

Full Governing Board Minutes

The meeting of the Full Governing Board was held on Tuesday 5th December at Parkham Primary School at 19:00. The minutes of the meeting are set out below.

Meeting - Minutes (Part I)				
Date/Time	Tuesday 5 th December 2017 / 19:00		Location	Parkham
Attendees	Initials		Agenda Summary	
Phil Priest	PP	Co-opted Governor	<ol style="list-style-type: none"> 1. Welcome & apologies for absence 2. Declaration of Pecuniary / Business Interests 3. Confidentiality Statement 4. Agree minutes from previous FGB meeting held on 17.10.2017 (Parts I & II) 5. Matters arising from previous minutes 17.10.2017 6. Matters arising from Resources & T & L Minutes 7. HT Verbal Update (to include safeguarding) 8. Ratify HT recommendations concerning Pupil Premium and PE Funding 9. Receive School Attendance Targets 10. Buckland Brewer Under Fives Update 11. Budget overview 12. Clerks Update 13. Appoint ACCT trustee 14. Governors letter to parents 15. Ratify term dates 2018/19 16. Governor Visit Reports 17. Governor training update 18. Strategic role of the Governor 19. Correspondence 20. Items brought forward at the discretion of the Chair. 21. Date & Time of Next Meeting 	
Sarah Day	SD	Co-opted Governor		
Lucy Dignam	LD	Co-opted Governor		
Erol Eales	EE	Parent Governor		
Gina Finch	GF	Staff Headteacher		
Alan Jones	AJ	Co-opted Governors		
Miranda Roper	MR	Parent Governor		
Clare Sargeant	CS	Co-opted Governor		
Apologies	Initials			
Claire Ankers	CA	Foundation Governor		
Graham Bridger	GB	Foundation Governor		
In Attendance	Initials			
Wendy Ainscough	WA	Clerk		

Signed by Chair _____

Minute ref#	Minute	Actions / By whom
171205/1	<p>Welcome & apologies for absence</p> <p>AJ welcomed all to the meeting Apologies had been received in advance from GB and CA.</p>	
171205/2	<p>Declaration of Pecuniary / Business Interests</p> <p>None declarations were made.</p>	
171205/3	<p>Confidentiality Statement</p> <p>AJ gave a reminder about confidentiality and the declaration was signed by all present.</p>	
171205/4	<p>Agree minutes from previous FGB meeting held on 17.10.2017</p> <p>The minutes of the meeting dated 17.10.2017 were considered.</p> <p><i>AJ proposed acceptance of the minutes, this was seconded by CS and the Board unanimously agreed.</i></p>	WA – update website & circulate minutes to both schools.
171205/5	<p>Matters arising from previous minutes 17.10.2017</p> <p>There were no matters arising.</p>	
171205/6	<p>Matters arising from Resources & T & L Minutes</p> <ul style="list-style-type: none"> SD has completed a check of the Medical Logs. She has identified some areas where the policy did not reflect every day practice. GF commented that it had been a really useful exercise and requested that the Medical Administration Policy was reviewed at the next FGB meeting. CS has met with Claire Pennington as the Maths lead. They are currently focusing on reasoning. She is happy that things are in place to move this area forward. CS has checked the Single Central Record 	Add Medicine administration policy to next FGB agenda
171205/7	<p>HT Verbal Update (to include safeguarding)</p> <p>The HT update was tabled at the meeting. GF explained that she had updated details since the last meeting, adding that this does not include the current data position as this is not yet available. Governors divided into pairs, to consider report and the following questions were raised.</p> <p>Health and Safety – All Governors were requested to attend the Safeguarding Level 2 training taking place on 03.01.2018 in Buckland Brewer.</p> <p>LD asked how governors know that safeguarding policies are in place and have been reviewed.</p> <p>GF explained that all Safeguarding Policies are updated annually. She added that the safeguarding lead governor comes in and checks the single central record on a regular basis.</p> <p>She suggested that a useful exercise would be to take a policy and go through some of the key areas and see how they are implemented within schools.</p> <p>LD asked for more details on future site plans.</p> <p>GF advised that she had been visited by had Paula McCrea (DCC) and Neil Marsden(NPS Surveyor) to carry out feasibility surveys for future plans, They had been looking at what they could do with the space available.</p>	

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GF updated the Board that the school field has a covenant on it which means there can be no further building. The Parish Council had been aware of this covenant. It had been put on by the landowners, who originally gifted the land to the parish council. She has spoken to them and they are going to get the covenant changed so that it can be built upon for educational use.

She advised that they are looking at remodelling the existing buildings rather than going through lengthy planning applications. They plan to move the pre-school on site and use the Village Hall for PE. This would make the current key stage one classroom a foundation stage unit. Accessible toilets would be put in the current PE cupboard and a dividing wall put into the hall to create another classroom space. PM has advised that she anticipates that the work will have to go to tender.

GF has asked BU to model for an additional member of teaching staff, adding that they need to be flexible to manage the current bulge.

A discussion about the age ranges in each class followed.

PP asked when she was expecting a response from DCC.

GF had requested that it was treated as a priority.

LD asked about changing facilities in the FSU.

GF explained the plans to provide a private changing facility within the unit.

CS commented how beneficial it was for GF to be part of the Dartmoor Teaching Schools Alliance, they are pulling schools together and sharing good practice and the model is working extremely well.

GF advised that Linda Ross (primary adviser covering excellence for all) had visited the school. They are happy with Parkham, Buckland Brewer is still being lightly monitored because of its data. She will re-visit in the spring.

GF advised that she has purchased an effectiveness review through the DTSA and it will take place on 20/21.02.2018.

SD queried if the assessments for children in Parkham, which were low compare to National expectation, were a reflection of the effectiveness of the FSU.

GF commented that she appreciates that this is an area which might need investigation.

LD asked if the change with deferred entry had made a difference.

GF responded that there are currently 2 children who have deferred entry and this has led to much better outcomes for them at the moment.

LD asked if they have to re-join their age appropriate cohort at a later point.

A discussion followed, GF explained that this varied depending on the admission policy of the individual schools.

SD asked if they had received any response from advertising in the North Devon Journal.

GF advised not at this time.

PP expressed disappointment that the year 4 residential had been unable to take place.

GF advised that they had 8 children in cohort, and would have needed 10 to

break even. They only had 3 take up the offer so to run the trip was not financially viable.

PP asked if there had been any parental feedback on the split lunchtime session.

GF responded that it had only just started, however staff feedback is very positive as the children have more space to play.

PP asked if we give the children the skills they need to be able socially interact when they transition to secondary school.

CS commented that they don't notice any issue when they start secondary school.

PP asked if we do anything to promote social interaction.

GF responded that there are enhanced transition programmes for children who need support. This is one of the reasons they focus on children's mental health, she commented that she has noticed a significant improvement in their resilience since the start of the program.

She added that the nurture group through ACCT is helping. Also the children who attend the ACCT Socrates workshops get increased integration.

LD asked if different children attend the workshops so all get a chance.

GF confirmed that they do, however they children have to be interested and willing otherwise it is a waste of time.

AJ asked about raising the Planned Admissions Number from 7 to 10.

GF responded that she had spoken to Andrew Brent, Admission Policy Manager for DCC who has advised that it would be best to wait until they have approval from strategic planning, adding that once increased it is not easy to decrease. The long term plan would be to increase the age range of Buckland Brewer from 2-11 to match Parkham.

CS asked if staff were aware of the changes to the data protection act.

GF advised that Babcock had been commissioned to review our data protection procedures to ensure we are working appropriately, this would carry out nearer the time of the changes to the law.

171205/8	<p>Ratify HT recommendations concerning Pupil Premium and PE Funding</p> <p>The Pupil Premium document and PE Premium documents had been considered by both the Resources and T & L Committees. Both plans were available on the school website.</p> <p><i>AJ proposed acceptance of both plans, this was seconded by PP and the Board unanimously agreed.</i></p>	
171205/9	<p>Receive School Attendance Targets</p> <p>GF confirmed that the attendance target was 97%.</p> <p>AJ asked what steps were taken when dealing with unauthorised absences.</p> <p>GF responded that the current DCC policy was that they would prosecute when there were 10 sessions of unauthorised absence in 6 months. GF explained that the school contact parents when absence drops to 95% and then write more formally when it drops to 90%.</p>	
171205/10	<p>Buckland Brewer Under Fives Update</p> <p>GF confirmed that the restructure and consultation process was nearing completion and that the new 2 staff structure would take effect from</p>	

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	<p>01.02.2017. She added that pre-school staff were now working on site on Tuesday and Fridays.</p> <p>LD asked about the Toddler session, which comes under the umbrella of pre-school.</p> <p>It was agreed that this would be carried forward and discussed outside of the meeting.</p> <p>EE asked when she would anticipate pre-school operation from the school site.</p> <p>GF advised that she was hoping to have all works completed by September, she added that they need to move them as soon as possible to help alleviate the pre-schools financial issues.</p>	
171205/11	<p>Budget overview</p> <p>GF explained that the budget is currently looking healthy. They are predicting a slight in year deficit for this year, but with a positive carry forward. The future budget is looking very healthy, based on the potential gains from the new funding formula. She advised that they are modelling new staffing structures based on current anticipated finance.</p> <p>GF commented that they would need to put some monies into a reserve to pay for any future redundancies.</p> <p>EE asked if any redundancies monies set aside would be capped.</p> <p>A discussion about budget control and cost centre management followed.</p>	
171205/12	<p>Clerks Update</p> <p>WA update the Board on the changes to the newly published annual cycle guidance. She advised that this changes would be included in agendas from the new year.</p>	
171205/13	<p>Appoint ACCT trustee</p> <p>It was noted that following the resignation of Linda Rafferty the Board needed to appoint a new trustee to the ACCT to replace her. GF gave an overview of the role and the time commitment that would it would involve. A discussion ensued.</p> <p>PP agreed to become a trustee at this time, LD agreed to consider taking on the role in the future.</p> <p>EE asked what the federation gained by being a member of the ACCT.</p> <p>GF explained the benefits for the children and of school to school support for the staff.</p>	
171205/14	<p>Governors letter to parents</p> <p>AJ to write to parents with an update on the work of the Board.</p>	
171205/15	<p>Ratify term dates 2018/19</p> <p>The term dates for 2018/19 had been considered during the Resources Committee meeting on 23.11.2017.</p> <p><i>GF proposed that these dates were approved and submitted to DCC, this was seconded by AJ and the Board unanimously agreed.</i></p>	
171205/16	<p>Governor Visit Reports</p> <p>See 171205/6, copies of visit reports attached.</p>	
171205/17	<p>Governor training update</p> <p>EE, MD, LD have all attended New Governors Training.</p>	

Signed by Chair _____

A copy of Governance Today was circulated. Governors were asked to bring any training requests to the January Committee Meetings.
 CS pointed out that a Governor would need to attend HT appraisal training to take over from her next year.
 PP asked to be booked on the Governance and School Improvement training session on 15.03.2018.

171205/18	Strategic role of the Governor Defer to FGB agenda, Spring 2.	
171205/19	Correspondence None received.	
171205/20	Items brought forward at the discretion of the Chair. None raised	
171205/21	The next meeting will be held on Tuesday 6th February 2018 at 18:30 in Buckland Brewer	

Meeting Closed at 20:50

Approved