

CHUDLEIGH CE COMMUNITY PRIMARY SCHOOL
MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	14 th July 2016			
<u>HELD AT:</u>	Chudleigh School			
		Governor Category		
<u>CHAIRMAN:</u>	Mrs H. Jones	Foundation governor		
<u>IN ATTENDANCE:</u>	Mrs S. Martin	Parent Governor	Mr D. Barnett	Headteacher
	Mrs S Beasley	Co-opted Governor	Mrs J Potter	Staff Governor
	Rev P. Wimsett	Ex-officio	Mrs S. Hill	Parent Governor
	Mrs P Smethurst	Co-opted Governor	Ms L Millman	Parent Governor
<u>APOLOGIES:</u>	Mr J. Behan	Parent Governor	Apologies Sanctioned	
	Mr R Clotworthy	LA Governor		
	Mr C Barnes	Foundation Governor		
<u>ALSO IN ATTENDANCE:</u>	Mrs R. Tuckett	Clerk	Parent Governor elect - term of office to commence 16/07/16	
	Mrs H Day			

<u>Item no:</u>	<u>Discussion:</u>	<u>For action by:</u>
4	<u>DECLARATION OF INTERESTS</u>	
	Mr D Barnett – Member of the Devon Association of Primary Headteacher’s (DAPH) Executive Committee Mrs J Potter – staffing Mrs S Beasley – Peripatetic Music Teacher at Chudleigh Primary	
5	<u>MINUTES OF THE LAST MEETING</u>	
	Minutes of the meeting held on 18 th May 2016 were agreed and signed. Part 2 minutes of the meeting held on 18 th May 2016 were agreed and signed. Part 2 Minutes of the extra Governors meeting held on 18 th May 2016 were agreed and signed.	
6	<u>MATTERS ARISING</u>	
	No Matters arising	
7	<u>HEADTEACHER’S REPORT</u>	
	The Headteacher’s written report had previously been circulated to all Governors. The Chair reminded Governors of the value and importance of the written report and asked that Governors where possible should submit questions for the Headteacher to the Clerk prior to the meeting. Governor Question How is the impact of Sports Therapy assessed? The Headteacher explained that the child involved had had an initial assessment and following a period of participation is now demonstrating a greater level of engagement in the classroom and less incidences of behavioural problems. The child also has a more positive attitude to the start of the school day, particularly when there are therapy sessions to look forward to. The therapy	

has also contributed to helping this child with transition to secondary education.

The Headteacher informed Governors that all schools in the Primary Behaviour Support Partnership (PSP) would receive £1,000 over the next academic year for therapeutic support and the school is considering continuing this work with other children.

Governor Question

How do Chudleigh School's moderation procedures compare with other local schools?

Governors were informed that the school demonstrates consistently hard rigorous teacher assessments when compared with other schools.

The Deputy Head has been working closely with a Specialist Leader of Education (SLE) in assessment to ensure that the school applies consistent accurate assessments and judgements.

Moving forward the school will continue to work closely with other schools in the partnership to moderate across all year groups as well as Year 2 and Year 6.

Governor Question

Following a period of fixed exclusion has the child concerned been successfully reintegrated in to school?

The Headteacher informed Governors that the child concerned had continued to exhibit challenging behaviour that was being managed. Unfortunately the situation deteriorated today and the child has now been excluded from today until the end of term (20/07/16) on a fixed term exclusion.

The Headteacher reiterated to Governors that the school does not take exclusion decisions lightly but, on this occasion it was the only course of action. The parents are fully supportive of the school's decision.

Governor Question

How will the child be reintegrated in to school in September?

The Headteacher informed Governors that there would be a meeting with the parents on the first day of term.

Governor Question

Does the Family Advisor replace the role previously carried out by the Family Support worker whose role was funded by the Teign Valley Learning Community?

The Headteacher informed Governors that this was the case.

Data

The Headteacher gave a presentation of the unvalidated data for Foundation, Year 1, Year 2 and Year 6.

The Headteacher informed Governors that the RAISE online Document will be published in the Autumn Term 2016.

Foundation Stage:

National data will be available in Autumn Term 2016.

Data demonstrates that 70% of Foundation stage are achieving the expected level in the prime areas of learning compared to 66% nationally (last year's national figures).

57% of disadvantaged foundation stage children have achieved the expected level compared to 49% nationally.

Year 1:

85% at expected level of Phonics test compared to national 77% in 2015.

	<p>Governors Question Is the phonics test the same format as in previous years? The Headteacher informed Governors that this was the case.</p> <p>Year 2: Year 2 data is presented differently in light of the new assessment format. Children are now assessed as working at the expected level for reading, writing and maths and at a greater depth. School data is broadly in line with national data.</p> <p>Year 6: Floor standard not yet published. This Year 6 cohort was below average nationally at the end of Key Stage 1. The Headteacher informed Governors that the school were disappointed with the results for maths as a scrutiny of children's books and teacher assessment shows evidence that children who did not make the expected standard in the maths test are working at the expected level. It is difficult to assess the value added factor as parameters have yet to be published. The Year 6 children overall have achieved well and the school is broadly in line or above national average in all areas.</p> <p>Governors highlighted that the results demonstrated an improvement in spelling, grammar and punctuation which had been a focus in the school improvement plan.</p> <p>Safeguarding Update included in the written Headteacher's report.</p>	
8	<p><u>SCHOOL IMPROVEMENT PLAN/SEF</u></p> <p>School Improvement Officer (SIP) visited in June. Positive report. Action had been taken on all points raised at the previous visit. The visit note had previously been circulated to all Governors.</p> <p>Stewart Gale (SIP) will no longer be the school's SIP. The new SIP for Chudleigh will be Gill Winston who will receive full feedback from Stewart Gale with regards to the school prior to commencing her involvement.</p> <p>Governors questioned whether it was common practice for SIPs to rotate. The Headteacher informed Governors that this was not always the case but, Stewart Gale was taking up a new post as an HMI Inspector.</p>	
9	<p><u>GOVERNOR BOARD ACTION PLAN</u></p> <p>Full Governing Board (FGB) action plan FGB action plan is virtually completed and on track.</p> <p>End of year report to parents It was agreed that the Chair would draft a letter to parents to be sent out by 20/07/16. The letter to include:</p> <ul style="list-style-type: none"> • Clarity of vision – collaboration, and clarification of the vision and values. • Finance – changes to physical building and space in school • Holding Headteacher to account – Governor SIP monitoring group, individual Governors monitoring visits • New Parent Governors. 	

	<p>Headteacher's Performance Management Headteacher's performance management to take place in the Autumn term 2016. Governors approved seeking advice and involvement in this process from Gill Winston, new SIP.</p> <p>Individual Action Plans 2015/16 Committee Action Plans broadly all updated and on track with no significant outstanding areas. Individual Action Plans updated and on track. The Chair asked all Governors to submit their Individual Action Plans 2016/17 to the Chair and relevant committee Chairs by 31/07/16. The individual action plans will feed in to the committee and FGB action plan for 2016/17 and need to be in place in readiness for the next FGB meeting on 21/09/16</p> <p>Strategic Plan to be reviewed in September 2016</p>	All Governors
10	<p><u>COMMITTEE MEETINGS</u></p> <p>Children's Committee meeting - 23/06/2016 Resources Committee meeting - 01/07/2016 Minutes from both meetings had been previously distributed to all Governors. There were no questions from Governors in regard to these meetings.</p>	
11	<p><u>GOVERNING BOARD EFFECTIVENESS</u></p> <p>Governor Mark action plan The Chair explained to new governors that this document was used by the Governors as a form of self-evaluation. Governors were asked to feed in to the document to enable actions that had been completed to be finalised and outstanding actions to be taken forward in to 2016/17.</p> <p>Impact Reports Governors to complete impact reports as soon as possible and send to the Chair and relevant committee Chairs by 01/09/16. The Chair explained that the impact reports are evidence of Governors involvement and impact across all areas.</p> <p>Parent Governor Elections Ms Laura Millman elected with 4 year term of office commenced 27/05/16 and Mrs Helen Day elected with 4 year term of office to commence 16/07/16. Ms Millman and Mrs Day were both congratulated on their election and welcomed to the Governing Board.</p> <p>Chair of Governors The Chair reminded Governors that her term of office comes to an end in September 2016 but that she is willing to stand for re-election for a further term of office. Other governors are also welcome to stand. The Chair also informed Governors that if elected for a further term as Chair that it would be her last as it was considered good practice to have a maximum term for a Chair of 6 years. Governors were asked to consider succession planning. Governors are invited to speak to the Chair if they are considering the role of Chair of Governors.</p>	All Governors All Governors

	<p>Vice Chairs of Governors The term of office for the two Vice Chairs also comes to an end in September and governors are welcome to stand for these positions. Governors are invited to talk to the Chair or Vice Chairs if they are considering these roles.</p> <p>INSET Day 05/09/16 There will be no Governor involvement on this INSET day. Governors may be involved later in the Autumn term in a staff meeting and possible social occasion.</p>	
12	<p><u>BUDGET MONITORING AND BUDGET PLANNING</u></p> <p>The Latest expected outcome (LEO) had been previously circulated to all Governors. The Budget had been scrutinised at the Resources committee on 01/07/16. There has been unexpected income from Devon County council with an increase in Pupil Premium funding of £15k A percentage of the capital funding available for the planned building works has also been received.</p>	
13	<p><u>21ST CENTURY SCHOOLS/STRATEGIC PLAN</u></p> <p>Teaching Assistant Consultations Discussed later in meeting in Part 2.</p> <p>Strategic Plan Vision and Values Rev Wimsett and Mrs H Jones visited school w/b 04/07/16 to talk to children about refreshed vision and the addition of forgiveness to the values and the impact of the values on the children. This information will provide a benchmark which will be reviewed in a year's time. The new vision and values will be relaunched in September 2016 to the whole school.</p> <p>Collaboration Discussed later in meeting in Part 2</p>	
14	<p><u>CLERKS UPDATE</u></p> <p>The Clerk outlined to all Governors the new policy document that had previously been circulated. The Clerk thanked Mrs S Martin and Mrs P Smethurst for their assistance in completing this document which should make the management of the policy cycle easier.</p> <p>Recruitment for a new Clerk is currently taking place with interviews for the post being held on 15/07/16.</p> <p>Mrs R Tuckett was thanked by the Chair for her hard work over the past year.</p>	
15	<p><u>POLICIES TO APPROVE</u></p> <p>None</p> <p>Mrs Day was asked to leave the meeting THE MEETING WENT IN TO PART 2</p>	
16	<p><u>MATTERS BROUGHT FORWARD</u></p> <p>One matter brought forward discussed in Part 2 minutes</p>	

	THE MEETING RESUMED IN PART 1	
	The Governors wished to record their thanks to the Headteacher and whole school staff for their continued effort and commitment to the school.	
17	<u>DATE OF NEXT MEETING</u>	
	Wednesday 21 st September 2016. Calendar of dates for 2016/17 previously circulated.	

<u>Decisions:</u>	End of year letter to parents from Governors and content of letter
<u>Approval of:</u>	SIP involvement in Headteacher's appraisal

<u>Check & Challenge:</u>	Impact of Therapeutic Sports support Statutory data Moderation Reintegration following fixed term exclusion Role of Family Advisor
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