

## MINUTES OF THE GOVERNING BOARD

*Inspiring everyone, learning together, achievement for all*

<b><u>DATE:</u></b>	1 <sup>st</sup> February 2018			
<b><u>HELD AT:</u></b>	Chudleigh School			
		<b>Governor Category</b>		
<b><u>CHAIRMAN:</u></b>	Mrs H. Jones	Foundation governor		
<b><u>IN ATTENDANCE:</u></b>	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	Mrs J Potter	Staff Governor
	Rev P Wimsett	Ex-Officio		
<b><u>APOLOGIES</u></b>	Mr C Barnes	Foundation Governor		
Also in attendance	Mrs H Potter	Clerk		

<b><u>Item no:</u></b>	<b><u>Discussion:</u></b>	<b><u>For action by:</u></b>
1	<b><u>Opening Prayers</u></b> Meeting opened in prayer by PW	
2	<b><u>Members Present</u></b> SB, HJ, DB, LM, SLW, PS, HD, JH, PW,JP	
3	<b><u>Apologies</u></b> CB	
4	<b><u>Declaration of Interests</u></b> DB – Executive member of DAPH SB – Peripatetic Music Teacher SLW – Spouse provides Drama therapy sessions at school JP – Staff Governor and Union Representative PW- Director First Federation	
5	<b><u>Matters Arising</u></b> 5.1 Termly letter to parents HJ confirmed that this was sent to parents at the end of the Autumn Term.  5.2 Communication to parents re. penalty notices for unauthorised absences DB had arranged a meeting with the attendance officer to compose this but unfortunately she has been off sick. DB will deal with this after half term.	DB

6	<b>Minutes of Previous Meeting</b>	
	The minutes of the meeting held on 29 <sup>th</sup> November 2017 were agreed with the inclusion of KS1 and KS2 targets and signed as a true record.	
7	<b><u>Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff</u></b>	
	<p>7.1 Headteacher's verbal report</p> <p>DB advised that the number of pupils on role currently stands at 441 with 3 due to start in the next few weeks. At present, we have no official numbers for the new starters in September but we can request this information from County next week.</p> <p>2 members of the lunchtime team have left, as has 1 TA. 1 new MTA has started and 2 more are due to start next week meaning the number of staff currently stands at 77.</p> <p>There has been a huge amount of absence among both staff and pupils, thankfully not enough to notify environmental health, but it has had a big impact on the supply budget. Staff have been very good at swapping and changing in order to cover where they could. The impact on attendance is that the figure currently stands at 94.8% against the target of 96.4%.</p> <p>The school is holding an International week next week and yesterday evening held an English and Maths curriculum evening, which has already received positive feedback.</p> <p>DB carried out a Heads monitoring visit this week, with the Heads of Bovey Tracey and Decoy and will visit those schools over the next couple of weeks.</p> <p>Two fixed term lunchtime exclusions have been issued due to assaults on other children.</p> <p><b>Governor Question – How are these children reintegrated when they return to having lunchtime in school?</b> DB advised that a structured lunchtime provision is in place for this.</p> <p>Staff were thanked for covering staff absence and for holding the curriculum evening.</p> <p>7.2 Anonymised performance management data</p> <p>The data was reviewed to ensure that the performance management within the school is robust. The Pay and Performance Committee had looked at some appraisals in more detail. Governors were happy that the report indicated that practices were robust. It was noted that all teachers had objectives which linked to the school improvement plan, and that the % of staff meeting some or all objectives suggests that they are challenging but not unrealistic. <b>Governor Question? Is it up to individuals to make an application for pay progression?</b> DB advised that it is on the UPS and in order to progress they would have to take on other responsibilities which some may not wish to do.</p> <p>7.3 SIP Monitoring Group Meeting.</p> <p>No questions were raised from the notes of the meeting held on</p>	

	<p>6.11.2017. The next meeting is due to be held on 5.02.2018.</p> <p>7.4 Committee Minutes All minutes had been previously circulated. <b>Governor Question – The minutes of the Resources meeting on 19.01.2018 state that the benchmarking exercise has been carried out on 15/16 figures as 16/17 have not yet been published. Are governors happy that we are where we need to be?</b> It was accepted that as the new data has not yet been published, we can only work with the information we have, but that there were no areas of concern.</p> <p>HJ noted the Resources minutes stated that ICT has been removed from the action plan as it is no longer part of the strategic plan. She suggested that the resources committee may wish to reconsider at their next meeting whether this should in fact remain on the action plan to ensure that we are planning for the future, albeit that it may be an operational plan with governor oversight.</p>	CB/Clerk
8	<b><u>Ensuring clarity of vision, ethos and strategic direction</u></b>	
	<p>8.1 Strategic Plan Vision and Values were discussed at the recent Christian Distinctiveness meeting and have also been considered as part of the World Class Curriculum Audit led by Emily England. PW, DB and Sandra Gill have been on a SIAMS update and the new framework has been circulated. PS has met with Belinda Lacey and Regine Anderson to discuss writing. More details are contained in the Children’s Committee minutes. A meeting has been held with the LA on how to manage school growth. Foundation Governors are meeting next week and will consider Vision and Values.</p> <p>8.2 Christian Distinctiveness PW advised that the new SIAMS inspections will now inspect 7 areas rather than 4. All the new areas are interesting and worthwhile and a good challenge. <b>Governor Question – How long until we are next due to be inspected?</b> PW advised 5 years, it could be earlier if there were concerns, but this is unlikely. We are already on track for quite a lot of the new framework. It was agreed at the Christian Distinctiveness meeting that groups of children from Year 5 would be taken out over 5 successive weeks during Lent to visit places within the community in order to come back to the school and discuss what we should be praying for more. The visits are due to be Haldon Forest, the Firefighters charity, a local farm and two in the actual town. If any governors wish to attend any of the visits, please let PW know. Details will be available on the church website. The next Foundation Governors meeting is on 05.02.2018. <b>Governors Question? Have the prayer themes for next term been decided?</b> DB advised that they had and he would circulate them.</p> <p>8.3 Policies to be reviewed. Equality Objectives recommended by the Children’s Committee. It was discussed that these should be reviewed before new</p>	<p>All governors</p> <p>DB</p>

	<p>objectives are set next year. Please could the Children's committee do this and come back to the FGB. These were approved and need to go onto the school website.</p> <p>SEND Policy recommended by the Children's Committee. This was approved.</p> <p>Health &amp; Safety and Wellbeing Policy recommended by the Resources Committee. This was approved.</p> <p>Finance Policy recommended by the Resources Committee. This was approved.</p> <p>Disciplinary Policy recommended by the Resources Committee. HJ advised that the delegated responsibilities needed to be stated. This was duly done and the policy was approved.</p> <p>Capability Policy recommended by the Resources Committee. HJ advised that the delegated responsibilities needed to be stated. This was duly done and the policy was approved.</p> <p>Grievance Policy recommended by the Resources Committee. This was approved.</p> <p>Managing Sickness Absence recommended by the Resources Committee. HJ advised that the delegated responsibilities needed to be stated. This was duly done and the policy approved.</p>	PS/Clerk
9	<p><b><u>Overseeing the financial performance of the school and making sure it is money well spent</u></b></p> <p>The current budget was reviewed. There were no concerns that had not been raised previously such as SEND funding. Our budget is based on 60 children starting at the school in September and there will be an impact if this is not the case, however, due to a drop in the birth rate, with the exception of one, no schools locally are expecting to be full. Pension increases and increased energy costs will have an impact too and the budget needs to be closely monitored and pressure put on Devon County Council where we can.</p> <p>The SFVS self-evaluation is underway.</p>	
10	<p><b><u>Governing Board Effectiveness</u></b></p> <p>10.1 Governor Vacancy The LA have confirmed that they are happy to nominate Elaine Jeffery to the post of LA governor. All governors confirmed they were also happy to appoint her. Her term of office will commence immediately. No governors expressed a desire to change their area of responsibility so EJ will take on Health and Safety. HJ will speak to CB and see if he is happy to mentor her.</p> <p>With the forthcoming resignation of LM, CB has expressed that he wishes to take over the premises responsibility. It was</p>	HJ

	<p>discussed that as a parent election will then need to be held, we look for a parent governor with finance skills if possible. HJ to discuss a date with LM but it is likely that a parent election will take place before the next Governors meeting to ensure a smooth changeover.</p> <p><b>10.2 Succession Planning</b>  HJ thanked all governors for completing the feedback forms at the last meeting. Following that meeting PS had agreed to put herself forward as Chair and CB had offered to be Vice Chair. HJ, PS and CB had met to discuss how this would work in practice and felt this model would work well going forward. A co-chair model was considered but it was felt that this model would not be suitable. With the new model, two new committee chairs will be required. PS was thanked for stepping up; she advised that having had discussions with CB they feel they will work well together. She intends to work with HJ up until the formal election of Chair in September to gain a greater understanding of the role and to ensure a smooth transition. She will also support the new Chair of the Children’s Committee. Governors agreed that this model would be suitable going forwards from September.</p> <p><b>10.3 Governing Board Self Evaluation</b>  HJ advised that this item was carried over from our last meeting. Governors were asked to work in pairs with each pair being given one or two questions to review from the NGA Twenty Questions document. HJ collected the completed sheets and will collate accordingly.</p> <p><b>10.4 Skills Audit</b>  Each governor was given a copy of the skills audit they completed last year and asked to update accordingly. This can include training they have taken part in in their professional roles as well as governor training. HJ reminded governors that they should complete one piece of training per year whether on-line or face-to-face.</p> <p><b>10.5 Membership of The Key</b>  HJ reminded governors that if they had not already signed up to The Key they should get themselves a log-in. Governors confirmed that they found the information useful and DB confirmed that the School Leaders resource was also used by himself, Frances Farley, Emily England and Julie Potter. The total cost for the year is ~£1200 and governors confirmed they were happy to renew. HJ advised that she had received details from the Clerk of some DfE funded governor training and is waiting for further information on this.</p> <p><b>10.6 Clerk’s Update</b>  The Clerk advised that she had recently taken part in a Better Governance Clerk’s Briefing Webinar, which she had found very useful.</p>	<p>HJ</p> <p>HJ</p>
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11	<p><b><u>Matters brought forward at the discretion of the Chairman</u></b> HJ confirmed that she and DB had recently updated the risk register.</p> <p>HJ requested that if governors have taken part in any training or any professional training relevant to their governor role, that they either let the Clerk know or add it to the training spreadsheet themselves.</p>	All Governors
12	<p><b><u>Impact from this meeting</u></b> 12.1 A brief reflection of the impact this meeting will have on the outcomes for the pupils in our school. This is a new section for consideration at the end of each meeting and can be added to committee meeting agendas.</p> <p>Monitoring of the strategic plan objectives. Self-Evaluation of the Governing Board and discussion on the succession plan going forward. Performance management scrutinised to ensure it is robust. Ensuring we have the right policies in place</p>	
	<p><b><u>Date of next meeting</u></b> Tuesday 27<sup>th</sup> March 2018 6pm Full Governing Board – <b>please note change of date</b> Friday 23<sup>rd</sup> March 2018 8.30am Resources Committee</p>	
	<p><b>Meeting Closed 7.30PM</b></p>	
<b><u>Approval of:</u></b>	<p>Equality Objectives SEND Policy Health &amp; Safety and Wellbeing Policy Finance Policy Disciplinary Policy Capability Policy Grievance Policy Managing Sickness Absence Renewal of Membership of The Key</p>	
<b><u>Check and Challenge:</u></b>	<p>Reintegration for children with lunchtime exclusions Adequacy of Benchmarking Exercise Performance management report</p>	

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

Policies recommended to approval folder containing

2015.07.28\_disciplinary\_policy [1]

Capability-policy  
Equality Objectives 2017-18  
Finance Policy (updated Jan 2018)  
Grievance-policy  
Health & Safety and Wellbeing Policy 2018  
Managing-sickness-absence 2017  
SEND policy 01.17

Accounts

Agenda 01.02.2018  
Budget Summary 091718  
Children's Minutes 15.01.2018  
Children's Minutes 20.11.2017  
Expectations and role  
FGB Minutes 29.11.2017  
Performance Management overview report 2017-18  
Resources Minutes 19.01.2018  
Roles and responsibilities\_Chair\_2018  
Roles and responsibilities\_committee\_chairs 2018  
Roles and responsibilities\_VC\_2018  
SIP Meeting notes 20171106