

# CHUDLEIGH CE VC COMMUNITY PRIMARY SCHOOL

## MINUTES OF THE GOVERNING BOARD

*Inspiring everyone, learning together, achievement for all*

<b><u>DATE:</u></b>	19 <sup>th</sup> September 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
	Rev P Wimsett	Ex-Officio	Mr C Taylor	Staff Governor
	Mr D Barnett	Headteacher	Mrs K Windsor	Parent Governor
	Mrs P Smethurst	Co-Opted	Mrs E Jeffery	LA Governor
	Mrs J Huxtable	Parent Governor	Mr C Barnes	Foundation Governor
<b><u>APOLOGIES</u></b>	Mrs H Day	Parent 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, CT, DB, SL-W, PS, PW, KW, CB, JH, EJ	
3	<b><u>Apologies</u></b> HD	
4	<b><u>Declaration of Interests</u></b> DB – Executive member of DAPH, Trustee of CCP SB – Peripatetic Music Teacher PW – Director First Federation Trust SLW – Spouse supervises school based counsellor	
5	<b><u>Matters Arising</u></b> 5.1 Annual Report Letter to parents. This was sent to parents at the end of last term as agreed and no responses have been received.	
6	<b><u>Minutes of Previous Meeting</u></b> 6.1 The minutes of the meeting held on 11 <sup>th</sup> July 2018 were agreed and signed as a true record.	

7	<b>Election of Chair and Vice Chair</b>	
	<p>7.1 Election of Chair One nomination was received for PS. Governors voted in favour and PS was elected as Chair and took over chairing this meeting. A presentation was made to HJ to thank her for all her hard work and the contribution she had made to our school during her time as Chair.</p> <p>7.2 Election of Vice-Chair One nomination was received for CB. Governors voted in favour and CB was elected as Vice Chair.</p>	
8	<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>8.1 Headteachers Report DB advised that there are currently 419 children on roll, slightly lower than the 427 predicted, but there are 3 new children due to start with us, 2 before head count day, so our total on head count day should be 421. Our previous total was 443, but numbers have been affected by the small EYFS this year, <b>Governor Question – When is head count day?</b> DB advised this is next Thursday. Numbers have risen steadily over the last 5 to 6 years and there are predicted to be more 4 year olds in the future, but the reduction in the number of children currently does have an impact on the budget. Of those children who have left the school, they have either moved away or gone to schools nearer their parent’s work and there is no indication that parents are moving their children because they are unhappy with the school.</p> <p>Following one of our HLTAs leaving at the end of last term to take up a teaching position at Bovey School, interviews have taken place today for a new HLTA and we have offered that position to the successful candidate. We are also speaking to another capable candidate concerning a TA role after one TA left to take up a post at Bidwell Brook School.</p> <p>Concerning SEND, budgets are tightening, support staff have been realigned and are currently getting to know the needs of new children. Our assistant SENDCo role has been lost and FF is currently looking into options to provide administration support for Mel Short, our SENDCo.</p> <p>There has been an increase in the number of children at our school with safeguarding concerns. This figure has risen from 38 Sept 17 to 71 Sept 18 although these are not all ongoing active cases. However, cases that are active take up a lot of time and resources with numerous meetings, including multi-agency meetings. <b>Governor Question – What do other schools do?</b> DB advised that we have a significantly higher number of these cases than other schools and are the victims of our own success and desire to put things in place. We are recognised as providing good practice in this area.</p> <p>The new curriculum arranged by Curious City is now underway and we have already seen dance specialists come into school to work with Year 4 on their sound topic and Year 5 have been out and about in Chudleigh. We have also had 12 Exeter University</p>	

	<p>students in school this week in association with Ambios who have been working with teachers in the mornings and carrying out environmental tasks with groups of children in the afternoons. It is good to have extra people in the classrooms and we will receive £1000 as a thank you for hosting them.</p> <p>PS commented that she had attended the Year 1 &amp; 2 parents' meeting this afternoon and that staff had explained the new enquiry based curriculum and handled questions well.</p> <p>8.2 SIP Update DB advised that a data meeting would take place next week to review the statutory data for EYFS and Years 2 and 6. SEND and Pupil Premium will still be an issue, but this is the case with most schools. Gill Winston our SIP partner will be visiting the school next week to work with the year 1 and 2 team.</p> <p>8.3 Attendance Targets Our attendance target last year was 96.2% and we achieved 95.7%, this figure remaining constant from 31<sup>st</sup> May to 31<sup>st</sup> August. The senior leadership team are happy to keep the same target as last year and governors approved an attendance target of 96.2%.</p> <p>8.4 SEND information report This had been circulated prior to the meeting and is similar to last year. Governors raised that it appeared to be very repetitive with lots of duplication. DB advised that it is the standard template used across the learning community. Governors approved this report.</p>	
9	<p><b><u>Ensuring clarity of vision, ethos and strategic direction</u></b></p>	
	<p>9.1 Strategic Plan Review We are now in year 2 of our strategic plan which was formed following consultation with both teaching and non-teaching staff and governors.</p> <p>Objective 1 – Vision and Values. A strong Christian ethos forms part of this strategic plan and the evidence from the SIAMS inspection clearly shows that we are doing this. We are able to celebrate good practice by taking part in regular ethos days with other schools and recently participated in one at Buckfast Abbey where it was good to see children enjoying the day. With regards to focusing on areas to improve, Foundation governors and the Christian Ethos Team regularly meet to discuss progress and undertake learning walks looking for evidence. The new SIAMS inspection framework is being developed and we are waiting for the first schools to be inspected under this new framework. One of the new challenges is to encourage 'courageous advocates'. This will be covered well within the new Curious City curriculum where one enquiry is 'How can we help the homeless?' SIAMS encourage child involvement in collective worship and there are plans to involve children in all aspects of worship including planning and leading worship activities. Maran, the church youth worker will be organising a club for a different year group each term to help with this.</p>	

	<p>Objective 2 – Teaching and Learning. SEND objectives were covered by DB in his report. The curriculum will be developed through the new Curious City initiative. The meeting on 3<sup>rd</sup> September was encouraging and well received by staff. Following the world class curriculum audit this seemed an ideal way to develop the curriculum.</p> <p>Objective 3 – School Growth. Our schools continues to grow and we need to make provision for this. Most of the work in this area has been around the potential LA building project to extend and alter the school. DB received a phone call yesterday asking to come and take photographs for planning permission, which is reassuring as our project is amongst other priorities for Devon.</p> <p><b>Governor Question – When could the project be completed?</b> CB advised that in order for the project to be completed by September 2019, work would need to start in January, which is still just about possible, but would be very tight.</p> <p><b>Governor Question – Does the money have to be used in a certain period?</b> No, the money will not just disappear, as it is Devon County Council funded and not the Department for Education.</p> <p>9.2 Christian Distinctiveness PW advised that the Christian Distinctiveness action plan has been drafted ready to be agreed.</p> <p>9.3 Policies to be reviewed The Governors Expenses Policy was reviewed, there were no changes from last year and governors approved this policy.</p> <p>DB advised that the Safeguarding Policy is the County model and he had been through and personalised it. Staff have had the opportunity to read it and been made aware of the changes within the document. <b>Governor Question – Do we have all the policies in place linked to this policy?</b> DB confirmed that we do, although some have different titles. The KCSiE full document is in the policies folder, together with Part 1 only which has been read and by governors and staff. DB confirmed that he had given a summary of the changes to staff. Governors approved the Safeguarding Policy.</p>	
10	<p><b><u>Overseeing the financial performance of the school and making sure it is money well spent</u></b></p>	
	<p>10.1 Current Budget Position DB advised that FF had attended a Bursar Briefing yesterday, which covered changes to pay awards and pensions.</p> <p>10.2 Teachers Pay Award DB advised that we are awaiting Devon’s response for maintained schools. The Pay and Performance committee will review this policy for recommendation to the FGB. There will be funding available to cover 1% of the increase, but it is currently unclear how or when this will work. <b>Governor Question – Will this take effect in this academic year?</b> DB advised that it would.</p>	



	<p>a) Agreement on the regularity of 360 reviews – this refers to the Chair and should be completed annually at the end of the school year. This is done via a standard NGA form, but in the past, there have not been many responses. Please can all governors respond next time.</p> <p>b) Agreement on the length of time a chair can serve – Babcock recommendation is a maximum of 4 years. Elections for our chair takes place every 2 years. It was agreed to keep to this practice. HJ has served a total of 6 years, which was the guidance at the time. Whilst there can be problems if nobody does come forward, it is good to have a fresh pair of eyes and different views. It is good if the expectation is there for others to step forward,</p> <p>c) Decision on whether a maximum length of time a governor can serve is required – Good practice guidelines are 2 terms of office, so 8 years, however, it was discussed about the benefit of having experienced governors on the board and the fact that we have a good turnover of new governors through parent governor elections. It was decided not to stipulate a maximum length of service at this stage.</p> <p>d) Agreement by the Board on whether a process is required for the Chair to address poor or limited contribution by individual governors and if required, what this would be – It was discussed that it would depend on the reason for the absence of the governor, this could for example be due to serious illness. It was agreed that no formal process needed to be implemented, but the Chair would have an informal conversation with the governor concerned.</p> <p>11.9 Governor Terms of Office SB’s term of office is due to end on 27.11.2018. She advised that she would like to stay on the governing board. As she is a co-opted governor, this is the board’s decision and governors agreed that they would very much like her to remain a governor. SB was thanked for agreeing to serve another term of office and for her considerable contribution over the years.</p> <p>11.10 KCSIE Sept 18 This document had been circulated prior to the meeting and governors signed to confirm that they had read it.</p> <p>11.11 Clerks Update The Clerk advised that the school photographer would be visiting the school on Monday 29<sup>th</sup> October, so any governor who does not have a permanent lanyard could have their photograph taken and the office will arrange a lanyard for them. With the changes to areas of responsibility, many of the governor profiles are now out of date and need reviewing/updating. Please could governors review their profiles and forward new wordings to the clerk by 5<sup>th</sup> October to enable the website to be updated. The Clerk checked which governors received the NGA magazine. HJ confirmed that she received one, as did CB. Clerk to find out from the NGA where the other one was being sent. PS would like to receive one.</p>	<p>All Governors</p> <p>Clerk</p>

12	<b><u>Governing Board Annual Review</u></b>	
	<p>12.1 Individual governor responsibilities It was agreed that HJ would take over finance, CB would move to premises and KW would take over curriculum. All other governors would continue with their existing area of responsibility.</p> <p>12.2 Election of Committee Chairs Nominations had been received from SB to chair the Resources Committee and SL-W to chair the Children’s committee. Governors voted in favour.</p> <p>12.3 1<sup>st</sup> and 2<sup>nd</sup> Committee membership It was agreed that rather than naming individual governors on each committee that we would select a 1<sup>st</sup> committee from all governors available and a 2<sup>nd</sup> committee from those available who had not served on the 1<sup>st</sup> committee.</p> <p>12.4 Terms of reference/Standing Orders These had been circulated prior to the meeting. It was noted we need to specify a governor responsible for Children in Care and it was agreed that this would be HD as governor responsible for safeguarding as this forms part of the safeguarding audit. Children’s committee terms of reference to be amended accordingly. The dates for the Children’s committee meetings will be agreed after this meeting as these will be changing from a Monday to a Tuesday. The Sports Premium Funding Report has been moved from SEND to Curriculum and PS will take over from HJ as deputy safeguarding governor. The Resources committee terms of reference have been amended to reflect the finance governor’s responsibility for GDPR. Governors were reminded to look at the terms of reference for their role. The standing order document was reviewed, two small queries were raised regarding accepting nominations for officers at meetings and the procedure for write-offs but it was accepted that this was a standard Babcock document and some content was not relevant to us. Governors approved the amended terms of reference and standing orders.</p> <p>12.5 Register of Business Interests All governors present updated and signed their individual records.</p> <p>12.6 Governors responsible for Headteacher’s performance management This group has to be represented by a Foundation governor, it was agreed that PS, SB and HJ would continue.</p> <p>12.7 SIP Monitoring Group Agreed SL-W, PS and EJ to replace HJ as it was felt it would be useful for the SEND governor to join this group.</p> <p>12.8 Pay and Performance Committee Agreed HJ, PS, SB,&amp; HD (PS to Chair)</p>	

	12.9 Risk Management Committee Agreed CB, HJ, SL-W, and JH (CB to Chair) PS to attend as an observer.  12.10 Code of Conduct This was circulated prior to the meeting and was approved.	
13	<b><u>Matters brought forward at the discretion of the Chairman</u></b>	
	The date of the FGB meeting was discussed as the planned date of Wednesday 13 <sup>th</sup> February clashes with the Curriculum Evening for parents. A revised date of Wednesday 27 <sup>th</sup> February was agreed.	
14	<b>Date of next meeting</b>	
	Wednesday 5 <sup>th</sup> December 2018 6pm Full Governing Board Friday 28 <sup>th</sup> September 2018 8.30am Resources Committee Tuesday 9 <sup>th</sup> October 2018 2pm Children's Committee	
	<b>Meeting Closed 7.55PM</b>	
<b><u>Approval of:</u></b>	Attendance Targets Governors Expenses Policy Safeguarding Policy SEND Information Report Election of Chair Election of Vice-Chair Election of Committee Chairs Terms of Reference and Standing Orders Committee Memberships Code of Conduct SB to serve a further term of office as a co-opted governor.	
<b><u>Check &amp; Challenge:</u></b>	School expansion project Safeguarding Policy Training	

Supporting Documents for this meeting can be found on Dropbox, Chudleigh Governors, Full GB Meetings, Meetings 2018-19, 19.09.18 as follows

Terms of Reference 2018-19 folder containing

TOR HT Performance mgmt. Sept 18  
TOR Risk Management Cttee Sept 18  
TOR Children's Cttee Sept 18  
TOR First committee Sept 18  
TOR Performance & Pay Cttee Sept 18  
TOR Resources Cttee Sept 18  
TOR Second committee Sept 18

Child Protection and Safeguarding Policy 09.2018  
Code of Conduct Sept 18  
FGB Agenda 19.09.2018  
FGB Minutes 11.07.2018  
Governing Board Self Evaluation Action Plan 2018\_19  
Governor Expenses Policy 2018

Governor's Action Plan 2018\_19  
Keeping Children Safe in Education part 1 Sept 2018  
KeyDoc 2018 pay award cheat sheet KSG (1)  
SEND Information Report Sept 18  
Standing Orders 2018-19