

BUCKFASTLEIGH PRIMARY SCHOOL Governing Body

Meeting – Part I Minutes							
Date/Time	Thursday 11 th July 2019, 6pm	Location		Buckfastleigh Primary School			
Attendees	Initials			Attendees	Initials		
John Goulden	JG	Co-opted		Sharron Humphries	SH	Co-opted	
Jan Hillman	JH	Headteacher		Malcolm Cowper	MC	Chair	
Ros Parkes	RP	Co-opted	Safeguarding Lead	Beverley Garland	BG	Vice Chair	

Apologies	Initials	Reason (Category of Governor)
Jess Alford	JA	Staff Governor
Eddie Brown	EB	Incoming Head Teacher

Absent without Apology	Initials
David Barnes	DB

In Attendance	Initials	(anyone who is not a governor/associate)
Tom Wigston	TW	Potential new governor
Rachel Hill	RH	Clerk

Minutes to
Attendees
School Website
Absent

	Agenda	Led by
1	Welcome and Apologies (i) Absences (ii) Welcome potential new governors (iii) Welcome Eddie Brown	MC
2	Declarations of Interests	MC
3	Update on future of the Academy (i) Implications for governance (ii) New Governor recruitment	MC
4	Head teacher's Report to include: (i) SATS results for KS1 and Yr 6 (ii) Pupil progression throughout the school. Strengths and weaknesses for the coming year (iii) Update on staffing for the Autumn term including allocation of TA's (iv) Updating and handover of planning documents (v) Safeguarding	JH
5	Approval for scheduled residential and proposed planning for future Residentials KS1 and KS2	JH
6	Academy policies for LGB determination • Charging & Remissions Governor Visits	MC
7	Governor Visits and Safeguarding	All
8	Diary update to end of term	MC

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9	Minutes from the last meeting	MC
10	Date of next meeting	RH

Agenda Number	Details of discussion	Decision or Action
1	<p>Present/Apologies</p> <p>MC welcomed all present. Apologies from Jess Alford and Eddie Brown were sanctioned.</p> <p>David Barnes has advised BG that he is committed to the governing body from September. Ilsa Beaumont Henderson has resigned from the governing body. Eddie Brown, the incoming Head teacher has visited the school and met with parents.</p> <p>Tom Wigston, a potential new governor was welcomed to the meeting. Tom has a background in outdoor and environmental education and has also worked in education.</p>	
2	<p>Declaration of interests</p> <p>There were none.</p>	
3	<p>Update on future of the Academy</p> <p>The Chair reported.</p> <p>On Tuesday 16th July a meeting will be held between Academy Chairs, Head Teachers and the Regional Schools Commission to discuss the way forward for the Academy. Rachel Shaw, Executive Principal and CEO is leaving and joining another MAT. South Dartmoor Academy has interim executive support with Angela Barry. Lee Miller is interim COO and DPO support. Possible partners for SDA will be discussed in the Autumn term.</p> <p>The position of the Safeguarding Lead was discussed and it was agreed that it would be helpful for the incoming Head Teacher to have RP's support for the Autumn term. RP has recently undertaken the safeguarding training.</p> <p>MC noted that it was hard to retain Governors at the moment. Gill Gray has also left the governing board recently.</p>	
4	<p>Head teacher's Report</p> <p>JH handed her Head teacher's report to those present and as it had not been circulated prior to the meeting, asked for governors comments and questions following the meeting.</p> <p>JH reported.</p> <p>The format of the Head Teacher's report will be reviewed.</p> <p>KS2 Results 2019</p> <p>Expected standard is low at 57%, the national average 2017 is 75%. There is still greater depth in reading. Writing is up 10% from 66% to 76%, with the national average at 78%. Maths is up to 62% from 24%. Greater depth children scored expected in reading, writing and maths. Results are better than last year but there is still a way to go.</p>	

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	<p><i>BG asked are results in line with predictions?</i> JH responded affirmatively.</p> <p>Progress measure. Reading didn't make as much progress as other schools at minus 4.40. The writing result was good at -1.39. Maths was -3.14</p> <p>Current Y2's data has been moderated by Babcock. Integrity and honesty of the data was also assessed by the assistant Head Teacher. The school has signed up to take part in Early Years profile.</p> <p>KS1 SATS. Results are slightly below national at 61.3 for reading, 64.5 for writing and 67.7 for maths. This cohort were at 47% in reading at EYFS.</p> <p>EYFS are achieving a good level of development 75%.</p> <p>Year 1 – Phonic screening test result is at 87%.</p> <p>JH continued. Reading is an issue. Sam McCarthy will now lead on English across the School. The school has been match funded £3000 towards phonics books. Hayley Harvey in Reception is really keen to discuss reading with parents and has made home visits. She will also be undertaking outreach at toddler groups.</p> <p>Data still shows that the school is in RI but also demonstrates that the school is on its way to Good. JH will email results to the Clerk to forward to Governors.</p> <p>The Ofsted inspection handbook has changed. They are now not only looking at data. Under Angela Barry's guidance Headteachers have started writing new School Evaluation Forms under the following headings:</p> <ul style="list-style-type: none"> • The Quality of Education. Then evidence will be detailed. • .Behaviour & attitudes <p>This will help form the school improvement plan.</p> <p>Numbers on roll. 25 pupils are coming in and 29 going out. The school is trying to get numbers up to 200 to sustain the 7 class structure.</p> <p>KS1 does not show much greater depth. SEND figures require checking. 29% of children are at expected. PP results have shown great improvement.</p> <ul style="list-style-type: none"> • Y2 cohort. Writing was at expected level by the end of summer at 64.5%. To reach this mark a new teacher was put into class and interventions took place. • Y3 cohort. Writing will be a focus for the school. Results are beginning to come up to national. All teachers are being trained in Talk for Writing. • Y4. This is a small cohort at 19. Writing baseline was 46.7% and has improved to 68.4%. <i>BG asked what do you think about the reading results?</i> JH replied it has always been good. 36% of pupils are reading at greater depth. • JG commented. I am interested in how to make the best use of 1:1 reading. I would rather be sent where I am needed rather than where I want to go, however I would like to retain Reception. • Y5 cohort. This is the most challenging class in terms of behaviour. Writing not strong and this has been a focus for their teacher. Behaviour for learning has required attention. • MC noted the interesting baseline comparison between Y6 and Y5. 	<p>JH to email results to Clerk to forward to governors before the end of term.</p>
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	<ul style="list-style-type: none"> Y6 cohort. The impact of staff absence on children is marked. There was a change of staffing in spring. Writing is now better than expected. Maths under expected. Reading is now 57%. <p>The Chair has visited school to thank the staff for everything that they have done this year.</p> <p>75% of children in Reception are coming out with a good level of development.</p> <p>Quality of teaching. 100% of teaching is at good or better. 63% are consistently outstanding. There are no staff on support plans or capability.</p> <p>Attendance: This is at 95.43%. There were numerous bugs and viruses in spring. There is some persistent absenteeism. The EWO is involved with this. The EWO spoke to 10 families in the spring term and there has been a 75% improvement since the visits. There is a likely legal in September.</p> <p>There have been no exclusions. There are a couple of children on reduced timetables. JG commented on the behaviour of pupils outside of school. JG had noticed at an outside event that they were all looking after each other and behaving well. JH though this could be something to do with the 'buddying up' system. The other event was at the judging of town and involved two youngsters from Wild Warriors and two from the Communications group. All were very polite and welcoming. JH noted that the school runs a communication interaction group where children learn specific social skills. It is a small group but with a positive effect in class.</p> <p>Safeguarding requires updating. JH to send RH the final copy of the document.</p> <p>Teacher absence is much improved this year. No teachers have been off with stress. This is a positive key for Ofsted. MC undertook a staff survey in early summer. The work life balance for staff is much improved. No out of hours emails is encouraged. <i>BG asked will we have a staff questionnaire before the end of term?</i> MC replied we have undertaken a parent questionnaire but not a staff one. It was agreed to send out a staff questionnaire in September and continue from there as the yearly point.</p>	<p>JH to send RH the final safeguarding document before the end of term.</p> <p>It was agreed to send out a staff questionnaire in September and continue from there as the yearly point. Action MC.</p>
5	<p>Approval for Residential</p> <p>The school residential policy will require review and ratification at the October meeting. JH advised that Y6 will be joining Spirit of Adventure. Children will be offsite for 2 nights. TW agreed that this is the best time to take pupils away. Resilience and motivation gained away is brought back into class. Governors present approved the Y6 October residential.</p> <p>There is nothing planned for KS1 at the moment. Agenda item for October is to ask the incoming Head teacher to put a schedule together. <i>SH asked are trips evaluated by teachers at the end?</i> JH replied yes, the report is shared on Evolve – and also comes out in the class and what they are doing. <i>SH asked should we be monitoring these evaluations?</i></p>	<p>The Y6 October Residential was approved.</p> <p>October agenda item: review and ratification of residential policy</p> <p>October agenda item: ask incoming Head teacher to put together a residential schedule for KS1</p>
6	<p>Policies</p> <p>JH advised that she will update the emergency plan and the draft should be approved at the next governors meeting together with updated risk assessments.</p>	<p>October Agenda item: Emergency Plan. Action governors.</p>

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7	<p>Governor visits and Safeguarding</p> <ul style="list-style-type: none"> • BG monitored Maths last term and SEND in the first and second term. SEN could do with attention. • JG has undertaken a reading visit. • RP has checked the SCR and will update on safeguarding tomorrow. RP has monitored Phonics. • RP came in for singing assembly. • MC has monitored staff welfare, PP and British values. • SH will monitor Early Years. • All monitoring forms should be filed in the Governor Visit folder and in the Whole Year Folder. <p>RP advised that she had attended training where they had discussed how safeguarding is everyone's responsibility. A suggestion is that a small box is created on the bottom of forms for a safeguarding comment.</p> <p>JH noted that because of a challenge from a governor a practice was changed in the office which resulted in visitors handing in their phones.</p>	<p>MC to review the Governor visit form and include a box for any safeguarding observations and issues</p>
8	<p>Diary update to end of term</p> <ul style="list-style-type: none"> • Tuesday 23rd July is the Y6 BBQ • Thursday 25th July is the Leavers Assembly to be held in the morning and afternoon. Volunteers are invited to the morning assembly with tea afterwards. 	
9	<p>Minutes from the last meeting</p> <p>The minutes from the last meeting were agreed to be a true and accurate record and signed by the Chair.</p> <p><u>Outstanding actions:</u></p> <ul style="list-style-type: none"> • The website requires updating for vision and values – Action MC. • Traffic congestion has not been followed through – GG has resigned. • Format of HT report – Chairs will review. • Governor action plan has been updated but needs to be circulated – Action MC. • Martin Foster might be able to help in the future – MC to contact again? • Financial information – this could change in the future with a new Academy relationship • There have been no details on sports premium funding expenditure. JH advised that the school has used the Sports Premium to fund a Sports Apprentice and her apprenticeship training fees. 	

The meeting closed at: 20:15

Detail of next clerked meeting			
Date/Time	3 rd October 2019	Location	Buckfastleigh Primary School, 6pm