

BUCKFASTLEIGH PRIMARY SCHOOL

Governing Body



Meeting – Part I Minutes

Date/Time	Monday 13 March 2017	Location	Buckfastleigh Primary School		
Attendees	Initials		Attendees	Initials	
Beverley Garland	BG	Chair	Sue Clark	SC	Arrived at 18:12
Richard Arundell	RA	Headteacher	Lesley Booker	LB	
Caroline Rolls	CR	Staff Governor	Sian Walton	SW	Safeguarding

Apologies	Initials	Reason (Category of Governor)
Sharron Humphries	SH	Family commitments
Vicki Frost	VF	
Malcolm Cowper	MC	Work commitments
Rachel Shaw	RS	

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Apologies	BG
2	Declarations of Interests	BG
3	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	BG
4	Declaration Forms	LD
5	Headteacher's Written Report	RA
6	Budget i Review Income Expenditure Report ii Receive First Draft of Budget for 2017-2018	RA
7	Staffing i Review Staffing Structure for 2017-2018 ii Staff Pay and Conditions Consultation Update	RA
8	Term Dates 2017-2018	RA
9	Disadvantaged Pupils' Report	RA

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10	Review SEF	RA
11	Health, Safety and Environment i Monitoring of Accident Book	RA
12	Safeguarding i SCR Checks	BG
13	Policies i Review Behaviour Policy ii Review Bullying Policy iii Review Intimate Care Policy iv Safeguarding Policy v Admissions Policy 2018-2019 vi SRE Policy Update	RA/BG
14	Governor Monitoring Reports i Report on Governance Monitoring Group	BG
15	External Reports	RA
16	Review Skills Audit	BG
17	Governor Training i Receive Governor Training Reports ii Review Governor Training Records iii Agree Governor Training Requests	BG
18	Parent Governor Elections Update	BG
19	Pupil Book Scrutiny	RA
20	Chair's Bring Forward Items	BG

Agenda Number	Details of discussion	Decision or Action
1	<p>Apologies of Absence</p> <p>Apologies were received from SH, VF, MC and RS which were all sanctioned.</p>	
2	<p>Declaration of Interests</p> <p>There were no interests declared.</p>	
3	<p>Minutes From Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes were agreed subject to correction of two typing errors. There were some amendments to the Part II Minutes from RA. LD will action these before the next meeting.</p> <p><u>ii Actions</u> BG is still waiting for a final write up of Sue Madgwick's visit.</p>	<p>LD to make corrections to the minutes of 30/01/17 for the next meeting.</p>

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	<p>BG asked if there had been any improvement to PP funding since sending out a letter. RA said no. It was discussed whether RA should approach parents individually. RA said he will do this as letters have had no response. Simplifying the letter was discussed to allow parents to access it more easily. LB suggested it could be linked to the National Formula for Fairer Funding. BG suggested addressing the issue in assemblies.</p> <p><u>iii Matters Arising</u></p> <p>BG explained that governors need to clear about the academy vision for when OFSTED visit. RA explained what the foci for the academy are: 4-19 curriculum, back office savings, partnership/extended schools and early intervention.</p> <p>RA also explained the Buckfastleigh vision. This will be revisited with staff. RA said this is visible in every classroom. CR said there is a need to pull this all together.</p>	RA to speak to parents about PP Funding.
18	<p>Parent Governor Elections Update</p> <p>LD has sent out the information to parents about governor elections. RA reported that one family had shown an interest but they were unsure whether they have the time to commit. RA will speak to them again. LD explained that there are governor recruitment websites available. She will send the details to RA and BG.</p>	RA to explore parent governor recruitment.
11	<p>Health, Safety and Environment</p> <p><u>I Monitoring of Accident Book</u></p> <p>RA has been monitoring the accident book. The vast majority of accidents are KS1. This was felt to be a spacial awareness issue. MTAs are proactive about recording the details. There are no trends in the locations of incidents.</p>	
14	<p>Governor Monitoring Reports</p> <p>BG is meeting with Becky Oakshott (BO) at the end of this week for an SEN update. SW has booked in to check the SCR on Wednesday. LB will organise a disadvantaged pupils' visit for after Easter. A follow up visit on progress with SW and VF needs to be organised. All governors will individually make arrangements for their visits. The calendar was revised. SW will do Safeguarding. SC will do English and Health and Safety.</p> <p><u>i Report on Governance Monitoring Group</u></p> <p>BG reported on the Governance working party with HB. She explained the competency frameworks and how they have been translated into a series of questions for Survey Monkey which governors will be asked to complete. The Atrium will pilot this and then it will be rolled out across the academy.</p>	Governors to arrange monitoring visits individually for their designated areas.
19	<p>Pupil Book Scrutiny</p> <p>Due to a visit today, RA had been unable to prepare a book scrutiny. He will organise a selection of Maths books for the next meeting.</p>	RA to bring a selection of Maths books to the next meeting.
4	<p>Declaration Forms</p> <p>LD explained and distributed the 'Declaration of eligibility to serve as a school governor' forms. These were completed and returned by those present. LD will organise completion by absent governors.</p>	LD to organise completion of declaration forms by MC, SH and VF.



5	<p>Headteacher's Written Report</p> <p>This was distributed to governors in advance of the meeting. RA gave updates.</p> <p>Two MTAs have tendered their resignations – one was a longstanding member of staff. There was an interview on Friday where a job was offered and another interview is taking place tomorrow.</p> <p>There are still some issues with the main gates. A stronger catch has been put on the front gate so hopeful this will sort the problem. SC said she could do a health and safety walk this Friday. <i>SC asked about the cost of the roof work being high.</i> RA said the roof bill was disputed and a small discount was given but the school will not use the same company again.</p> <p><i>SC asked about safeguarding and families causing concern.</i> RA said it was concerns about welfare of children at home that are impacting at school. RA said there are children who would have met Child Protection criteria before but do not now. Early Help does not exist in its previous form and all support of this type appears to be the school's responsibility. <i>SW asked if the school were in touch with CAMHS.</i> RA said they don't pick up children under the age of 11. RA said there was a visit from Early Help with Mental Health to work with staff and support a couple of weeks ago. CR said there is a mental health and wellbeing survey taking place in Y5. <i>SW asked whether the school needs support with mental health issues.</i> RA has asked for a visit once every six weeks from Early Help for Mental Health (EH4MH). He is also buying in Diana Collins, Art Therapist, who worked with the school last year to do a day every few weeks.</p> <p>RA distributed a further data document. Predictions are much healthier than this time last year. RA made comparisons of the figures. <i>LB asked about whether predictions are more accurate this year.</i> RA said yes as there is more of an idea of where the thresholds are now. Seven children missed a threshold by one mark last year which hit the percentages hard. RA said staff and pupils have worked hard as a team.</p> <p>It was agreed to move to Part II Minutes for the rest of this item.</p>	
6	<p>Budget</p> <p><u>i Review Income Expenditure Report</u> It was agreed to move to Part II Minutes for this item.</p> <p>The meeting returned to Part I Minutes.</p> <p><u>ii Receive First Draft of Budget for 2017-2018</u> BG has added up the staffing costs as the advice is that this should be 75-80% of the school's budget. She has concluded that the current predicted expenditure for staffing is not sustainable as it is well over 80%. BG will contact RS to see what should be done at LGB level.</p>	



7	<p>Staffing</p> <p><u>i Review Staffing Structure for 2017-2018</u></p> <p>It was agreed to move to Part II Minutes for this item.</p> <p>The meeting returned to Part I Minutes.</p> <p><u>ii Staff Pay and Conditions Consultation Update</u></p> <p>RA reported that on 20 February 2017 there was a meeting where Hugh Bellamy went through the fairer funding formula predictions with staff. Some proposals were given to all staff for consultation. RA went through some examples of these and how they would link to performance for both teachers and support staff. SW asked if this was potentially divisive. RA said yes. CR said most discussion was around support staff having performance related pay. Staff would have three years of protected pay. RA and CR felt TLRs being set for a role in relation to the SDP was a positive. SC said a concern was the geography of the area and recruitment opportunities in relation to this. The consultation will run until the end of March and there is a staff survey. Other ideas are welcomed. The aim is to avoid redundancies but keep curriculum opportunities for children. SC said there had been a lot of press about it. BG has written a letter to Mel Stride as has Hugh Bellamy. He has replied and there was a meeting with the Schools' Minister.</p>	
8	<p>Term Dates 2017-2018</p> <p>RA said these have been agreed and are on the school website. He gave a reminder that the national October half term week will be the first week of the academy's rather than the second.</p>	
9/15	<p>Disadvantaged Pupils' Report/External Reports</p> <p>RA had a review today with Jill Winston from Babcock. She looked at the strategy document in advance, asked questions, did a book scrutiny and conducted a learning walk. The action points are not as positive as hoped as she did not feel there was consistency in the books she saw. This will be addressed with staff tomorrow. RA said there was a disconnect between next steps for children and having time to evidence this. There will be an editing and reviewing morning tomorrow to go back through the books. LB said this was also identified in the learning walk she did. BG asked if this was across the school. RA said yes.</p> <p>RA reported that 20/50 disadvantaged pupils have SEN but some are very academically able. Some pupils perform academically better in some areas according to the tracking system. Y6 PP children will outperform those who are not. RA shared this data with Babcock who has requested that he looks more closely at the data. He intends to do this. SC suggested recording of verbal work with TAs.</p> <p>RA said the advisor also said the building didn't reflect children's pride in their work. RA said this is to do with some incomplete building work. The caretaker will do some painting work this week in the corridor to freshen things up. CR said staff morale is an issue in relation to this.</p>	

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	<p>SC asked whether parental support was an issue. RA said this was a worry and CR said the emotional needs are a concern with some of the children. RA said bedtimes are an issue. On the newsletter a couple of years ago there was a parents' guide to sleep which needs to be circulated again but these things are beyond the control of the school. <i>SC asked how much peer mentoring was used.</i> RA said there was a fair amount of this already. SW asked about whether sleep was included in PSHE. RA is doing an assembly about this on Thursday. LB asked how nurture rooms were helping. RA reported that Elisa hasn't been replaced but two TAs are supporting with this. There is a need for this and it is important to continue. RA felt it was a useful exercise and Jill Winston will write a report.</p> <p>The next school review from the School Improvement Partner, Janet Ross, is in April.</p>	
10	<p>Review SEF</p> <p>The updated document was distributed prior to the meeting. RA still believes the school is good.</p>	
12	<p>Safeguarding</p> <p>SW will be monitoring the SCR this week and again in June. She will also meet with BO termly and will arrange this.</p>	
13	<p>Policies</p> <p><u>i, ii and iii Behaviour, Bullying and Intimate Care Policies</u></p> <p>RA has updated the Behaviour and Bullying policy. There were no changes to the Intimate Care Policy. This was reviewed with BO. These policies were approved by governors.</p> <p>SC asked about including parental responsibilities of your child getting adequate sleep. RA said this could be reviewed to add in for new arrivals in September. 'Ready to Learn' was discussed as a possible way of addressing this. RA said individual conversations have taken place about non-engagement and this has had positive results.</p> <p><u>iv Safeguarding Policy</u></p> <p>RA explained that the Safeguarding Policy for the academy was reviewed in Sept but there was an OFSTED inspection in Devon this term that criticised the Safeguarding policy and they had used the Devon model policy. This has since been changed and amended so we have also done so accordingly. There are updates on radicalisation and extremism as well as peer to peer abuse. It is very comprehensive and has been adopted across the academy.</p> <p><u>v Admissions Policy 2018-2019</u></p> <p>The Admissions Policy 2018-2019 was agreed. BG explained the order of admissions in regards to children of employees was discussed by Directors and will be reviewed at a later date.</p>	<p>The Behaviour, Bullying, Admissions 2018-2019 and Intimate Care Policies were all approved by governors.</p> <p>RA will make amendments to the parent responsibilities section of the Behaviour Policy for the September intake.</p>

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	<p><u>vi SRE Policy Update</u></p> <p>New guidance has come out for this so it is being worked on as an academy. A draft will be ready for the next meeting.</p>	<p>RA to bring draft SRE Policy to the next meeting.</p>
16	<p>Review Skills Audit</p> <p>BG has reviewed this and found several areas of weakness. She would like to recruit somebody with financial expertise but have not found anybody yet. LD will reissue the document for governors to update.</p>	<p>LD to redistribute skills audit documents for governors to complete by 31/03/17.</p>
17	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u> MC is booked onto the next New Governor Induction Course.</p> <p>LD has queried payment for the Safeguarding course that SW missed due to an error on Babcock's part. LD will book SW onto the next Safeguarding at Tiverton.</p> <p>LB is booked onto the Heads' Appraisal course.</p> <p><u>ii Review Governor Training Records</u></p> <p>LD distributed the Babcock governor training records for face to face courses.</p> <p><u>iii Agree Governor Training Requests</u></p> <p>The Devon Governor magazine was distributed.</p> <p>SC will check about Health and Safety and let LD know. Governors will email LD to confirm they are available for dates.</p>	<p>Governors to let LD know about any training requests.</p>
20	<p>Chair's Bring Forward Items</p> <p>The governor newsletter has gone onto the main school newsletter.</p> <p>On the website the records of attendance are missing for 2015-16. LD has the first two meetings details but that is all. BG will complete this using the previous minutes to put on the website.</p> <p>SW asked whether governors should be doing anything to prepare for OFSTED. It was decided to meet to discuss this. BG said governors need to know the school's strengths and weaknesses, know about disadvantaged pupils' progress and have awareness of other schools in the academy. RA said as heads they have had the other heads feeding back from their OFSTED inspections. BG said Martin Hibbs, Chair at Widecombe Primary School, had reported a director would need to attend and SPK was suggested. BG will request questions from RS so they can sit and work out answers. LD reported that the feedback from the Babcock course she attended was knowing the school's vision and ethos and triangulating of evidence.</p>	

The meeting closed at: 20:15.

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Detail of next meeting			
Date/Time	Monday 15 May at 18:00	Location	Buckfastleigh Primary School