

CHUDLEIGH CE COMMUNITY PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	4 th February 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
	Mr C. Barnes	Foundation Governor	Mr R. Clotworthy	LA Governor
	Mrs J. Potter	Staff Governor		
	Mrs S. Beasley Mrs P. Smethurst	Co-opted Governors		
<u>APOLOGIES:</u>	Mr. P. Bloomfield Mrs S. Hill Mr J. Behan	Parent Governors		
	Rev P. Wimsett	Ex-officio		
	Mrs R. Tuckett	Clerk		
	All apologies sanctioned			
<u>ALSO IN ATTENDANCE:</u>	None			

<u>Item no:</u>	<u>Discussion:</u>	<u>For action by:</u>
4	<u>DECLARATION OF INTERESTS</u> Mr R Clotworthy - Staffing Mrs J Potter – Staffing Mrs S Beasley - Peripatetic Music Teacher at Chudleigh Primary School	
5	<u>MINUTES OF THE LAST MEETING</u> Minutes of the meeting held on 2 nd December 2015 were agreed. Chair to obtain copy from clerk to sign.	Chair
6	<u>MATTERS ARISING</u> Termly letter to parents sent out in January and copied to governors. One letter received by HT from parent with further questions. Responded to by HT. Website profiles – governors reminded to update their information and forward to clerk. Safeguarding policy – governors asked to sign if they have read this policy or to undertake this and sign as soon as possible. COG 360° review – thanks to governors who have completed this.	All governors All governors
7	<u>HEADTEACHER'S REPORT</u> Verbal report from Headteacher's including current pupil numbers.	

Anonymised performance management report previously distributed.

Governors asked why all teachers eligible for pay progression had not applied.

It was noted that higher pay within the upper pay scale comes with additional responsibilities which not all teachers may wish to take on.

A member of the Pay & Performance Committee commented that, having had extensive work experience of different appraisal systems, he found the school's appraisals (as examined by the committee) to be very thorough.

Following a governor question, it was confirmed that staff not meeting all of their objectives are given support to develop and interim reviews also support this.

Place planning

Following a meeting between the HT, Deputy HT, SBM and Chair of Governors with a senior place planning officer from the LA, governors were informed of expected intake numbers for the coming year's EYFS.

65 children have put Chudleigh as their first choice, 56 of whom are in the catchment area. NHS data indicates that there are 75 children in the catchment area and the pre-schools have been asked to confirm with parents that they have applied. It is known that at least two families have missed the deadline for applications. These children would go behind the out-of-catchment applicants.

Data for subsequent years indicates an ongoing increase in numbers (with one low year). This doesn't take into account new building development. Historical data is also to be examined by the LA in terms of changes to numbers within year groups.

ICT funding will be made available to the school to enable the replacement of kit in the ICT suite with 'mobile' kit. The ICT suite could therefore be used for other purposes and the LA would be able to support the cost of works to alter this room as required.

The LA intends to draw up draft building expansion plans for the school so that these are in place as and when they may be needed.

Governors discussed at length the benefits of increasing our PAN of 60 for the coming year as well as the challenges this may present.

Reasons for increasing PAN:

A total of 120 children within EYFS and year 1 (NB the current EYFS currently has 10 spaces) would be financially beneficial in terms of staffing (emergency funding may be available for the first 6 months of the academic year).

Taking a larger intake now would reduce the risk of losing younger siblings to other schools in later years, thus affecting future numbers.

We are likely to have to increase our PAN in the future anyway, and the smaller current EYFS may help the transition

	<p>to this.</p> <p><u>Reasons for concern:</u> Split age year groups will be necessary (statutory cap of 30 children per class in EYFS and KS1). This presents challenges to teachers and may not be popular with all parents. It was noted, however, that many schools work in this way and that it is likely that we will have to do this in the future.</p> <p>Following discussion, governors decided to increase the PAN for 2016/17 for the EYFS to 70 children. It was also suggested that the LA is asked whether we can cap numbers at 120 for the whole of EYFS and year 1.</p> <p>It was noted that a permanent increase in PAN would need to be consulted upon with stakeholder groups.</p> <p>Headteacher's report guidance This was previously circulated to governors. It was felt that the current written report provided termly by the HT covered the majority of recommended content. Additional data to be added in future – overarching SEND data. Governors also liked the tabular format of the model report and requested that the HT use a similar format. Existing content otherwise approved.</p> <p>As previously discussed, it is recommended that governors submit questions in advance of meetings, and governors were reminded to do this in future.</p>	<p>HT</p> <p>HT</p> <p>All governors</p>
8	<p><u>SCHOOL IMPROVEMENT PLAN/SEF</u></p> <p>SIP Monitoring Group met 14/01/16. No queries following meeting report were presented by governors. It was requested that the tracking system discussed at the meeting be made available to governors at the next GB meeting.</p> <p>The curriculum evening for parents on 3rd February was well-received by parents and praised by the curriculum governor who also attended. Thanks to staff for their hard work including those who provided childcare to enable more parents to attend.</p> <p>Work continues on the actions with the school improvement plan.</p> <p>SEF A visit from our School Improvement Partner later this month is going to include a self-evaluation exercise. Our Excellence for All dashboard remains unchanged. Self-evaluation was discussed further under agenda item 13.</p>	<p>HT</p>
9	<p><u>GOVERNOR BODY ACTION PLAN</u></p> <p>Action plan is on track. The only outstanding item for the whole GB is the Business Continuity Plan. A new model for this is being looked at.</p> <p>The Chair reminded all Governors to plan ahead in particular</p>	<p>SBM/HT</p> <p>All governors</p>

	<p>Governors the new layout of information which allows the ‘latest expected outcome’ (i.e. present position plus forward projection) and the following two years’ budget positions to be viewed on one sheet.</p> <p>Projections for financial year 2016/17 causes some concern as major overspend of in-year budget predicted. However, budget for 2016/17 not yet received so this is awaited before any decisions can be made.</p> <p>Finance and Budget Monitoring Policy The Resources Committee recommended this policy for approval by the GB. Some minor amendments regarding delegated authority were proposed following recommendations during the SFVS audit. The policy was approved by governors.</p> <p>SFVS Audit The report from the audit on the 26/27 January is awaited, but positive feedback received.</p> <p>The annual self-evaluation document was approved by governors with the addition of details of finance training by Mrs. S Martin. This to be kept on file for the annual audit.</p>	SBM/Clerk
13	21ST CENTURY SCHOOLS/STRATEGIC PLAN	
	<p>New Ofsted framework The Chair presented details of the new Ofsted framework (Sept 2015) to governors. Presentation to be distributed following meeting.</p> <p>Leadership & management self-evaluation exercise Governors worked in two groups to review the Ofsted grade descriptors for leadership & management. It was felt that we were securely good in this area, with outstanding features. There was some discussion around providing evidence in some areas. This was felt to be a useful exercise and one that could be undertaken for other areas.</p> <p>Strategic plan Brief updates were provided on the objectives: Objective 1 – collaboration. Some fact-finding meetings with local MATs have taken place. A further meeting is scheduled and detailed information will be available by the next GB meeting. Objective 2 – Outdoor space – meeting yet to be convened. Objective 3 – ICT – meeting held today. Included discussion around how LA money could be used and alternative uses for existing ICT suite. Actions to be taken forward around exploring costings and visiting other schools. Objective 4 – Vision & values. Work underway and meeting scheduled for beginning of March Objective 5a – place planning. See earlier agenda item. Objective 5b – safeguarding and SEND - meeting yet to be convened.</p>	<p>Clerk</p> <p>Chair</p> <p>Mrs. S Hill</p> <p>Mrs. S Beasley</p>
14	POLICIES TO APPROVE	

	Finance & Budget Monitoring Policy – agenda item 12	
15	<u>MATTERS BROUGHT FORWARD</u>	
	<p>The Chair informed governors that she had been made aware of a 20% discount for The Key for School Governors through the Devon Association of Primary Headteachers (DAPH). (A further 10% discount may also be forthcoming if more than 101 schools join). This is also available to existing members on a pro-rata basis until March 2017. Governors felt that this was a useful resource. The HT also suggested the joint package with The Key for School Leaders which has been recommended to him. For a full year joint membership would cost £925 but we will only need approximately 6 months membership for the Governor site.</p> <p>Governors approved the extension of the contract and the addition of The Key for School Leaders.</p> <p>Architects Governors asked to let the SBM know of any reputable local architects who could be approached re. possible changes to the ICT suite.</p>	<p>Chair/Clerk</p> <p>Governors</p>
18	<u>DATE OF NEXT MEETING</u>	
	Tuesday 22 nd March 2016	

<u>Decisions:</u>	<p>PAN for 2016/17 to be increased to 70</p> <p>Minor changes to Headteacher’s report</p> <p>Extension of The Key for School Governors contract and addition of The Key for School Leaders using DAPH discount</p>
<u>Approval of:</u>	Finance and Budget Monitoring Policy

<u>Check & Challenge:</u>	<p>Anonymised performance management report</p> <p>Place planning</p> <p>Headteacher’s report content</p> <p>Budget monitoring</p> <p>Leadership & management self-evaluation exercise</p>
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