



MEETING OF THE FULL GOVERNING BOARD ON 10TH JULY 2018 AT 8.30 AM 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, Karen Jarvis (KJ), staff governor, Suzanne Bryant (SB) co-opted governor, Laura Partridge (LP) co-opted governor

In attendance: Debbie Horton (Clerk)

Minutes

1	Welcome & Apologies for Absence Jen Tierney, Rob Hill, Madeline Eaton and Nicky Rajska sent their apologies and they were sanctioned. Ceri Goddard was not present.
2	Attendance & Declaration of Interest Those present signed the attendance form. There were no declarations of interest.
3	Approval of minutes of last FGB meeting on April 24th 2018 They were approved as a correct record.
4	Matters arising from minutes of last FGB meeting including progress made on the actions raised 5. Clerk to send safeguarding L2 links to NR, CG, and RH They were sent but there had been no response. MW emphasised that it is important that every governor completes this training. The draft Code of Conduct for governors, to be approved in September, will include a section stating that the completion of this training will be a requirement for governors. 7.1 MW to follow up discussion with Sarah Wollaston MP MW had sent a further letter to Sarah Wollaston, who had presented his letter to the Minister. She said that there had been no outcome, but she would press for the Teacher's Pay Award to be fully funded. 7.1 CG to draft a proposal for PTA/FGB meeting No one knew whether this had been done. 7.1 HP/MW/RH to organise school tour date Completed. 11. HP to liaise with JT, KJ CG about dates for their visits Completed. 15. MW to organise one-to one self-evaluation sessions with governors MW had met SGM but none of the other governors. KJ and SB agreed to meetings next Tuesday 17 th July.
5	Head's report HP reported that the SATS results, which had been received that morning, were brilliant. She reported a 100% pass rate in reading, with 61% at greater depth, 96% in SPAG with 50% at greater depth, 86% in Maths with 61% at greater depth. She said the average point score was very high. On behalf of the governors, MW thanked the staff for their hard work. Q: SGM asked what had contributed to such strong results A: HP said that strong systems in place had been key and also the personalised approach to each child. Each child's progress and achievement had been tracked throughout the school and this information had been shared with all teachers. She said that this had made a huge difference. Q: SGM asked if the SEND percentage of 27% was out of the whole school population. A: HP said that it was and that all children below target were on the register, including for short term intervention. Q: SB asked how parents felt about their children being on the register if it was just for a short time. A: HP said that the school spoke to the parents first, and that it had been fine with them. She

	<p>confirmed that this information formed part of their school record.</p> <p>Q: SGM expressed concern about the drop in attendance over the last year. A: HP agreed that this year it had been poor, dropping below 96%. She said that it was as a result of children being taken for holidays during school time. She said that the school now fined parents, as the disruption to the child's education and its effect on the class as a whole, was demonstrable. She said that half way through next year; the governors should take a close look at attendance.</p> <p>Q: SB asked if that approach was working. A: HP said that some parents might decide to take the holiday and pay the fine once, but it was unlikely that they would do it twice, as on the second occasion, it was counted as a criminal offence.</p> <p>Safeguarding: HP reported a small number of ongoing child protection cases. One case produced a security issue, which was resolved and which demonstrated that security at the school was good.</p> <p>Collaboration: HP informed the governors that the school had joined a new cluster group of schools based around Newton Abbot, which had school improvement as its focus. She said that whilst informal, it was a well-structured group and the other schools involved were compatible with The Grove School. She said that there was no cost to the school and it was possible to pick and choose what to participate in and what they could offer to other schools. For example, there were termly staff meetings for particular members of staff, such as Year 6 classteachers, SENcos, across the group.</p> <p>Q: SGM asked if the governors could be informed of the number of bullying cases that were experienced in the school A: HP said that would be possible, as she kept a log of incidents. She said that currently there were five minor cases. She said that kindness was being emphasised through assemblies and initiatives such as the kindness tree, and this was reinforcing the caring culture in the school.</p> <p>SGM said that he had been to the Year 6 production and it had been fantastic.</p> <p>HP said that each class now had a vacuum cleaner and children were taking care of their class environment. She said that so far this was a success and children enjoyed the responsibility. The impact of this initiative will be assessed when it has become embedded.</p> <p>HP informed the board that the Castle Bookshop in Totnes had donated £1000 to the school. The governors expressed their gratitude for the gift.</p>
6	<p>School Improvement Plan (SIP) The Head's report had been through every area of the Plan, see item 5 above.</p>
7	<p>Budget MW reported that the Resources Committee was up-to-date with the latest budget monitor, which showed that not much had changed since the beginning of the financial year and that it was all on target.</p>
8	<p>Committee reports</p>
8.1	<p>Resources Committee The board noted the minutes of the Resources committee meeting on June 21st 2018. .</p>
8.2	<p>Teaching and Learning Committee The board noted the minutes of the Teaching and Learning committee meeting on June 26th 2018</p>
9	<p>GDPR and governance To consider impact of GDPR on governors' working arrangements. The clerk informed the governors that for the sharing of personal details based on consent, such as photos and pen portraits on the website, she would now need to seek explicit agreement. This would be done at induction for new governors, and at the next FGB meeting in September for existing governors.</p> <p>The governors had now been given school email addresses. LP asked for her existing email address to be used. It was agreed that from September, school email addresses for all governors would be used for</p>

	<p>correspondence, apart from LP.</p> <p>The governors customised and agreed the privacy notice for governors that they had received with the agenda. The privacy notice will be given to new governors at induction and to the existing governors before the end of this term.</p> <p>The clerk confirmed that her laptop is now encrypted and she is awaiting an encrypted memory stick from Sandie Lovell.</p>
10	Preparation for new year
10.1	<p>Agreement of meetings timetable</p> <p>The clerk had based the draft meetings timetable on the responses received from the doodle poll. Two amendments were made, and the timetable was agreed.</p>
10.2	<p>Skills audit</p> <p>The clerk informed the board that she had gaps in the skills audit summary, despite a number of reminders to governors who had not completed it and that an annual renewal of the audit is due in September. The NGA model will continue to be used. The clerk will send out the audit to all governors again, and any that are not returned by the end of term, will be brought to the September meeting for completion after the meeting.</p>
10.3	<p>Website</p> <p>It was agreed that the clerk will request a head shot and a brief pen portrait from all governors in the next week. Photos will be taken at the September FGB meeting, if governors do not have a suitable head shot.</p> <p>The governors noted new requirements for the website. These are that information about Year 6 swimming is to be included in the sports premium report and that RE now needs to be included under curriculum information.</p> <p>ACTION All governors to complete skills audit, and a pen portrait and photo for the website before the end of next week.</p>
11	Safeguarding report
	<p>HP tabled a report which MW signed. It re-confirmed the information given in item 5, Head's Report. HP will circulate the report to the governors.</p>
11.1	<p>Governor safeguarding training</p> <p>Safeguarding training is needed for Nicky Rajska, as safeguarding lead.</p> <p>L2 online safeguarding training. See item 4.</p>
12	<p>Evaluation of effectiveness of board</p> <p>SGM said that there had been improvement over the last 3 years and KJ said that she thought governors asked better questions in meetings.</p> <p>MW said that he thought that whilst the direction of travel was good, the board did need to become more professional, for example, by responding to emails, by better attendance at meetings and by being more visible in school, through more regular school monitoring enquiries and shared training days with staff. He said that governors needed to feel confident that they knew the strengths and weaknesses of the school, had a grasp of the latest performance data and the need to triangulate evidence, through school visits, data and reports at meetings from staff. He also reminded governors that Chairing and Vice-Chairing roles had been problem this year and that it was not good practice that he chaired both the Teaching and Learning committee and the FGB, and occasionally chaired the Resources committee. Others needed to step up to these roles in September. In conclusion, he felt that governance in the school did need to improve, to match the quality of what was happening elsewhere in the school.</p> <p>Q: SGM asked HP how she thought the governors might improve.</p> <p>A: HP said that she would like to see a greater commitment to getting things done and to training, particularly safeguarding training. She suggested that at the top of each agenda there is reference to what governors have said they will do after the last meeting, to check that they have been done. She thought attendance was an issue, and she would like governors to be better known to staff. She agreed that the Teaching and Learning committee should have more verbal curriculum reports from subject leaders and she suggested that Governors should join staff for the first hour of their INSET training in January 2019.</p> <p>The clerk informed the board that she sent many chasing emails and suggested that she copy in MW to all of them, so that this could be taken up by him after a certain number of repetitions.</p> <p>KJ left the meeting at 9.45am</p>

13	Governor visits HP agreed to draft a plan for next term and to assign visits in September. This term, KJ completed a PE visit, Jen Tierney did a Science visit, and CG was unable to do a scheduled visit as HP was unwell. KJ and JT are to send written reports to the clerk for the records. ACTION KJ and JT to send written reports of visits to clerk.
14	Governor training 14.1 Feedback from training undertaken RH had completed Finance Lead training and had fed back to the Resources Committee. The clerk had completed a clerk's update and a GDPR training. SB had cancelled her new governor training and asked for it to be rebooked in October. 14.2 Future training The governors noted that Safeguarding Lead training and new governor training was needed for NR and new governor training for RH. The clerk would contact them for suitable dates and times. ACTION Clerk, NR, and RH to organise training
15	Clerk's report The governors noted that there would be a new Keeping Children Safe in Education Document from September 2018, which they would be required to read and understand. The link to the draft document had been included in the agenda. The governors decided that there should be an additional Section 128 check from the Teacher Regulation Agency as recommended by the Department of Education and this would be included in the school's Keeping Children Safe in Education document. The governors had received the Q cards circulated with the agenda, to support questions around pupil premium, safeguarding and children in care.
15	Correspondence There was none.
16	Items brought forward by the Chair There were none.
17	Dates & time of next meeting FGB meeting on 27 th September 2018 at 6pm

The meeting ended at 10am

Summary of Actions

Item	Action	Lead	By when
10	All governors to complete skills audit, and a pen portrait and photo for the website before the end of next week.	Clerk and all governors	By end of term
13	KJ and JT to send written reports of visits to clerk.	KJ/JT	By end of term
14.2	Clerk, NR, and RH to organise training	Clerk, NR and RH	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, are stored with these minutes in the FGB file.

Attachment	
	Agenda FGB July 10 th 2018
4	FGB minutes April 29 th 2018
7a	Budget monitor 28.3.18
7	Income and Expenditure 18.4.2018
7	Comparison, 16/17, 17/18, 18/19
11	Summer Term visits plan