

CHUDLEIGH CE COMMUNITY PRIMARY SCHOOL
MINUTES OF THE GOVERNING BODY

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	22 nd March 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	Mr J Behan	Parent Governor
	Mrs P. Smethurst	Co-opted Governor		
<u>APOLOGIES:</u>	Rev P. Wimsett	Ex-officio	Apologies Sanctioned	
	Mrs S Beasley	Co-opted Governor		
	Mr P Bloomfield	Parent Governor	Apologies unsanctioned	
<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 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 4 th February 2016 were agreed and signed.	
6	<u>MATTERS ARISING</u>	
	Assessment and Tracking system Skills audit Both items covered in a later agenda item	
7	<u>HEADTEACHER'S REPORT</u>	
	Written report from Headteacher previously circulated. Questions on content of report were invited from Governors. Chair stressed the importance of this written report to Governors providing Governors with a wealth of information and a good opportunity to check and challenge. The Chair reminded Governors to submit questions prior to the meeting. The Headteacher's report was compiled using the new format as requested by Governors. Governors commented that they approved of the new format and found it both informative and helpful. Governors asked the following questions: Leadership & management How is the move to making Team Leaders more strategic progressing?	

The new structure is now embedded although it continues to develop and team leaders are developing a more strategic role. The structure of the senior leadership meetings has slightly changed to enable team leaders to work with their teams and then report back to the senior leadership.

How have staff and pupils found the new SRE resources being used this term for the first time?

Are many children withdrawn by parents? Have there been any parental concerns?

Sex and relationship education for the whole school has recently taken place. The Headteacher stated that on reflection there were benefits to the whole school participating in the same term and this approach had been well received by staff.

Some parental concerns had been raised beforehand but, on the whole had been resolved.

There had been no negative feedback from parents to date.

How are staff finding the new assessment framework?

The Headteacher reported that the data from this term was due for submission from staff by 23/03/16. Once data had been received and analysed this will give an overview of whether progress is being measured effectively.

This system is new and is taking time to embed.

Year 6 and Year 2 teachers will be collaborating with other schools in partnership to moderate end of Key Stage assessments.

It is still unknown at this stage how the school will be measured against end of Key Stage 2 assessments at the end of this academic year.

It is also still unclear how the Key Stage 2 tests results will be reported to parents and nationally

There are no higher level tests for end of Key Stage 2 in 2016.

Writing will be measured by Teacher Assessment and may be externally moderated.

Personal development, behaviour & welfare

What is the likely impact of the loss of the family liaison worker? How many families access this? Is it something we could look to work with other schools on?

The role of the Family Liaison Worker was explained and how the recent loss of this role is impacting on our school.

Other services to replace the work of the family worker are available as buy back services as needed.

The Headteacher recently attended the Early Help Forum and reported that from 01/04/16 early help will not be available for primary age children.

The Headteacher is aware of groups/personnel that may be available to help with this. Funds remaining from Teign Valley Learning Community will be shared between Teign Valley schools which could be used to assist with financing this support to the future.

It was also noted that the loss of the family worker may have the impact of an increased workload for our School based Counsellor.

	<p>What is clinical supervision? Has this been positively received?</p> <p>Supervision is used widely in other professions to assist staff in dealing with major events and critical incidents.</p> <p>School employs a drama- therapist to work with children. She is a qualified clinical psychologist and has been working with staff on a 1:1 and small group basis. This support is reviewed regularly.</p> <p>The drama-therapist has worked regularly with a group of support staff who currently work with the children in our school with the highest level of need. This group meets regularly and is now self led by different members of the group.</p> <p>SIP Visit 11/02/16</p> <p>Very positive visit and report.</p> <p>Mrs S Martin met with SIP. Notes from this meeting previously circulated to all Governors.</p> <p>School improvement officer highlighted the need for improvements in consistency across the school in relation to feeding back to children in their exercise books. The team leaders are scrutinising their team books and will feed back to senior leadership.</p>	
8	<u>SCHOOL IMPROVEMENT PLAN/SEF</u>	
	<p>Children’s Committee have reviewed the Excellence for All SEF.</p> <p>Assessment Tracking System</p> <p>The Headteacher gave a detailed explanation of the new assessment and monitoring tracking system.</p> <p>Assessment for each subject is now based on children in the following categories:</p> <p>Developing – not meeting the objectives for their Year Group</p> <p>Succeeding – Meeting the objectives for their Year Group</p> <p>Exceeding – Greater depth and understanding.</p> <p>There are separate tracking grids for reading, writing and maths. Children’s names are used in the grids and are RAG rated to highlight children who did not make expected progress the previous year.</p> <p>SEND and Pupil Premium children are clearly identified.</p> <p>The senior leadership team are currently reviewing and adapting the grids to more clearly demonstrate in year progress. There is still no national guidance received on level/weighting assessment throughout the year.</p> <p>Governors Questions.</p> <p>How will these be reported to parents in the end of year report for each child?</p> <p>The Headteacher informed Governors that the format for reporting had yet to be decided.</p> <p>Will the school benchmark with other schools to moderate assessments.</p> <p>The Headteacher stated that end of Key Stage moderation will take place with partnership schools and external moderation.</p> <p>Are staff satisfied with the administration of the tracking grids?</p> <p>The Headteacher reported that staff were using the grids well and adapting to the change. The grid is very much a working</p>	

	document.	
9	GOVERNOR BODY ACTION PLAN	
	<p>Action plan is on track with the exception of Ofsted Q and A. Ofsted data dashboard has just been replaced with a new site from the DfE. Data to be updated using this.</p> <p>Committee Action Plans all updated.</p> <p>Individual Action Plans – the Chair reminded all Governors to start reviewing individual action plans in readiness for September 2016</p>	All governors
10	COMMITTEE MEETINGS	
	<p>Children’s Committee meeting - no meeting Spring Term 2</p> <p>Resources Committee meeting 18th March 2016</p> <p>Budget and Audit to be covered under separate agenda item</p> <p>Premises – - Mrs S Hill reported that the Premises Investment Plan had been reviewed and updated and that the next phase of planned work will be redecoration of the Year 3/4 classrooms and carpeting of the Year 3/4 corridor.</p> <p>Minutes of this meeting will be distributed.</p> <p>Foundation Governors</p> <p>Vision and Values to be discussed in a later agenda item</p> <p>Foundation Governors meeting notes to be distributed to all Governors.</p> <p>SIAMS inspection due in the Autumn term 2017</p>	<p>Clerk</p> <p>Chair/Clerk</p>
11	GOVERNING BODY EFFECTIVENESS	
	<p>Annual skills audit</p> <p>Completed by most Governors just a few outstanding to be returned.</p> <p>There are no major skills gaps currently within the GB, but it was noted that it would be beneficial to have a broader skill base for curriculum, SEND and Safeguarding. Governors were encouraged to attend or undertake online training in these areas.</p> <p>Governor Mark action plan – impact report</p> <p>The Chair proposed that each Governor to complete impact report in advance of the final committee meetings of the current school year to inform next year’s plan. To be discussed at the final Full Governors meeting of the academic year.</p> <p>Impact report also a good opportunity of providing an evidence bank for Ofsted.</p> <p>Governors approved this report.</p> <p>Chairs’ Update</p> <p>Notes previously circulated to all Governors.</p> <p>Mrs H Jones (Chair), Mrs S Martin (Vice Chair) and Mrs P Smethurst (Vice Chair) recently attended Chairs’ update.</p> <p>Areas that were highlighted at the update were, the Virtual School, Finance, Safeguarding and Clerks role. There were no questions raised by Governors.</p> <p>Governors with actions to feed back to Governors at next committee meetings.</p> <p>Roles and Responsibilities</p> <p>New documents - Role of the Chair and Vice Chair and Expectations of being a Governor had been previously circulated.</p> <p>The Chair & Vice Chair documents use National College of School Leadership headings to aid with understanding the remit</p>	<p>Chair</p> <p>All governors</p> <p>R. Clotworthy, C. Barnes, P. Bloomfield</p>

	<p>The annual SFVS self-evaluation document was approved by Governors to be submitted to Devon Audit Partnership by 31/03/16. To be circulated to all Governors prior to submission for any final comments. This to be kept on file for the annual audit.</p>	Clerk
13	<p>21ST CENTURY SCHOOLS/STRATEGIC PLAN</p>	
	<p>SCITT Update (School Centred Initial Teacher Training) Headteacher reported that Chudleigh School has been a partnership school for the last five years and has had a SCITT student in school this academic year. SCITT has previously been supported by the Local Authority (LA) but, this will not continue moving forward. SCITT in Devon has been rated as outstanding by Ofsted in January 2016 and highlighted as the best SCITT provider in the country for student satisfaction. Governors need to approve Chudleigh school remaining in SCITT and being part of a partnership moving forward taking on responsibility for SCITT staff/liabilities. Newport Academy in North Devon will be the lead school with approximately 30 other schools forming the partnership. The financial cost for Chudleigh would be an annual charge of £500.00 to be a strategic partner and an extra £300.00 annually over the next 3 years to cover liabilities of SCITT staff. Governors expressed that it is vital to support the next generation of teachers to the profession and support ITT. The Headteacher said that the school would continue to work with Plymouth and Exeter Universities in the future alongside SCITT. Governors approved the proposal.</p> <p>Risk Register Headteacher and Chair have reviewed and updated – no changes.</p> <p>Strategic plan Vision and Values The new vision and values document had previously been circulated to all Governors. The Foundation Governors had met with the Headteacher and two members of the teaching staff following on from discussions at whole staff/Governors INSET day 1 September 2015. Vision is now a shorter more succinct statement. Chair and Rev P Wimsett have spoken to children across the whole school and reported that the values are well embedded in the day to day life of the school. No one value stands out above others and children gave each value an equal weighting. It is proposed that the values should remain unchanged but, with an addition of forgiveness, which was previously included within another value statement. To embed the Christian distinctiveness into the values each value now has a Bible verse linked to it. Governors were concerned that the document was long and not child friendly and so it was proposed that the values be displayed for children without the linked Bible verses. Headteacher to introduce revised vision and values to staff with a relaunch and promotion to the children and wider school community in September 2016. Governors agreed the changes to the Vision and Values.</p>	HT

	<p>THE MEETING WENT IN TO PART 2</p> <p>Mrs S Hill left the meeting at 20.05 Mrs S Martin left the meeting at 20.10</p> <p>THE MEETING RETURNED TO PART 1</p>	
14	<u>CLERKS UPDATE</u>	
	The Clerk drew Governors attention to the latest Clerks review that had previously been circulated inviting Governors to participate in the consultation on fairer funding.	All governors
15	<u>POLICIES TO APPROVE</u>	
	<ul style="list-style-type: none"> • Disciplinary Policy and Procedure • Grievance Policy and Procedure • Capability Policy and Procedure • Managing Sickness Absence Policy and Procedure • Flexible Working Requests Policy for Schools <p>Policies approved following recommendation by the Resources committee on 18/03/16.</p> <p>Governors agreed that in policies listed above all appeals hearings should be heard by the first committee and not the Headteacher as it would be unlikely that the Headteacher would be in a position to be objective. Policies to be updated to reflect this</p> <p>Bribery Gifts and Hospitality Policy Policy approved following recommendation by the Resources committee on 18/03/16</p>	
16	<u>MATTERS BROUGHT FORWARD</u>	
	<p>The Chair informed Governors that there is a summary of the Education White Paper published w/b 14/03/16 available on Better Governor. Babcock has also produced a summary which the Chair will share with Governors.</p> <p>Headteacher reported a parental concern that had been raised following the last Full Governors meeting in relation to place planning and consultation of parents with regards to allocation of pupil places and the possibility of mixed age classes in the future.</p>	Chair
17	<u>DATE OF NEXT MEETING</u>	
	Wednesday 18 th May 2016	

<u>Decisions:</u>	Revised Role of Governor/Expectations to be published on school website Termly letter to parents content
<u>Approval of:</u>	<p>Budget 2016/2017</p> <ul style="list-style-type: none"> • Disciplinary Policy and Procedure • Grievance Policy and Procedure • Capability Policy and Procedure • Managing Sickness Absence Policy and Procedure • Flexible Working Requests Policy for Schools • Bribery, Gifts and Hospitality Policy

	Governor impact report SFVS self-evaluation document for submission to audit by 31/03/16 Chudleigh School remaining part of SCITT New Vision and Values
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<u>Check & Challenge:</u>	Headteacher's report content Budget 2016/2017 Assessment Tracking System SFVS audit draft report SCITT Vision and Values
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