



## MEETING OF THE FULL GOVERNING BOARD ON JULY 16<sup>TH</sup> 2019 AT 8.30AM IN CHESTNUT CLASSROOM

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

**Present:** Hilary Priest (HP), Head, Mike Waterson (MW), Chair, Karen Jarvis (KJ), Rob Hill (RH), Ian Stewart (IS), Suzanne Bryant (SB), Sam Gothard (CG), Laura Partridge (LP)

**In attendance:** Debbie Horton (Clerk)

### Minutes

<b>1</b>	<b>Welcome &amp; apologies for absence</b> Ceri Goddard gave her apologies and they were sanctioned. MW informed the board that Madeline Eaton had resigned as a co-opted governor yesterday, as a result of work commitments.
<b>2</b>	<b>Attendance &amp; declaration of interest</b> Those present signed the attendance form. There were no declarations of interest.
<b>3</b>	<b>Approval of Part 1 and Part 2 minutes of last FGB meeting on 30<sup>th</sup> April 2019</b> Part 1 and Part 2 minutes were agreed as a correct record and were signed by the Chair.
<b>3.1</b>	<b>Matters arising from minutes of last FGB meeting including progress made on the actions raised</b> 3.1 ICG to contact Claire Jeffery. MW to send CG a brief description of co-opted governor role. Done. 3.1 Completion of outstanding skills audits, L2 trainings and /or return of completion certificates. To be revisited in new term. There will be safeguarding training for governors and staff on Monday 16 <sup>th</sup> September at 3.30pm in the school. 3.1 MW agreed to draft a document listing the pros and cons of the various collaboration options. Done. HP gave an update on the cluster group. Three schools which had intended to leave were now staying. A memorandum of understanding is still being drafted, to outline aims and expectations. Subject leaders from the group had met earlier in July to share practice and ideas. The Grove would be hosting a seven day ICT training in October, focussing on teaching children to use social media constructively. 8. Clerk and ME to liaise about data training. Done, but there hadn't been any data training provided by Babcock recently. 9. Governor co-ordinator visits to take place in July. Some have taken place, others are planned.
<b>4</b>	<b>Governor membership</b> Sam Gothard was elected parent governor on July 9 <sup>th</sup> 2019 and was welcomed to the board. KJ agreed to be her mentor. She will take a tour of the school in September. Governors noted that as a result of Madeline Eaton's resignation, a third co-opted vacancy had arisen, and Neil Maslen would now be considered for this position rather than as an associate member. Claire Jones had applied for one of the other co-opted positions and the third is being reserved for a member of the community. Personal statements for both applicants had been circulated to the board. Following a brief discussion it was considered that both applicants had the skills and interest that the board needed, and both were appointed as co-opted governors for a term of four years. KJ left the meeting at 8.50am <b>Action: school tour for SG in September.</b>
<b>5</b>	<b>Head's report including SIP update and school data</b> The Head's report and the latest Year 6 SATs data were circulated before the meeting. <ul style="list-style-type: none"> <li>HP reported that the school would be full in September with a waiting list for certain year groups.</li> <li>The Year 6 SATS results were healthy, though reading was disappointing. However, it was still above the national level. HP reported that reading had been identified as an area for focus before the results and some measures had already been taken, for example, staff training with a Babcock literacy adviser and the introduction of new guided reading books. The school aims to focus on encouraging a love of reading.</li> <li>The number of children working at greater depth had increased.</li> </ul>

	<ul style="list-style-type: none"> <li>Phonics scores were good, with some individual high scorers.</li> <li>KSI scores were less good, and reasons why some children hadn't met expectations were being investigated.</li> <li>The main three subjects scored 75% overall, with the national average at 65%.</li> </ul> <p><b>Safeguarding:</b></p> <ul style="list-style-type: none"> <li>The previously reported child protection cases had now moved on.</li> <li>The school had subscribed to CPOMS, a computerised safeguarding reporting system.</li> <li>A safeguarding governor lead would need to be appointed at the September FGB meeting following Madeline Eaton's resignation. In the interim, MW as deputy, would take the governor lead.</li> </ul> <p><b>School improvement plan (SIP)</b>  <b>Q: MW asked why enrichment was no further forward.</b>  <b>A: HP said that the school hadn't started working on that area yet, as they were only two months into this year's SIP. There had been one week of enrichment in school, however, where children went more deeply into curriculum subject areas.</b></p> <p><b>Q: SB asked about the speech and language point.</b>  <b>A: HP that there had been extra training for teachers and TAs to identify and support children with speech and language issues which tended to manifest as difficulties in comprehension. She said that it was surprising how many children were affected in this way.</b></p> <p><b>Q: SB asked how the SENDco maternity cover would work, as this role required a lot of training.</b>  <b>A: HP said that she and Sandra Maggs would provide cover and both had experience in this role.</b></p>
6	<p><b>Budget</b>  <b>Latest update (latest FRS attached)</b>  RH reported that the budget was positive, with a small surplus and a healthy carry-forward. However, the picture long term was not so positive, as the 6% increase to staff pensions would have to be found by the school after this year. He said that Sandie Lovell had kept costs under control, which had contributed to the current position.</p> <p><b>Q: MW asked what resources were needed in the school.</b>  <b>A: HP said that subject co-coordinators were making wish lists of resources and she would report back to the Resources Committee.</b>  <b>Action: HP to report to Resources committee with co-ordinator wish lists.</b></p>
7	<p><b>Parent survey results</b>  Discussion of results and any actions to be taken. IS had collated and analysed the results and sent the governors a report and a summary which included a comparison with the last survey. There had been 108 responses, (there are 304 children in the school), most of which were positive, and more positive than the last survey.  There were suggestions or concerns about:</p> <ul style="list-style-type: none"> <li>Fundraising – too much of it</li> <li>Homework – doesn't feel necessary to many</li> <li>More communication about curriculum and how child/children are progressing</li> <li>Understanding absence reporting rules</li> </ul> <p>Governors decided that any section with a 10% negative response rate or above would be looked at more deeply and responses would be communicated to parents, via the newsletter. A summary of the results would go out in tomorrow's newsletter then the follow-up, with actions, would start in September.</p> <p><b>Action: follow-up parent survey.</b></p>
8	<p><b>Reports from committees</b></p> <ul style="list-style-type: none"> <li>Reports from T&amp;L committee meeting on July 15<sup>th</sup> 2019 (verbal)</li> </ul> <p>SB reported that the committee had looked at the latest performance data, sex and relationship education, PSHE, equality and had heard reports back from committee members who had met with a co-ordinator.</p>

	<ul style="list-style-type: none"> <li>Report from Resources Committee meeting on July 9<sup>th</sup> 2019 (minutes to follow agenda)</li> </ul> <p>RH reported that a review of catering had been completed. It found that a small surplus was now being made, after a period of deficit. He reported that the system was hard work for those involved but it ran like clockwork. The numbers of children having a school meal in KS2 had risen to 50%. He reported that the committee had planned to come up with a lettings strategy in the Autumn term.</p>
9	<p><b>Chair's role</b></p> <p><b>Succession planning.</b></p> <p>MW's term as Chair ends in September 2020. He will have served two, two- year terms and felt that someone new needed to take over. He suggested someone could take up a Vice-Chair role this September with a view to becoming Chair. During discussion it emerged that most governors were in a stage of their lives where family and work commitments meant that they did not feel that they had sufficient time to commit to this role. The co-Chair role was suggested as a possibility, or recruiting to the role of Chair, though this was not thought to be realistic or ideal. Whilst there were no obvious successors at the moment, governors agreed to keep this question in mind.</p>
10	<p><b>Safeguarding</b></p> <p>The termly report had been produced in June 2019, but had been covered in the Head's report at item 5 above. HP informed SG that the safeguarding team were all Level 3 trained and consisted of HP, Sam Wilkinson, the SENDco, and Sophie Headley-Clark. All other staff were level 2 trained. A safeguarding audit is due to take place in September.</p>
11	<p><b>Meetings timetable for 2019/20</b></p> <p><b>Proposed timetable attached.</b></p> <p>Last year's timetable had been sent in error. The correct one will be circulated after the meeting, comments and suggestions made by email and a final agreement made at the first FGB meeting of the year.</p> <p><b>Action: Meetings timetable to be circulated.</b></p>
12	<p><b>Governor visits</b></p> <p><b>Visits for summer term</b></p> <p>Co-ordinator visits; Madeline Eaton had completed an Arts and Crafts visit, MW a Geography visit and SB a literacy visit. SG said that she would take on Arts and Crafts to replace ME. In addition, MW had done a SEND visit and ME a GDPR visit. RH had done a catering review with Sandie Lovell.</p> <p><b>Action: HP to draft an Autumn term governor visit plan. Governors to sign up to visits.</b></p>
13	<p><b>Reflection on year's work</b></p> <p><b>Impact of governance on school</b></p> <p><b>Consideration of second half of the SEF (attached) questions 9-20.</b></p> <p>Q 9/10: strategic priorities for the long term. SB said that the current political climate made this difficult. However, happy children, staff and parents were a good indicator that the school is heading in the right direction. IS noted that the recent parent survey was a good indicator of parent satisfaction with the school.</p> <p>Q 11: The governors' business cycle was used to ensure all the governor's business was raised and addressed at the right time.</p> <p>Q 12/13: parental engagement and communication. The parent survey had alerted governors to the need for this area to be explored further. SG said that this was an important interface and a balance between communicating enough for parents to feel well informed and for staff not to feel overburdened was a challenge. RH thought governors needed to engage more with the town community. HP suggested another article about the role of governors for the Totnes Times. IS suggested using the Totnes Post facebook page for Grove events.</p> <p>Q 14: collaboration. The governors had been involved in strategic reflection and decision- making on the types of collaboration available and the rationale for the involvement with the cluster group.</p> <p>Q 15: governors do provide challenge to the leadership and this is growing.</p> <p>Q 16: governor visits are becoming more regular with the result of greater knowledge of the school's strengths and weaknesses.</p> <p>Q 17: the clerk has the policy schedule in hand.</p> <p>Q 8. Whilst the board does not have detailed knowledge of performance management issues, the Pay committee does.</p> <p>Q 19: the Resources Committee have a secure knowledge of the budget situation.</p> <p>Q 20: HP said that the school had improved over the last three years, the staff and TAs were very strong, the new curriculum was good, governance had improved and collaboration with the cluster group was going well. MW said that he felt that the board's knowledge and skills had increased and everyone had taken on responsibilities and were covering the ground more effectively. HP said that she appreciated everyone's input and found it useful. LP said that she felt that the board was working very well, with increased levels of trust and functionality.</p>
14	<p><b>Clerk's report</b></p> <p>Skills audits and safeguarding training will be revisited in the autumn term.</p>
15	<p><b>Correspondence</b></p> <p>There was none.</p>
16	<p><b>Items brought forward by the Chair</b></p> <p>There were none.</p>
17	<p><b>Dates &amp; time of next meetings</b></p> <p>Thursday 26<sup>th</sup> September at 6pm in the school.</p>

The meeting ended at 10.30am.

**SUMMARY OF ACTIONS**

Item	To do	By whom	By when
3	School tour for SG in September.	HP	September
6	HP to report to Resources committee with co-ordinator wish lists.	HP	Next Resources
7	follow-up parent survey.	<b>all</b>	Next FGB
8	Meetings timetable to be circulated.	Clerk	Before end of week
12	HP to draft an Autumn term governor visit plan. Governors to sign up.	HP	For next FGB