

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	27 th March 2018			
<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	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 L Millman	Parent Governor
	Mrs J Huxtable	Parent Governor	Mrs P Smethurst	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> SB, HJ, DB, SLW, HD, JP, CB, EJ HJ welcomed new LA governor, Elain Jeffery	
3	<u>Apologies</u> JH, LM, PW, PS	
4	<u>Declaration of Interests</u> DB – Executive member of DAPH SB – Peripatetic Music Teacher SLW – Spouse provides Drama therapy sessions at school JP – Staff Governor and Union Representative	
5	<u>Matters Arising</u> 5.1 Communication to parents re. penalty notices for unauthorised absences. DB drafted a letter to parents and referred it to the Education Welfare Officer. They reminded us that based on the details suggested, if issuing fines where the unauthorised absence meant that the pupil's absence would be less than 95% on their return; this would prejudice parents who took their children out of school	

	<p>at the start of the academic year compared to those taking their children out at the end. The Education Welfare Officer advised that the standard ruling of 10 unauthorised absences should be applied. It was agreed that DB would send a letter to parents advising that 10 unauthorised absences will result in a fine being issued. DB added that we are flexible and in some circumstances will authorise absence. DB will reword the letter and send it out to parents next term.</p> <p>5.2 Update regarding ICT remaining on the Resources Action Plan</p> <p>It was noted that this was raised at the Resources Committee meeting on Friday and it was agreed that ICT spending would be reinstated on the Committee Action Plan. DB advised that he has spoken to Suzanne Wright and asked for a plan for any replacement hardware required by the end of the school year.</p>	DB
6	Minutes of Previous Meeting	
	The minutes of the meeting held on 1 st February 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</p> <p>The headteacher's written report had previously been circulated to governors.</p> <p>Governor Question – Could you give some examples of the feedback received from the deep review of learning behaviours by Bovey and Decoy Headteachers?</p> <p>There has been lots of positive feedback regarding behaviour in corridors, safe spaces, breakfast group and the positive interaction between staff and children. Some suggestions were made regarding the consistency of marking and feedback by supply teachers and the potential for peer marking by greater depth children in KS2 to show understanding of what they have learnt. The potential for celebrate and inspire boards was discussed although DB did not feel these were suitable for our school. Creating opportunities for English and Maths leaders to look in detail about work done in other schools was mentioned. The consistency of marking has been an issue in year 3 as both teachers in this year group are currently away. The year 3/4 team leader and deputy head have been keeping a close eye on this and making the expectations of supply staff clear. Governor Question – How has this affected the children? There has been an impact as the marking policy was not being applied but this has now been addressed. Governor Question – As part of the schools collaboration project, have there been any proposals coming from the financial efficiency review? DB advised No. FF is taking the lead on this and met with other business managers at a Babcock event. No further meetings have been arranged. The schools are already working together on things such as catering and cleaning.</p> <p>It was noted that the headteacher's report should have stated that Stokeinteignhead and Bovey schools have joined the</p>	

collaboration project.

Governor Question – What has been the response from the persistent absence letters? Have there been improvements?

DB confirmed that there have been improvements. The two worst cases have been working with the Education Welfare Officer and there has been a marked improvement in the attendance of the worst offender.

Governor Question – What are the reasons for the PP and SEND absence being higher?

DB advised that some children fall into both categories and some have severe medical conditions that require a significant amount of time off. There are also two children in KS1 on part time timetables with the time away from school counted as absence.

Governor Question – Could we consider end of year figures in respect of exclusions?

We are seeing more fixed term exclusions but this is a pattern across the county as well as the country. We will need to consider end of year figures to look for any patterns. Our exclusions have been fixed-term lunchtimes only so will not count in the statistics.

Governor Question – Concerning the SEND children, what is the impact of the big increase in children with SEMH and MLD?

JP advised that the increase in these children was having a significant impact with some new children coming in to the school with significant issues. Learning difficulties can be catered for but behavioural issues are more challenging with the redistribution of TAs having an impact on teachers. The 6 additional children this year are having an impact especially against the climate of reduced funding. We have to apply for an EHCP for any top up funding above £6,000, which the school has to fund themselves. This is a 20-week process and cannot be backdated. Some children appear on the list twice, mainly due to better diagnosis and professionals suggesting other areas for consideration.

HJ reminded governors of the importance to ask questions about the headteacher's report.

7.2 SIP Monitoring Group Meeting

The notes from the meeting of 5th February were previously circulated and no questions raised. The group will meet again next term.

7.3 Committee Minutes

The Resources Committee met on 23rd March and the minutes will be brought to the next meeting.

7.4 Termly Letter to Parents

HJ advised that she normally produces the letter under the same headings as Ofsted, using information from headteacher's reports and visit notes. She will include the fact that we are expecting a smaller intake in September 2018 after two years of larger year groups. **Governor Question – If the proposed new build is going to planning, should we advise parents of the proposal now?** It was agreed that we would advise parents that we are working with Devon County to consider our options for expansion

	<p>with more detail in due course</p> <p>HJ will draft a letter and forward this to DB, CB and PS.</p>	HJ
8	<p><u>Ensuring clarity of vision, ethos and strategic direction</u></p>	
	<p>8.1 Christian Distinctiveness Foundation Governors have met and the notes of this meeting have previously been circulated to governors. There were no questions raised.</p> <p>8.2 Policies to be reviewed Sports Premium Funding – This has been compiled based on the national template. Swimming is a new requirement that will have to be included in next year’s report. Governors approved this document.</p> <p>Pupil Premium Report - It was agreed that the colours applied to the table at the end of the report should be removed. Governors approved this report.</p> <p>Policy on Behaviour of Parents – This is not a statutory policy but is used by other schools where concerns have developed over how some parents interact with staff. Some of the content is contained in the Complaints Policy but if the parent does not make an official complaint, we need an alternative. DB advised that staff would be pleased to have a policy in place as the upset caused to staff in some cases is unacceptable and he would like the policy implemented as soon as possible. Governors approved the policy and agreed that it would be reviewed annually.</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 The LEO was reviewed. We are currently expecting a carry forward of £95K compared to £120K last year so an overspend this year of £25K. This is an improvement on the budget and FF has done sterling work to achieve this. The budget meeting will take place on 25th April 2018 where we will approve the 3-year budget to be submitted to County. In order to achieve a 3-year balanced budget some changes to staffing will have to take place with TAs working practices changing as they work less with targeted intervention groups. 2 members of staff on temporary contracts will not have them renewed. The proposed budget is based on an intake of 52 children in September 2018. There will also need to a tightening up of other budget areas. We are fortunate that we have not yet had to make any redundancies but we do need to rationalise what we spend due to the tightened</p>	

	<p>budget.</p> <p>9.2 SFVS Governors approved this document.</p>	
10	<p><u>Governing Board Effectiveness</u></p> <p>10.1 Governor Vacancy HJ reminded the meeting that LM’s resignation takes effect from 29/03/2018. The vacancy has been advised to parents and we have received 3 nominations. The election will take place after the Easter holiday with the new governor being in place for the budget meeting on 25/04/2018. Governor Question – Did we advertise for any specific skill? HJ advised that we did mention finance skills. However, there will be changes of responsibility in September. In the interim, the new governor will sit on the Resources Committee. CB has agreed to oversee Premises for the time being which was LM’s area of responsibility. HJ advised that she would be happy to help. EJ is to take on SEND with JH taking over Health & Safety.</p> <p>10.2 Governing Board self-evaluation Governors reviewed some of the NGA’s 20 questions in small groups and HJ took the information to collate.</p> <p>10.3 Governor e-learning We no longer have access to GEL training but now have a new facility with www.governorsforschools.org.uk/elearning.html This has a few online courses at the moment, but it is expected that more will be added. Babcock has relaunched its website and governors will need to re-register. Clerk to share registration information.</p> <p>10.4 Skills Audit HJ has reviewed details of the skills audit from the last meeting. Overall, we have a good cross section of skills with some being work based rather than governor specific. Governors were reminded to look at training opportunities even if they are in an area that they are not personally responsible for.</p> <p>10.5 Clerk’s Update The clerk advised that the Spring 2018 edition of Governance Today was now available and encouraged Governors to take a copy as they leave the meeting. It contains training courses for the Summer term and the clerk is able to book courses if governors advise her which they would like to attend.</p>	<p>HJ</p> <p>Clerk</p>
11	<p><u>Matters brought forward at the discretion of the Chairman</u></p> <p>11.1 GDPR Update Some governors attended a seminar with Mitchelmores yesterday evening that proved useful. There is still some clarification of the legislation required, but it is mostly common sense and we are already complying with most of the requirements. We will need to prove we have the necessary systems in place and that any inadvertent breaches are recorded. Consent is required for each reason for the collection of data and we will need to consider a</p>	

	<p>letter to parents regarding this. Concerning the ‘right to be forgotten’, this does not apply where there is a legal obligation under another Act to retain the data. Governor Question – How long do we have to keep data? DB advised that academic data has to be kept until the child is 25. SIMS holds parent’s details and they will have to implement the rules for retention of this data.</p> <p>7.25 – JP left the meeting</p> <p>Governor Question – What do we need to do as Governors? We need to look to appoint a Data Protection Officer (DPO). The DPO will be a large role in schools and it would be unrealistic to add it to anyone’s existing workload. Devon are looking at creating a role to provide this service for maintained schools so we may not need to identify someone ourselves. GDPR will remain as an item on the Resources agenda. With regards to governor details, some information has to be shared legally such as business interests. It may be that we need to have governors consent regarding other information being held within a privacy notice. HJ will look to see what is available for the next meeting.</p> <p>11.2 School closure due to snow. The school closed for 3 days this half term due to the snow. The emergency management plan worked well and communicating information to parents went smoothly. DB now has access to update the website remotely.</p>	HJ
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 Check and challenge of SEND and exclusions Introduction of a Behaviour of Parents policy Review of GDPR and protecting children’s data</p>	
	<p><u>Date of next meeting</u> Wednesday 25th April 2018 6pm Full Governing Board (Budget Approval) Wednesday 16th May 2018 6pm Full Governing Board Friday 27th April 2018 8.30am Resources Committee Monday 30th April 2018 2pm Children’s Committee</p>	
	<p>Meeting Closed 7.35PM</p>	
<u>Approval of:</u>	<p>Sports Premium Funding Report Pupil Premium Report Behaviour of Parents Policy SFVS</p>	
<u>Check and Challenge:</u>	<p>Feedback on deep review of learning behaviours by other Headteachers. Financial efficiency review within schools collaboration project. Improvements in persistent absence and reasons for higher absence rates for PP and SEND children Exclusions Impact of increased numbers of SEND children</p>	

Supporting documents as follows can be found in Dropbox – Chudleigh Governors, Full GB Meetings, Meetings 2017-18, FGB Meeting 01.02.2018.

Agenda 27.03.2018

Behaviour of Parents Policy 02.18

FGB Minutes 01.02.2018

Foundation Governors Meeting Minutes 050218

HT Report to Governors 27.03.18docx

LEO 111718

PE & Sport Premium Report 2017-18 Final

Pupil Premium Report 2017-18

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SIP Meeting notes 20180205