

Full Governing Body Meeting

Halberton & Uplozman Federation

Minutes of Meeting							
Date & Time	27 March 2018 at 5.15pm		Location		Halberton Primary School		
Governors Present	Initials	Category of Governor		Governors Present	Initials	Category of Governor	
Mr S Badcott	SB	Staff Exec Headteacher		Mr J White	JW	Chair of Governors	
Mr D Campbell	DC	Vice Chair Parent		Miss K Northcott	KN	Staff	
Mr MJ Hawkins	MJH	Vice Chair COO		Mrs C Thomas	CT	COO	
Mrs P White	PW	COO		Mrs S Newton	SN	Parent	
Mr S Pring	SP	Foun		Mrs R Hart-Prieto	RHP	COO	
Apologies	Initials	Reason for Absence (Category of Governor)		Absent without apology	Initials		
Mr C Slade	CT	Familial circumstances					
Mrs L Wright	LW	Familial Circumstances					
Mrs C McCombe	CM	Work commitments					

In attendance	Initials	Capacity	Reason for attendance	Minutes to:
Mrs S Hancock	SH	Clerk	Minutes	All Governors
Mrs N Ashley	NA	Business Manager		Mrs N Ashley
				C Champion

Ref	Action or Decision	Action Owner & Deadline	Date Action Raised	Decision
Procedural Items				
1	Housekeeping	Clerk		Completed
2	Welcome & Apologies			
	JW opened the meeting with a welcome to all present. JW proposed acceptance of apologies received from LW, CS and CMc, seconded by CT and agreed by all present. Apologies received from PW who would be late, due to childcare.			Decision
3	Opening Prayer			
	SB opened the meeting with a prayer.			Completed
4	Declaration of Pecuniary Interests			
	Although there were no pecuniary interests appertaining to this meeting, SN and RHP as parents, and RHP, KN as teachers, and PW as a grandparent declared that they may have an interest should it arise.			
5	Minutes of previous meeting			
	Minutes of the previous meetings (pt1 & pt2) were proposed by JW as a true record, seconded MJH and all present agreed. Signed.			
6	Matters Arising			
	Governors Handbook: SN presented the meeting with a draft copy of proposed handbook. A glossary of terms was suggested and updated biopics are needed, this was supported by all present. To be produced as soon as possible. JW and SB extended thank to SN.			
	Pre-School Ofsted Registration: Pre-School is now combined with the school, and future inspections will be at the same time as the school.			Completed
	Pentagon Play: The company have now installed the quiet areas in the playgrounds at both HPS, and UPL.			Completed
7	Committee Reports:			
7.1	Pre-School: SP reported the intention to combine as many policies as possible to align with the school review calendar. Due to new children now registered with new families, he was happy to report that it is now breaking even, and realising a small profit. It is hoped that numbers and hours will rise during the summer ready for September. There has been a positive response from staff re flexible hours; PPA time has increased and management time; lunchtime cover is getting better. Discussed 2yr olds but it has been agreed that as from September we will take them from			

<p>7.2</p> <p>7.3</p>	<p>the term after they are 2yrs old as this will make a huge difference to the content of the sessions. NPS inspected the building during residential weekend, and reported on the need for double glazing and roof insulation at the very least, but they are now aware of the condition of the building and it is hoped that we are on their list for refurbishment. There is an H&S issue with the heater which can get too hot, and it is being boarded off in the short term. Use of CPOMS and other combined use of resources is appreciated. It was discussed to increase the fees to £4.50 per hour for 2yr olds as from September. This is to help with the cost of staffing as 2yr olds need double the ratio. SP has suggested that SW tries to combine 2yr olds on the same session thereby allowing specific planning for 3yr olds. JW praised the staff for their understanding and flexibility.</p> <p>Resources Committee: MJH reported on Business Manager’s report. Both monitors are looking healthier and thanks were extended to SB and staff for managing expenditure. HPS c/f of £46,000. Capital Monitor - HPS expecting another payment shortly c/f £11,000 for major works and repairs. Congratulations to Pre-School who should see a profit of approx £4000 by the end of the year. UPL – spending has decreased and this year a c/f £43,000 can be realised. Thanks were extended to SB and staff for their management of expenditure. MJH proposed acceptance of both monitors, seconded by JW and agreed.</p> <p>T&L: SB explained that the meeting had been held at HPS and discussed extracts of the document that has taken over from RaiseOnline. Information relating to statutory data. They had discussed: Greater Depth in Maths; HPS Ofsted report; and that UPL was due a Siams inspection. The governors then enjoyed a Learning Walk: They witnessed maths investigation in classes 1&2, and Bio Mass in class 3. All agreed that the Learning Walks are a very informative for the GB.</p>			
<p>8</p>	<p>SFVS</p>			
	<p>MJH explained that the purpose of an SFVS was to prove how each school manages their finances etc., and that they had been approved at committee level. HPS:) MJH proposed the FGB approve both UPL:) documents, seconded by JW and agreed by all present.</p>			<p>Decision</p>
<p>9</p>	<p>Chairman’s Report</p>			

	<p>JW explained that this seemed an opportune time to review where we are following Federation. He distributed a document containing bullet points of his address to all present, which highlighted all that had been achieved within the two years:</p> <p>Sept 2012, SB was appointed head teacher at UPL.</p> <p>Nov 2014 a Management Partnership had been entered into between HPS and UPL. At this time HPS had 60 pupils on register and UPL 70.</p> <p>Sept 2015 Full Federation status was achieved with SB as Executive Head Teacher, and a single reconstituted governing body with two committees – Resources and Teaching & Learning. Staff were issued new contracts and a Business Manager was appointed.</p> <p>2016-18 Current Performance: Pupils = HPS 71. UPL 58 Ofsted Inspections (UPL, June 2017 & HPS, Dec 2017) both graded GOOD Feb 2018 = SIAMS Inspection, OUTSTANDING Pre-School Ofsted Inspection – OUTSTANDING Financial Audit = GOOD Moderation = GOOD Safeguarding Audit = GOOD Parent Survey compiled and completed.</p> <p>PW entered the meeting at 5.55pm.</p> <p>Academic results proved to be above national and local standards.</p> <p>FUTURE: We must not be complacent as a lot depends on Government Education Policy. Strategy and Finance remain uncertain, and we must continue to embrace the Blue Skies thinking.</p> <p>Halberton & Uplowman Federation Survival: It was acknowledged that we have:</p> <ul style="list-style-type: none"> • A strong and effective governing body. • First class management and leadership. • First class staff. • A tight and effective control of costs. • Good academic results. <p>JW concluded his address by thanking all governors for their commitment and to SB and all staff.</p>			
10	Pay Awards			
	<p>Meeting progressed to Part 2. KN & RHP left the meeting as it progressed to PT2 at 6.15pm</p>			
11	Executive Head Teacher’s Report			
11.1	All members present had received copies of the Head Teacher’s Report.			

	<p>HPS Contextual Information and Current Self – Assessment. There is 74 children on roll; overall attendance rate is 96.8% and the pupil to teacher ratio is 19.7.</p> <p>Graphs depicted SEN, EHCP, EAL, ‘Ever 6’ children, and those in receipt of FSM compared to other schools, the LA and National average. Pupil Premium information was given for 2017/18.</p>			
11.1.1	<p>UPL Contextual Information and Current Self-Assessment: There is 68 children on roll; overall attendance rate is 96.6%, and the pupil to teacher ratio was given as 17.9.</p> <p>SEN, EHCP, EAL, Ever 6, Pupil Premium and comparisons were presented as above.</p>			
11.2	<p>Teaching & Learning: A report was given for HPS Ofsted Inspection and the development points, and UPL SIAMS inspection and development points.</p>			
11.3	<p>Achievement: Predicted outcomes in all areas of KS2 were presented for both schools for 2018. This included % targets for Yr6 2018 SATS.</p>			
11.4	<p>KS1 SATS & Yr1 Phonics: Both schools predicted outcomes were shown, but are not anticipated to have the same outcome as last year due to the cohorts.</p>			
11.5	<p>EYFS – Good Level of Development: EYFS forecast for 2018 was given for both schools.</p>			
11.6	<p>School Data: SB advised presented data shortly to be superseded by teachers finalising assessment for the end of the Spring term.</p>			
11.7	<p>Behaviour & Safety: A breakdown of each school's year groups was presented.</p> <p>Graphs gave a clear view of each year group in each school and the level of behaviour steps taken.</p>			
11.8	<p>Attendance: Both schools are within site of their targets of 97%. Q: What is the percentage for absence a child can reach before EWO is involved? SB = Persistent absence is 90%.</p>			
11.9	<p>Safeguarding: Ofsted inspections at each school have recognised that the safeguarding systems in place are secure. One child referral made. FGB was informed that the federation were now a part of Operation Encompass. In the past, if there is an incident of Domestic Violence or anything the police get called to, it has been weeks before schools are notified. Operation Encompass means that we now get a telephone call almost immediately and can potentially take steps to safeguard children.</p>			
11.10	<p>Leadership & Management:</p>			

	<p>Finance: A comprehensive breakdown was given complete with financial benchmarking for both schools.</p>			
12	<p>Staffing Matters</p>			
	<p>SB was happy to say that there had not been a lot of sickness to date at either school. All other staff matters covered in Part 2 minutes.</p>			
13	<p>School Improvement Plan</p>			
	<p>Included in HT report: Priorities linked to : Extended Writing Reading for pleasure and greater understanding. Spelling Mastery in Mathematics Stretch & Challenge Developing resilience and continuity within federated structure.</p> <p>To date SB and CC have attended training with regard to Linking to Writing. RHP and KN involved in a Mastery Maths Project. GH has attended one link to EYFS.</p> <p>A full copy of the Head Teacher’s report can be obtained upon request.</p>			
14	<p>Ratification of Policies</p>			
	<p>All governors had received copies of every policy prior to the meeting. Asbestos Management Plans – Both HPS & UPL were completed and updated during annual review</p>			
	<p>Business Continuity Plans: The documents for both schools had been reviewed and updated to reflect changes in staff and responsibilities.</p>			
	<p>Charges & Remissions: Annual review. Policy is the same for both schools.</p>			
	<p>Curriculum Policy: Reviewed and updated by senior teacher.</p>			
	<p>Cyber Bullying Policy: Annual review.</p>			
	<p>Healthy Eating Policy: Reviewed and Updated by senior teacher.</p>			
	<p>Promoting Positive Behaviour: Reviewed according to annual cycle by senior teacher.</p>			
	<p>TCLP Attendance Policy (HPS only) Issued by the TCLP and agreement required from GB.</p>			
	<p>Security Procedures and Risk Assessment: The documents for both schools had been reviewed and updated.</p>			

	Supporting Pupils with Medical Needs: A paragraph was added to eliminate confusion over the use of Herbal Remedies etc..			
	JW proposed ratification of all policies, seconded by MJH and agreed.			Decision
15	Governor Visits			
	SP reported completing H&S inspections at both schools. Every thing highlighted from last year has been completed.			Completed
	DC spoke of his intention to visit in April, date tbc by SB.			
16	Clerk's Report/Correspondence			
	Clerk issued an Admissions Policy 2019-20 to all governors prior to the meeting. This had been received on the Monday (26 th) from Andrew Brent as it incorporated changes to reflect the forthcoming GDPR directives. JW proposed acceptance, DC seconded and all agreed.			Decision

Governing Body Management Items	None
Housekeeping	Completed at start of meeting.
Training since last meeting	SN advised that she had undertaken training re: GDPR.
Details of next meeting(s)	Resources dependent on meeting of NA/DD T&L 9.15 Friday, 25 May at UPL FGB tbc.
There being no further business, the meeting closed at 7pm	

