

Highweek Community Primary and Nursery School
Minutes for Full Governing Board & Resources Meeting on Tuesday 24th April 2018 at 6.00pm
Meeting 5
Aspire, Achieve, Believe

Attendees:				Apologies:	
Judy Martyn (Head)	JM	Helena Manning	HM	Sanctioned:	
Louise Cooke	LC	Claire Davies	CD	Liz Roberts (LR)	Unsanctioned:
Jane Bassett	JB			Martin Warne (MW)	Steve Michaels (SM)
Sam Ward	SW				
Daphne Watts	DW				
Claire Stickley	CS				
Clerk: Faith Cummins				Visitor:	

Item	Time	Lead	Comments	Owner/ Timescale
18.5.01 Apologies	1 min	Chair	Please see above.	
18.5.02 Declaration of Interests	1 min	Chair	Governors must declare any conflicts and leave the meeting when the appropriate item is dealt with. There were no declarations of interest.	
18.5.03 Minutes of FGB meeting on 27th Feb 2018	1 min	Chair	These were agreed and signed by the Chair.	
18.5.04 Review of Actions/Matters arising from minutes	5 min	Chair	All actions are on the agenda.	
18.5.05 Receive report from Teaching & Learning Committee 27 th March	5 min	LR	There were no actions to follow up.	

2018				
18.5.06 Receive report from Pay Committee 20 th March 2018	5 min	DW	Some appointments were agreed and reviewed in the budget. Staffing structure, temporary structures, and positions around resignations were addressed in respect of the budget. Committee to set a new date.	
18.5.07 Receive report from Resources Committee 13 th March 2018	5 min	DW	The FGB have endorsed the SFVS and all governors approved this. CS has spoken with the Princes Trust regarding x5 day gardening projects. CS to find out more details of past projects etc.... The Caretaker has been very appreciative of Dave Manning's help with the letter regarding the snagging problems in the new EYFS building.	
18.5.08 Pupil Progress – Monitor of pupil progress – Provisional school targets and predictions – termly progress – update with spring data	10 min	JM	Overall assessments taking termly on ARE grid shows clearly the gap widening or narrowing on the previous term, also EYFS and phonics and preparing children for phonic testing based on test results. There shows a positive trend and narrowing of the gap in some year groups, some PP children are out performing other children. Looking at data in RWI and EYFS to address in more detail at the next T & L Mtg. Good progress overall. The assessments allow for proper gap scoring, comparing PP children to all children. <i>LC commented that this could be clearly seen on the learning walk that all children were challenging learning and CS commented that children were not phased when an adult worked in the room and they showed confidence.</i>	T & L Mtg.
18.5.09 Review SDP & Self Evaluation (SEF)	15 min	JM	SEF context and characteristics document – Governors have looked at the RAG rated SEF report for the term, JM has highlighted in bold the progress made, some areas have been ambitious and this probably won't be achieved. Governors who attended the learning walk commented that they could see the Development Plan reflected in the classrooms. <i>LC said a lot of hard work is being done particularly in light of staff absence.</i> Play leaders going to EYFS and buddy systems will work much better when the new path is in place connecting EYFS and the main school building. Preparing for statutory assessments at the moment and one to one intervention, which is linked to PP progress. Addressing each individual child and if progress is not being made, looking at what intervention is possible for each child. How do you present the idea and wording of SATS to the children? CD – <i>JM, because the children have not necessarily had much resilience, we have had to be vigilant to prepare the children. It is teacher assessment focused in Yr. 2. In Yr. 6, this is the last year for Teacher Assessment and so therefore we have to prepare, particularly as the only test to show children's achievement is the SATS. It is very transparent and allows feedback on their improvement and the opportunity to show the teachers what they know.</i> <i>JB commented, that before Growth Mindset, children had much less resiliency and</i>	

RAG SDP in Dropbox with Executive Summary Report			<p><i>now are much more resilient. The phonics are quite specific and the phonic test is a proper test and the children are prepared for this to achieve the best outcome.</i></p> <p>JM to make an amendment under No 1 to take out the double bullet point.</p> <p>Governors approved this report.</p>	
18.5.10 Headteacher's Report	10 min	JM	<p>JM shared an overview linked with the SDP and the progress we are making. <i>Is the number intake lower? RR – JM, yes, and this is also the case in most other schools.</i> It is possible that as other local schools fill up from the new estate we might benefit from the effect of this. The Growth Mindset film 'Challenging Learning' will be launched tomorrow. VB has shown some concern as to how GDPR will have an effect in the classroom. <i>LC commented on the effect of the drop of FSM and the effect on the children that don't get this benefit and whose parents are struggling – JM, there is a new guidance out in response to this, families who were recently not eligible may now become eligible.</i> JM stressed how difficult it is for staff who are working on very limited resources, and experienced SLT staff are having to do MTA/TA duties. <i>We do not want to do away with thinking time for SLT, DW commented.</i> Tried to extend a double shift for MTA or place with cleaning jobs to make more attractive. Governors did suggest that perhaps there could be a job share opportunity for MTA.</p>	
18.5.11 Budget – Budget Approval	15 min	JM	<p>All governors had an opportunity to look at the detailed budget monitoring overall sheet. JM presented a proposed balanced budget which has been put together with very careful considerations keeping the primary concern to maintain the quality of provision for children. Challenges and pressure points are listed. Teacher's pension contributions have not been factored in yet, a small school growth and expected nursery figures. Increased revenue income, led to believe a surplus of 94K in total. A double accounting error from DCC involving been invoiced twice for around £23k. In reality the carry forward is the amounts put together. Concern around sustainability in staffing and have not included an additional teacher for Reception for this year but have for further years. Included a x1 year substantive contract which was agreed in a recent Pay Mtg. and within the budget there is some spare capacity. Temporary and fixed term contracts in the budget. A deficit of £15k in 2021 is not necessarily likely but a conservative figure based on current pupil numbers. Focus on learning resources the rest is on a minimal spend. Increase in cost for GDPR. Currently looking at another provider for catering. Increased funding in the Sports Grant, end of year position statement looking at organising classes and staffing to achieve this.</p> <p><i>LC thanked DW and JM for all their hard work on the budget, and commented how good it is to have a prudent careful HT who looks into this so well. HM said really well to put all this in place and we have the ability to expand if necessary. CD & LC</i></p>	

			<i>said that the easy format layout of the presentation for the budget was helpful and easier to read. Governors approved the budget.</i>	
18.5.12 Safeguarding	5 min	SW/JM	SW shared her report showing evidence of P4C and children's understanding and knowledge around safety on the web. CD to join SW as governors responsible for Safeguarding.	
18.5.13 Extended Child Care – Nursery provision – Survey Monkey results	15 min	HM/JM	As it stands, the Nursery offer to parents is not currently compliant and should be offering 30 hours, to amend the Nursery Admissions Policy. The Nursery should also not accept 2 year olds and claim early year funding until they are 3 on their next birthday. JM shared an advert for marketing the Nursery and promotion for the local media. To either offer 30 hours over x5 days or in blocks of 3. Are there currently any families who would take the 30 hours? SW – JD, yes, there probably are.	
18.5.14 Parental Survey	10 min	Chair/DW	LC has attended some assemblies and been seen more around the School. LC has also started to write a newsletter for the parents. To do x1 every half term, with a short bio of each governor and their responsibilities. LC has written a short letter to parents for the first newsletter, LC read this to all governors for their approval. LC to amend slightly and then send to Clerk to distribute for governor approval.	LC/Clerk
18.5.15 GDPR – update and action plan	5 min	JM	An Audit is booked on the 8 th May, TL is taking on the role of Data Protection Officer. To review in x1 year.	
18.5.16 Governance direction and future – Discussion around effective governance Outcome of Chair's report	10 min	Chair	JM, the Clerk & LC took part in a Heads, Chairs & Clerks Training Day. The Chair thanked governors for completing the 360-degree appraisal forms which she has forwarded to JM for feedback. <i>LC commented for governors to submit questions ahead of the meeting to the Clerk. LC also commented that in September current committees are to be adjusted around to allow for development.</i> To discuss a plan and bring to the next FGB Mtg. LC to prepare a governor's report around what the Chair is doing. <i>JM commented that this will provide a good opportunity for governors to reflect on how they are working and succession planning for structures and systems to be more effective and to ensure that full skill sets are covered.</i> LC to visit accountants in Newton Abbot and see if there are any new potential finance governors. To bring to the next FGB Mtg.	FGB Mtg. FGB Mtg.
18.5.17 Governor Visits/Training – Governors to feedback from recent visits & training.	5 min	Chair	Governors to write up their learning walk. HM to write back her PP visit report. DW met with Finance and went through the budget. LC to meet with VB and report back at the next T & L Mtg.	HM T & L Mtg.
18.5.18 Primary PE Sports Report	5 min	LR	Governors accepted and agreed this report. Clerk to ask TL to put on the School website. How is the running track going? DW – JM, so far we have received £4000 from PTFA fundraising. RR offered to look at the drainage problem underneath the running track area.	Clerk

18.5.19 Term dates for 2019-20 – Governors to ratify	2 min	JM	These were agreed by governors. Clerk to inform TL.	Clerk
18.5.20 Policies	5 min	Chair	Redundancy Policy – This was agreed and signed. Child Protection and Safeguarding policy – This was agreed and signed.	
18.5.21 Correspondence	5 min	Chair	Governance Alert - Checklist Governance Today	
Part 2			Previous Part 2 Minutes were agreed and signed by the Chair.	
Meeting ended at 19:35				
Signed:				
Date:				