

# BUCKFASTLEIGH PRIMARY SCHOOL

## Governing Body



### Meeting – Part I Minutes

Date/Time	Monday 15 May 2017	Location	Buckfastleigh Primary School				
<b>Attendees</b>	<b>Initials</b>			<b>Attendees</b>	<b>Initials</b>		
Beverley Garland	BG	Chair	Arrived at 18:10	Sue Clark	SC		
Richard Arundell	RA	Headteacher		Lesley Booker	LB		
Caroline Rolls	CR	Staff Governor	Arrived at 18:10	Sian Walton	SW	Safeguarding	
Sharron Humphries	SH			Vicki Frost	VF		
Malcolm Cowper	MC			Ian Pitchford	IP		
Kate Caines	KC						

Apologies	Initials	Reason (Category of Governor)

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	Welcome and Apologies	BG
2	Declarations of Interests	BG
3	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	BG
4	Declaration Forms and Edubase Information	LD
5	Headteacher's Oral Report i Review SDP 2016-2017	RA
6	Budget i Review Income Expenditure Report ii Review Draft Budget for 2017-2018	BG
7	Staffing i Staff Pay and Conditions Consultation Update ii Staffing 2017-2018 Update	RA/RS
8	Policies i Approve Curriculum Policy	RA/BG

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	ii Approve Governor Induction Pack	
9	Governor Monitoring Reports i Safeguarding Report ii Disadvantaged Pupils' Report iii SEN Pupils' Report iv Health, Safety and Environment Report	BG/LB/SW/SC
10	External Reports	RA
11	Review Skills Audit	BG
12	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	BG
13	Pupil Maths Books Scrutiny	ALL
14	Dates of Next Meetings	BG
15	Chair's Bring Forward Items	BG

Agenda Number	Details of discussion	Decision or Action
1	<p><b>Apologies of Absence</b></p> <p>Apologies were received from BG and CR for late arrival. SH chaired in BG's absence.</p> <p>SH and BG welcomed the two new governors IP and KC. KC distributed a pen portrait of herself and IP gave a brief background. The other governors gave an overview of their roles within the LGB.</p>	
2 and 4	<p><b>Declaration of Interests, Declaration Forms and Edubase Information</b></p> <p>LD requested SH, KC and IP complete and return the declaration of interests form. LD also requested Edubase information and 'Eligibility to serve as a school governor' forms to be completed by all governors.</p> <p>There were no interests declared.</p>	<p><b>All governors to respond to Edubase information request and complete and return declarations.</b></p>
3	<p><b>Minutes From Last Meeting</b></p> <p><u>i Minutes Agreed</u></p> <p>There was an amendment to the minutes of 13/3/17 – RA is awaiting the report from Gill Winston not Sue Madgwick. On 19/3/17 there was a follow-up meeting thinking about OFSTED and the governing body's strengths and weaknesses.</p> <p>The minutes of 13/3/17 were agreed as a true and accurate record and signed by BG.</p> <p>It was discussed whether the minutes of the meetings should be published on the school website. This was agreed.</p>	<p><b>It was agreed to publish minutes of LGB meetings on the school website.</b></p>



	<p>ii Actions and iii Matters Arising</p> <p>There were none.</p>	
7	<p><b>Staffing</b></p> <p><b>It was agreed to move to Part II Minutes for this item.</b></p>	
6	<p><b>Budget</b></p> <p><b>It was agreed to move to Part II Minutes for this item.</b></p>	
5	<p><b>Headteacher's Oral Report</b></p> <p>RA distributed a disadvantaged pupil report and data sheets. He feels the school is currently on the cusp of 'Good' and 'RI'. The latest Janet Ross visit was a mixed picture. There is an improving picture in Y2 and the Y1 teaching has been reviewed positively.</p> <p><b>It was agreed to move to Part II Minutes for the next item.</b></p> <p><b>The meeting returned to Part I Minutes.</b></p> <p>Lots of work has been done over the last two months in staff meetings to ensure consistency in planning and teaching of reading, writing and Maths. Planning is being handed in weekly and is visible in the classrooms. It is also being shared with TAs. There is a teachers' meeting on Monday mornings to clarify this. Whole school assembly then allows time for TAs to meet and to go through planning with teachers. Some teachers are finding these changes easier than others.</p> <p>In regards to outcomes for pupils, the school is looking at an improving picture for Age Related Expectations (ARE). The target is 70% and progress is good across the school. Pupil Groups at ARE or above has an issue in that girls are outperforming boys across the board. Writing for disadvantaged pupils is also an issue. Lots of things are being done which are outlined in the Pupil Premium (PP) report. Pupils have been highlighted who will not reach ARE and put into groups. This has been reviewed with some monitoring of books and sharing of targets to work on and will be reviewed again at the start of June.</p> <p><i>BG asked how books are looking to show progress.</i> RA said they show progress well but there are not enough opportunities for children to work on the skills they have not yet achieved. RA is continuing to work with staff to plan for interventions with the class teacher. Staff have come up with some innovative ideas. RS said it is not clearly evident yet but it should be over the next few weeks. Teachers have the pressures of the curriculum but there needs to be time to fill in the gaps.</p> <p><i>MC asked if the strategies were recorded.</i> RA said they are in the PP report and there is also an action plan for disadvantaged pupils which has been shared with BG and LB. BG has challenged these. There is also evidence in staff meeting minutes.</p> <p>In relation to the progress of key groups, the school is looking at progress measure of +2 by the end of the spring term. Improvements are largely higher than the expected but +1.9 in writing.</p>	

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	<p>ARE comparison in all cases is an improving picture from the baseline.</p> <p>The 'passport' has been introduced which will involve conferencing all 50 PP pupils on a regular basis about their writing. They have all been seen now by the SLT but this has not been reviewed with them yet due to staff absence.</p> <p>Across the year groups, Y3/4 are the issue. There is an improving picture in Y4 Maths but Y3 and Y4 progress in reading and writing and Y3 in Maths still need work.</p> <p><b>It was agreed to move to Part II Minutes for the next item.</b></p> <p><b>The meeting returned to Part I Minutes.</b></p> <p>Attendance at the end of term was 95.43% but there has been a great deal of absence since because of a sickness bug. Absences have been 16, 14 and 13 a day then picked up again. Y1 absence last Friday was significant and a letter went out. Persistent absenteeism has reduced from 12 pupils down to 9. RA has been very proactive with sending letters to parents and second letters with the EWO requesting medical evidence. BG suggested looking at the information and meeting again in June to review it.</p> <p>LB and BG are in school on 25/05/17 to look at disadvantaged pupils books and will write this up as a follow up.</p> <p>The Y6s have approached the SATs exceptionally well with 100% attendance over the course of the week. The papers were presented for governors to look at. RA predicted mid to high 70% for Maths and 80%+ for reading. CR has worked exceptionally hard and RA thanked her for this.</p>	
15	<p><b>Chair's Bring Forward Items</b></p> <p>It was agreed to carry items 8-15 forward to the next LGB meeting.</p>	<p><b>It was agreed to carry items 8-14 forward to the next LGB meeting.</b></p>

The meeting closed at: 20:30.

Detail of next meeting			
Date/Time	Monday 10 July at 18:00	Location	Buckfastleigh Primary School