

Full Governing Body Meeting

Halberton & Upplowman Federation

Minutes of Meeting							
Date & Time	12 July 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		Mr C Slade	CS	LEA	
Mrs P White	PW	COO		Mrs S Newton	SN	Parent	
Mr S Pring	SP	Foun		Mrs C McCombe	CM	Foun	
Mrs R Hart-Prieto	RHP	COO		Mrs C Thomas	CT	COO	
Apologies	Initials	Reason for Absence (Category of Governor)		Absent without apology	Initials		

In attendance	Initials	Capacity	Reason for attendance	Minutes to:
Mrs S Hancock	SH	Clerk	Minutes	All Governors
Miss S Packham	SPA	Observer		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, and introduced SPa who is the Church Children's & Families Worker. She informed the FGB that she works wherever there are children within the area, schools, children's centres, etc., to help with Christian Distinctiveness.			Decision
3	Opening Prayer			
	SB opened the meeting with a prayer.			Completed
4	Declaration of Pecuniary Interests			
	There were no pecuniary interests appertaining to this meeting, however, RHP, SP, CMc, CT and SN as parents and PW as grandparent declared their interest should any matter arise.			
5	Minutes of Previous Meeting			
	JW proposed acceptance of both PT1 & PT2 minutes for 28 March, seconded by SPr, agreed and signed. Minutes of the extra-ordinary meeting held on 26 April proposed by JW, seconded by PW and agreed.			Decision
6	Matters Arising			
	There were no matters arising.			
7	Committee Meeting Reports:			
7.1	<p>Pre-School: SP extended thanks to JW and NA for their persistence in pushing the surveys forward. It is hoped that we are now nearer to being top of the list.</p> <p>It had been agreed to increase the cost of 2yr olds from £4 to £4.50 as from January 2019.</p> <p>A new banner has been purchased, but yet to be erected outside the farm shop.</p>			

<p>7.2</p>	<p>Resources Committee: MJH reported on the meeting held on 10 July. Business managers report: MJH reported on behalf of NA: Budgets for both schools are looking good and on track with slight anticipated losses. UPL end of year loss = £5000, HPS end of year loss = £1000. However, because of TA cost, the Out-turn may show nearer £10,000 by the end of the year. HPS pupils numbers are looking healthy as from September. Pre-School is doing very well despite showing a loss of approximately £5000. There are 18 children registered for September. It has the potential to be a profitable concern in the future. In light of the growing number of pupils, two options had been put to the resources committee: a) to employ a third member of staff for certain sessions. b) for the Pre-School to open on Tuesday mornings. The committee agreed for the Pre-School to open on Tuesday mornings. It is hoped that this will allow for more parents/carers to take up the 30 hrs entitlement. SPr informed the GB that two parents have kindly offered to fundraise towards the extra money needed to cover Tuesday openings. Monitors: Acceptance of monitors for both UPL & HPS proposed by MJH , seconded by JW and agreed. Capitol monitors = MJH proposed acceptance of capitol monitors for both schools. Seconded by JW and agreed. Monitor for Pre-School: acceptance proposed by MJH, seconded by JW and agreed.</p>			<p>Decision</p> <p>Decision</p> <p>Decision</p>
<p>7.4</p>	<p>T&L Committee Report: SN reported no matters arising. The committee had been very interested in the 'Lost Words' theme that both schools had been following for a week. Children of all levels had been involved, engaged and some very good work had been produced. A Learning Walk further enhanced governor understanding of the topic.</p>			
<p>8</p>	<p>Election of GDPR Governor</p>			
	<p>CS, as governor with responsibility for ICT, kindly volunteered. Proposed by JW, seconded by DC, and agreed. As SN has had partial training in this field, she offered to assist if needed.</p>			

9	Executive Head Teachers Report:			
9.1	<p>All governors had received an electronic copy of the Head Teachers Report prior to the meeting.</p> <p>Contextual information: HPS = Numbers have risen to 76. Overall attendance rate is 96.8%, and PTR = 20.8 UPL = Number on roll is 68. Overall attendance rate is 96.9%, and PTR = 18.4. A breakdown for both schools of SEN, FSM, EAL etc., followed.</p>			
9.2	<p>Curriculum: Lost Words Art week captured the imagination of the children. Children at both schools produced some amazing work. There had also been contact with the Author and Illustrator.</p>			
9.3	<p>Achievement:</p> <p>Graphs showed KS2 provisional results for both schools, as some results may be sent for appeal. Expected Standard and Greater Depth targets were highlighted in yellow, and the actual outcomes were highlighted in grey.</p> <p>A further chart portrayed a summary of KS2 SAT's Outcomes in each area: Reading, Writing, Maths, and Grammar for both schools. Both schools had the same average scaled score in reading = 107.4 Grammar = 80% at HPS and UPL at 88% Writing = HPS at 90% and UPL at 88%. Maths = HPS 80% and UPL 88% Attainment for both schools will be above the national at Expected Standard, whilst above for UPL at Higher Standard. HPS did not have any children reach the higher standard in Maths and it is likely the progress score will be lower than that of reading and writing. Pink highlight showed areas of underachievement in comparison to expected national figures.</p> <p>Both schools are above the national figure for reading & writing at Higher Standard. We will not know the actual progress score until next term, but a graph showed estimated progress. Governors were pleased to acknowledge that overall the outcome is positive.</p>			
9.4	<p>KS1 SATS & Yr 1 Phonics: SATS - Graphs provided all necessary information for the FGB. Yellow highlight showed predicted scores for both schools and grey highlights showed what was achieved. HPS had a new starter prior to the SATS which impacted on the predicted score.</p>			

	<p>Yr1 Phonics = It was predicted 64% for HPS and 67% for UPL, but both have achieved higher than this. More are past the threshold than predicted.</p> <p>Q: Do they look at the distance travelled in achievement? SB= They will certainly see that the previous year EYFS outcomes would have been lower. The average scores are roughly in line with the National Average for 2017.</p>			
9.5	<p>EYFS – Good Level of Development: Grids for both schools showed the trends for the last couple of years. They demonstrate progress for anyone external to look at. Both schools have exceeded Devon and the National average for 2017.</p>			
9.6	<p>Behaviour & Safety: Numbers On Roll: A breakdown was given for both schools showing year groups, Boys, Girls, PP, FSM, SEN, LAC and EAL for the current year. SB informed the FGB that HPS had a young child with EAL start this week. Babcock will provide someone for one morning, once a week as from September.</p> <p>Predicted numbers for 2018 were also shown. Potentially HPS could have 80 children in September. Enquiries have been made from people who are hoping to move to the village. Q: what are the numbers for UPL in September, would we take anymore children in next year's Yr3? SB, = It stands at 71. We have a small Yr4 for next year, and therefore there is still room for more children in next year's Yr3 should we receive any requests. Q: Do people know that we are federated? SB= a family visited and have seen both schools but are awaiting a move. Whenever there is an enquiry, parents are informed that we have a partner school.</p>			
9.6.1	<p>Behaviour = Column charts showed the accumulation of behaviour for each class at both schools over the year. SB explained that they were exaggerated by one or two children which affects the overall figure.</p>			
9.6.2	<p>Attendance: SB was pleased to report that attendance had not been an issue at either school. If a child's attendance drops below 90% then steps are taken.</p>			

<p>9.6.3</p>	<p>Safeguarding: The FGB were provided with a breakdown of Safeguarding Statistics for both schools for 2017/2018. SB informed the meeting of VIST – notification is given to him from police if children are involved. Operation Encompass = set up if a child had been witness to a Domestic Violence incident the day before a school day. Q: Have you queried why you haven't heard from OE when you have from Vist? SB replied that he was informed that this only occurs if an incident happens on a day before a school day.</p>			
<p>9.7</p>	<p>Staffing: SB presented a Federation overview of the staffing for September 2018. Meeting progressed to PT2 at 6.10pm Meeting returned to PT1 at 6.12pm</p>			
<p>9.8</p>	<p>Parental Surveys: SB presented those present with copies of the surveys sent and a breakdown of responses. Both schools issued a survey to parents asking the same questions, which covered everything that Ofsted would ask. The outcome was extremely positive. All present felt that it was fantastic and a good improvement. There were no further comments. JW thanked SB and all the staff for this achievement on behalf of the GB. A full copy of the Head Teachers report can be obtained from the clerk upon request.</p>			
<p>10</p>	<p>Planning Application</p>			
	<p>This item was brought forward from AOB as the presenting governor had to leave the meeting. Q: Court Farm Planning Appeal – will anyone be putting in support? More houses mean potentially more children, and a car park for the school and church. SB replied that the school could potentially benefit from this but he had not received any notification to date. The governors need to discuss and decide on the schools' position as this was an issue that impacts on the local community. Q: How many houses are they thinking of? PW replied 47. If plans are genuine and there will be parking for the school and the church, then the governors should decide. The meeting was informed of the urgency as it is going to planning in August. CMc left the meeting at 6.15pm. SN left the meeting briefly at 6.18pm to move her car and returned at 6.22pm.</p>			

11	Staffing Matters			
	Addressed in Head teachers report item 9.7			
12	Outcomes of Statutory Assessments			
	Addressed in Head Teachers report item: 9.3 and 9.4.			
13	Future Federation Strategy			
	The meeting progressed to Part 2 at 6.23pm			
14	Ratification of policies:			
	Governors had received electronic copies of the policies prior to the meeting.			
13.1	Business Continuity HPS: Reviewed and presented by Resources Committee.			
13.2	Business Continuity UPL: Reviewed and presented by Resources Committee.			
13.3	Collective Worship: Reviewed and presented by T&L committee.			
13.4	Data Protection Policy: presented by DPO following the introduction of GDPR.			
13.5	Information Security Incident Management Policy: Presented by DPO following the introduction of GDPR			
13.6	Information Assurance Policy: Presented by DPO following the introduction of GDPR			
13.7	Lone Working: Reviewed and presented by Resources Committee.			
13.8	Online Safety: Six month review by T&L committee.			
13.9	Privacy Impact Assessment Procedure: Presented by DPO following the introduction of GDPR			
13.10	Pay Policy: Additions added were approved by Resources committee.			
13.11	PSHE: Reviewed and updated by T&L committee. JW proposed formal adoption of all policies, seconded by PW and agreed by all.			Decision.
14	Governor Visits:			
	SP informed the meeting that he and NA had completed H&S walks around both schools. He will visit again in September to complete RA's prior to an audit next year.			

	None
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Governing Body Management Items	
Housekeeping	Completed at start of meeting.
Training since last meeting	
Details of next meeting(s)	Clerk to issue a doodle poll
There being no further business, the meeting closed at 6.40pm	