

CHUDLEIGH CE VC COMMUNITY PRIMARY SCHOOL

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

DATE:	12 th July 2017			
HELD AT:	Chudleigh School			
		Governor Category		
CHAIRMAN:	Mrs H. Jones	Foundation governor		
IN ATTENDANCE:				
	Mrs S Beasley	Co-opted Governor	Ms S Lea-Weston	Parent Governor
	Rev P Wimsett	Ex-Officio	Mrs J Potter	Staff Governor
	Mr D Barnett	Headteacher	Mrs L Millman	Parent Governor
	Mrs P Smethurst	Co-Opted		
Apologies	Mrs H Day Mrs S Martin Mr C Barnes Mrs J Huxtable	Sanctioned Sanctioned Sanctioned Sanctioned		
Also in attendance	Mrs H Potter	Clerk		

Item no:	Discussion:	For action by:
1	Opening Prayers Meeting opened in prayer by PW	
2	Members Present SB, HJ, JP, DB, LM, SLW, PS, PW	
3	Apologies Mrs H Day- Sanctioned Mrs S Martin- Sanctioned Mr C Barnes – Sanctioned Mrs J Huxtable – Sanctioned	
4	Declaration of Interests DB – Executive member of DAPH SB – Peripatetic Music Teacher JP – Staff Governor and Union representative PW – Director First Federation SLW – Spouse provides Dramatherapy sessions at school	
5	Minutes of meeting held on 16th May 2017 Including Part II minutes. These minutes were agreed and signed as a true record.	

6	Matters Arising	
	<p>Governor Mark Action Plan This is covered as an agenda item in section 11.</p>	
7	Headteacher's Report	
	<p>Written report previously submitted to all governors.</p> <p>Governor Question - What are the plans regarding both the accommodation and the curriculum for the mixed EYFS/Year 1 class?</p> <p>DB advised that this class would be in the old library, currently Miss Fraser's classroom. Teaching staff have liaised with and visited other schools with mixed year group classes. The Y1 children in the mixed class are those who the staff felt would benefit from having extra time within the continuous provision. The parents of those Y1 children in this class have been spoken to and most were happy with the decision made. The Y1 children in the mixed class will have opportunity to mix with other Y1 children and a decision will be made as to which school trips these children will take part in.</p> <p>Governor Question – With regard to the exclusion mentioned, is there a concern that there seems to be a rising trend in exclusions in Devon?</p> <p>DB advised that there are no statutory guidelines regarding good practice or justification for exclusions and he has put himself forward within DAPH to take part in a working party to look into this. Exclusions are rising across the County, which may be attributed to a lack of funding, and Devon County Council are very concerned about this.</p> <p>Governor Question – How will not having a full time deputy SENDCO affect the SEND children?</p> <p>DB advised that this would be looked at in line with the budget, but accepted that this could have an impact on our data.</p> <p>The 2018-19 term dates were reviewed and approved.</p> <p>Unvalidated school performance data and progress against the SIP</p> <p>There has been no significant changes in the data for the EYFS With 70% reaching a good level of development compared to 69% National in 2016.</p> <p>Year 1 Phonics Screening Y1 achieved a pass rate of 91% compared to 81% nationally. Last year we achieved a 100% pass rate for those children retaking the phonics test in Y2, but this was not achieved this year.</p> <p>In Year 2, our lowest score was for writing, but maths is where we made less progress. The gap between Pupil Premium and Non Pupil Premium children has improved for Y2 results this year. Although these gaps were bigger at Y6 in writing the gap has narrowed for Maths and Reading.</p> <p>Writing again is an issue for Y6 results and something the school will focus on next year. Some professional bodies are pushing for a short writing test alongside the teacher marked work as nationally writing assessment has improved significantly without a formal assessment externally validated</p>	

	<p>We are challenging a couple of Y6 results and looking for an extra mark in their maths assessments where they scored 99 and just need one extra mark to get them to 100 where they are deemed to be ‘secondary ready’.</p> <p>More information will be available in September but from the information we already have, there are many positives and lots to celebrate.</p> <p>Governor Question – How do we communicate this information to parents? DB advised that this would be communicated in the newsletter due to go out before the end of term and HJ advised that it would be covered in more detail in next term’s governor letter to parents.</p>	
8	School Improvement Plan/SEF	
	The notes from the SIP Monitoring Group meeting on 5 th June 2017 have been circulated and there were no questions raised. The SEF will be looked at next term; a close track will need to be kept on this as Ofsted may visit next year.	
9	Governing Body Action Plan	
	<p>This action plan is up to date</p> <p>End of Year Report to Parents HJ has looked at this in conjunction with the 3 core functions of the governing board and considered the items to be included in each section as follows</p> <p><u>Ensuring clarity of vision, ethos and strategic direction</u> Collaboration Work Values Refreshing Strategic Plan <u>Holding the Headteacher to Account for the educational performance of the school and it’s pupils</u> SIP Monitoring Group Anonymous information to monitor staff performance <u>Overseeing the financial performance of the school and making sure its money is well spent</u> Large EYFS Looking at the nursery unit</p> <p>No one offered anything to add to this, HJ will draft the letter and forward to DB and Vice Chairs to review with a view to sending this to parents before the end of term.</p> <p>Headteacher’s Performance Management Gill Winston is no longer employed by DCC but is staying on as a Consultant and will be our professional advisor for the forthcoming year. Governors agreed for Gill Winston to act as our advisor for the Headteacher’s performance management.</p> <p>Individual & Committee Action Plans Please could all governors ensure that this year’s plans have been updated. Some governors have already drafted their plans for next year, please could those that have not send drafts to the Chair and the Vice Chairs before the end of the month. These may be added to after the strategic planning meeting at the beginning of September. Please let the Chair or Vice Chairs know if you require any assistance.</p>	<p>HJ</p> <p>All Governors</p>
10	Committee Meetings	

	<p>Resources Meeting – 30/06/2017 Children’s Committee Meeting – 19/06/2017 Minutes previously circulated – no queries Foundation Governors meeting notes 22/05/2017 There has been no SIAMS inspection this year; this will now almost certainly be in September.</p>	
11	<p><u>Governing Board Effectiveness</u></p> <p>Governor Mark action plan HJ has updated this document since the last meeting, some areas can be moved to committees and she is now happy that this action plan can be closed off as completed. Governors agreed with this.</p> <p>Ofsted Q&A This document needs to be updated. HJ advised that she will need assistance from some governors regarding certain sections and she will be in touch with them shortly.</p> <p>Impact Reports Some governors have completed their impact reports. Could all that have not, please complete and send them to the Chair and Vice Chairs by the end of the month. Please advise if you have any queries or require any assistance.</p> <p>Vice Chair and Chair Roles and Responsibilities HJ has looked at these documents against the governor competency framework but no changes were required. This is more about responsibilities rather than tasks.</p> <p>Succession Planning HJ reiterated that next year would be her last as Chair as she will then have completed 6 years, which is the maximum considered good practice. If anyone would like to speak to her or the Vice Chairs about the role then please do so. There will be opportunities to shadow next year if required.</p>	<p>HJ</p> <p>All Governors</p> <p>All Governors</p>
12	<p><u>Budget Monitoring/Budget Planning</u></p> <p>Budget monitoring report The carry forward total has decreased since the budget was set due to glitches in the software, some of which DCC made us aware of beforehand, but this has not put us into a negative budget. The SBM met with Charles Woodland our Finance Consultant on Friday and the situation has improved, as Pupil Premium funding is now higher.</p> <p>Governor question – What is IAR? DB advised that this is Individually Allocated Resources, money available above and beyond to address the special needs of identified children.</p>	
13	<p><u>21st Century Schools/strategic plan</u></p> <p>Vision working party Lots of work has been done on this in the previous year. HJ and PW have visited the school and spoken to children about the new value of Forgiveness and they felt that the children were all aware of this new value and it has been embedded into the culture of the school.</p> <p>Collaboration working party The discussion moved to Part II</p> <p>Nursery working party The meeting moved back to Part I</p> <p>DB advised that he had received a phone call from Devon County</p>	

	<p>Council stating that the Department for Education had declined to extend the deadline available to spend the funding available for this project and therefore the nursery would not be going ahead. The plans to build over the bank can stay in place and may provide an option to extend the school in the future. DB thanked all the staff and governors involved for their hard work on this project. We can now confirm to DCC that we will not be extending the age range at the school from 4-11 to 3-11.</p>	
14	<p><u>Clerk's update</u></p> <p>Clerk is undertaking New Clerk Induction at the end of September.</p>	
15	<p><u>Policies to approve</u></p> <p>None</p>	
16	<p><u>Matters brought forward at the discretion of the Chairman</u></p> <p>The Governor photos on the board in reception are out of date. DB advised that part of the board has been removed to make way for the new signing in system so these may no longer be needed.</p> <p>Governor Question – Could the photos be added to the school website?</p> <p>It was felt this would still be quite onerous to update and questioned whether photos were needed. DB advised that other than the Senior Leadership Team, there are no photos on the website but there is a list of staff.</p>	
17	<p><u>Date of next meeting</u></p> <p>Strategic Planning Meeting – Wednesday 6th September 2017 3.45PM (SB unable to attend)</p> <p>Full Governing Board – Wednesday 20th September 2017 6PM</p> <p>Calendar of 2017/18 meeting dates shared previously</p> <p>Meeting Closed 7.25PM</p>	<p>Governors not at meeting to confirm 06/09/17 availability to Chair</p>
<u>Approval of:</u>	<p>2018/19 Term Dates</p> <p>Advisor for Headteacher performance management</p> <p>Age range not to be changed to 3-11 years</p> <p>Governor Mark action plan to be closed</p>	
<u>Check & Challenge:</u>	<p>Mixed EYFS/Y1 Class</p> <p>Exclusion Trends across Devon</p> <p>Staffing affecting SEND children</p> <p>Communicating data to parents</p>	