

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	29 th November 2017			
<u>HELD AT:</u>	Chudleigh School			
		Governor Category		
<u>CHAIRMAN:</u>	Mrs H. Jones	Foundation governor		
<u>IN ATTENDANCE:</u>	Mrs S Beasley	Co-opted Governor	Ms S Lea-Weston	Parent 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
<u>APOLOGIES</u>	Rev P Wimsett	Ex-Officio	Mrs J Potter	Staff Governor
Also in attendance	Mrs H Potter	Clerk		

<u>Item no:</u>	<u>Discussion:</u>	<u>For action by:</u>
1	<u>Opening Prayers</u> Meeting opened in prayer by HJ	
2	<u>Members Present</u> SB, HJ, DB, LM, SLW, PS, HD, CB, JH	
3	<u>Apologies</u> JP, PW	
4	<u>Declaration of Interests</u> DB – Executive member of DAPH SB – Peripatetic Music Teacher SLW – Spouse provides Drama therapy sessions at school	
5	<u>Matters Arising</u> CB confirmed that it was agreed at the Resources Committee meeting that LM would take on responsibility for Health and Safety.	
6	<u>Minutes of Previous Meeting</u> The minutes of the meeting held on 20 th September 2017 were agreed and signed as a true record.	
7	<u>Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff</u> 7.1 Headteacher's Report The headteacher's written report previously circulated was	

discussed. HJ reminded governors that it was useful if they could submit any question in advance. **Governor Question – Regarding the collaboration work, will there be some opportunities for support staff and/or what are the mechanisms for sharing learnings etc. with colleagues? Will governors receive reports like last year?** DB advised that there has been no formal partnership work carried out yet. The heads group have talked about working with support staff but there is no formal TA line yet. Some informal work such as first aid training and positive intervention strategies have been completed. Governors will get termly collaboration reports going forward.

Governor Question – I think we have our highest ever number of children in care and your report mentions the workload this brings. How does the relationship with the virtual school work? Do they offer support? Is feeding back to them time consuming? DB advised that this is very much a form filling exercise. The virtual school consists of one head, 4 area workers and 1 administrator, with just one person dealing with phone calls and email for the whole of south Devon. **Governor Question – What is the virtual school?** DB advised that this is for children in care where the LA is the child’s corporate parent and oversee our work.

Governor Question? It is encouraging that positive strategies regarding challenging children have been recognised, but we are still seeing an increase in exclusions across Devon. Do you think this is linked to the higher number of children on the safeguarding register or are there other reasons? DB advised that we have been invited to take part in the Devon inclusion project to share our strategies on inclusion. It is recognised that exclusions in KS1 are increasing across the county, but there is no support for primary mental health, which is only going to make the situation worse. We are fortunate to have the support of Janet Joffe and the drama therapy but this does come out of our budget. We are good at intervening prior to escalation and this is reflected in our low level of exclusions. **Governor Question – Has support been provided to the member of staff involved in the exclusion?** DB advised that support has been provided and that the member of staff had not wanted the child to be excluded.

Governor Question – We will look at performance management next term but can you confirm that the performance management cycle has taken place this term? DB confirmed that the performance management cycle had taken place this term.

Governor Question - Can you tell us about the support for staff and children following the death of Teresa Deer? DB stated that the school had taken advice from the education psychology service and followed the procedures they advised. We have used a bereavement support service who have come in to support staff and Janet Joffe has been supporting the children. The school are supporting her in this role. There will be a school-based celebration and the bereavement support service will be here afterwards for both children and staff. Whilst this has been a very difficult time for staff, they have been supportive of each other. The school have received several cards and emails of support from parents. HJ confirmed that she would attend the funeral on behalf

	<p>of the governors and PS was thanked for volunteering to come into school to help supervise the children not being collected until 3.30.</p> <p>Governor Question – On the SEF everything within Teaching and Learning is good with some elements of outstanding practice. How close to outstanding are we? DB advised that in order to be outstanding you have to have 3 years of data significantly above the national average. The Ofsted chief inspector has recently said she would like to remove the outstanding grade as good should be good enough.</p> <p>It was noted that the after school football club mentioned within the report is provided by Saints Southwest.</p> <p>The data was reviewed including the new ASP data that replaces RAISE online, and the FFT data.</p> <p>The EYFS stage, KS1 phonics screening, KS1 and KS2 data was reviewed and it was noted that this data had previously been looked at by the SIP Monitoring Group. DB advised that it should be possible to give governors access to the data, however, this does need to be restricted so that they cannot see details of individual children. He will advise governors when this is available.</p> <p>Governor Question – Has extra provision been made for those children who had to retake the KS1 Phonics Screening? DB confirmed that this had been done with extra phonics groups in Year 3.</p> <p>Governor Question – With the number of children with significant needs increasing, how will this affect our data? DB advised that we always have the story behind the data whether it is a child with high-end special needs or a child on holiday when the SATS are held. Inspectors can drill down into the data and be given the reasons behind it.</p> <p>Governor Question – With writing being contained in the SIP, is this part of performance management? DB confirmed that it was.</p> <p>Governor Question – How are we changing our approach regarding writing? This is included in the action plan. PS has recently been into school to discuss this and will provide visit notes. We are involved in peer coaching to develop good practice and subject leaders are undergoing training. Rebecca Cosgrove the Literacy Lead for Babcock is coming into school to work with staff.</p> <p>Governor Question – What about initiatives to stretch high achievers? DB confirmed that children have their own individual targets. Mel Short’s role supports high achievers as well as lower ability children.</p> <p>Targets were reviewed, it was noted that when setting the EYFS targets that this year’s is a boy heavy cohort having some children with high-end special needs. Targets are no longer statutory but are considered best practice. The KS1 & 2 targets were also looked at. Governor Question – Do the staff feel the aspirational targets are realistic? DB confirmed that they did. Governors approved the targets as follows</p>	<p>DB</p> <p>PS</p>
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KS1	%expected standard		%greater depth standard	
	FFT	ASP	FFT	ASP
Reading	81	89	28	31
Writing	72	76	12	15
Maths	80	82	20	24

KS2	%expected standard		%greater depth standard	
	FFT	ASP	FFT	ASP
Reading	61	77	14	25
Writing	72	75	11	16
Maths	64	72	12	10
GPAS	69	82	17	20

7.2 SIP Monitoring Group Meeting.

Notes from the meeting on 6.11.2017 were only just available and it was agreed that these would be reviewed at the next meeting.

7.3 SIP 2017/18

It has been useful to see how we have progressed in the last year. The SIP priorities have been reviewed. Financial data has not yet been included; this has been delegated to the Resources Committee to review.

Governors approved the SIP 2017/18.

7.4 Committee Minutes

All the minutes had previously been circulated other than the minutes of the Children's Committee held on 20th November 2017 as these are still awaiting approval.

Governor Question – The minutes of the Resources Committee states that curriculum costs will need to be closely monitored. Can you explain why this is? CB advised that this is because there is only £4,000 of the curriculum budget to be spent this year; however, SIP is a separate provision within the budget and is currently underspent.

The recommendation by the Children's Committee regarding the issuing of fixed penalty notices for unauthorised absence was discussed. The recommendation is not to pass on all unauthorised absence to the LA for fixed penalty notices, but just those where the unauthorised absence means that the child falls below our attendance target. Consideration would be given where medical appointments had contributed to a child's absence. Governors approved this recommendation. DB to communicate this information to parents.

7.5 Termly letter to Parents

It was agreed that this would be set out under the Ofsted headings as has been done previously. Top-level data will also be included as will the priorities for the year going forward. HJ to draft.

DB

HJ

	<p>7.6 KS2 Performance Targets. Agreed under 7.1</p> <p>7.7 Ofsted Inspection Report The staff and children were congratulated on the excellent inspection report.</p> <p>7.8 Headteacher's Appraisal HJ confirmed that this was carried out with our professional advisor, Gill Winston on 6th November 2017.</p>	
8	<p><u>Ensuring clarity of vision, ethos and strategic direction</u></p>	
	<p>8.1 Strategic Plan Review PS has drafted an updated 3 year Strategic Plan previously circulated to governors that links through to the SIP. This incorporates new ideas that came forward from the staff meeting as well as observations from the SIAMS and Ofsted inspection report. Items we have already achieved have been taken out with some things being moved to an operational level. The plan now contains three main objectives, Vision and Values, Teaching and Learning and School Growth. Each committee has responsibilities for one strand rather than forming working parties as we have done in the past. Governors approved the plan and PS was thanked for her work on this document.</p> <p>8.2 Christian Distinctiveness – SIAMS Inspection Report The school was congratulated on the excellent SIAMS inspection report.</p> <p>8.3 Foundation Governors Meeting The notes from the meeting held on 20th November 2017 had previously been circulated. Governors had no questions.</p> <p>8.4 Policies to be reviewed Pay Policy – This has been recommended by the Pay and Performance Committee and was approved. Business Continuity Plan – This has been recommended by the Risk Management Committee and was approved. Equality Objectives – This document was not previously available for governors to review and was deferred to the next meeting. SEND Information Report – This was recommended by the Children's Committee and was approved. JH was asked to make sure that it was available on the website. Attendance Policy – This was recommended by the Children's Committee and was discussed previously at this meeting under item 7.3 Committee Minutes. Governors approved the recommendation.</p>	DB/Clerk

9	<u>Overseeing the financial performance of the school and making sure it is money well spent</u>	
	<p>9.1 Current budget position CB had met with the SBM to discuss the budget. The budget previously submitted to County had shown a negative carry forward in year 3. However, with changes since that budget was produced, mainly an increase in income, the budget now shows a £45,000 carry forward in year 3 and this, showing a balanced budget for 3 years, has now been sent to County. SEND funding continues to be a cause for concern, in some cases the funding we receive could half and we may need to officially feedback our concerns to County.</p>	
10	<p><u>Governing Board Effectiveness</u></p> <p>10.1 Ofsted Q&A This document needs to be updated. HJ advised that SL-W had agreed to look at it to see if we can present the data differently. Governors responsible for safeguarding and SEND have been asked to check their areas of the document termly. HJ asked governors if they found this document useful and they confirmed that they did.</p> <p>10.2 Governor Vacancy The vacancy for a Local Authority Governor remains. DB and HJ have met with a person who had approached the board asking if we had a vacancy. She has experience of working both abroad and in special schools. We could consider appointing her to the LA role or look to move a current parent governor into this role and then hold a parent election. If this were to happen, the term of office for the parent governor would start again as the LA governor. Governor Question – Is there a certain timeframe within which we need to fill this vacancy? HJ advised that there was not. However, the procedure for appointing a LA governor can take some time and it does mean that work this governor would carry out needs to be done elsewhere. Under the Excellence for All program, the more vacancies you have can affect your rating and it was felt that we would not wish to carry this vacancy for any great length of time. Another option would be to speak to members of the local community that we felt would be suitable to fulfil this role and see if any of them would be interested. After considering all the options, governors felt that the person DB and HJ had met with would be their preferred option and HJ advised that she would contact her to discuss the vacancy.</p> <p>10.3 Succession Planning HJ reminded the meeting that her term as Chair will end next September and asked all governors to complete a succession planning grid. This asked where they would see themselves in 1 and 3 years' time and any roles they would be prepared to undertake in case of emergency. Governors were also asked what barriers they felt prevented them from undertaking a new role and what they might need in the way of support to undertake a</p>	<p>SL-W</p> <p>HJ</p>

	<p>leadership role. It was discussed that the current model could be changed to a Chair/Vice Chair model going forward if people felt the role of Chair was too big for them to undertake. The forms were completed and passed to HJ to review.</p> <p>10.4 Governing Board Self Evaluation It was agreed that this item would be deferred to the next meeting.</p> <p>10.5 Clerks Update. HJ confirmed that the clerk has successfully completed her probationary period and was thanked for her work to date. The clerk reminded governors that the latest copy of Governance Today was available to take at the end of the meeting.</p>	<p>HJ</p> <p>Clerk</p>
12	<p><u>Matters brought forward at the discretion of the Chairman</u> None</p>	
	<p>Date of next meeting Thursday 1st February 2018 6pm Full Governing Board Monday 15th January 2018 2pm Children’s Committee Friday 19th January 2018 8.30am Resources Committee</p>	
	<p>Meeting Closed 8.05PM</p>	
<u>Approval of:</u>	<p>SIP 2017/2018 KS2 Performance Targets Strategic Plan 2017-2020 Pay Policy Business Continuity Plan SEND Information Report Recommendation from the Children’s Committee regarding the criteria for implementation of fines for unauthorised absence.</p>	
<u>Check and Challenge:</u>	<p>Collaboration work for support staff Increase in exclusions across Devon KS1 Phonics Screening Effect of children with special needs on data School’s approach to improving writing Initiatives to stretch high achievers Curriculum costs</p>	

Supporting documents as follows can be found in Dropbox – Chudleigh Governors, Full GB Meetings, Meetings 2017-18, FGB Meeting 29.11.2017.

Data Presentation Documents, containing
2017-idsr-11392 ASP Dashboard
Summary KS2 2016-17 FFT Asp
Unvalidated 2017 Performance Data Presentation

Agenda FGB 29112017
Budget Summary 071117
Business continuity plan 10.17
Children’s Minutes 09.10.2017
Draft School Improvement Plan 2017-18 V1
FGB Minutes 20.09.2017
Foundation Governor minutes Nov17

HT Report to Governors 29.11.17
LEO 071718
Pay & Performance Minutes 16.10.2017
Pay Policy 09.17
Resources Minutes 10.11.2017
Resources Minutes 29.09.2017
Risk Management Minutes 6.11.2017
Roles and responsibilities_Chair
Roles and responsibilities_VC
SEND Information Report 2017-18
SIP 2017-18 V1
Strategic Plan 2017-2020