

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	16 th May 2018			
<u>HELD AT:</u>	Chudleigh School			
		Governor Category		
<u>CHAIRMAN:</u>	Mrs H. Jones	Foundation governor		
<u>IN ATTENDANCE:</u>	Mrs P Smethurst	Co-opted Governor	Mrs J Huxtable	Parent Governor
	Mr D Barnett	Headteacher	Mr C Barnes	Foundation Governor
	Mrs J Potter	Staff Governor	Mrs H Day	Parent Governor
	Mrs E Jeffery	LA Governor		
<u>APOLOGIES</u>	Rev P Wimsett	Ex-Officio	Mrs K Windsor	Parent Governor
	Ms S Lea-Western	Parent Governor	Mrs S Beasley	Co-opted 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> HJ, DB, HD, JP, CB, EJ, PS, JH Unfortunately, Karen Windsor has had to give apologies for this meeting so we will formally welcome her at our next meeting. It was noted that PW was now on his sabbatical for the rest of the school year.	
3	<u>Apologies</u> PW, SL-W, KW, SB	
4	<u>Declaration of Interests</u> DB – Executive member of DAPH JP – Staff Governor and Union Representative	
5	<u>Matters Arising</u> 5.1 Communication to parents re. penalty notices for unauthorised absences. DB confirmed that this letter has been sent to parents.	

	<p>5.2 Termly letter to parents HJ advised that this letter had been sent to parents but needed to be sent to all governors. Clerk to deal with</p> <p>5.3 GDPR – privacy notice for governors The privacy notice for governors had been shared prior to the meeting. This privacy notice is in respect of data held on governors and is based on information provided by The Key. The notice is fairly broad and there is a legal obligation to hold and publish certain data in respect of governors. The reference to ‘help us run the school’ was discussed and it was agreed that this wording would be replaced with ‘to fulfil our statutory obligations as governors’. Governors approved the privacy notice and this will now form part of the induction pack for new governors. DB advised that we have now been appointed a DPO by Babcock and the audit will take place on the penultimate day of the school year.</p>	Clerk
6	Minutes of Previous Meeting	
	The minutes of the meeting held on 25 th April 2018 were agreed and signed.	
7	<u>Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff</u>	
	<p>7.1 Headteacher’s Report DB provided a verbal report advising that 3 children have joined the school whilst 1 has left. 42 children are expected to be joining us in September. The school organisational structure remains unchanged. We have recruited 1 new MTA, 2 members of the teaching staff are completing phased returns, 1 TA is on long-term sick leave but is volunteering in the school between treatments and another TA has been off for the last 3 weeks and is being supported by the school.</p> <p>The Year 4 residential to Heatree last week was very successful and KS1 and KS2 SATS have been undertaken this week and have gone well, although it was felt that the KS1 reading test was very difficult.</p> <p>Next week will see the whole school participating in Outdoor Learning Week as well as national Walk to School week.</p> <p>Going forward we will be proceeding with the Curious City curriculum and they will be providing a briefing to all staff on the INSET day on Monday 3rd September to which governors are also invited.</p> <p>There have been no exclusions so far this term. Attendance is currently 95.8% against a target of 96.4% and the parents of some children currently on unauthorised absence may be receiving penalty notices.</p> <p>7.2 Committee Minutes The minutes of the Children’s committee meeting on 30.04.2018 and the Resources Committee meetings on the 23.03.2018 and 27.04.2018 had all previously been circulated. The cost of the Curious City curriculum in the Children’s minutes was clarified.</p>	All Governors

	<p>7.3 Notification of parental complaint HJ advised that she had received a complaint from the parents of a pupil which had been dealt with under the first section of the complaints policy. No details were provided to the meeting but it was noted that the complaint has been closed and the parents were satisfied with the resolution. Helen Potter will make a log of the complaint and keep the necessary paperwork in relation to this.</p>	
8	<p><u>Ensuring clarity of vision, ethos and strategic direction</u></p>	
	<p>8.1 Strategic Plan PS reported that concerning Vision and Values, she, together with PW and Sandra Gill had met with children and looked at their books in order to monitor and develop collective worship. There are notes regarding the visit on Dropbox and further information can be found in the minutes of the Foundation governors meeting.</p> <p>With regards to Teaching and Learning, this will be discussed further when the SIP committee meet on Monday. The World Class Curriculum audit highlighted some gaps regarding national and global issues but this should be incorporated by Curious City. Safeguarding has noted the increased reporting on CPOMS, which was discussed at the Children’s committee meeting. CPOMS is now becoming a one-stop shop for everything, which is a much better way to share information.</p> <p>CB advised that concerning school growth, work was ongoing regarding the council’s proposals. DB reported that he had received an email yesterday advising that they were planning to go ahead with a £1.3Million expansion plan and requesting some further information.</p> <p>8.2 Christian Distinctiveness Notes from the Foundation governors meeting on 30.04.2018 had been shared prior to the meeting and no questions were raised.</p> <p>8.3 Policies to be reviewed Premises Investment Plan – There were no concerns regarding this plan, the premises manager has carried out a lot of work. CB noted that the report was produced based on a survey carried out 4 years ago and DB confirmed that a new survey should be carried out after 5 years. CB will check to see exactly when the last survey was done. He would like a survey done before the building work commences and the work should or could then remedy some of the issues. DB will raise this with County when he responds to their email of yesterday. Governors were happy to approve the plan.</p> <p>Promoting Good Behaviour Policy – due to significant changes within the policy, the Children’s committee had decided to bring the policy to the full governing board. The policy has been drawn up in consultation with some staff and has then been referred to all staff. Mention is now made to exclusion. Governor Question</p>	<p>CB/DB</p>

	<p>– Does it reflect current practice? DB advised that the policy now clearly lays out the procedure for dealing with bad behaviour and tightens things up. Governors approved the policy and thanked all those who had worked on it.</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 CB advised that there was no further update since the budget approval meeting on 25.04.2018.</p>	
10	<p><u>Governing Board Effectiveness</u></p> <p>10.1 Committee Chair Roles HJ advised that we had discussed the Chair and Vice Chair roles at earlier meetings and that this would leave two committee chair roles vacant. The succession planning grid completed by all governors earlier in the year had seen SL-W advise that she would be willing to stand for the chair of the Children’s committee and SB would be happy to stand for Resources if needed. Official elections will take place in September. If anyone wishes to stand, they are welcome to talk to HJ, PS or CB. These roles are a good opportunity for people wishing to take on more responsibility.</p> <p>There will be changes to areas of responsibility with curriculum and finance becoming vacant so there are opportunities to change if anyone wishes to. Governor Question – Thinking about areas of responsibility, should we have a conversation with KW regarding her skill set? HJ will speak to KW. CB advised that he would be happy to stay with finance if his move to premises caused any difficulty.</p> <p>10.2 Impact Reports HJ requested that all governors draft their impact reports after half term please ready for the next meeting. The forms are available on Dropbox. JH and EJ will liaise regarding the impact report for SEND.</p> <p>10.3 Governing Board self-evaluation Governors reviewed some of the NGA’s 20 questions in small groups and HJ took the information to collate. The responses from the previous exercises have been RAG rated and will be looked at either at the next meeting or the first meeting next year with a view to drafting an action plan.</p> <p>HJ advised that the latest issue of Governance Today contained an article on ‘Q Cards’ which provide questions governors can ask in certain areas, currently, the use and effectiveness of pupil premium, the school’s strategies for dealing with disadvantaged pupils and children in care. More subjects may be added, but it is worth governors having a look, as these could be a useful tool.</p> <p>10.4 NGA Subscription</p>	<p>HJ</p> <p>All Governors</p> <p>All Governors</p>

	<p>The NGA subscription is now due and is £90. This provides all governors with membership and the weekly email update. Governor Question – Which budget line does this come out of? It was thought that it was possibly School Improvement, but this may be something to be looked at especially with governor training costs increasing. Governors were happy to renew the NGA subscription.</p> <p>10.5 Ofsted Q&A This document is available on Dropbox and HJ, JH, HD, and SL-W have all made changes that are highlighted.</p> <p>10.6 Clerk's Update The Clerk had nothing to report.</p>	
11	<p><u>Matters brought forward at the discretion of the Chairman</u> None</p>	
12	<p><u>Impact from this meeting</u></p> <p>12.1 A brief reflection of the impact this meeting will have on the outcomes for the pupils in our school Promoting Good Behaviour Policy NGA's self-evaluation Building Project Succession Planning</p>	
	<p><u>Date of next meeting</u> FGB Wednesday 11th July 2018 6pm Children's Committee Monday 18th June 2018 2pm Resources Committee Friday 29th June 2018 8.30am</p>	
	<p><u>Meeting Closed 7.00PM</u></p>	
<u>Approval of:</u>	<p>Governors Privacy Notice Premises Investment Plan Promoting Good Behaviour Policy Renewal of NGA subscription</p>	
<u>Check and Challenge:</u>	<p>Wording of Governors Privacy Policy Promoting Good Behaviour Policy Budget impact of NGA subscription</p>	

Supporting documents as follows can be found in Dropbox – Chudleigh Governors, Full GB Meetings, Meetings 2017-18, FGB Meeting 16.05.2018.

Agenda 16.05.2018
Children's Minutes 30.04.2018
FGB Minutes 25.04.2018
Foundation Governors Meeting Minutes 300418
Premises Investment Plan March 2018
Privacy Notice for Governors
Promoting Good Behaviour Final inc rewards Spring 18
Resources Minutes 23.03.2018
Resources Minutes 27.04.2018