

BUCKFASTLEIGH PRIMARY SCHOOL

Governing Body



Meeting – Part I Minutes

Date/Time	Monday 09 October 2017	Location	Buckfastleigh Primary School				
Attendees	Initials			Attendees	Initials		
Beverley Garland	BG	Chair		Sharron Humphries	SH		
Richard Arundell	RA	Headteacher		Malcolm Cowper	MC		
Sian Walton	SW						

Apologies	Initials	Reason (Category of Governor)
Ian Pitchford	IP	
Lesley Booker	LB	

Absent without Apology	Initials
Kate Caines	KC

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Jan Hillman	JH	Assistant Headteacher
Janet Brennan	JB	Atrium Governor
Rachel Shaw	RS	Executive Headteacher

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	BG
2	Elections	LD
3	Declarations of Interests	BG
4	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	BG
5	Chair's Bring Forward Items	BG
6	Review School's Vision and Aims	RA/BG
7	Headteacher's Oral Report i Disadvantaged Pupils' Report ii Staff and Pupil Absence iii Review School Evaluation Form iv Agree Finalised School Development Plan 2017-2018	RA
8	Budget i Review Income Expenditure Report ii Monitor Budget iii Agree Sports Grant Report	BG/RS

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9	Staffing Updates	RA
10	Health, Safety and Environment i Monitoring of Accident Book ii Review Whole School Risk Assessment	RA
11	Safeguarding	SW
12	Policies i Approve Curriculum Policy ii Review Admissions Policy 2019-2020	BG/RA
13	Review SDA Governance Handbook	BG
14	Governor Monitoring Reports i Agree Annual Governor Monitoring Timetable ii Disadvantaged Pupils' Visit Report	BG
15	External Reports	RA
16	Review Skills Audit i Governor Recruitment	BG
17	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	BG
18	Dates of Next Meetings	BG

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>Apologies were received from IP and LB which were sanctioned.</p>	
2	<p>Elections</p> <p>There were no new nominations. BG agreed to continue as Chair but there needs to be some succession planning in place. It is not recommended to continue in the role long term. SH agreed to continue as Vice Chair.</p> <p>More delegation needs to take place this year. BG finds it difficult to come in and monitor during the day. RS said that during recruitment this could be advertised as part of the process. There has been a high turnover of governors. There is plenty of chairing training available. LD suggested that MC could go on the Chair's course as he expressed an interest.</p> <p>It has been decided that LGBs need to be retained. Trying to actively recruit is key. It was agreed that six people would be needed to monitor standards effectively. There also needs to be availability within the school day. Interested parties need to be clear about the commitment. A parent has approached RA. BG will follow this up. BG will share it with Buckfastleigh newsletter and it could also be included on the school newsletter. SW may also know of somebody.</p> <p>The other Lead Governor roles were agreed as follows Pupil Premium /English/Maths/Parental engagement – IP/MC, SEND – BG, Safeguarding – SW,</p>	<p>Governor roles were agreed as follows:</p> <p>BG – Chair/Director/SEND/Website SH – Vice Chair/Early Years/Website MC – Pupil Premium/English/Maths/Parental Engagement/Directors Finance and HR Committee SW – Safeguarding/</p>

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	<p>Early Years SH/KC and Website – BG/SH. JB will be an advisor to the school. She is unable to attend the next couple of meetings. H & S Lead Governor was discussed as the possible new recruit. RA has spoken to MC/IP about this. IP may be willing to do it. It was agreed that there may need to be a Lead Governor for Looked After Children. SW said she will do this.</p> <p>Directors Finance and HR Committee representative was agreed as MC. The Discipline Committee for staff and pupils will be kept at Director level.</p>	<p>Looked After Children IP - Pupil Premium/English/Maths/Parental Engagement KC – Early Years</p> <p>H & S Lead Governor role to be deferred to the next meeting.</p>
3	<p>Declaration of Interests</p> <p>There were none. LD issued the Business Interests forms for governors to complete and return. This was done.</p>	
4	<p>Minutes from Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes were agreed as a true and accurate record and signed by BG.</p> <p><u>ii Actions</u></p> <p><u>Passport</u></p> <p>RA and JH have discussed this. The children have been divided into four groups and this will start this week. Interviews will take part on a regular basis.</p> <p><u>Baselines</u></p> <p>These came out of the CEM data programme. RS asked for Early Years Foundation Stage (EYFS) teachers to come together in the first week back. Areas of the framework were discussed. Key tasks were defined for baseline assessment and RS gave examples of these. They will meet again after half term and agree commonality in work of pupils who are classed as average. No system was bought into. The Early Excellence model is the most popular programme used by schools and this was the structure followed. Teachers will have spring and summer term moderation. There is a strong early years' group within SDMAT as a result of two schools working with an advisor.</p> <p><i>BG asked if this would be a robust enough system for OFSTED to see the improvement over the course of the school year.</i> RS said she thought that would be the case as progress can be measured against the indicators.</p> <p>The Early Years curriculum is being revised in the next year or two. There is disconnect between the end of EYFS and the start of the national curriculum as the standard has increased. Staff across the primaries did writing moderation to create an online portfolio of work. EYFS teachers will be able to access this to make comparisons. The gap needs to be addressed sooner than the changes will be</p>	



	<p>present. There is a baseline number in place for each child.</p> <p><i>BG asked how the levels of speaking and listening on entry compare across SDMAT.</i> RS said this has deteriorated across the board over recent years. The curriculum needs to be rich enough in the early years to bring these skills along. Personal, social and emotional development is impacted on by the issues around communication skills. Governors need to look at the baseline profile and question the early years' leader around how the curriculum is being adapted to make rapid progress. Speech Link is being used to assess every child. The School Development Plan (SDP) will have a focus on vocabulary. Early years' parents had a meeting which was a phonics and reading session. 15 out of 24 attended.</p> <p>RS asked what the profile of the cohort was on entry but this is not yet complete. The general feeling is it is a strong cohort.</p> <p>The roles of volunteers have not yet been clarified. It is the same volunteers again this term. BG asked for the volunteers to have written guidelines if RA is not able to get them together. RA will action this. SW said a verbal explanation may need to follow this. It is important for volunteers to feel valued. BG asked if things went in the newsletter about volunteers. RA puts thanks in.</p> <p>There has been work with Will Houghton around the Behaviour Policy. He did an audit in the summer term and the policy has been simplified. This will be reviewed before half term. A 'survey monkey' has been constructed for pupils in Y4-Y6 and staff. Systems are more straightforward. There is reflection time at lunchtime for 10 minutes for both positive and negative reasons. These are being recorded. SW said it could support the need for children to have quiet time. There are still quiet activities going on in the library at lunchtime.</p> <p>The Fairer Funding Formula has been adjusted. There is a national table available and around £10,000 will be available. Devon have consultation meetings over the next couple of weeks. SEND funding is having a serious impact on schools across Devon which will be a challenge to manage. Temporary contracts extended for 12 months will have end dates in July. This will be reviewed in February with HR.</p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p>	
8	<p>Budget</p> <p><u>i Review Income Expenditure Report</u></p> <p>RS sent this document out prior to the meeting. The school was £34,000 overspent last year. This is partly due to supply costs and capital works that took place.</p> <p>Pupil Premium funding was less than anticipated as some children left mid-year. SEND funding went up slightly last year but it does not compare well to previous allocations.</p> <p>Teaching assistant costs were lower due to some in year savings. This is still high though as it is a great deal of the school budget. Checking against value for money needs to be considered. It needs to be reviewed constantly. In terms of pupil progress this needs to be considered.</p>	



	<p>It was recommended to have the SENCo attend the next meeting to feedback on SEN progress.</p> <p>MTAs are an overspend due to a TA being costed under MTAs so this needs to be moved. There were also some overpayments to staff salaries that amount to £2,000 -£3,000. £8,000 can be accounted for of the £11,000 overspend.</p> <p>The Mutual Fund is being queried to see if a phased return can be covered. They have said today that there is not confirmation the SDMAT primary schools are within the fund yet so RS will follow this up. It is unlikely that this will be able to be claimed for.</p> <p>Utilities costs are higher than expected - in particular gas and electricity. SDMAT are also paying some historic British Gas bills which is due to inaccurate billing which is being followed up. The meters would not be released so it was agreed to pay this and then follow it up legally. These costs may come down as time goes on. There should be some idea soon of how much it will cost so predictions are more accurate.</p> <p>There has been some income from solar panels but they are cost neutral at the moment as a fee is being paid for having them. The solar panel company have not given back income to some of the schools in the MAT so this is being followed up.</p> <p>Breakfast club income was £3,608. Staffing was only about £2,000 less than this.</p> <p>Trips have been kept cost neutral due to the work of the admin team and staff organising trips. Parentpay may be starting to work. This is a much better position.</p> <p>School contributions was queried. RS said the Excel spreadsheet sent out with the document details this further. It includes things such as ITT trainees, PTA funds, etc.</p> <p><i>RA asked what the carry forward was.</i> RS said it would be around £170,000 but it could be a bit more.</p> <p>Overtime has reduced. BG asked if there was any need to review administration hours. RA said Fiona Gower did a week long handover and the new person has needed some training. RA will be clear with staff that no more hours are needed. JH is being proactive about querying how staff are using their time.</p>	<p>SENCo to feedback at the next LGB meeting.</p>
<p>6</p>	<p>Review School's Vision and Aims</p> <p>This is tied in to the School Development Plan. Consistency across classes is the focus. It has been effective having RA and JH working together on this. A key focus is to have rich curriculum but there has been variation across classrooms which is being addressed. <i>BG asked how this was being addressed.</i> RA said there is a member of staff on a phased return who has had some responsibilities withdrawn which JH has picked up. JH is trying to establish continuity across Maths and outlined the details of this.</p> <p>It is writing week this week so consistency with feedback is crucial. The school is looking at KS1 and KS2 getting tied together more effectively. Monitoring one another's books and modelling good practice has been beneficial. It has been beneficial having JH to follow up. There have been a number of small process</p>	



	<p>changes.</p> <p>RA feels it is a calmer quieter school at the moment with children who are clearer about expectations which more staff are involved in. <i>BG asked if this was having an impact on learning.</i> RA said without a doubt. JH said Y5 and Y6 come in at 8.40 then Y3 and Y4 come in at 8.45. Early Years and KS1 line up later. There are immediate challenge activities for those who come in earlier (which is the majority). Teachers bring them in so there is still a chance for parents to speak to staff. RA is on the front gate and everybody enters and exits in this way. It also means after school clubs can start straight away.</p> <p>The number of entrances have been cut from four to two in the last 12 months. The only concern still is the lack of crossing patrol on the corner. There is no support from the LA about this as money would need to come from DCC not the school. The worry is an accident will happen before anything is done. RA will approach the MP again. The PCSO has been proactive. There are not sufficient stopping places.</p> <p>SH asked if the vision is visual. RA said it is on the website. The curriculum will be being reviewed over the next term and will be looked at with the curriculum statement. This will begin on the Wednesday staff meeting. BG asked what would happen if there was a member of staff not buying into the vision. RA said it is non-negotiable. JH said they are busy class teachers and there is some need for moving along but this is nothing unusual. There was information put out today and all staff weekly timetables were received. JH has responded to queries and given an example of this.</p> <p>The curriculum supports the vision and aims and the statement should be evidence of this. BG said it should be something that drives the school for three-five years. JB gave an example from Atrium of what their vision is. All that everybody does is aimed towards this. Aim High, Respect others, Ready to Learn and Proud in what you do were outlined as the ethos of 'The Buckfastleigh Way'. To ensure all pupils whatever their backgrounds make the best possible progress and are prepared for secondary education was suggested as a possible vision by JB. It was discussed whether to take the idea away and share ideas with staff and governors together. Students should be fully literate and well-rounded by the end of Y6. It is important to make this clear for pupils. Inclusion and aspiration were discussed as key along with social education for all. 'Raising standards, improving lives' was a former strapline for OFSTED that fits the vision. This idea could then be used to direct staff.</p> <p>It was agreed that the vision will be included on the next agenda. Aim high, live life, show respect have been curriculum drivers so RA will look at this again. It was agreed to go with this vision and develop the wording.</p>	<p>RA to revise the vision statement and LD to include this on the agenda for approval at the next LGB meeting.</p>
<p>7 and 9</p>	<p>Headteacher's Oral Report/Staffing Updates</p> <p>There are currently 201 pupils on roll. There were 209 last year but there were more leavers in Y6 than joiners in Reception. In year admissions are coming in for Reception and Y1. There have been two deferred entries and one delayed entry for Reception. RA went through the figures in the other year groups. There are seven pupils potentially coming in.</p>	



	<p><u>i Disadvantaged Pupils' Report</u></p> <p>RA went through the figures for Pupil Premium Pupils (PP), SEN and Free School Meals (FSM). Around 12% of pupils are entitled to FSM. This is comparable to last year. There is a lot of overlap of PP and SEN; 20/50 PP pupils last year had SEN and 13/35 PP pupils this year have SEN.</p> <p>According to the Excellence for All document the school is narrowing the gap. A lot of work was done on analysis of Y6 data last year. They made exceptional progress and outperformed their peers. This needs to continue across the rest of the school. Impact plans have been put together by staff and these will be looked at in a meeting this week. Lessons learnt last year will be rolled out across the school so the impact is earlier. JB said value for money would be evidenced through this if the progress is evident with pupils where TAs are used. Impact plans will be reviewed to see where there is need. Y4 and Y6 are the focus.</p> <p><u>ii Staff and Pupil Absence</u></p> <p>There have been two new teaching appointments. Both have made fantastic starts. Y6 has been revolutionised. Tim Evans is very hardworking and very precise about expectations and feedback. Pace and quality has been brought in. The book sharing has highlighted some of these strengths which has set a standard. He has been proactive about sharing ideas and asking questions. JH gave an example of this.</p> <p>RA said JH has been exceptional. She is currently leading English and Maths.</p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p> <p>The attendance target was agreed at 96.1% for this year. The school did not quite achieve this last year. PP pupils affect the attendance figure significantly. The passports and mentoring will support good attendance.</p> <p><u>iii Review School Evaluation Form (SEF)</u></p> <p>The Excellence for All criteria has been completed for the deadline. RA feels the school is midway between RI and Good although the data is strong for last year. The full document is being reviewed across SDMAT.</p> <p><i>SH asked if there was evidence for this document.</i> RA said there is evidence in the previous SEF that has been updated over the past 18 months. SH asked if the governance section could be analysed by Directors.</p> <p>BG said governor vacancies means there are more than 10% of vacancies. RA said this was only agreed tonight. There has been quite a bit of feedback from OFSTED saying schools who have lost LGBs have been viewed negatively. JH said she has witnessed this in a previous school. SH feels there is a need for a greater depth of understanding of the criteria and evidencing it for governors.</p> <p>JH is happy with what is going on with Y2, Y4 and Y6 but there are three or four classes being monitored. Plans are in place and issues are being addressed. JH and RA are prepared to show OFSTED the evidence that has been put together.</p>	<p>The attendance target was agreed at 96.1%.</p>
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	<p><u>iv Agree Finalised School Development Plan 2017-2018</u></p> <p>Internal targets will be set for Y4 as part of RA's appraisal so he will add this. It is a working document and it will be tweaked. Time scales and making things manageable will be looked at.</p> <p>BG and SH have looked at linking in areas of responsibility of governors to the SDP. Governor presence at open events would be good so BG requested dates for these events.</p> <p><i>BG asked whether the entry level of speaking and listening and mark making was comparable to the rest of SDMAT and whether it reflected on preschool provision. There is a range of preschool provision coming in. BG asked how this information could be provided. JB said adding value is key so moderation with other schools would be beneficial. CEM figures were quite poor. JB asked what provision was being made for these children.</i></p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p> <p>Governors asked for further information to be added to the document prior to approval. P21 and P22 have empty spaces to be reviewed. It was agreed to agree the SDP at the next meeting. SH would like to meet with RA and JH to explore the actions and the link to the achievements a little further. BG said it would be useful to look at another school's SDP to compare. There are a number of abbreviations that may need further discussion. SH suggested governors could take a section each to monitor.</p>	<p>SH to meet with RA to review the SDP and tie it in with the vision.</p> <p>LD to include SDP approval on the next LGB meeting agenda.</p>
8	<p>Budget</p> <p><u>iii Agree Sports Grant Report</u></p> <p>There is additional funding this year which is up to £16,000. RA is still awaiting clarification of how the funding can be used. Active Devon provide the support for this.</p> <p>The school has bought into the School Sports Partnership again. RA outlined what this includes. Governors found the document useful for seeing the impact.</p> <p>Ideas for additional funding are around hiring a minibus to get to events and getting an apprentice. SW asked about training staff to champion PE as it is low cost but high impact. SH asked if there was time for the PE lead to go in to lessons. SW asked if there were TAs that could be involved in this.</p> <p>JB asked what the SDP says is needed and what impact would this have on the vision. JH said this is why ultimate Frisbee is being taught as it is inclusive. BG suggested yoga or dance for those who need calming.</p> <p>There are 20 clubs running on a weekly basis this year. PE and active time is well received by the children. It is an opportunity to succeed.</p> <p>RA said decisions will need to be made in the next two weeks. Some well-trained members of staff have moved on. This could be discussed in the staff meeting tomorrow.</p>	

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10	<p>Health, Safety and Environment</p> <p>Hugh Bellamy, CEO, and James Clayden, Premises Manager, have visited all of the primary schools to look at the state of the buildings. As a result the caretaking department at SDCC will be at the school for two full weeks over half term. RA outlined some of the things they will be doing. <i>SH asked how this would be paid for.</i> It will come under the Academy services banner as far as RA is aware.</p> <p><u>ii Review Whole School Risk Assessment</u></p> <p>This has been updated and there are three actions which RA has identified.</p> <p>The boiler cupboard is being used as a store.</p> <p>There is no school crossing patrol.</p>	
12	<p>Policies</p> <p><u>i Approve Curriculum Policy</u></p> <p>It was agreed to continue using the current statement for now and this can be reviewed at the next meeting.</p> <p><u>ii Review Admissions Policy 2019-2020</u></p> <p>There needs to be further discussion about whether to change the Pupil Admission Number (PAN). Devon admissions service have said they would not be keen as school places are reducing. The seven class structure longer term due to school budgets cannot support a PAN of 40. It was agreed to defer this to the next meeting to allow time for full discussion.</p>	<p>The Curriculum Statement was approved and will be reviewed at the next LGB meeting.</p> <p>The Admissions Policy was deferred to the next meeting.</p>
13	<p>Review SDA Governance Handbook</p> <p>Governors would like more guidance within the document around the number of governors required on an LGB. LD will feed this back to RS.</p>	
14	<p>Governor Monitoring Reports</p> <p><u>i Agree Annual Governor Monitoring Timetable</u></p> <p>SW has agreed times for visits for Safeguarding and SCR checks.</p> <p>BG agreed a time for next week to look at transitions at lunchtime.</p> <p>BG would like to meet with Beckie Oakshott on 02/02/17. She will email her directly to monitor SEND.</p> <p>MC has emailed IP with dates but nothing has been confirmed. This is likely to be early November.</p> <p>SH has not had a response yet about her monitoring visit so RA will follow this up.</p> <p>There are some issues for KC around governor communication methods that need addressing.</p>	

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16	<p>Review Skills Audit</p> <p><u>i Governor Recruitment</u></p> <p>BG will seek clarification around governor numbers at the next Directors meeting. She will get something on the Buckfastleigh news sheet and RA will include it in the school newsletter. The potential governor could be co-opted as there are a number of parent governors already.</p>	
17	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u></p> <p>BG is going to the Chair's Update meeting.</p> <p>BG has requested training from RS based on the last meeting. She will follow this up with RS.</p> <p>Following visits there will be a write up with questions that LD is aware of and that can be shared.</p>	
5	<p>Chair's Bring Forward Items</p> <p>Governors should have brought in their safeguarding signed documents.</p> <p>There are some issues around using a Google drop box to share documents and data protection laws as this is subject to American data protection regulations.</p> <p>MC said there is not enough notice of the parents' evenings. This will be reviewed.</p> <p>It was agreed that the meeting would move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p>	

The meeting closed at: 20:50.

Detail of next meeting			
Date/Time	Monday 11 December at 18:00	Location	Buckfastleigh Primary School