

BUCKFASTLEIGH PRIMARY SCHOOL Governing Body

Meeting – Part I Minutes							
Date/Time	Thursday 10 th January 2019	Location		Buckfastleigh Primary School			
Attendees	Initials			Attendees	Initials		
John Goulden	JG	Co-opted		Sharron Humphries	SH		
Jan Hillman	JH	Headteacher		Malcolm Cowper	MC	Chair	
Gill Gray	GG	Co-opted		Beverley Garland	BG	Vice Chair	
Ros Parkes	RP	Co-opted	Safeguarding lead	Jess Alford	JA	Staff	

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk

Minutes to
Attendees
School Website
Absent

	Agenda	Led by
1	Welcome and Apologies (i) LGB committee tenure Beverley Garland and Sharron Humphreys (ii) Welcome Jess Alford	MC
2	Declarations of Interests	MC
3	Minutes of last meeting	MC
4	Summary of actions from meeting held on 11 December 2018	MC
5	Headteacher's Written Report. New Academy Format	JH
6	Update and brief discussion on the proposed changes to the Academy	MC
7	Confirmation of the Ethos Statement to be placed on school website	MC
8	Budget / Financial Performance Report	MC
9	Amendment of the Behaviour Policy	JH
10	Health, Safety and Environment	JH
11	Safeguarding	JH
12	Governor Monitoring Reports.	MC
13	Governor Visit Schedule for the Winter Term	MC/JH
14	Governance Action Plan	MC
15	AOB	
16	Date of next two meetings	Clerk

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Agenda Number	Details of discussion	Decision or Action
1	<p>Present/Apologies</p> <p>MC welcomed all present. There were no apologies.</p> <p>Jessica (Jess) Alford was welcomed to the LGB as the staff governor. JH to invite potential new governors David Barnes and Martin Foster to next meeting. Action JH. BG and SH were re-elected to the LGB for a term of 4 years. However, both advised they would like to retire at the end of the summer term. JH can match monitoring around Early Years to SH's availability.</p>	<p>JH to invite potential new Governors to the next meeting.</p> <p>BG and SH were re-elected to the LGB for a further 4 year term.</p>
2	<p>Declaration of interests</p> <p>There were none.</p>	
3	<p>Minutes of last meeting</p> <p>The minutes of the last meeting were signed as a true and accurate record.</p>	
4	<p>Summary of actions from the September meeting</p> <ul style="list-style-type: none"> • P3 of 6. Governors have not received a copy of a SATS paper. JH to action. • P5 of 6. MC to circulate monitoring document. This was done. • Follow up of Y6 to find out how they are getting along at SDCC. This action to be carried forward. • JA described changes to marking and feedback. This initiative has been introduced to all the schools within the Academy. It has reduced the workload for teachers and has been successful for the children. <i>BG asked how is the process monitored?</i> JH responded that marking and feedback books are looked at regularly for evidence of impact. The changes relate to English and Maths. JH to check that the Marking & Feedback Policy has been amended in line with changes. Action JH. <p><u>Governance Action Plan</u> BG reported. The Governance Action Plan was put in place after Mary Massey's 2018 visit. Cost for the visit was £1500. Sarah Parker Khan was going to check against MM's report to find evidence. Governors need to complete another self-evaluation. Named Governors for British values are required. Governors need to confirm their approval with the website. The Vision is nearly completed. The parental survey is completed. Once all actions are done the work is to be triangulated.</p> <p><u>Update on School Development Plan</u> JH advised that the Achievement for All action plan is embedded within the School Development Plan. MC thought it would be useful to have a resume of progress made with Achievement for All. JA to organise this. JH forward the revised version of School Development Plan to RH who will circulate by the 24th January. JH to circulate to RH and RH to circulate to Governors. Head teachers report to be circulated at this time as well.</p> <p>Summary of actions from December meeting</p> <p>These minutes will be read through by Governors at the next un-clerked meeting. The pressing actions from this meeting have been dealt with. JH to ask if MM will</p>	<p>JH to send a copy of a SATS paper to Governors.</p> <p>Follow up Y6 students to find out how they are getting on at SDCC. Carry forward. Action JH</p> <p>JH to check that the Marking & Feedback Policy has been amended in line with changes.</p> <p>Governance Action Plan. MC to resend to RH. RH to circulate to Governors.</p> <p>Resume of progress made with Achievement for All to be drawn up. Action JA</p> <p>Revised version of School Development</p>

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	take notes at un-clerked meetings.	<p>Plan. JH to circulate to RH and RH to circulate to Governors by 24th Jan. Head teachers report to be circulated at same time. Action JH/RH</p> <p>JH to ask if MM will take notes at unclerked meetings.</p>
5	<p>Head teacher's Report</p> <p>There is a new Head teacher's report devised by the Academy that all HT's have been asked to complete termly. JH will endeavour to update this report for each LGB meeting. JH to circulate completed report and Governors to advise whether it is fit for purpose and any comments to be discussed at the next meeting. Comments to then be fed back to Rachel Shaw. MC to ask at Chairs' Forum for information about how to read the document. Action MC.</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>There is a need to promote the school better to increase pupil numbers. If the merger with ESW takes place it will enable the school to develop and grow the potential of staff. <i>MC asked will there be more resource available if the merger goes ahead?</i> JH responded ESW have purchasing power but it won't save on salaries. Staffing is to be discussed once confirmed pupil numbers are received at the end of January.</p>	<p>Governors to advise whether Head teachers Written report (when received) is fit for purpose and any comments to be discussed at next LGB meeting. MC to feedback comments to RS. MC to raise how to read the document at the next Chairs' Forum. Action All/MC</p>
6	<p>Update and brief discussion on the proposed changes to the Academy</p> <p>MC reported. Roger Pope and RS have just finished a parent meeting on the proposed merger with ESW. There will be a Governors meeting regarding the consultation next Wednesday 16th Jan, 6pm start at Ashburton Primary School.</p>	

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7	<p>Confirmation of the Ethos Statement to be placed on school website</p> <p>MC has produced this and would now like to publish it on the website. Following conversation about the school strategy JH will revisit the Strategic Plan to 2021 (as written last summer so will need updating if the merger goes ahead) and email with the Head teacher's Report and School Development Plan by the 24th January.</p> <p>Governor profiles for the website. All Governors to provide a paragraph describing why they are and enjoy being a governor, brief work and volunteer experience and a photo. Action all Governors within 2 weeks.</p>	<p>MC to upload ethos statement onto the website.</p> <p>JH will revisit the Strategic Plan to 2021 and email with the Headteacher's Report and School Development Plan. Action MC/JH</p> <p>Governors to provide profiles for the website within 2 weeks.</p>
8	<p>Budget/financial performance report</p> <p>Governors need to know what the financial performance of the school is. RS to be invited to next clerked meeting to present financial information. Action Clerk.</p>	<p>RS to be invited to next clerked meeting to update on finance. Action Clerk</p>
9	<p>Amendment of Behaviour Policy</p> <p>JH will circulate Behaviour Policy and document with the additional information JH would like to add. This is if a parent is required to come into school they now have to do a short reflection meeting.</p>	<p>JH to circulate Behaviour Policy and document with added requirement.</p>
10	<p>Health, Safety & Environment</p> <p>GG expressed grave concern about the safety of children outside the school gates due to the increasing levels and behaviour of traffic. MC suggested that the first task was for a risk assessment to be carried out outside the gates between 8.15 and 8.45am. The one way system seems to be the problem. The Town Council can't do anything about it because it is a Highways issue and therefore Devon County Council's responsibility. GG will contact Stuart Barker, the Devon County Councillor. An article will also be written in the Buckfastleigh Newsletter explaining that this is becoming an increasing issue. GG to contact Huw Cox as he might want to take it on as a campaign. Huw was a parent at the school. He is also TC at the moment. GG to also contact the police as a matter of courtesy.</p> <p>Governors asked who the H&S officer was for the Academy now that Chris Daniel has left. Clerk to enquire. It was thought that ESW might be taking on this role.</p>	<p>GG to contact Stuart Barker, Huw Cox and the local police about the traffic danger to children outside the school gates.</p> <p>Article to be written in the Buckfastleigh Newsletter.</p> <p>Clerk to enquire who Academy H&S officer is.</p>
11	<p>Safeguarding</p> <p>A Safeguarding Walk has taken place and a report completed. There is a folder for all Governor visits in the office.</p>	

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12	Governor Monitoring Reports This was discussed at the December meeting.	
13	Governor visit schedule for the winter term JH will circulate the draft schedule. Governors to look at it and let JH know when they can come in. SH was asked to come in after Easter. Gaps left for Governors to suggest what they would like to see – left blank for Governors to advise for evidence of challenge. Action JH/SH and All Governors	JH will circulate draft schedule for Governor visits. Governors to let JH know when they can come in.
14	Governance Action Plan Discussed above.	
15	AOB Sports Premium. JA and Becky Mason to liaise. Jemima will take responsibility for taking children to tournaments.	JA and Becky Mason to liaise on Sports Premium. MC to sit in on Meeting with Becky Mason

The meeting closed at: 20:20

Detail of next clerked meeting			
Date/Time	7 th March unclerked meeting 23 rd May unclerked meeting 11 th July clerked meeting	Location	Buckfastleigh Primary School, 6pm