

CHUDLEIGH CE VC COMMUNITY PRIMARY SCHOOL

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

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| DATE: | 20 th September 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 | Mrs H Day | Parent Governor |
| | Mrs J Huxtable | Parent Governor | Mr C Barnes | Foundation Governor |
| Also in attendance | Mrs H Potter | Clerk | | |

| Item no: | Discussion: | For action by: |
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| 1 | Opening Prayers Meeting opened in prayer by PW | |
| 2 | Members Present SB, HJ, JP, DB, LM, SLW, PS, PW, HD, CB, JH | |
| 3 | Apologies None | |
| 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 Drama therapy sessions at school | |
| 5 | Matters Arising 5.1 Annual Report Letter to parents. This was sent to Parents at the end of last term as agreed. | |
| 6 | Minutes of Previous Meeting Including Part II minutes. The minutes of the meeting held on 12 th July 2017 were agreed and signed as a true record. | |
| 7 | Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff | |
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| | <p>7.1 Headteachers Report There are currently 440 children on roll. There were 71 children expected in EYFS and we have taken 72 and a further 2 in Year 1, which is now 74. In total, there are 10 spaces within the school.</p> <p>2 new TAs, 1 HLTA and 1 member of the lunchtime team have started this term and have settled well. There are interviews next week for 3 unfilled TA roles.</p> <p>The first two weeks of the term once again, contained team-building activities, which has worked well. More formal learning will start this week.</p> <p>Governor Question? How have last year’s EYFS settled into Year 1? They are still participating in structured play in the afternoons building up to learning that is more formal. This is the same for the Y1 children in the mixed class that is working well and they are having many opportunities to mix with the other Year 1s at collective worship etc. The parents of children in this class have had a separate parents meeting this afternoon with the EYFS parents meeting taking place next week.</p> <p>SIP Priorities are writing across the curriculum and handwriting that now has to be joined up by the end of Year 6.</p> <p>There are no specific SEND/PP issues across the whole school so work that is more specific to each year group will be done looking at each cohort.</p> <p>Leadership and Management will undertake a curriculum review and development; Inspectors will look at how the curriculum is suitable for our school.</p> <p>7.2 SIP Update The performance data was reviewed. In Year 6, the gaps have improved significantly. In Year 2, the gaps have narrowed across the board and has continued to do so throughout Year 3. The Pupil Premium gap has also narrowed significantly but national figures have not been released. The Excellence for All (EAP) report has been produced by DCC. The leadership team do their own self-evaluation plan. Governors agreed that this could be sent to the LA.</p> <p>7.3 Attendance Targets The attendance target was set last year at 96.4% and we achieved 96.3% that places us within the top 10% of schools nationally. It was noted that unauthorised absence was very low at 0.1%. It was agreed that attendance targets for the forthcoming year would be set at 96.4%. The local authority have indicated that they plan to start fining again for unauthorised absence.</p> <p>7.4 SEND information report Item carried forward to next meeting.</p> | Clerk |
| 8 | <u>Ensuring clarity of vision, ethos and strategic direction</u> | |

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| | <p>8.1 Strategic Plan Review</p> <p>HJ thanked all those governors who attended the staff meeting on 6th September 2017 where a workshop type exercise took place. All staff had input into key areas, the opportunities and challenges in respect of growth and collaboration and with regards to the school's vision, how are we achieving this and what more can be done to achieve more. HJ agreed to share the notes from this meeting, regarding the feedback provided. This was a useful meeting with staff being positive about having the opportunity to be involved. We need to look at refreshing the strategic plan going forward and the objectives were reviewed:</p> <p><u>To explore the options for collaboration with other schools and the possibility of becoming an academy.</u></p> <p>Staff were positive about the collaboration work that had taken place with other schools. A decision needs to be taken whether or not we look to become an academy. Following the work already carried out in this area governors felt that we are a good, financially viable school, strong enough to be in charge of our own direction. There is no pressure to become an academy in the current political climate and after all the options had been explored, there was no strong need for us to have to follow this route. The existing partnerships we take part in are already having a positive effect. <u>Governor Question. Would we still have opportunities to collaborate if other schools become academies?</u> We could continue with our existing partnerships and would remain an attractive collaboration partner. It was agreed that we would not explore academisation further for a minimum of 2 years unless there was a critical external driver, but the collaboration would continue and an objective would remain around this.</p> <p><u>To develop the use of the school's outdoor space in order to enrich the curriculum and to explore other opportunities to make the best use of this outdoor environment.</u></p> <p>It was agreed that this was operational rather than strategic and could sit within the curriculum section of the SIP and therefore can be dropped from the strategic plan.</p> <p><u>To ensure that the school makes the best use of technological advances.</u></p> <p>This area has moved on a lot with the new IT within the school and going forward this could be monitored by curriculum and standards and achievement. The ICT Strategic Plan is still ongoing and can now sit with Finance under the Resources Committee.</p> <p><u>To review as required the school vision and values.</u></p> <p>This has been completed.</p> <p><u>To prepare for the ongoing rise in pupil numbers because of housing expansion in Chudleigh.</u></p> <p>This objective needs to stay on the strategic plan as decisions in this area are still ongoing.</p> <p>The current working parties tend to consist of the same people due to their responsibilities so it may be that other governors may need to be drawn in. HJ will review and redraft the strategic plan based on these discussions for approval at the next meeting. This may include items after Friday's SIAMS inspection that, regardless of the outcome, will give us development areas. We will need to see clear links between Our Vision, the strategic plan and the SIP.</p> | <p>HJ</p> <p>PS</p> <p>PS/SL-W</p> <p>CB</p> <p>HJ</p> |
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| | <p>8.2 Christian Distinctiveness – SIAMS Inspection The SIAMS Inspection will take place on Friday 22nd September. DB received the pre-inspection plan this afternoon that he will review with Sandra Gill tomorrow. He has spoken with the inspector this afternoon and he would like to meet with governors on Friday between 3.30 and 4.00. All governors are welcome to attend, SLW, LM, HJ, PS, and PW confirmed that they would be able to attend.</p> <p>8.3 Foundation Governors meeting 18/09/2017 The Foundation Governors had met and spent the meeting planning for the SIAMS inspection. Minutes will be available at the next Children’s Meeting and the next Full Governors Meeting.</p> <p>8.4 Policies to be reviewed The Governors Expenses Policy was reviewed and approved.</p> | |
| 9 | <p><u>Overseeing the financial performance of the school and making sure it is money well spent</u></p> | |
| | <p>9.1 Current Budget Position There is still an ongoing issue with SEND funding. There is insufficient funding from Devon County, which could impact significantly on the budget and needs monitoring. This could lead to challenges with staffing as higher numbers of SEND children enter the school. It was noted that this is a county-wide issue.</p> <p>9.2 Teachers Pay Award The teacher’s pay award was discussed. The model policy has not yet been published. Schools can set their own pay policy but our school has previously accepted the government decision. Their proposal is a 1% pay rise for those not on the main scale and 2% for those on the main scale. The LA are asking all schools to advise their intentions. Following discussion, governors agreed to accept the government recommendation.</p> | |
| 10 | <p><u>Governing Board Effectiveness</u></p> <p>10.1 Individual, committee & GB action plans All action plans have been received checked by HJ and are available in dropbox. Please let HJ know if you have any queries. There will be termly governor training available. Governors approved the full GB action plan</p> <p>CB entered the meeting at 7.07pm.</p> <p>10.2 Impact Reports Most of these have been completed; they are useful as evidence of the impact of our work both individually and corporately.</p> <p>10.3 Ofsted Q & A HJ confirmed that this has been updated and reminded governors that it is 3 ½ years since our last Ofsted inspection. Some other governors are requested to complete sections of this going forwards and this has been added to action plans.</p> <p>10.4 Training Governors were reminded that they should take part in at least one</p> | |

piece of training each year. The Better Governor Webinars are available to them.

10.5 Visit Notes

All Governors were reminded to complete visit notes even if they were only brief. They should be sent to the Chair, clerk, headteacher and vice chair.

10.6 Confidentiality

All governors were reminded of their responsibilities regarding confidentiality and that Part II minutes should not be discussed.

10.7 Governor terms of office

Cliff Barnes' term of office expires on 22nd September 2017 and the Diocese has reappointed him.

10.8 Governor Vacancy

There is a vacancy for a Local Authority governor following the resignation of Steph Martin, Steph was thanked for all her excellent work whilst she had served as a governor. HJ confirmed a card was sent to Steph on behalf of the governors and DB confirmed that she had been sent flowers as a thank you from the school. We now have to decide if we move a parent governor into the LA role or recruit into the post. It was noted that we had received an enquiry from a local resident with experience in education last week.

Governor Question – What responsibilities did Steph have?

It was advised that Steph had been responsible for Health and Safety.

Governor Question – What difference would it make to the governor if they moved into the LA role?

HJ advised that there would be no change for the governor, it would effectively be a change in name only and would still leave us with 6 governors who are parents.

Governor Question – Were there any unsuccessful candidates in the last parent election? DB advised that there were and one had already contacted him to enquire if there was going to be a parent election.

We need to discuss what the best options are, if governors know of anyone who would be interested in the role, please let HJ know and she would be happy to discuss the role with them. In the interim, the Resources Committee to assign SM's tasks. HJ has drafted an action plan that focuses on site security, which links in to safeguarding and premises.

CB

10.9 Succession Planning

HJ has one year left as Chair and intends to step down. 6 years is considered the maximum for best practice. The role of Chair is open to any governor and it would be useful to be able to have a transition period. You do not have to be a long standing governor to take on the Chair's role. Others have taken it on after 1 or 2 years as a governor. There is plenty of training and support available. HJ is happy to discuss the role with anyone who is interested.

10.10 Governing Board self-evaluation

We should aim for outstanding work in everything that we do. The NGA 20 questions document is a useful tool that we can use

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| | <p>over the coming year, looking at a few questions at each meeting for robust evaluation. Governors agreed to this approach.</p> <p>10.11 Clerks Update The Clerk was intending to take part in a Better Governor Webinar for Clerks on Monday evening, but it was cancelled due to technical difficulties.</p> | |
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| 11 | <u>Governing Board Annual Review</u> | |
| | <p>11.1 Individual governor responsibilities Everyone was happy with his or her current area of responsibility and no one wished to change. Health and Safety needs to be covered in the interim. We need to have a named governor for Children in Care and as this comes within Inclusion and SEND it was agreed that this would be Jo Huxtable. Emily England is the named member of staff.</p> <p>11.2 1st & 2nd Committee membership This was agreed as per the standing orders. 1st Committee – SB, PS, CB, LM plus one vacancy 2nd Committee – HD, HJ, JH, SLW & PW</p> <p>11.3 Election of Vice Chairs No nominations had been received in advance. PS in happy to continue as Vice Chair and Chair of the Children’s committee and was re-elected. CB agreed to stand as Vice Chair and Chair of the Resources Committee and was elected.</p> <p>11.4 Terms of reference/Standing Orders The terms of reference and standing orders, which had been circulated prior to the meeting, were approved.</p> <p>11.5 Register of Business Interests All governors updated and signed their individual records. There is a legal requirement for these to be updated on the website. Clerk to review and update.</p> <p>11.6 Governors responsible for Headteachers performance management PW had decided to step down from this role. PS will take his place alongside SB and HJ. PS will look into training. The date of this meeting is 6th November 2017.</p> <p>11.7 SIP Monitoring Group This group meet termly and review data in more detail in line with the SIP. The group consists of HJ, SLW, LM and PS. HD advised she would be happy to be called upon later if required. The date of the first meeting is yet to be agreed.</p> <p>11.8 Pay and Performance Committee Agreed HJ, PS, SB (personnel) & CB (finance)</p> <p>11.9 Risk Management Committee Agreed HJ, PS, CB & DB</p> <p>11.10 Code of Conduct</p> | Clerk |

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| | This was circulated prior to the meeting and was approved. | |
| 12 | Matters brought forward at the discretion of the Chairman | |
| | HJ mentioned the new agenda format that was based on the 3 core areas of governance plus governing board effectiveness. There are no plans to change the format of the sub committee agendas. | |
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| 13 | Date of next meeting | |
| | Wednesday 29 th November 2017 6pm Full Governing Board Friday 29 th September 2017 8.30am Resources Committee Monday 9 th October 2017 2pm Children's Committee | |
| | Meeting Closed 7.45PM | |
| <u>Approval of:</u> | Attendance Targets Governors Expenses Policy Teachers Pay Award Named Governor for Children in Care Terms of Reference and Standing Orders Election of Vice Chairs Committee Memberships Code of Conduct | |
| <u>Check & Challenge:</u> | EYFS transition into Year 1 School Academisation LA Governor Vacancy | |