <p>MW noted that the budget is poor and it needs to be watched carefully. HP said that when all the figures are in, an extra Resources meeting might be needed to keep any eye on it. SL left the meeting at 9.55am.</p>		
<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p>	<p>Committee reports</p> <p>Resources Committee The minutes of the Resources committee were circulated with the agenda. The Chair of the committee invited questions but there were none.</p> <p>Teaching and Learning committee The Chair noted that there had been a Maths presentation to the committee by Abby Gratton. The paperwork was circulated to all governors with the agenda.</p> <p>Pay Committee The Chair of the Pay Committee reported that the committee met in October and made decisions about staff pay based on the Head's recommendations. He said that the Head's appraisal took place on November 21st 2017 and that the Pay committee was meeting after this meeting to consider the panel's recommendation.</p> <p>It was agreed that Suzanne Bryant would become a member of the Teaching and Learning Committee and that Nicky Rajska would become a member of the Resources committee. KJ will be SB's mentor and MW will be NR's mentor.</p>		
10	<p>Policies The list of all the policies in need of review for the academic year and their allocation to particular governors was sent out in the summer, at the beginning of term and with the agenda. The clerk agreed to send out a list of all the policies requiring adoption and review by the FGB, and whether they are statutory or not, to all the governors, for their information. The following policies were REVIEWED and unchanged, unless specific changes were agreed: Admissions policy for 2017-18, and 2018-19 Charging and Remissions Policy (April 2017 version) Safeguarding policy (2017 version)</p>	Clerk	By end of term

	<p>Health and Safety Policy – current policy was unchanged</p> <p>Whistleblowing policy (2016)</p> <p>Governors' expenses – current policy was unchanged.</p> <p>Teacher's appraisal (2013 version)</p> <p>Finance policy – a column for the Deputy Head was added and agreed.</p> <p>Lettings policy (2017)</p> <p>The SEND policy (2017) and the Pay Policy (2017) had been agreed by the FGB in September 2017.</p> <p>The Head confirmed that the latest statement of ethos and values was up-to-date and on the website.</p> <p>It was agreed that the Data Protection policy should be considered by the Resources Committee after May 2018, when the new Data Protection Regulations become active.</p> <p>CG said that the Teaching and Learning Committee had discussed the Religious Education Policy and she had criticisms of it, for example, that it introduced humanism rather late in the school. The Head said that since it is a Devon County Policy it can't be changed. It was REVIEWED and remains unchanged.</p> <p>Due to Gill Tubb's resignation the 2015 version of Education of Children in Care policy will be brought to the next Teaching and Learning committee meeting for review under delegated authority.</p> <p>The clerk will send the new merged Business Continuity and Emergency Plan template to the Head for review at the next Resources committee meeting under delegated authority.</p> <p>The Attendance policy, which was due for preparation by GT, will be brought for review at the next Teaching and Learning committee meeting, under delegated authority.</p> <p>The DCC Drugs and Misuse policy was reviewed. The clerk asked if the governors wanted a personalised version for the school, but they thought it unnecessary at primary level.</p> <p>HP agreed to customise the latest September 2017 privacy notices for The Grove School and check that they are on the school website and/or displayed appropriately in the school.</p> <p>The governors' strategic aims for the website will be discussed at the visioning working party meeting and brought as a recommendation to the FGB. When agreed, they will be posted on the governor pages of the website.</p> <p>The following personnel policies (2017 versions) were reviewed and accepted with appropriate customisation for The Grove School: Recruitment and Selection, Maternity, Managing Information disclosed during employment, Grievance, Managing Sickness, Disciplinary, Shared Parental Leave and Acceptable Behaviour (for staff).</p>	<p>Clerk/Chair</p> <p>Clerk/Chair</p> <p>Clerk/HP</p> <p>Clerk/HP</p> <p>HP</p> <p>HP</p>	<p>Next Resources</p> <p>Next T&L</p> <p>Next Resources</p> <p>Next T&L</p> <p>By end of term</p> <p>Next FGB</p>
11	<p>Safeguarding report</p> <p>There was no report, since the safeguarding lead governor had recently resigned. HP referred governors to the safeguarding section in the Head's report, at item 6 above.</p> <p>Nicky Rajska volunteered to become the new safeguarding lead and the governors AGREED.</p>		
12	<p>Clerk's contract</p> <p>Following a Heads, Chairs and Clerk's training, and the clerk's actual hours worked for 2016-17, the Chair recommended an increase of 30 hours in the</p>		

	clerk's contract, to 213pa. The FGB AGREED the increase in hours to the clerk's contract.		
13	Governor monitoring visits and next term's plan The governors had received next term's plan with the agenda. The governors AGREED the following visits: Data monitoring - MW Maths - LP Attendance - SB Modern foreign languages - JT Equality - CG Pupil premium and vulnerable children - CG Safeguarding - NR Premises - SGM Greater depth writing - JT. In addition, a general visit to the school for SB and NR would be arranged by the Head. There will also be a review of performance management targets next term by the Head's Appraisal panel. The Chair informed the committee that there is currently a vacancy on the panel. SB agreed to become the third member. SGM informed the board that he will not continue on the panel into the next academic year.		
14	Governor training KJ said that if she is to continue as temporary Vice-Chair of governors, she would like training. MW said that any of the Chair's training would be relevant for the Vice-Chair. The clerk said that all training can be requested through her. The governors were given hard copies of the Governance magazine, which lists the training schedule for the Spring term. The clerk reminded governors that the expectation for training is that all new governors undertake new governor training and that lead governors keep up-to-date in their particular areas.		
15	Clerk's report The clerk informed the governors that as from September 2017, guidance on exclusions had changed, so that a Discipline Committee is now expected to decide whether to reinstate a pupil who has been excluded or not and not whether the Head has made a correct decision.		
16	Correspondence There was none.		
17	Items brought forward by the Chair There were none.		
18	What have we done for the children? MW said that there were lots of planned governor monitoring visits to the school, so that the board can better support children's learning and experience in school. The Head said that all policies and strategies were in place to underpin teaching and learning.		
19	Dates & time of next meeting 13 th March 2017 FGB		

The meeting ended at 10.20am

Actions Table Summary

Item	Action	Lead	By when
3	To email LT	Clerk	By end of term
5	Meeting of visioning working party	HP	By next FGB meeting
5	L2 online training link to SB and NR. LP to send in completion certificate. Ditto CG.	Clerk/LP/CG	By end of term
10	Send out full list of governor policies to governors and indicate whether statutory or not	Clerk	End of term
10	Data Protection Policy for review next Resources meeting after May	Clerk/Chair	Resources

	2018	Resources	meeting after May 2018
10	Education of Children in Care policy 2015 to next T&L meeting	Clerk/Chair T&L	Next T&L meeting
10	Merged Business continuity and emergency plan to HP, for next Resources Meeting	Clerk/HP	Next Resources
10	Attendance policy for next T&L meeting	Clerk/Chair of T&L	Next T&L
10	Privacy notices customised and placed on website	HP	End of term
10	Governors' strategic aims discussed at visioning party meeting and brought to next FGB	HP/working party	Next FGB

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 December 5 2017
4	FGB minutes 28 September 2017
tabled	FGB CONFIDENTIAL minutes 28 September 2017
6	HT report
7	School Improvement Action plan
7.1	Performance Data
7.1	Progress Grid overview
7.1	KS2 pupil by progress - reading
7.1	KS2 pupil by attainment - Maths
7.1	KS2 pupil by progress - writing
	KS2 pupil by progress - Maths
7.1	KS 2 Performance summary 2016-17
7.2	Revised SEF
8	SL's budget report to governors
8	Budget monitor month 8
9.1	Minutes of Resources Committee 17 October 2017
9.1	Minutes of T&L committee meeting of November 23 2017
10	Policy task list for this meeting
13	Spring Term Governor Visits Plan
unnumbered	Maths Presentation form Abby Gratton to T&L committee