

CHUDLEIGH CE VC COMMUNITY PRIMARY SCHOOL

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	27 th February 2019			
<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	Mr C Barnes	Foundation Governor
	Mrs H Jones	Foundation Governor	Mrs E Jeffery	LA Governor
<u>APOLOGIES</u>	Mrs H Day	Parent Governor	Mrs J Huxtable	Parent Governor
	Mrs K Windsor	Parent Governor		
Also in attendance	Mrs H Potter Mrs E England	Clerk Deputy Headteacher		

<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, CB, EJ, EE	
3	<u>Apologies</u> KW, HD, JH	
4	<u>Declaration of Interests</u> DB – Executive member of DAPH, Trustee of CCP SB – Peripatetic Music Teacher PW – Director First Federation Trust SL-W – Spouse supervises school-based counsellor	
5	<u>Matters Arising</u> It was noted from the minutes of the previous meeting that CB did not need to undertake the safer recruitment training.	

6	Minutes of Previous Meeting	
	6.1 The minutes of the meeting held on 5 th December 2018 including Part II and Part II minutes of 13 th February 2019 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>DB provided a verbal report advising that the current number of children on roll was 424. 5 children have left, 3 of which are being electively home educated (EHE). DB has carried out exit interviews with parents, which is a new requirement in these circumstances to prevent schools from off rolling. All 3 were very positive about our school with not complaints or issues raised. The decision to EHE was a philosophical and lifestyle choice in all cases. 9 children have joined the school and DB is regularly showing prospective parents and children around. 2 MTAs have left and have not yet been replaced. 2 new TAs have joined the team on temporary contracts, one of which is an experienced MTA who is working with an identified child in order to meet their needs and the other is working with a child in care.</p> <p>Staff recently took part in some Curious City CPD provided by Historic England alongside staff from 5 other schools. Several of these were interested in our curriculum have been in contact with us and/or Liz Gavrilenko from Curious City. The curriculum evening was well received and next week, 2 Babcock advisors will be visiting the school to undertake a formal curriculum review under a pilot scheme. We hosted the area Fairtrade Conference today and which was attended by over 100 children from ours and other local schools where the children were able to meet some banana growers from St Vincent and the Windward Islands. The SIP Committee are due to meet next week. Concerning the school expansion, the travel plan has been done but no plans have been submitted for planning permission so it is unlikely building will take place this year.</p> <p>DB, SG and the Christian Distinctiveness group have been considering the new SIAMS framework. There have been two major incidents of physical bullying, one resulting in 2 internal exclusions of 3 days and 2 playtimes and one resulting in 4 internal exclusions of 1 week and 1 week of playtimes. The youth intervention worker has been involved with the latter and pre-exclusion letters issued. Governor Question – What form does an internal exclusion take? DB advised that work is set but the children work outside of the classroom, either in the corridor or another room or classroom, but not alongside their peers.</p> <p>Attendance is currently 95.3% against a target of 96.2% and we were 94.8% this time last year. We have received a letter from County advising that they have funding to target those children who have missed 30+ sessions. We have 5 children who meet this criterion (1 session being a morning or an afternoon) but these can be explained by medical reasons and hospital stays.</p> <p>7.2 Safeguarding.</p> <p>With regards to Safeguarding, it is a recommendation of the safeguarding audit that safeguarding is included as an item on every agenda. The auditor inspected of our CSR which passed and Janet Joffe and Kate</p>	

	<p>Einzig have completed L3 refresher training. PS and SL-W confirmed that they had recently undertaken Safer Recruitment training. This has already been completed by DB, SB, PW and HJ.</p> <p>7.3 Committee Minutes From the Resources Minutes 18.01.2019 it was advised that the plan is for the CCTV to be installed during the Easter holidays. From the Children’s Minutes 22.01.2019 is was noted that the Curriculum Evening was well received with lots of positive feedback and that the photographs and PowerPoint presentation used on the evening are now on the school website. Thanks were passed to the staff for putting on the curriculum evening.</p> <p>7.4 Termly Letter to Parents PS has drafted a letter to parents that will ask for their views on the school via a questionnaire. DB and PS have discussed using Survey Monkey, as it is felt that an electronic questionnaire may get a better response. The questions are based on the new Ofsted questionnaire and some of our own based around homework and the new curriculum. We could have a Survey Monkey questionnaire free of charge up to 10 questions, but our proposed questionnaire contains 15 questions. To accommodate this, an annual subscription to Survey Monkey would be £372.00 but this facility could then be used by children within the curriculum. Governor Question – How many responses do we usually receive? HJ advised that is was usually around 100, although parents are able to complete 1 questionnaire for each child. DB advised that we do receive a much better response from parents through Schoolcomms. It was also discussed that an electronic questionnaire would save a lot of time collating data from a paper form. Any data security issues would be alleviated by the use of Schoolcomms. A paper copy could be offered to anyone who requested one. Governors approved the purchase of an annual subscription to Survey Monkey. The proposed questions were reviewed and it was agreed to not use the ‘neither agree or disagree answer’.</p> <p>7.5 SIP Monitoring Group It was noted that the SIP Monitoring Group are due to meet next week.</p> <p>7.6 Anonymised Performance Management Data This has been circulated prior to the meeting and reviewed by governors. Governors commented that it was good to see the link to the School Improvement Plan. The overall percentages were similar to last year. The Pay and Performance Committee will see this information in more detail.</p> <p>7.7 Governors Questionnaire to parents This was discussed within 7.4 Termly letter to Parents</p>	
8	<u>Ensuring clarity of vision, ethos and strategic direction</u>	
	<p>8.1 Strategic Plan Under section 1, Vision and Values much of the work is ongoing and on the next Strategic Plan it may be useful be more specific on setting dates. It was noted that the support from the Diocese was good during the Headteacher recruitment process. A child led collective worship helped</p>	

	<p>by Maren has recently taken place. Section 2, teaching and learning is linked to the School Improvement Plan. The SLT are currently undertaking a school-to-school support programme. Concerning Section 3, School Growth, the intake this September is fairly typical, but is predicted to dip again the following year. Much of the building work in Chudleigh has stopped and this area will require ongoing monitoring.</p> <p>8.2 Christian Distinctiveness PW advised that all the usual meetings have taken place and the Christian Distinctiveness Group will meet next week when they will discuss the Ethos Day being held at the church on 29th March, to which 6 or 7 other schools have been invited. Policies currently under review are the Collective Worship policy and Spirituality policy. PW advised that he is watching the rollout of the new SIAMS inspections with interest and is currently trying to find published report of inspections recently carried out in Devon.</p> <p>8.3 Foundation Governors' Meeting The minutes of the Foundation Governors meeting held on 06/02/2019 were circulated prior to the meeting, there were no questions raised.</p> <p>8.4 Policies to be reviewed SEND Policy – recommended by the Children’s Committee, this was reviewed and approved by Governors. Finance Policy – recommend by the Resources Committee, this was reviewed and approved by Governors. Administration of Medicines and Support of Children with Complex Needs – recommended by the Resources Committee. The timing of staff training was questioned and whether staff were suitably trained as soon as a child with medical needs came into their class. It was agreed that it would be first aiders who would be called if something happened and there would also be staff within the previous team with knowledge of that child’s needs. First aiders are trained to inject if required and additional team members will also volunteer to carry this out. Regarding the use of Epipens, first aiders are trained to use them and other staff trained as frequently as we can. DB advised that we could refuse entry to a child with medical needs if we did not have suitably trained staff. It was agreed that the existing wording was sufficient and governors approved this policy. HJ advised that policies where reference should be made to our Christian Ethos have been highlighted on the policies spreadsheet for the next review.</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 The current budget was reviewed by the Resources Committee in January. Thanks to extra funding and prudent management the position this year is healthier than was originally forecast. HJ, the School Business Manager and EE are attending a budget planning meeting with the LA next week.</p> <p>9.2 SFVS This document is an annual requirement and has been recommended to the FGB by the Resources Committee. CB raised that on page 24 there</p>	

	<p>was no rating for section 6 and this was corrected. The document was then approved by the Governing Board. It was noted that this requirement will be changing next year, but as yet, we do not know what the change will be.</p> <p>9.3 Finance Audit The finance audit took place yesterday and today and DB, FF and HJ received feedback this afternoon prior to the final written report being sent to us. It was probably our best audit yet and the business administration team and clerk were thanked for their hard work.</p>	
10	<u>Governing Board Effectiveness</u>	
	<p>10.1 Ofsted Q&A PS has updated the Ofsted Q&A on Dropbox. Additional updating is needed.</p> <p>10.2 Ofsted Inspection Framework Consultation DB advised that the new Ofsted framework focus is more on curriculum, looking at its intent, implementation and impact. 40 schools were used in the pilot of the new framework but many could not articulate what their curriculum was about. This framework is only in consultation and is not statutory. The new framework looks at the same things but from a different angle, it also includes a focus on mental health. Behaviour is a separate judgement. PS had raised whether the appointment of a new headteacher was likely to trigger an inspection, but DB advised that this was unlikely. It was agreed that we should reply to the consultation, the deadline for which is the beginning of April. Governors were asked to look at the consultation in more detail and respond individually.</p> <p>10.3 Skills Audit Governors were asked to review and update the Skills Audit on Dropbox and advise the Clerk when they had done so.</p> <p>10.4 Governing Board Self-Evaluation CB advised that he had investigated the various training opportunities available to governors, which consist of face to face courses with Babcock and webinars via Better Governor. We have not yet received details of the on-line training with the NGA and the Clerk was asked to investigate this. There is some on-line training on the Governors for Schools website and the Safer Recruitment training is undertaken on-line with Educare. The Key does not provide any training, but does contain a lot of useful information for governors. Face to face training courses area also provided by the Diocese. Governors agreed that they were happy with the amount of training available to them and were reminded that their training certificates should go on Dropbox and if they attend Babcock training courses, please could they complete the Impact Forms to share what they have learnt. Turning to whether any improved recruitment processes are required, it was discussed whether we make it clear how much work is involved in being a governor. Whilst we sometimes ask for specific skills, do we ask why? The difficulty is that we do not always get what we ask for and cannot influence the vote anyway. We could look at these things in the future when we next need to recruit. Regarding the need to know about the progress and attainment of our children after they have left our school, it was felt that this was more aimed at secondary schools. Governor Question – Would information from secondary schools be useful to us? It was felt staff</p>	<p>S&A governor</p> <p>All Governors</p> <p>All Governors</p> <p>Clerk</p>

	<p>would like to know and DB will ask the head at Teign for this information, but no further action was required from a governance point of view.</p> <p>10.5 Renewal of Membership of The Key After discussion, it was agreed that this was a very useful resource for both governors and the leadership team and governors approved the renewal of membership for a further year.</p> <p>10.6 Clerk's Update The Clerk advised that the Spring edition of Governance Today should be arriving at school later this week and reminded governors to collect a copy from the office when they are in school.</p> <p>10.7 Headteacher Recruitment PS advised that the headteacher recruitment had been a learning experience for governors and a good opportunity to work together as a team. Some governors had to be kept separate from the process in case of an appeal and PS hoped that this had not been divisive. We had received good feedback from our Babcock representative regarding the skills governors had and praising the way we worked together. Many different stakeholders had been consulted during the process including staff, the school council and FOCS and the purchase of the gold package from Babcock had provided us with superb support, especially with the production of the information pack. Over 20 packs were requested and we received 13 applications, which was an amazing response. The panel have an evaluation form to look at before the next meeting and PS has completed a feedback form for Babcock regarding their service. PS thanked all the governors for everything they had done during this process and advised that we had appointed an excellent new head in Emily which highlighted the professional development at our school. Governor Question – What are we going to do about the gap that will be left in September? PS advised that this would be considered next term so that plans would be in place before September.</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> <p>Approval of Policies</p> <p>Review of Performance Management Data</p> <p>Review of the Strategic Plan</p> <p>Planning of Questionnaire to parents</p> <p>Finance Audit – confirms strong procedure in place.</p>	
13	<u>Date of next meeting (s)</u>	
	<p>Wednesday 24th April 2019 6pm Full Governing Board</p> <p>Tuesday 12th March 2019 2pm Children's Committee</p> <p>Friday 22nd March 2019 8.30am Resources Committee</p>	
	Meeting Closed 7.45PM	

<u>Approval of:</u>	SEND Policy Finance Policy Administration of Medicines and Support of Children with complex needs Purchase of annual subscription to Survey Monkey SFVS Renewal of membership of The Key	
<u>Check & Challenge:</u>	Internal Exclusions Parent Questionnaire	

Supporting Documents for this meeting can be found on Dropbox, Chudleigh Governors, Full GB Meetings, Meetings 2018-19, 27.02.2019 as follows

SFVS 2019 Folder containing
SFVS_additional_resources_2018_19
SFVS_assessment_Form_2018-19

Agenda 27.02.2019
Children's Minutes 22.01.2019
FGB Minutes 05.12.2018
Finance Policy (updated Jan 2019)
Foundation Governors Meeting minutes 060219
Governing Board self evaluation 2018_19
Letter to parents 28.02.19
Medication policy
Ofsted Q&A Jan 19 v16
Performance Management & CPD overview report 2018_19
Resources Minutes 18.01.2019
SEND Policy 01.19