

BUCKFASTLEIGH PRIMARY SCHOOL

Governing Body



Meeting – Part I Minutes

Date/Time	Monday 30 January 2017	Location	Buckfastleigh Primary School				
Attendees	Initials			Attendees	Initials		
Beverley Garland	BG	Chair		Sue Clark	SC		Left at 19:10
Richard Arundell	RA	Headteacher		Lesley Booker	LB		
Caroline Rolls	CR	Staff Governor		Malcolm Cowper	MC	Parent Governor	Arrived at 18:10
Sian Walton	SW	Safeguarding					
Vicki Frost	VF						

Apologies	Initials	Reason (Category of Governor)
Sharron Humphries	SH	Family illness (Vice Chair/Parent Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Rachel Shaw	RS	Executive Headteacher

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Apologies	BG
2	Declarations of Interests	BG/LD
3	Minutes from Last Meeting i Actions ii Matters Arising iii Minutes Agreed	BG
4	Communication Procedures	LD
5	Staffing	RA
6	Budget	RA
7	Health and Safety	RA
8	Policies i Review Cycle ii Sex Education Policy	RA/LD

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9	Headteacher's Oral Report	RA
10	Staff and Pupil Absence Autumn Term Report	RA
11	School Development Plan Progress	RA
12	End of Autumn Term Data Review	RA
13	Disadvantaged Report	RA
14	Safeguarding i SCR ii Devon Safeguarding Audit	BG/RA
15	Governor Monitoring and External Reports	BG
16	Governor Training i Feedback from Training ii Agree Training Requests	BG
17	Governor Recruitment	BG
18	Pupil Books	ALL
19	Governor Newsletter Items	BG
20	Chair's Bring Forward Items	BG

Agenda Number	Details of discussion	Decision or Action
1	<p>Apologies of Absence</p> <p>Apologies were given by SH due to a family illness, MC for late arrival and SC for early departure. These were all sanctioned. LD, the new Clerk to the Academy Trust, was welcomed to the meeting by BG.</p>	
2	<p>Declaration of Interests</p> <p>There were no declarations of interests. LD distributed Register of Related Parties forms and guidance for completion.</p>	Governors to complete forms and return to LD.
3	<p>Minutes From Last Meeting</p> <p><u>i Actions and ii Matters Arising</u> BG asked if Heatree was organised. RA said yes as more money came in.</p> <p>SH is looking to step down as a Governor so a Vice Chair will need to be elected. There is currently one Parent Governor vacancy as Gill Shapland and Carolyn Kennett have resigned but MC has been co-opted, and a Staff Governor vacancy as Nikita Dixon has resigned. There was a discussion of the vacancies and what to do. RS advised to begin the election process for a Parent Governor and look at skill sets of nominees to see if any could be Community Governors.</p> <p><u>iii Minutes Agreed</u> The minutes from the meeting on 5 December 2016 were approved and signed by BG.</p>	LD to begin the Parent Governor Election process.



4	<p>Communication Procedures</p> <p>LD explained that Governors' will be given an academy email address in the next couple of weeks to use for Governor business only. This will need to be checked regularly, with guidance being twice a week. The use of this with Office 365 will allow for easier sharing of documentation and shared editing.</p>	
6	<p>Budget</p> <p>It was agreed that the meeting would move to Part II Minutes for this item.</p>	
5	<p>Staffing</p> <p>It was agreed that the meeting would move to Part II Minutes for this item.</p>	
7	<p>Health and Safety</p> <p>RA brought the Accident Books to the meeting for monitoring. There have been a high level of accidents reported with six to eight reports per day but staff are being very proactive about reporting everything. There were no identifiable trends other than more accidents being younger children in the playground. There was one more serious incident where a boy hurt his chin. <i>LB asked if there was an outlet to play more safely.</i> RA explained that the Foundation children have their playtime separately. <i>VF suggested addressing the issue of awareness of others.</i> RA said there are recurring names of accident prone children. <i>BG asked if a copy of the report goes home.</i> RA said yes. RA said the surfacing of the playground could be looked at. <i>MC suggested analysis of locations is needed.</i> RA said he will do this to look for patterns.</p> <p>RA updated Governors about the new gates. They are now working apart from a glitch today where they were only opening from one direction. This is an ongoing issue as there is still an issue with the front gate. A dispute is underway with the people who built the gate as it is not closing properly all the time.</p>	<p>RA to monitor Accident Books for trends and report at the next LGB meeting.</p>
8	<p>Policies</p> <p><u>i Review Cycle</u> LD explained that she will be looking at the policies across the Academy before the next round of LGB meetings in order to construct a calendar for reviewing policies.</p> <p><u>ii Sex Education Policy</u> BG confirmed that the SRE Policy was agreed in May last year so there is no need to review this.</p> <p><u>SEND Policy</u> RA reported that this policy has been reviewed by LB, BG and SW but there were not many changes as the SEN Co-ordinator updates it regularly. The policy was agreed.</p>	<p>LD to create Policy Review calendar for the next meeting.</p> <p>The SEND Policy was agreed.</p>



9	<p>Headteacher's Oral Report</p> <p>RA reported that pupil numbers have dropped to 211 from 216. There were six leavers before Christmas and one new arrival. RA explained the individual reasons for leaving.</p> <p>Three exclusions have occurred since September. A child who has been excluded six times in the last two years is going to a different setting one day a week which is being paid for by Disadvantaged funding. Three sessions have been completed and the initial feedback is that it is going well. A TAC meeting is coming up so it will be formally reviewed then.</p> <p>A first draft has come through of admissions requests for September 2017 with 23 stating the school as their first choice and six as their second choice. This is expected to rise as at least one family with siblings at the school are known not to have applied yet. There are currently 38 Foundation children so RA is looking at mixed age classes next year - possibly with mixed Y2/3. This will be based on children who would cope best rather than on age but needs to be looked at nearer the time. Children have previously been classed on age not ability so this needs consideration.</p> <p>A Sports Mark Gold Award was received this year. This recognises participation in extra-curricular and sport in the community. Everybody in each year group gets to represent the school. Sport Premium money has benefitted this. The school has also been awarded the RHS School Award Level 2. This is testament to what has been being done.</p> <p>£100 in Town Council funding has been granted for the back playground and a 'Cut Your Wasteline' Grant has also been given for a composting system.</p> <p>The Eco Schools Award is hoped to be achieved by the end of the year for making the school bat friendly. This is worth £1,500. The loss of trees was initially not agreed to but this is being reviewed due to miscommunication.</p>	
10	<p>Staff and Pupil Absence Autumn Term Report</p> <p><u>Pupil Absence</u> RA reported that pupil absence was 95.95% for the autumn term so just below target. This is a small improvement on last year. <i>LB said winter weather may impact on this and asked if it is expected to increase.</i> RA said January's figure is 95.73% but there is a lot of sickness going around. 0.32% of absences are unauthorised but 4% are authorised. There have been some holidays which are unauthorised. Lots of appointments can only be made in school times so this does not help.</p> <p><u>Staff Absence</u> The meeting moved to Part II Minutes for this item.</p>	



11	<p>School Development Plan Progress</p> <p>RA distributed four reports from staff on progress to date which the Governors will take away and read. RA reported that there have been actions in all areas of the SDP but some targets have been deferred such as staff pairing up to support one another to embed assessment procedures as this conflicted with the middle leader training. This will now be done after February half term.</p> <p>RA explained that new priorities have arisen since the SDP was written in the summer so the targets for Literacy and the Behaviour Policy have changed. Writing is now more of a priority than reading with recognising age related expectations in writing needing embedding. A staff meeting last week showed judgments were more secure and this has been important to revisit. RA said that RAISE data has provided some targets so staff are looking at the current cohorts of Y2s and Y6s to consider what would impact on boys' writing. LB said Disadvantaged children's writing had been identified as an issue but it was not an action. CR said reading has not been disregarded but is a secondary priority. <i>BG said the SDP suggests 50% of pupils should be on track to meet age related expectations in reading, writing and Maths and asked whether this was the case.</i> RA said it is a mixed result.</p>	<p>RA to report on the progress of the staff assessment buddying system at next LGB meeting.</p>
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12	<p>End of Autumn Term Data Review</p> <p>Governors were issued with a data report in advance of the meeting. RA reported that staff have improved the security of their assessment judgements. CR explained that pupil tracker weights some areas more than others, which could inflate or deflate grades, so staff have had to manually input where children are. This has been a long but important process to create accurate data. CR explained that the assessment system is still relatively new so the teaching of objectives is being monitored and tracked.</p> <p>BG highlighted that the reading baseline for Y3, Y4, Y5 and Disadvantaged pupils is higher for age related now than at the end of the autumn term. RA explained that figures have dropped in some year groups but this is a more accurate picture although the end of the year is the best indicator as not all material has been taught yet. Senior leaders are monitoring children who were highlighted at the start of the year as concerns and some are now making better progress. Some Y1s are now up to the expected standard. There has not been a specific focus on SEN children but there are some in this category. RA said progress in writing is exceptional in disadvantaged children.</p> <p>RA explained that planning and assessment processes are changing and the marking policy is being reviewed. RA said that the children's books look great in terms of the quality of their work but there is still work to do and the Governor learning walk reflected this. LB said she read a lot of good writing on her learning walk.</p> <p>RA said that he has highlighted the 11 pupils causing the most concern and shared this information with teachers last week to discuss what can be done to overcome their barriers.</p> <p><i>SW queried 100% figures on the document.</i> RA said he has looked at Y1 and Y2 and revised these with a more realistic figure as these were auto filled and based on the previous year's achievement. There should be a more accurate picture at end of Spring Term. RA went through some of the finer details of what children in different year groups will be working on in their writing. CR explained that this will be reviewed at the next pupil progress meeting.</p>	
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13	<p>Disadvantaged Report</p> <p>RA went through the headline figures. The 51 disadvantaged children's progress was +0.9 for reading, writing was +1.7 and Maths was +0.8 so the gap has not yet closed. 19 Disadvantaged pupils are also on the SEN register and the figures are more positive with these pupils not included in the data.</p> <p>LB reported that she had looked at Disadvantaged strategy document with RA. Sue Madgwick was also consulted by telephone by RA about Y2 and Y6 disadvantaged pupil barriers. She has been issued with a copy of the Disadvantaged policy document and will write a visit note as a result.</p> <p><i>BG asked how the impact of TA support in class is assessed.</i> RA said it has to be on progress from starting points. LB said there wasn't evidence of this last year. RA said he feels books will stand up to scrutiny by OFSTED in this area. CR reported that Janet Ross' report mentioned TAs in some areas as being outstanding and this was a strong feature of the last three external reports with the use of TAs differently and effectively compared to previous uses being highlighted. CR also said there are less children going out of the classroom with TAs and they are being directed by the teacher instead.</p>	
14	<p>Safeguarding</p> <p><u>i SCR</u></p> <p>SW reported on a safeguarding visit she did. SW will check the SCR termly. Marianne Malin took SW through the SCR and explained how gaps were filled in with 'pending information'. Marianne shared some concerns about personnel files as there was some information missing from three files. Some has now been obtained for RA but this is still a work in progress. Marianne has written to his referees to redo them. There is also an issue with a member of staff who previously worked in Australia so she is trying to obtain records of this. Marianne has looked at the safeguarding file and the packs given to staff and has returned these to some staff to sign. LD issued these packs to Governors to read and sign.</p> <p>Becky is now the designated lead for safeguarding rather than RA so it has been checked that staff are aware. Access fob cards now have safeguarding information on them. RA will check whether teachers' are displaying safeguarding information and whether all staff are aware of the safeguarding process. The issue of music teachers and self-employed staff with DBS checks was discussed and whether this process needs to be reviewed.</p> <p><u>ii Devon Safeguarding Audit</u></p> <p>Becky has completed this document and there is now an action plan in place.</p>	<p>Governors to read and sign Safeguarding documents and return to Marianne Malin ASAP.</p>

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15	<p>Governor Monitoring and External Reports</p> <p>Four learning walks have been done by Governors and these now need to be written up and distributed.</p> <p>Sue Madgwick has emailed her notes to RA and there is one report to be issued.</p> <p>Ideas for future visits were discussed as it was felt that these are a good general overview of the school.</p> <p>LD explained that Hugh Bellamy will be putting together a working party to monitor governor effectiveness and would like a representative from each LGB in the academy. It was agreed that BG would be the representative for the school if the meetings were in the evening and LB if it was in the daytime.</p>	<p>Governors to write up learning walks and distribute.</p> <p>VF, SW and BG will liaise to arrange the next Governor Monitoring Visit.</p> <p>BG to be the rep for the Academy Monitoring Governor Effectiveness Working Party.</p>
16	<p>Governor Training</p> <p><u>i Feedback from Training</u></p> <p>BG reported on the academy training with Janet Ross about triangulation of evidence and how it was really useful.</p> <p><u>ii Agree Training Requests</u></p> <p>MC asked whether there was a New Governor's Induction Pack. LD will enquire with Marianne and also book MC onto a Babcock training course. MC needs to attend Safeguarding Level 2 Training with RS.</p> <p>SW asked to attend Safeguarding training in Ashburton with Babcock. LD will check what training safeguarding leads need.</p> <p>RA will explore Safeguarding and Safer Recruitment online training and report back.</p> <p>LB will do RA's next appraisal on 7 March and needs to do training. BG will support with this.</p>	<p>LD to gather induction documents for MC and book him onto a New Governor's Induction course with Babcock.</p> <p>LD to book SW onto the Safeguarding Leads Course requested and check whether any further training is required.</p> <p>RA to research Safeguarding and Safer Recruitment training online and report back at the next LGB meeting.</p>

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17	<p>Governor Recruitment</p> <p>This was discussed as part of item 3.</p>	
18	<p>Pupil Books</p> <p>RA has pupils' books to share for Maths at the next LGB meeting and Literacy books were scrutinised prior to the meeting today.</p>	<p>RA to bring pupils' books to the next LGB meeting to scrutinise for Maths.</p>
19	<p>Governor Newsletter Items</p> <p>BG has done a draft newsletter so asked for Governors to let her know of any further items.</p>	<p>Governors to let BG have any further newsletter items ASAP.</p>
20	<p>Chair's Bring Forward Items</p> <p><u>Breakfast Club Update</u> RA reported that Breakfast Club numbers have varied significantly since commencing from 18 attendees throughout the week up to 44. It averages at 32 pupils per week, six a day with four or five regular attendees. Overall it breaks even and has had a slight profit for some weeks. Weekly costs are approximately £55 on wages and £20 on food. It has had a positive impact on students. RA suggested that the school could offer a few subsidised places for Disadvantaged pupils as it offers a settled start to the day – some children have been encouraged to attend. TAs have been keen to do more hours and some days have needed a second member of staff.</p>	

The meeting closed at: 20:25.

Detail of next meeting			
Date/Time	Monday 13 March at 18:00	Location	Buckfastleigh Primary School