

CHUDLEIGH CE COMMUNITY PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	18 th May 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
	Rev P. Wimsett	Ex-officio	Mrs S. Hill	Parent Governor
<u>APOLOGIES:</u>	Mrs P. Smethurst	Co-opted Governor	Apologies Sanctioned	
	Mrs S. Beasley	Co-opted Governor		
	Mr J. Behan	Parent Governor		
	Mrs J. Potter	Staff Governor		
<u>ALSO IN ATTENDANCE:</u>	Mrs R. Tuckett	Clerk		

<u>Item no:</u>	<u>Discussion:</u>	<u>For action by:</u>
4	<u>DECLARATION OF INTERESTS</u> Mr R Clotworthy - Staffing	
5	<u>MINUTES OF THE LAST MEETING</u> Minutes of the meeting held on 22 nd March 2016 were agreed and signed. Part 2 minutes of the meeting held on 22 nd March 2016 were agreed and signed.	
6	<u>MATTERS ARISING</u> No Matters arising	
7	<u>HEADTEACHER'S REPORT</u> The Headteacher gave a verbal report to Governors. Pupil Numbers Pupil numbers remain stable. Currently 381 on role which is 2 down on Spring term 2016. 4 new pupils are expected in the next 4 weeks. Foundation Stage 2016 Devon County initially offered 67 places. Following the second round of applications this has now risen to 69. Potential to rise to 75. It was agreed at the resources committee meeting on 6 th May 2016 to establish 3 foundation stage classes from September 2016 to manage additional pupil numbers. Meetings on Thursday 19 th and Friday 20 th May for the new Foundation Parents. The Headteacher said that at these meetings he will inform new parents of the arrangement to run 3 foundation classes which will allay parental concerns regarding mixed aged classes for next year. Governors question – how will physical space in school be utilised to accommodate increased pupil numbers in the foundation stage?	

A link between the library which adjoins the foundation classrooms will be formed to create an additional space. The ICT suite will be converted to be used as additional teaching space and there is the potential for the library to be housed there in the short term. The school librarian has expressed an interest in creating a free flow library in the corridor. The ICT will cease to be viable as a suite due to changes in equipment and learning and teaching styles and the school is moving towards the use of IPADS and lap tops in the classroom.

Attendance

Pupils' attendance remains good. Whole school attendance -was 96.1% to the end of the Spring Term.

Staffing

2 new members of the Teaching Assistant team have had a successful induction and are currently supporting 2 children with additional needs in a 1:1 ratio.

Currently recruiting for additional specialist Teaching Assistants to join the team from September 2016 to work with 2 children in the foundation stage who have specific complex additional needs. Both of these posts will be open to internal and external candidates.

Currently also recruiting for a full-time teacher for the additional foundation class in September 2016.

The Headteacher informed Governors that all members of the teaching staff are now aware of their probable teaching/class responsibilities for September 2016.

In view of the fact that the foundation stage is moving to 3 classes it has been agreed that the temporary TLR point be awarded to the foundation lead to be led as a separate team to Key Stage 1, this post is being recruited internally.

Governors question – has the TLR been included in the budget?

The TLR is included in the budget to be allocated on a temporary basis when necessary.

Teaching and Learning

The Headteacher reported that the Key Stage 2 SATS had been completed according to the national timetable. The reading/comprehension test and maths element of the SATS had been particularly challenging as the tests contained no lower ability questions.

2 children had been officially disapplied from taking some/all of the Key Stage 2 tests.

Key Stage 1 SATS have been taking place during the current week using formal exam conditions, as now required. The Headteacher reported that there had been no boycott of the Key Stage 1 tests by parents, although 1 parent had chosen to withdraw their child from the spelling and grammar test.

The Headteacher informed Governors that as well as focusing on the core subjects the children in Chudleigh school have the opportunity to access a broad balanced curriculum and experiential learning. This term throughout the school there have been visits to Paignton Zoo, Seale Hayne, the Eden Project, walks in the woods and a creative arts project happening in school.

Governors' question – have any children been upset or stressed

	<p>by the statutory testing.</p> <p>The Headteacher reported that there had been one pupil in Year 6 who had been upset and initially refused to come to school on the second day but, with additional support had successfully completed the tests</p>	
8	<p><u>SCHOOL IMPROVEMENT PLAN/SEF</u></p> <p>SIP Monitoring Group met on 22nd April 2016. Notes from that meeting had been previously circulated to all Governors.</p> <p>The meeting focused on internal data for all pupils and in relation to specific identified groups.</p> <p>Internal assessment procedures are still in the process of being embedded and are an ongoing process.</p> <p>There were no questions from Governors.</p> <p>School Improvement visit due on 26th May 2016. The Headteacher stated that this is not a monitoring visit and the school are now in a position to choose the focus for this visit which will be assessment and pupil premium provision.</p>	
9	<p><u>GOVERNOR BODY ACTION PLAN</u></p> <p>Full Governing Body (FGB) action plan is up to date and on track.</p> <p>Committee Action Plans all updated and on track</p> <p>Individual Action Plans updated and on track.</p> <p>The Chair reminded all Governors to start reviewing individual action plans in readiness for September 2016. Ideally Governors to have initial drafts of action plans ready for next committee meetings which will then inform the FGB action plan in readiness for September 2016.</p> <p>The Chair invited Governors to revisit the format of the action plans and invited comments and suggestions for any changes. Governors felt that the action plans were fit for purpose but that we need to be clearer when policies are due for review.</p>	All Governors
10	<p><u>COMMITTEE MEETINGS</u></p> <p>Children's Committee meeting - 28th April 2016</p> <p>Resources Committee meeting - 6th May 2016</p> <p>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 BODY EFFECTIVENESS</u></p> <p>Governor Mark action plan</p> <p>Governors were invited to share examples of monitoring how practice reflects policy and/or how children's views are gathered. Governors discussed different ways that proving policy is reflected in practice and the difficulties in proving this through monitoring.</p> <p>Health and Safety is an area that can be difficult to prove practice reflecting policy. Regular meeting with the Business Manager and asking staff and pupils questions relating to what they would do if a certain situation arises can aid this process.</p> <p>It is important to track and monitor policies to assess if the policy is fit for purpose and to highlight the need to change policies where necessary.</p> <p>Finance is an easier area to prove in that procurement and budget/finance policies are simpler to monitor and establish if good levels of competency are being achieved and adhered to.</p>	

	<p>Childrens views can be sought. The Headteacher gave an example of how this can be effectively achieved with a Governor and himself recently looking at children’s books and asking the children if they understood the marking symbols, what their targets were and what and why they enjoy different areas of the curriculum.</p> <p>Children have recently given their views and valuable insights on the values of the school to the Chair and Rev P Wimsett in a question answer scenario.</p> <p>Governors were asked to check that actions from the Governor Mark action plan had been carried out/were planned. Chair to re-circulate action plan</p> <p>Impact Report The Chair asked that these be drafted in readiness for the final committee meetings of the year and any queries to be addressed to the Chair.</p> <p>Resignations Mr P Bloomfield Parent Governor has resigned with immediate effect from 15th April 2016. Mrs S. Hill has stated her intention to stand down from 15th July 2016. As a result nominations were invited for both of these positions from the parent body. 4 nominations have been received and as there are only 2 vacancies an election process is currently taking place, Voting closes on Thursday 26th May at 3.45PM with the count taking place on Friday 27th May at 1.30PM. The Chair thanked both Mr Bloomfield and Mrs Hill for their hard work and commitment to the Governing body and the school.</p> <p>Chair of Governors The Chair reminded Governors that her term of office comes to end in September 2016 but, that she is currently intending to stand for re-election for a further term of office. Governors are invited to speak to the Chair if they are considering the role of Chair of Governors.</p> <p>National Governor Association Membership Membership of the association is due to be renewed in the near future. Governors agreed that membership was worthwhile and offered good value for money at a cost of £79.00 per annum for the whole Governing body. Governors agreed to renew membership.</p>	<p>Chair</p> <p>All Governors</p>
12	<u>BUDGET MONITORING AND BUDGET PLANNING</u>	
	<p>Mr C Barnes (Finance Governor) stated that the budget is in a positive position with a larger carry forward than previously expected. Original carry forward £120.000 but, now increased to £190.000.</p> <p>This is due to unexpected income from additional funds for children with additional needs, rise in pupil premium funding and repayment from previously committed funds from Teign Valley Learning Community.</p> <p>The BM has reported the increased level of the carry forward to Devon County Council (DCC) as it is higher than the percentage normally allowed. To date there has been no response from</p>	

	<p>DCC.</p> <p>The resources committee on 6th May 2016 approved the appointment of a third foundation teacher from September 2016. This additional cost has been budgeted for this year and also in subsequent years but, will need to be closely monitored and reviewed annually as the carry forward going forward is predicted to be significantly reduced.</p> <p>Mr C Barnes stated that the current budget and monitoring gives no cause for concern at this stage.</p>	
13	<p><u>21ST CENTURY SCHOOLS/STRATEGIC PLAN</u></p> <p>Prevent Presentation</p> <p>The Chair presented a presentation on Prevent and the statutory obligations of Governors. Prevent monitoring is under the remit of the safeguarding Governor but, it is an area that all Governors need to be aware of. The power point presentation to be distributed to all Governors.</p> <p>Prevent duty is statutory for all schools and colleges. The presentation outlined what prevent is, how children are affected, who is vulnerable, what to do if you suspect there is an issue, how to and who to refer to and what children need to know and understand.</p> <p>The schools responsibilities are from November 2014 where the DFE states that schools should promote:</p> <ul style="list-style-type: none"> • values of democracy • the rule of law • individual liberty • mutual respect and tolerance of those with different faiths and beliefs <p>Governors responsibilities are to:</p> <ul style="list-style-type: none"> • ensure that staff have been trained and understand how to make referrals • ensure that policies are updated in line with PREVENT duty • link Governor - safeguarding Governor • good practice – PREVENT audit <p>There are six golden strands to achieve this (OFSTED)</p> <ul style="list-style-type: none"> • leadership and management • training • engagement with external providers • policies and practices • curriculum(formal and informal) • referral pathways <p>And don't forget 'due diligence'</p> <p>Governor's question – are children at Chudleigh school taught about all faiths and religions?</p> <p>The Headteacher stated that Chudleigh follows the RE curriculum on a rolling programme so that in each key stage all the children will have the opportunity to learn about other faiths, religion and cultures and tolerance is embedded.</p> <p>THE MEETING WENT IN TO PART 2</p> <p>Collaboration</p> <p>THE MEETING RETURNED TO PART 1</p>	Clerk

	Mrs S Hill left the meeting at 19.40	
14	<u>CLERKS UPDATE</u>	
	No updates	
15	<u>POLICIES TO APPROVE</u>	
	Asset Management Plan (Premises Investment Plan) Recommended for approval by resources committee on 6 th May 2016 Governors question – Do Chudleigh Community Project (CCP) contribute to the cost of having the hall floor patched/repared. The Headteacher stated that the proposed work on the hall would be carried out in the summer holidays 2016 and was a repair at a cost of approximately £500.00. The school is responsible to a degree for wear and tear of the hall floor so on this occasion would not expect a contribution from CCP. The £10,000 figure stated in the investment plan was for a complete repair of the floor and this is not currently required. Governors approved the Asset Management Plan.	
16	<u>MATTERS BROUGHT FORWARD</u>	
	The Chair gave Governors advanced notice of the school INSET day on 5 th September 2016. It is not definite at this stage that Governors may be involved in this training day so Governors are asked to bear this date in mind.	All Governors
17	<u>DATE OF NEXT MEETING</u>	
	Thursday 14 th July 2016	

<u>Decisions:</u>	To continue with annual National Governors Association membership
<u>Approval of:</u>	Asset Management Plan(Premises Investment Plan)

<u>Check & Challenge:</u>	Use of physical space in school to accommodate rise in foundation stage numbers in September 2016 Situation of new library if current library is used for new foundation stage Temporary TLR budget implications Impact of statutory tests on children in Year 2 and 6 Best ways of proving practice reflects policies and how to monitor this Curriculum for RE CCP financial contribution to hall floor repairs
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