

CHUDLEIGH CE VC COMMUNITY PRIMARY SCHOOL

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	5 th December 2018			
<u>HELD AT:</u>	Chudleigh School			
		Governor Category		
<u>CHAIRMAN:</u>	Mrs P Smethurst	Co-opted governor		
<u>IN ATTENDANCE:</u>				
	Mrs S Beasley	Co-opted Governor	Ms S Lea-Weston	Parent Governor
	Rev P Wimsett	Ex-Officio	Mr C Taylor	Staff Governor
	Mr D Barnett	Headteacher	Mrs K Windsor	Parent Governor
	Mrs H Jones	Foundation Governor	Mrs E Jeffery	LA Governor
	Mrs J Huxtable	Parent Governor	Mr C Barnes	Foundation Governor
	Mrs H Day	Parent Governor		
Also in attendance	Mrs H Potter	Clerk		

<u>Item no:</u>	<u>Discussion:</u>	<u>For action by:</u>
1	<u>Opening Prayers</u> Meeting opened in prayer by PW	
2	<u>Members Present</u> SB, HJ, CT, DB, SL-W, PS, PW, KW, CB, JH, EJ, HD	
3	<u>Apologies</u> None	
4	<u>Declaration of Interests</u> DB – Executive member of DAPH, Trustee of CCP SB – Peripatetic Music Teacher PW – Director First Federation Trust SLW – Spouse supervises school-based counsellor	
5	<u>Matters Arising</u> 5.1 Do Babcock provide any on-line training? HJ advised that at the present time Babcock only provide the Better Governor training but are looking at other options although nothing is expected to change imminently. We will be advised when anything does happen. We can access the old GEL training through the NGA. We have requested another 5 places for Safer Recruitment training through	

	<p>Educare, CB, PS and SL-W are undertaking this, other places can be given to staff.</p> <p>5.2 PS to speak to FF regarding governor training budget. PS advised that she had spoken to FF who advised that as the governor spend on training was small compared to staff, she was happy for it to remain all on the same line within the budget.</p> <p>PS also thanked governors for completing their governor profiles which are now ready to be published on the website and also noted that HJ is the mentor for CT.</p>	
6	Minutes of Previous Meeting	
	6.1 The minutes of the meeting held on 19 th September 2018 and 14 th November 2018 were agreed and signed as a true record.	
7	<u>Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff</u>	
	<p>7.1 Headteacher's Report</p> <p>This report has previously been circulated to governors. DB was thanked for the detail that had been included and governors acknowledged the time it takes to produce this report.</p> <p>Governor Question – How is it going with the mixed age classes? Are there any issues? DB reported that these classes are working well with no issues reported and positive feedback from the staff team who are benefitting from working within a larger group and are well motivated.</p> <p>Governor Question – A number of TAs have left. Is this in any way to do with the more 1:1 requirements of their roles? DB advised that it was in one case but others had moved away, taken up jobs elsewhere or had to leave due to commitments outside of work.</p> <p>Governor Question – How are the new staff including the trainee settling in? DB confirmed that the new staff had settled in well and were proving to be good assets to the school.</p> <p>Governor Question – It is great that the new curriculum seems to be going well, is there any more feedback? DB reported that this was working very well. EE and the team leaders had recently visited a Curious City flagship school and were very impressed with what they had seen. Curious City leaders had wanted us to go to see how good we were.</p> <p>Governor Question – How does the new curriculum work with EYFS? DB advised that EYFS sit outside of the Curious City curriculum, but the children are taking on the roles such as authors and mathematicians and the states of being to work towards them being ready to learn the new curriculum in Year 1.</p> <p>Governor Question – Regarding the increase in workload around Children in Care, is there an admin need that could this be linked with the new SEND admin role? DB confirmed that the role would incorporate some of this work as the member to staff would work alongside EE and MS. Interviews are being held next week.</p> <p>Governor Question – Please could DB tell us a bit more about the draft Ofsted framework for the 2019, particularly regarding what the changes are and the reason for the change of direction from Ofsted? DB advised that a new framework is being proposed from</p>	

September 2019 focussing more on the curriculum and less on data. The four new inspection judgements will be Quality of Education, Behaviour and Attitude, Personal Development and Leadership and Management. The four grades of inspection will remain the same. **Governor Question – Will this be good for us?** DB confirmed that it would as we have many things that would be considered outstanding and it will level the playing field for schools that have a group of children that do not perform as well as all children. **Governor Question – Is it correct that there will be no lesson observations carried out during inspections?** DB confirmed that this was the case with the current framework; the inspectors would carry out a learning walk instead. This was our experience in September 2017 when the inspector only spent 20 minutes on a learning walk. The new inspections will focus much less on data than it did 12 months ago when we were inspected. The new inspections will be piloted next term with the report published in the summer. Concern has been raised about the small number of schools being used for the pilot, which is 40. There was one further question on the Headteachers report. The meeting went into Part II.

The meeting returned to Part I.

The Unvalidated 2017-18 data was reviewed.

In EYFS 69.8% of the cohort of 75 achieved a good level of development.

In Year 1 phonics screening, 84% of children passed the test, slightly above the national average figure of 83%. In KS1 reading, 86% of children reached the expected standard with 24% working at greater depth, writing was 73% reaching the expected standard and 13% at greater depth and maths was 73% expected and 24% at greater depth. Maths will be a focus for that year group. In KS2, the figures exceeded national across the board and the whole KS2 team were congratulated for their efforts. In reading 89% of children reached the expected standard with 43% working at greater depth, in writing, 84% of children were at the expected standard with 21% working at greater depth and in Maths 80% were at the expected standard with 26% at greater depth. In Spelling, Punctuation and Grammar 93% were at the expected standard with 49% at greater depth. The FFT and ASP data was reviewed together with the Government Inspection Dashboard that had all previously been looked at in detail by the SIP committee. Overall, it is a very positive picture for our data.

Governor Question – It appears that we perform better in KS2 than KS1, is that the case? DB advised that there is no comparison with other schools for KS1 data, but these figures are based on attainment rather than progress.

The realistic and aspirational targets for this year were reviewed for EYFS, KS1 and KS2. These are not statutory targets, but the governors accepted them as good practice.

7.2 SIP Monitoring Group Meeting

The notes from the SIP Monitoring group meeting held on 09/11/2018 were circulated prior to the meeting and no questions raised.

7.3 SIP 2018/19

The SIP 2018/19 was reviewed. The curriculum spend was discussed as it was lower than the budget, but DB confirmed that staff were happy that we had spent enough on curriculum. Governors approved the document.

7.4 Committee Minutes

The minutes of the Resources Committee meetings on 28/09/2018 and 09/11/2018, the Children’s Committee meetings on 09/10/2018 and 20/11/2018, the Pay and Performance Committee meeting on 15/10/2018 and the Risk Management Committee meeting held on 12/11/2018 had been circulated prior to the meeting, there were no questions.

7.5 Termly Letter to Parents

PS advised that the termly letter to parents had been drafted and included an update on the recruitment of a new headteacher, outcomes for pupils, the enquiry-based curriculum with Curious City, the building consultation and Christmas wishes. Governors did not have anything further to be added. The letter will be sent to parents/carers before the end of term.

7.6 Targets to be set for KS2 Performance

The following targets were produced for KS2 and approved by governors.

KS2	% Expected Standard			
	FFT	Realistic	Asp	Sch 18
Reading	75	75	81	89
Writing	78	68	78	84
Maths	76	76	79	80
RWM	64	60	67	69
KS2	% Greater Depth Standard			
	FFT	Realistic	Asp	Sch 18
Reading	27	13	24	43
Writing	20	6	14	21
Maths	25	10	21	26
RWM	10	6	11	13

7.7 Headteacher’s Appraisal

The headteacher’s appraisal has been carried out by the governors on the panel together with Gill Winston. The objectives were reviewed and new ones set but it was also an opportunity to celebrate all that DB has done during his time here and to say well done and thank you.

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Ensuring clarity of vision, ethos and strategic direction

8.1 Strategic Plan Review

This has been reviewed and RAG rated. Planning permission has not yet been submitted for the proposed development. It was noted that the planners were impressed with the level of support from parents and the local community.

8.2 Christian Distinctiveness

The new action plan has now been completed. Maran, the church youth worker has been working with some of the children and a group of them will be leading the worship next Monday. The next big focus will be the

	<p>new SIAMS framework, there is more training coming up and it will be interesting to see details of the first inspections to see the reality rather than the expectation.</p> <p>8.3 Foundation Governors' Meeting The minutes of the Foundation Governors meeting held on 01/10/18 were circulated prior to the meeting, there were no questions raised.</p> <p>8.4 Policies to be reviewed The following polices were reviewed and approved by governors Pay Policy recommended by Pay and Performance Committee Business Continuity Plan recommended by Risk Management Committee Equality Objectives recommended by Children's Committee Sports Premium Funding Report recommended by Children's Committee Pupil Premium Report recommended by Children's Committee Redundancy Policy recommended by Resources Committee Corporate Equality and Employment Policy recommended by Resources Committee.</p>	
9	<p><u>Overseeing the financial performance of the school and making sure it is money well spent</u></p>	
	<p>9.1 Current budget position CB confirmed that the LEO as at October 2018 had been reviewed by the Resources Committee. There is now a healthier end of year figure than previously budgeted for which bodes well for next year. FF is starting work on next year's budget. It was noted that Devon County Council will be taking more money from schools to fund the overspend on SEND. The Devon Education Forum for Academies and Maintained School has written a letter to the Secretary of State regarding this.</p>	
10	<p><u>Governing Board Effectiveness</u></p> <p>10.1 Ofsted Q&A PS advised that she had recently updated this document. SL-W and EJ need to update it in respect of Standards and Achievement and SEND respectively. Governor Question – Will this document be reviewed when the new framework for inspections comes in? PS advised that it would be, based on what governors would be asked during an inspection. Whilst it was not referred to when speaking to the inspector last time, governors found it useful to know that there is a document they can refer to if necessary. It was agreed to continue updating the document this year and see if the new headteacher has any different ideas on this.</p> <p>10.2 Governor Term of Office It was noted that PS's term of office ends on 4th February 2019. PS confirmed that she would be happy to continue as a co-opted governor. PS left the meeting Governors voted and approved PS's reappointment. PS returned to the meeting.</p> <p>10.3 NGA On-line training The NGA On-line training was discussed and governors approved the purchase of the package.</p> <p>10.4 Governing Board Self-Evaluation</p>	

	<p>Concerning point 3, the clerk undertaking the National Clerks' Development Program, it was agreed at the clerk's appraisal that this would not be undertaken at the moment. Turning to point 5, opportunities for collaboration with other local boards, again, it was decided not to undertake this at the moment as the recruitment of a new headteacher must take priority. Regarding point 15, do governors feel confident in their understanding of progress and attainment data? It was agreed that all governors need to have a basic knowledge, but it was acceptable for some to have a deeper understanding, providing there were enough governors with the ability to check and challenge. It is not realistic or possible for everyone to know everything and there are of course members of staff with a full understanding in this area. It was agreed that areas that governors feel least and most confident with could be looked at alongside the next skills audit and training provided if necessary. Point 16 – Ensure there is consistency with how visit notes are shared, governors were happy with the current system and no changes were required.</p> <p>10.5 Clerk's update PS confirmed that the clerk's annual appraisal had been carried out and new objectives set. The Clerk asked all governors to sign a GDPR declaration to confirm that they did not hold any pupils' personal information on any of their own devices and that any smartphone used for governor emails was password protected. All governors signed and returned the declaration. DB left the meeting</p> <p>10.6 Headteacher Recruitment Governors reviewed the draft information pack including the person specification that had been compiled following consultation with staff, parents and children. When this is agreed, Babcock will draft the final document with photographs etc. for governor's approval. The draft timetable for publication of the advertisement, visits to school, shortlisting and interview dates were discussed. Governors discussed again the levels of packages available for advertising through TES and governors approved the Gold package that would provide hyperlinks to download the application form and information pack. It was agreed that the draft documents should be shared with DB to check for any technical inaccuracies.</p>	
11	<u>Matters brought forward at the discretion of the Chairman</u>	
	None	
12	<u>Impact from this meeting</u>	
	<p>12.1 A brief reflection of the impact this meeting will have on the outcomes for the pupils in our school</p> <ul style="list-style-type: none"> Review of data Letter to parents SIP Equality Objectives Sports Premium Funding Report Review of current budget position 	

13	<u>Date of next meeting (s)</u>	
	Wednesday 27 th February 2018 6pm Full Governing Board Friday 18 th January 2019 8.30am Resources Committee Tuesday 22 nd January 2019 2pm Children's Committee	
	Meeting Closed 8.15PM	
<u>Approval of:</u>	KS2 Targets Pay and Performance Policy Business Continuity Plan Equality Objectives Sports Premium Funding Report Pupil Premium Report Redundancy Policy Corporate Equality and Employment Policy PS reappointed as co-opted governor for a further term of office Purchase of NGA on-line training Purchase of Gold TES package to advertise for new headteacher	
<u>Check & Challenge:</u>	Mixed age classes New enquiry-led curriculum New Ofsted framework Ofsted Q&A Governing Board Self-Evaluation	

Supporting Documents for this meeting can be found on Dropbox, Chudleigh Governors, Full GB Meetings, Meetings 2018-19, 05.12.2018 as follows

Folder Committee Minutes containing

Children's Minutes 09.10.2018
Children's Minutes 20.11.2018 (draft)
FGB Minutes 14.11.2018
FGB Minutes 19.09.2018
Pay and Performance Minutes 15.10.2018
Resources Minutes 09.11.2018
Resources Minutes 28.09.2018
Risk Management Minutes 12.11.2018

Folder – Policies for FGB Approval containing

Business continuity plan 10.18
DCC_equality_policy_10.18
Equality Objectives 2018-19
model pay policy 2018 (1)
PE and Sport Premium Report 2018-19
Pupil Premium Report 2018-19
Schools Redundancy Policy 11.18

2018 Inspection Dashboard
Agenda 05.12.2018
Foundation Governors Meeting Minutes 011018
Governing Board self-evaluation action plan 2018_19
HT Recruitment information pack_FINAL

HT Report to Governors 05.12.18
SIP 2018-19
SIP Meeting Notes 20181109
Strategic Plan 2017-2020 review Nov 18