

BUCKFASTLEIGH PRIMARY SCHOOL

Governing Body



Meeting – Part I Minutes

Date/Time	Monday 11 December 2017	Location	Buckfastleigh Primary School				
Attendees	Initials			Attendees	Initials		
Beverley Garland	BG	Chair		Sharron Humphries	SH		
Jan Hillman	RA	Acting Headteacher	Arrived at 18:25	Malcolm Cowper	MC		
Sian Walton	SW			Nikita Dixon	ND	Staff Governor	

Apologies	Initials	Reason (Category of Governor)
Ian Pitchford	IP	Resigned
Lesley Booker	LB	Personal
Janet Brennan	JB	Personal

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
Rachel Shaw	RS	Executive Headteacher

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	BG
2	Declarations of Interests	BG
3	Chair's Bring Forward Items	BG
4	OFSTED Report and Actions	JH
5	Agree School's Vision and Aims	JH
6	Headteacher's Written Report i Disadvantaged and SEND Pupils ii Staff and Pupil Absence	JH
7	Data Dashboard	JH
8	Monitor School Development Plan	JH
9	Budget i Review Income Expenditure Report ii Monitor Budget iii Sports Grant Update	JH/BG
10	Staffing Updates i Review Staff Performance Management Review	JH/BG
11	Health, Safety and Environment	JH

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	i Monitoring of Accident Book	
12	Safeguarding i Devon Safeguarding Audit ii Review Academy Safeguarding Policy iii Operation Encompass	JH/SW/BG
13	Policies i Review SEND Policy ii Review Admissions Policy 2019-2020	JH/BG
14	External Reports	JH
15	Governor Monitoring Reports i Safeguarding and SCR Reports	BG/SW
16	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	BG
17	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	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 LB which were sanctioned and from JB. IP has resigned.</p> <p>LD explained that KC has now missed over six months of meetings without apologies so is no longer eligible to serve as a governor. BG will address this with her.</p> <p>ND was welcomed back from maternity leave to her staff governor role.</p>	
2	<p>Declarations of Interest</p> <p>There were none. LD requested ND to sign a declaration of eligibility to serve as a governor and register of business interests which were completed.</p> <p>ND was asked to leave the meeting for the next item due to a conflict of interests and JH was not yet present.</p>	
3	<p>Chair's Bring Forward Items</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>ND returned to the meeting.</p>	

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17	<p>Minutes from Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes of the last meeting were agreed as a true and accurate record and signed by BG.</p> <p><u>ii Actions/iii Matters Arising</u> 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>MC did a Disadvantaged pupils' visit but he needs to come back to complete this. JH said following the OFSTED feedback she has some inspirational ideas to discuss with him. This will happen after Christmas. JH would like to work together with MC on this.</p> <p>The Devon Safeguarding Audit will need to be completed by the end of term so SW and JH will need to arrange a date for this. SW said her Safeguarding visit was earlier in the term than usual.</p> <p>SH needs to arrange her visit further. The OFSTED inspector said there does not have to be an Early Years Policy but it would be a good idea so the Early Years Lead is beginning to draft this.</p> <p>BG will arrange to meet with Mary Twomey (MT) who is currently performing the SENCo role.</p>	<p>MC to do a further Disadvantaged Pupils' Visit.</p> <p>SW and JH to complete the Devon Safeguarding Audit and report at the next LGB meeting.</p> <p>SH to arrange monitoring visit.</p> <p>BG to arrange to meet Mary Twomey.</p>
4	<p>OFSTED Report and Actions</p> <p>This was deferred to the next meeting as it is too early to report on it.</p>	<p>The OFSTED Report and Actions was deferred to the next LGB meeting.</p>
6	<p>Headteacher's Written Report</p> <p>JH distributed and went through this document. She will need to check the highlighted information to ensure it is accurate with MT.</p> <p>The TA who was leaving asked to go a couple of week's early and this was agreed.</p> <p>The new administration member of staff is very focused and will make a significant difference to attendance. Her safeguarding awareness is really good and she will have a block of time each week with JH to look at attendance. SDMAT are aware of the main gate issues. There is a doorbell on the front gate and the foyer door to avoid waiting.</p> <p>A member of support staff who is Level 3 Safeguarding trained has asked to redo their training again. JH would like her to do this to increase capacity.</p>	

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	<p>JH needs to check the data on Looked After Children, Children on the Child Protection Register (CPR) and those with SEN. SW said she did not think there were any children on CPR. RS said this is because the school are unsure of what has happened following court hearings. SW has requested to be informed following this.</p> <p>The full time TA has been replaced by Jean Nicholson who was doing interventions. There has been some movement. Jamie Nash has gone to Early Years and is now doing interventions and speech and language support in the afternoons.</p> <p>There have been no new staff which will help to support with funds to ensure there are some available for staff CPD. There may still be an advertisement for a 1:1 TA support as there has not yet been a correct match for provision. The child may leave though so this is on hold.</p> <p>A member of staff was taken out of the office so she has been in class more as she is a skilled TA. This has put some pressure on the office.</p> <p>The teacher interview is tomorrow. BG may be able to attend this. RS has had Safer Recruitment training. There is not a governor with this at the moment. It is an online course. Governors to feedback who would like to do this to LD. There are four interviewees to begin in January. JH would like them to come to the Twilight session on Wednesday.</p> <p><u>ii Staff and Pupil Absence</u></p> <p>Once the youngest classes have resilience to bugs it will help attendance figures. There is an owl that the classes compete for. There is another competition going on amongst the youngest classes too.</p> <p>There have been no other prolonged absences other than those already mentioned.</p>	<p>Governors to let LD know if they would like to do Safer Recruitment training.</p>
8	<p>Monitor School Development Plan</p> <p>It was agreed to defer this item to the next meeting as it will need to be rewritten following the OFSTED inspection feedback.</p>	<p>Monitoring of the School Development Plan was deferred to the next meeting.</p>
9	<p>Finance</p> <p><u>ii Monitor Budget</u></p> <p>This has not been recalculated since recent changes have been made to staffing.</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>BG asked about the Horseshoe bats. RS said it is a grant in relation to the trees being removed for the flight path. Little Chefs was also a grant.</p>	
10	<p>Staffing Updates</p> <p><u>i Review Staff Performance Management Review</u></p> <p>JH did this with OFSTED last week. There were no pay recommendations of which</p>	

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	<p>she was aware.</p> <p>JH is concerned about Performance Management (PM) targets not bring SMART targets and they may not align with the SDP. It was agreed that the targets could be revisited as there is new leadership.</p> <p>BG asked the time frame. JH said the SDP will be completed first, then her targets then the staff targets. She is aiming for completion by mid-January. RS said the review will be part of the PM process.</p> <p>TAs have not had appraisals yet. The capacity to do this needs to be considered. RS said the SENCOs could be used to support this process. TA targets will also need to align with school improvement.</p> <p>ND was asked to leave the meeting for the next item due to a conflict of interests.</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>ND returned to the meeting.</p>	
11	<p>Health, Safety and Environment</p> <p>There is currently no Health and Safety Lead Governor as IP has resigned.</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>Governor recruitment needs consideration. There was interest from a parent in foundation but BG is not aware of his details. BG requested to ask RA for this information.</p> <p>JH suggested having a tea with new staff and governors. BG has put governor recruitment on the news sheet for the local area. She will ask about putting it in Around Buckfastleigh and on the Buckfastleigh Facebook page too. She has also sent out 20 letters. There has not been any success with town councillors.</p> <p>LD explained there are recruitment sites that may have new governor possibilities coming forward from Babcock to explore. She will investigate.</p> <p>LD said it is a statutory requirement to have a Health and Safety Lead Governor. They would need to take a walk around the school and monitor the accident book. MC will do this temporarily with a view to recruiting for this role.</p>	<p>BG to explore other advertising routes for governor recruitment.</p> <p>LD to explore recruitment sites.</p> <p>MC agreed to act as Health and Safety Lead Governor for the time being.</p>

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12	<p>Safeguarding</p> <p><u>ii Review Academy Safeguarding Policy</u> The policy has been reviewed to ensure that JH is the Designated Safeguarding Lead and the other deputy posts are accurate. There are new posters. The badges still need updating. JH has had training and has some more to do. The policy has not changed. This was agreed.</p> <p><u>iii Operation Encompass</u> JH outlined that the school will be informed of any domestic incidents the morning after they occur so staff can support children where required. Beckie Oakshott went on the training so JH will redo this. She would like to take the TA with her who would like to do the safeguarding training again as she could then be immediately available to support the child if necessary.</p>	<p>The Safeguarding Policy was approved.</p>
13	<p>Policies</p> <p><u>i Review SEND Policy</u> This will be reviewed by MT with the other SENCOs so was deferred to the next meeting.</p> <p><u>ii Review Admissions Policy 2019-2020</u> It was discussed that governors were not keen to reduce the Pupil Admission Number. The changes to admissions for younger children deferring entry was discussed. There is one child in Reception who has deferred until January. The reason for this was unknown.</p> <p>The policy was agreed as it is a statutory LA one.</p>	<p>The SEND Policy review was deferred to the next LGB meeting.</p> <p>The Admissions Policy for 2019-2020 was approved.</p>
15	<p>Governor Monitoring Reports</p> <p><u>i Safeguarding and SCR Reports</u></p> <p>These were shared prior to the meeting. The safeguarding meeting done by SW raised some concerns. These have all been addressed since the meeting.</p> <p>JH spoke to the TAs and class teacher for the child in the nurture base and they will now meet weekly to discuss the provision.</p> <p>SW, BG, RS are now clear following the OFSTED inspection that CAMHS referrals can be made by them.</p> <p>There was a parenting course in half term that was free training which a member of staff could have done. SW will see if this comes up again.</p> <p>BG came in to look at behaviour before half term following the review of the policy for behaviour. The feedback document was shared prior to the meeting. JH would like to revisit the behaviour thermometer as it is difficult for staff to use. Paul Garvey felt there needs to be a process for dealing with the behaviour that is not wanted. It is not simplistic enough so JH would like a governor to work on this. BG and SH expressed interest in this. There needs to be some simple school rules and a flow chart for what happens.</p>	

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	<p>BG said mealtime assistants need training for non-contact time and wondered if this was in process. JH said they have been working on being more direct with the children and there will be some changes. There will be training around behaviour and the thermometer does not work outside of the classroom. There needs to be three simple rules that can be used in all contexts. OFSTED said lunchtime behaviour was fine.</p> <p>BG said she was impressed by the caretaker's manner with the children in his MTA role. MC has also heard this feedback. He has asked JH if he could learn some signing as well. He has put lights throughout the school to create atmosphere.</p> <p>After Christmas, governor monitoring visits will need to be linked to the OFSTED report feedback.</p>	
16	<p>Governor Training</p> <p>LD distributed the Devon Governor magazine. There is an article on p3 about asking challenging questions and training courses are also outlined.</p>	
3	<p>Chair's Bring Forward Items</p> <p>Governors are invited to the Christmas meal this Friday. They need to let Donna know if they can attend.</p> <p>LD said that since the OFSTED inspection the minutes' folder has gone missing so this needs to be found. JH will look for this as there was also some other paperwork missing.</p> <p>BG asked if JH would attend the next FOBS meeting. JH will try if possible. There is no clear responsibility but it is in the school's interest. There is no clear Chair. Community engagement will need to be considered moving forwards.</p> <p>BG asked how the changes to RS' role may impact on her involvement with the school. RS said her priority will be this school alongside a further school, Broadhempston, who are potentially joining the MAT. TD has been doing the school improvement with them as RS has not had the capacity.</p> <p>Accountability structures across the MAT will need to be reviewed along with business structures. BG said it was positive how Heads have supported one another during the OFSTED process and this support will continue. The primary unit is experienced and they are able to work together for school improvement. RS' role is not currently being replaced so there may be school based executive leaders with an eye over the different types of schools and school improvement. There may be a view to recruit somebody with the experience to take on this role at Ashburton.</p> <p>Governors need to consider what type of school leader they want to recruit.</p> <p>SH said feedback from Directors is lacking. RS has considered producing a newsletter for governors and staff on the MAT. School and Directors' minutes are on the respective websites.</p> <p>There needs to be some training on the new General Data Protection Regulations across the board as staff and governors will all need to be trained around this.</p>	<p>Governors to let the school know if they are attending the Christmas meal.</p>

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	<p>Governors will also need some ASP training. RS will do this with school leaders to deliver to governors.</p> <p>Induction and mentoring of new Heads has occurred so the schools are now in the right place for the next steps.</p>	
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The meeting closed at: 19:55.

Detail of next meeting			
Date/Time	Monday 5 February 2018 at 18:00	Location	Buckfastleigh Primary School