

MINUTES OF THE GOVERNING BOARD

Inspiring everyone, learning together, achievement for all

<u>DATE:</u>	11 th July 2018 5.00p.m			
<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	Ms S Lea-Western	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	Mrs S Beasley	Co-opted Governor
	Mrs K Windsor	Parent Governor		
<u>APOLOGIES</u>	Rev P Wimsett	Ex-Officio	Mrs J Huxtable	Parent 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, KW, SB, SL-W HJ welcomed Karen Windsor to her first meeting and governors gave a brief introduction of themselves.	
3	<u>Apologies</u> PW, JH	
4	<u>Declaration of Interests</u> DB – Executive member of DAPH, trustee of CCP JP – Staff Governor and Union Representative SL-W – Spouse provides drama therapy at school SB – Peripatetic Music Teacher	
5	<u>Matters Arising</u> 5.1 - Amended wording of Governors Privacy Notice Governors approved a small amendment to the Privacy Notice originally agreed at the last meeting to ensure it read correctly, with the context of ‘us’ being Chudleigh School and not the Governing Board.	

	<p>5.2 – GDPR documentation Governors were reminded to read the information that had been circulated recently.</p> <p>5.3 – Update on the scheduling of the building survey DB advised that the building survey is being carried out today and tomorrow and he should receive the outcomes shortly. He has emailed regarding CB and FF being involved in the contractor interviews and was told that he will be advised when they would be required.</p>	All governors
6	Minutes of Previous Meeting	
	The minutes of the meeting held on 16 th May 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 As the start time for this meeting had been brought forward, this item was moved to the end of the meeting, to allow time for remaining governors to arrive and appears after item 10.8.</p> <p>7.2 Committee Minutes The minutes of the Resources committee meeting held on 29th June and the Children’s committee meeting held on 18th June were circulated prior to the meeting. Governors had no questions.</p> <p>7.3 SIP Monitoring Group The notes of the SIP Monitoring Group meeting held on 21st May 2018 had been circulated prior to the meeting and no questions were raised.</p> <p>7.4 End of year report to parents HJ advised that this report was normally provided under the headings of the three core functions of the governing board and asked for suggested content. It was suggested that items to be included could be, school growth and the potential expansion plans even with a small intake in September, the collaboration work the school has taken part in, the work of the SIP Monitoring group and school finance and the constraints that funding has on the school. DB suggested that we should include website addresses for campaigns regarding fairer funding for schools. It was also suggested that we wish good luck to those pupils and parents leaving the school in July. HJ will draft report.</p> <p>7.5 Progress during 2017/18 HJ advised that we had had another positive year and welcomed governor’s thoughts on items that had had a positive impact on our school this year. The year started positively with excellent Ofsted and SIAMS inspections. Other successes were the work with Curious City on curriculum planning for next year, SIP partner visits, work with the diocese where we were used as an</p>	HJ

	example of best practice, collaboration work, our Year 2 moderation report, the success of the EYFS/Year 1 mixed class and how well all the children throughout the school had done this year.	
8	<u>Ensuring clarity of vision, ethos and strategic direction</u>	
	<p>8.1 Christian Distinctiveness There had been no Foundation Governors meeting since the last FGB meeting. DB advised that he and Sandra Gill were taking some children to an event at Buckfast Abbey tomorrow. The Prayer Day held on 8th June 2018 is covered in the Headteacher's report.</p> <p>8.2 Policies to be reviewed Lettings Policy CB explained the increase to the charges within the lettings policy. Governor Question – Do these charges come into effect in September? CB confirmed that the new charges do take effect from September. Governors approved this policy.</p> <p>Data Protection Policy Governors approved this policy.</p>	
9	<u>Overseeing the financial performance of the school and making sure it is money well spent</u>	
	<p>9.1 Current budget position The latest LEO had been circulated prior to the meeting. CB gave an overview of the report noting that the in year overspend has increased to £24,242 and needs to be monitored. Where there have been absence costs for TAs and agency staff have been used, there will be some money returned from the mutual fund. FF is investigating the rates line and the PE grant. HR consultancy costs have increased due to the need to buyback an increased level of support.</p>	
10	<u>Governing Board Effectiveness</u>	
	<p>10.1 Upcoming staff Governor vacancy JP's term of office will end shortly as she leaves the school at the end of term. HJ thanked her for all the work she had done whilst a staff governor, presented her with a bouquet of flowers and wished her luck in her new position. There will be an election at the start of September for a new staff governor.</p> <p>10.2 Impact Reports HJ thanked those governors who had already completed their impact reports and added them to Dropbox and reminded those governors who had not completed them to please do so.</p> <p>(5.30 pm) PS joined the meeting</p> <p>10.3 Individual and Committee Action Plans Again, HJ thanked those who had already done these and reminded those who had not. Please let HJ know if you have any queries.</p>	

	<p>10.4 Governor Self-Evaluation Notes from the exercises completed at previous meetings and the action plan written based on these had been previously circulated. HJ advised that there might be some things in the action plan under ‘all governors’ which could be added to individual action plans. PS advised that a course that she recently attended advised that the best practice for the length of time a Chair serves is now 4 years and we could consider adding this to our Standing Orders. It was agreed that this would be considered next year.</p> <p>10.5 Meeting dates for next academic year These were circulated prior to the meeting and include the dates for the Pay and Performance committee and the Risk Management committee for those governors who may sit on these. HJ advised that there was only one FGB in the spring term, but three in the summer term that would negate the need for a separate FGB meeting to approve the budget. Governors were asked to note the meeting dates for next year.</p> <p>10.6 Agree professional advisor for HT PM Gill Winston has been the professional advisor for the last 2 years and the proposal is that she continues. All governors agreed.</p> <p>10.7 Curious City Presentation to all staff – Monday 3rd September 9.00 a.m. HJ reminded governors that they are all invited to the Curriculum Presentation by Curious City on Monday 3rd September, 9.00 for a 9.30 start. Governors are welcome to stay for lunch. Please can they let DB know if they are intending to attend so he knows the numbers for lunch.</p> <p>10.8 Clerk’s Update The Clerk reminded governors that the latest Governance Today magazine is available in the office and contains training courses for the Autumn Term.</p>	<p>All Governors</p> <p>All Governors</p>
7	<p><u>Holding the Headteacher to account for the educational performance of the school and its pupils and the performance management of staff</u></p>	
	<p>7.1 Headteacher’s Report The Headteacher’s written report was circulated prior to the meeting.</p> <p>Governor Question – With mixed classes in Years 1 and 2, what issues will arise with Y2 pupils working towards statutory assessments at the end of the year and others working towards phonics testing in Y1 in the same class? Similarly, in the following year when there will be mixed Key Stages if the planned arrangement continues. DB advised that he did not foresee any issues; staff would teach the normal curriculum and administer the tests at the appropriate time. There is a significant jump in expectation from the end of Year 1 to the end of Year 2. Going forward the question will be what to do in Year 5/Year 6 when more exam preparation needs to take place.</p> <p>Governor Question – Will the teachers and teaching assistants who are leaving be replaced, or is this part of budget saving</p>	

measures? Will the crossing patrol person be replaced? DB advised that the original budget allowed for 2 temporary TAs not to be replaced. With two staff leaving we are able to extend the temporary contracts, so technically those leaving are being replaced. We are maintaining the structure that had originally been planned. Devon Highways have advertised for a new crossing patrol person. The school have also mentioned it in a newsletter and the town council are also aware of the vacancy.

Governor Question – Targeted support has been given to identified cohorts and groups. Mentioned are i) additional teaching assistant support in EYFS-Y5, ii) SEND TA interventions and iii) drama therapy sessions to engage and support vulnerable children with specific needs. With budget restrictions, how will these children be supported in the coming year with TAs being assigned to support individual named children? Will there be any drama therapy available?

DB advised that we will no longer have a contract for a set number of hours per week of drama therapy. We want to maintain a link with the service and are hoping that opportunities will arise to use it as and when different funding streams are available. However, the downside is that the service is in great demand and we may not be able to get availability when we do require it. We are aware that lots of children with EHCP's require a named TA, however, we are looking at ways to create groups of TA's working together so one TA can work with a small group of children and free up others to do intervention work, so we hope to maintain the intervention groups, just in a different way.

Governor Question – There is clearly some evidence of outstanding practice in teaching. What procedures are in place for these teachers to disseminate their outstanding practice to others, so that all practice, in time, will be outstanding? Is there any other support that could be given to raise standards of teaching to outstanding?

DB advised that our quality of teaching was graded as good with some outstanding. In order for teaching to be considered outstanding data across the board has to be consistently better than the national average, so our room for improvement comes from the consistency of our data. Ofsted chief Amanda Spielman has stated that she would like the outstanding level removed.

Governor Question - How was the internal exclusion managed? Lunchtimes? DB advised that this was an internal daytime exclusion with the child remaining in school but not in their classroom. The family involved have subsequently engaged with external agencies.

Governor Question - Are issues re. tech/bullying becoming more prevalent? DB advised that there are more and more children leaving their phones in the office as parents want their children to have their phones on the walk to and from school. Whilst emails and social media accounts are accessed outside of school, some issues do come into school as this is where the children discuss them. The children are taught about taking

responsibility for their own actions as part of learning about internet safety. The school did organise a safety presentation for parents at the start of last year, but it is difficult to target some parents.

Governor Question – Has the PP project resulted in new ideas for next year? We will continue to look at how to raise attainment and aspirations next year, one proposal is that the group of schools work with the Children’s University to provide learning and enrichment opportunities for vulnerable children.

(5.55p.m) HD joined the meeting

Governor Question – Are there any visit notes or any key points to raise from the SIP and Diocese visits? Gill Winston is the SIP for several schools and as a group of schools, we are looking at ways of raising aspirations. The collaboration work with other schools will continue.

Governor Question – How has the parenting course gone? It was very positive for those who completed the course. There has been a marked improvement in engagement with adults in the school. It has also given our school counsellor Janet Joffe new skills.

Governor Question – How was Year 2 moderation? DB advised that this had gone very well. We were the first school to be moderated and the moderators now select the children rather than the school, but all our judgements were upheld. The moderators commented on how welcoming the school was and the nice environment. Congratulations were expressed for the Year 2 team.

Governor Question – The first racist bullying incident for a very long time has been recorded. Was this an isolated incident? This relates to 1 incident involving 2 children that was dealt with by the class teacher and parents informed. It is uncertain there was underlying racism, but due to the nature of the incident, it had to be recorded as such.

Governor Question – Will residential continue for Years 4 & 6? DB advised that they will definitely continue next year and he foresaw them carrying on after that. There are certain things where the school does have to bear the costs, such as staffing and these cannot be passed on to parents. **Governor Question – Are there any other funding streams available such as charities or the town council?** DB advised that Chudleigh United Charities do make a small donation to the cost of residential.

The 2017-18 Unvalidated Performance Data was reviewed; the national data will be available at the end of October/beginning of November. EYFS showed much better results for girls than boys, but it is a very boy heavy cohort and all the SEND children in EYFS are boys.

The percentage of children passing the Year 1 phonics screening

	<p>was 84%, which was less than last year but still above national levels, the Year 1 cohort does include a large number of SEND children. Governor Question – Does this figure include the Year 2 retakes? DB advised that this figure does not include the Year 2 retakes.</p> <p>The Year 2 figures have been affected by changes to the cohort since EYFS. It was noted that in Maths, we were below target for those children working at the expected standard but above target for those working at greater depth.</p> <p>The Year 6 figures are very good which is a reflection of teaching right through KS2 in Years 3, 4 5 & 6. Other than 1 child, all children in Year 6 took the tests and all achieved within the expected boundaries with some children not dropping a mark in some of the papers. 49% of children achieved working at greater depth in spelling, punctuation and grammar. Children had 3 sessions a week in this area rather than 5 last year, the focus in 2017-18 has been on handwriting, which shows the work had already been embedded in previous years. Based on the FFT targets, our achievement scores could place us in the top 5% of school in the country.</p> <p>Governors thanked all staff for their hard work this year.</p> <p>HJ thanked all governors for the work they had done this year, wished them a good summer and reminded them to let DB know if they were going to be attending the Curious City presentation on 3rd September so he was aware of numbers for lunch.</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</p> <p>Analysed our own effectiveness and how we can improve Questioning of Headteacher’s report Letter to parents to encourage engagement with parents Approval of Data Protection Policy – keeping children’s information safe Action Plans for next academic year</p>	
	<p><u>Date of next meeting</u> FGB Wednesday 19th September 2018 6.00pm Resources Committee Friday 28th September 2018 8.30am Children’s Committee Monday 8th October 2018 2.00pm</p>	
	<p><u>Meeting Closed 6.25PM</u></p>	
<u>Approval of:</u>	<p>Lettings Policy Data Protection Policy Meeting dates for 18-19 academic year</p>	

	Gill Winston to be professional advisor for HT PM for 18-19	
Check and Challenge:	Mixed classes in Year 1/2 and the impact on statutory assessments Staffing levels following staff leaving Impact on intervention groups with TAs being assigned to support individual named children. Ongoing use of drama therapy Quality of teaching Management of internal exclusion Issues with tech/cyber bullying Any new ideas for next year as a result of PP project Impact of parenting course Year 2 moderation First racist bullying incident for some time	

Supporting documents as follows can be found in Dropbox – Chudleigh Governors, Full GB Meetings, Meetings 2017-18, FGB Meeting 11.07.2018.

- 18-19 Dates of Governors meetings (draft)
- Agenda 11.07.2018
- Appendix 3 – Lettings charges
- Children’s Minutes 18.06.2018
- Collaboration Report for Governors Summer
- Data Protection Policy
- FGB Minutes 16.05.2018
- Governing Board Self Evaluation Plan 2018_19
- HT Report to Governors 11.07.2018
- LEO 021819
- Lettings Policy
- Resources Minutes 29.06.2018 (draft)
- SIP Meeting notes 20180521
- Unvalidated 2018 Performance Data Presentation July 2018