

BUCKFASTLEIGH PRIMARY SCHOOL

Governing Body



Meeting – Part I Minutes

Date/Time	Monday 5 February 2018	Location	Buckfastleigh Primary School			
Attendees	Initials			Attendees	Initials	
Beverley Garland	BG	Chair		Sharron Humphries	SH	
Jan Hillman		Acting Headteacher		Malcolm Cowper	MC	
Sian Walton	SW					

Apologies	Initials	Reason (Category of Governor)
Nikita Dixon	ND	Staff Governor
Janet Brennan	JB	Personal

Absent without Apology	Initials
Lesley Booker	LB
Kate Caines	KC

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk
Gill Gray	GG	Potential New Governor
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	Academy Update	JH
6	Headteacher's Oral Report i Autumn Term Data Review ii Staff and Pupil Absence	JH
7	Review School Development Plan progress	JH
8	Budget i Review Income Expenditure Report ii Monitor Budget	JH/BG
9	Staffing Updates i Staffing structure 2017/2018	JH/BG
10	Health, Safety and Environment i Monitoring of Accident Book	JH
11	Safeguarding i Devon Safeguarding Audit Report	JH/SW/BG

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	ii SCR check	
12	Policies i Review SEND Policy	JH/BG
13	Governor Monitoring Reports	BG/SW
14	Governor Training i Receive Governor Training Reports	BG
15	Minutes from Last Meeting i Minutes Agreed ii Actions iii Matters Arising	BG
16	Dates of Next Meetings	BG

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>Apologies were received from ND and JB which were sanctioned.</p> <p>RH 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 KC and report back at the next meeting of Governors.</p> <p>ND was welcomed back from maternity leave to her staff governor role.</p>	<p>BG to address absence matter with KC And report back at the next meeting of Governors</p>
2	<p>Declarations of Interest</p> <p>There were none. RH handed declaration of eligibility to serve as a governor and register of business interests to Gill Gray (GG). GG will post to RH once read completed.</p>	
3	<p>Chair's Bring Forward Items</p> <p>There were none</p>	



4	<p>OFSTED Report and Actions</p> <p><u>Staffing</u></p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>One of the actions from the OFSTED report is that a day-long Governance Review will be held on 27th March at the School. RS will be at Headteacher interviews in Ashburton but could come in later. RS advised that as well as Governance, OFSTED will be particularly interested in why action was not taken sooner at the School when deterioration in results and management had become evident. MC and SH can be in attendance from lunchtime onwards on the 27th. A date will be set prior to the 27th for Governors to meet and discuss the meeting.</p> <p>JH is working to address issues within the school. RS suggested that priorities are set. Developing leadership and management, raising standards, the quality of teaching and the culture of the school requires addressing to evidence change.</p> <p>JH reported on the Draft Post-Ofsted Plan. The School does not have a Development Plan as there is a Draft Post-Ofsted Plan in place. Drafts of the School's top level Post-Ofsted Plan and the draft action plans that will sit underneath it had been emailed to Governors prior to the meeting. JH explained that the top level plan is not complete because she is distributing the leadership and this takes time and coaching. When the subject area action plans are complete, then JH can lift up the success criteria to the top level plan. This way of working will help the School meet the leadership and management objectives. There is no maths action plan or behaviour action plan as the focus group has just finished its work but the School has started on the actions. Governors were encouraged to look at the Draft Post-Ofsted Plan in three-monthly segments.</p> <p>JH's plan was projected onto the screen for all Governors to read as she reported. JH stressed that evidence of outcomes required documenting. Three key objectives had been identified: these were to improve the quality of teaching, welfare and leadership and management.</p>	<p>MC and SH to attend OFSTED Governance Review on 27/3. To meet with JH prior to 27/3 to discuss content.</p> <p>JH and Governors to address issues within the school to evidence change</p>
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	<p>In the past teachers expectations have not been high enough. Focus groups have now been run for behaviour. The School will have at its core the three strands of Safe, Respect and Ready. A welcoming, positive and calm behaviour from adults is being encouraged and training for staff will take place on the first Monday after half term. Leadership will be shared – ensuring that UPS teachers are also galvanised. The main focus will be on the core subjects and science. All pupils in KS2 plus some in Y2 will be using Accelerated Reader and Teach your Monster to Read for younger pupils. This should impact on standards and on engagement. There isn't an action plan for Maths yet but this will be put in place by the new maths leader. Whole School Singing will take place. Clare Jones will lead on Computing.</p> <p>Staff have been identified to monitor each others work. JH reported that it is her responsibility to ensure that they are doing this and at the correct standard. <i>SH asked if they are going to do Reading Ambassadors as well?</i> JH replied in the affirmative. A National Literacy Trust survey had been taken on reading and the results were not good. <i>SH asked if teachers will come up with their own set of expectations?</i> JH replied that she would undertake coaching and mentoring to ensure the quality of teaching is monitored sufficiently as is up to national standards. GG asked if they were the same teachers as last year? RS responded that teachers weren't doing what they needed to do because leadership of teaching and learning had not been strong enough. The teachers had been asked to implement new strategies but these were not monitored, evaluated and moved on appropriately.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p> <p>It has been made clear that if a member of staff is leading on an area then teachers are expected to work together on OFSTED recommendations.</p> <p>Action plans will be completed by the end of half term and the following Friday. <i>The work life balance of staff needs to be cared for.</i></p> <p>More robust action has been taken to improve student attendance. JH/Marie Farrelly (MF) are responsible for this. There is a core of pupils who are late and they are now on a watch list. The green, amber and red letter system is in place. MF works with the educational welfare officer on this matter. The School is conscious of safeguarding and welfare issues.</p>	
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	<p><i>MC asked how work on behavioural issues crosses over?</i> JH replied that Craig Irons (CI) ensures it happens in classes and that he is also responsible for training all adult staff. <i>SD asked if the School was buying into training?</i> JH advised that she was providing online training from Paul Dix. JH has put together a behaviour focus group. JH with CI has undertaken two 90 minute sessions developing school rules and adult behaviour with staff.</p> <p>Attention was then drawn to the draft action plan on the screen. From the current position the success criteria (aspects you can measure) were identified. The predicted impact can be drawn from the success criteria. JH explained that at present there isn't a full time SEN Co-ordinator. JH advised that this should be seen as a working document at present. Once staff and Governors are happy with the versions, they will become working documents on the one drive. Evidence will be tracked as the document develops. Performance management objectives will be evidenced on a separate action plan. The Behaviour Plan is not yet written. Everything that is being done needs to be documented. JH reported it was key for accountability to formulate evaluation questions. JH asked Governors to look through children's books across the class and to ask staff/children any relevant questions.</p> <p>JH will identify the main success criteria from the action plans and this will inform the top level action plan. Good first drafts should be ready by the end of the first week of term. <i>RS requested that a set deadline is issued for first drafts.</i> Governors can see the second draft the following week. JH advised that the issue OFSTED had with behaviour wasn't around school but when pupils were in a classroom with a teacher. - ?? Don't know what this was- sorry needs to be done in lessons. But behaviour needs to be tackled in school first then in class. Class teachers should be able to manage behaviour in class. <i>BG asked if Governors could expect targeted results by June/July?</i> JH will compile a list of regular dates when a Governor is required to evaluate.</p> <p>SEND and Foundation Early Years is part of school development. <i>SW asked how the Post-Ofsted Action Plan fits into the school improvement plan?</i> JH replied that the Post-Ofsted Action Plan becomes the School Improvement Plan. The name can be changed.</p> <p>JH to send first copy of the Post-Ofsted Action Plan to RH to email out to Governors.</p>	<p>Governors to look through children's books and ask staff/children relevant questions.</p> <p>JH to compile a list of dates for Governors detailing when they are required to evaluate.</p> <p>JH to send first copy of the Post-Ofsted Action Plan to RH to email out to Governors.</p>
11	<p>Safeguarding</p> <p>Devon Safeguarding Audit Report. RS/JH and SW have completed an audit. RS discovered items not completed from last year's action plan. SW will monitor to ensure actions are completed in the future. The Deputy DSL (Designated Safeguarding Lead) will lead. SW will be the lead Governor for child sexual exploitation.</p>	<p>SE to be Governor lead for child sexual exploitation</p>



5	<p>Academy Update</p> <p>There have been two meetings of Directors. All Directors have been supportive of the school following OFSTED and given positive feedback. Directors have also reflected on whether or not action was taken soon enough before OFSTED. Directors believe that lessons have been learnt and will respond more quickly in future, regardless of where a school sits within their OFSTED cycle.</p> <p>A Governor asked what the situation is for Governors if the changes required by OFSTED are not actioned. RS advised that before the OFSTED visit work with the school increased. HB came out and undertook coaching. School performance data was improving. However, OFSTED were of the opinion that changes could have been brought to a conclusion more speedily. RS reflected on the level of support that was being given to the School. It had almost created a dependency.</p> <p>There has been a Good OFSTED outcome for Atrium, with outstanding features. RS's role has changed and she is now the Executive Principal across the trust. This is more of a monitoring role than in the past. SH asked if RS would still have capacity to support the Schools? RS replied that there is now a group of Directors and Headteachers, a good team, who can provide help. RS encouraged schools to lean on each other for guidance and expertise. If the team does not have experience of a situation then RS is available to advise. The other aspect of her role is managing the business of the Trust. Directors and Headteachers have met together for a day and used a MAT tool to evaluate the trust. They are also in learning groups with other MATS. SH asked if RS had any support for the business aspect? RS said no, but there is a Chief Finance officer and an HR Manager. <i>A Governor asked why capacity is poor?</i> RS responded that SDMAT requires clearer Job Descriptions to ensure there isn't overlap. There could be a case to employ a Business Manager or Chief Operations Manager and a School Improvement Officer. However, the Trust needs to be in a better financial position before these posts can be actualised.</p>	
6	<p>Headteacher's Oral Report</p> <p>JH reported. Some children have joined and some have left. There are 22 children registered for September but it looks as if this will increase to 27. There are 35 pupils in Year 1. <i>BG asked JH how she felt her work/life balance was?</i> JH responded that it is tolerable at present. SH asked if JH had someone to talk to? JH responded affirmatively, explaining that staff are working really hard. JH would like staff to work more efficiently and with greater impact. JH advised that there are now two teams of mid-day supervisors. One team now arrive earlier than before to hear readers, then they do dinner duty and then they hear more readers. The other team clear the dining hall etc</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	

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8	<p>Finance</p> <p><u>i Review income/expenditure report</u></p> <p>RS gave a Budget review at the last meeting. RS is keen to have a good budget monitoring tool in place and a decision will be made soon as to which one to use.</p> <p>SW asked what the reserves are? RS replied that she is not able to advise on this now as recharging needs to be done. JH to talk to RS before half term.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting moved to Part I minutes</p>	<p>JH to talk to RS about recharges that need to be made.</p>
10	<p>Health, Safety and Environment</p> <p><u>(ii) SCR Check</u></p> <p>SW advised that after checking, the Single Central Record appeared up to date. New staff members are being inputted onto the system. With regards to data protection, Marianne Malin (MM) thought that it was a recommendation to delete leavers after 6 months and is seeking guidance from the Academy about this. RS reported that the Academy will have to employ a Data Protection Officer. Data Protection will need to be treated similarly to safeguarding. If the correct consent is obtained from parents, Schools should be well covered.</p> <p><u>(i) Health and Safety</u></p> <p>Chris Daniel the SDMAT Health & Safety Officer will be visiting schools on a monthly basis. MC to join with him on tours of the School. MM to email MC CD's future visit dates.</p> <p>MC advised that at a recent Finance & HR meeting the upgrade of lights to LEDs at SDCC had been discussed. MC thought that this needed to be done at Buckfastleigh Primary as well. RS advised that Ashburton School had received funding from Dartmoor National Park for their upgrade to LED. At present the Primaries can't be included in the LED upgrade. RS also advised that Governors can now expect to access all their documents through the 365 groups. Training needs to be organised for this. BG advised that she still liked documents to be printed out.</p> <p>RS advised that a new Data Protection Policy was being drawn up. GPDR is to be ideally completed by May 25th.</p>	<p>Marianne Malin to email MC Chris Daniel's visit dates.</p>

