

BUCKFASTLEIGH PRIMARY SCHOOL

Governing Body

Meeting – Part I Minutes							
Date/Time	Thursday 3 rd October 2019, 6pm	Location		Buckfastleigh Primary School			
Attendees	Initials			Attendees	Initials		
				Sharron Humphries	SH	Co-opted	
Eddie Brown	EB	Head Teacher		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
John Goulden	JG	Co-opted Governor

Absent without Apology	Initials
David Barnes	DB

In Attendance	Initials	(anyone who is not a governor/associate)
Angela Barry	AB	Interim CEO
Rachel Hill	RH	Clerk

Minutes to
Attendees
School Website
Absent

	Agenda	Led by
1	Welcome and Apologies	MC
2	Declarations of Interests	MC
3	Operation of Governing Body in the future	MC
4	Head Teacher's Written Report	EB
5	School Self Evaluation (SEF) Update	EB
6	Governor approval of School Development Plan	EB
7	Feedback Questionnaire (parents, staff and children)	MC
8	Governor Monitoring Visits	All
9	Finance	MC
10	Policies for Review and Ratification	EB
11	Training	MC
12	Class rearrangement	EB
13	Achievement for All	MC
14	Minutes from last meeting	MC

Agenda Number	Details of discussion	Decision or Action
1	Present/Apologies	MC to write to David Barnes.

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	<p>MC welcomed all present and in particular Angela Barry the Interim CEO. Apologies from Jess Alford and John Goulden were sanctioned.</p> <p>David Barnes has been absent without the permission of the Chair of the LGB from all meetings of the LGB held within a period of six months, and as such the LGB resolved that his office be vacated. MC to write to DB and advise him of this.</p>	
2	<p>Declaration of interests</p> <p>There were none. RP advised that there had been changes to her business interests and that she would complete the business interests form circulated with the agenda.</p>	<p>RP to complete the business interests form.</p>
3	<p>Operation of Governing Body in the future</p> <p>AB advised that a letter will be received by the Chair tomorrow regarding the direction of travel for the Academy. This communication will include the names of the Trusts being considered. The letter will contain a link where governors may upload representations. Every representation will be read out at the Head Teacher's Board meeting. Re-brokering of SDA should occur by 1st February latest or before if no general election is held.</p> <p>The following elections were made:-</p> <ul style="list-style-type: none"> • Election of Chair: Malcolm Cowper • Election of Vice Chair: Beverley Garland. BG committed to this position until the transfer of the school to a new Trust • Safeguarding: Ros Parkes. RP committed to 1st February • Health & Safety: Malcolm Cowper • Early Years: Sharron Humphries • Maths and SEND: Beverley Garland • PP: Malcolm Cowper • Reading: John Goulden • Eddie Brown suggested that it would be beneficial to have governor support with Teaching and Learning. • Appeals Committee: Beverley Garland and Malcolm Cowper. • Recruitment of new governors: Agreed to defer this matter until Spring and then undertake a recruitment drive. It would be preferable to co-opt the new governor and to seek out those with educational experience. • Skills Audit: This to be put on hold until Spring 	
4	<p>Head Teacher's Written Report</p> <p>EB had circulated the Head Teacher's Written report prior to the meeting. EB noted that there is a first page error in that the current self-evaluation form (SEF) should read Requires Improvement (RI) rather than good.</p> <p>EB noted that at present he hasn't been able to find any documentation stating if there are ECHP.</p> <p>School numbers: MC noticed that this was based on a pan of 40 and queried what the maximum had been in the past? EB replied it had been 225. MC asked if it was possible to change this as it was an unrealistic number. AB suggested that discussion should be around whether it would be better to move the pan of 40 to 30. Class sizes would need to be considered if this change occurred and governors wouldn't want to</p>	<p>Governors to discuss Pan once the new sponsor has been confirmed.</p>

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	<p>do the change before the transfer. AB suggested deferring discussion about this until the school knows who the new sponsor is. MC added as it stands it is unrealistic and an historic figure.</p> <ul style="list-style-type: none"> • A few classes are low on numbers, particularly Y5. This could be due to the demographics of birth rate in that year. • Pupil numbers moving forward will probably go down before they go up. • The budget will be reduced when numbers in Y6 fall. • One child will come to Y4 in Jan and 2 to Y3. One pupil from Y1 will leave. Another family will be travelling abroad. <p><u>Personnel:</u> EB reported that staff are very stretched at the moment. The Administrator is working hard to cover everything on a part-time contract. She is making up with extra hours. AB noted that restructuring across the Trust has blighted administration across all schools.</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	
5	<p>Self Evaluation Form (SEF)</p> <p>The SEF had been circulated to governors prior to the meeting.</p> <p>It was noted that the SEF was mostly written by Jan Hillman (JH) and EB has edited it. EB thought that this document paints a better picture than what is the reality. MC asked does it need revisiting at some point in the future? AB added this is a vulnerable school. The school is not reflected in the SEF. EB was asked if he felt that some of the parent body was quite anxious about safeguarding. EB responded we need to have appropriate and relative actions. Locking gates creates anxiety and can send a negative message. It would be beneficial to review the SEF for the new MAT. MC thought Timid to Tiger (this is a system to help parents be more assertive and through parenting enable them to be more confident in their parenting) was a good plan and would it continue? EB replied I am not sure we have capacity to do it at the moment. It might be better to do it in the Spring term. We can potentially advertise it through the latter part of the autumn term.</p>	
6	<p>School Development Plan (SDP)</p> <p>The SDP had been circulated to governors prior to the meeting. EB was thanked for a clear report.</p> <p>EB reported. The SDP is a working document. There is a colour system. The black font is what is happening now, any updates will be in green. New objectives will be put in in the colour we are up to at the time. EB would like to make the outcomes develop the new Ofsted criteria. EB said that the SDP needs to be updated. The SDP was approved by governors in principal, as long as it was updated by EB.</p> <p>SH asked if the behaviour policy should be a key objective and could there be a line in the SDP identifying behaviour as part of the success criteria. EB added there also needs to be an objective to ensure keeping records, monitoring and safeguarding of children are put in place and that it would be helpful to have a parent support advisor. Governors also need to show that they are monitoring.</p>	

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7	<p>Questionnaire Feedback</p> <p>It was agreed to undertake a staff questionnaire this term, to be used as a benchmark, and then to repeat the process in July. SH will action this and look at the questions from last year. It was noted that the pupil questionnaire never really materialised last year.</p>	<p>SH to update the staff questionnaire and for it to be circulated this term.</p>
8	<p>Monitoring Visits</p> <p>EB said that Safeguarding monitoring would be useful. It was agreed that RP would come in next Thursday to work with the administrator on this. MC asked if writing could be monitored in the latter half of next term. BG to talk to Rosina about SEND.</p> <p>EB advised that the Ipads were not working and passwords are required. MC asked if Teaching and learning was done through the Hub? EB advised governors need to have knowledge of what is going on. It was agreed that governor would decide a diary of monitoring in conjunction with EB.</p>	<p>RP to work with the administrator on Safeguarding. BG to talk to Rosina about SEND. Writing to be monitored in the latter half of next term. A diary of monitoring to be decided in conjunction with EB.</p>
9	<p>Finance</p> <p>MC reported that it was pleasing to see a positive budget. EB asked for clarification about what the school received from the Sports Partnership. AB asked how the residential trip payments were going. Support staff figures raised to be a future agenda item.</p>	
10	<p>Admission statement</p> <p>EB to fill this in and pass onto the clerk.</p>	<p>EB to fill in Admission Statement and send to Clerk.</p>
11	<p>Training</p> <p>BG has a folder detailing all training. Clerk to send all online training.</p> <p>Level 2 Safeguarding training will take place on 6th November. Data training will take place on</p>	<p>Clerk to forward all online training to governors.</p>
12	<p>Class Rearrangement</p> <p>It was agreed to defer this agenda item until the Trust had been re-brokered.</p>	<p>Changes to class to be an agenda item for the Spring term.</p>
13	<p>Achievement for All</p> <p>The school is still owed 3 visits. The current proposal is for 12 visits for the year. It is costing the school £5000. EB suggested to governors that it is not used this year. MC questioned whether the school had the capacity for Achievement for All. AB's advice was that if it (Achievement for All) was to be used then the school would need to stick to it as a dedicated programme of improvement. If this didn't happen then the programme wouldn't work.</p>	

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14	<p>Minutes from the last meeting</p> <p>The minutes from the last meeting were agreed to be a true and accurate record.</p> <p><u>Actions</u></p> <ul style="list-style-type: none"> • EB advised that the school has signed up for baseline assessment in Early Years. • SATS results were never received from JH • Early Years Report. SH to send to MC • EB will do the website vision and values at half term • Governors were happy with the Head Teacher's report as provided. 	SH to send Early Years report to MC
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The meeting closed at: 20:30

Detail of next clerked meeting			
Date/Time	28 th November 2019	Location	Buckfastleigh Primary School, 6pm