

BUCKFASTLEIGH PRIMARY SCHOOL

Governing Body

Meeting – Part I Minutes							
Date/Time	Thursday 28 th November 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)

Minutes to
Attendees
School Website
Absent

	Agenda	Led by
1	Welcome and Apologies	MC
2	Minutes from last meeting	MC
3	Declarations of Interests	MC
4	Update on progress and activity of the new incoming Westcountry Schools Trust (WEST)	EB/MC
5	Operation of Governing Body in the future	MC
6	Head Teacher's Report	EB
7	Safeguarding Review	EB
8	Governor Monitoring Visits	All
9	Finance	EB/MC
10	Policies for Review and Ratification	EB
11	Training	MC
12	AOB Class rearrangement (on hold)	EB
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14		

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Agenda Number	Details of discussion	Decision or Action
1	<p>Present/Apologies</p> <p>MC welcomed all present Apologies from Jess Alford and John Goulden were sanctioned.</p> <p>It was noted that there was no Clerk to support the meeting. This would be rectified in time with the transition to the Westcountry Trust. MC agreed to take notes.</p> <p>MC had not made contact with David Barnes but had received no communications in the interim.</p>	<p>MC to write to David Barnes.</p>
2.	<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> Class numbers (PAN) The High PAN for Buckfastleigh has been raised with West by EB. A Pan of 30 would be more realistic for the school. It's not currently high priority but will be discussed again as the new relationship with West develops.</p> <p><u>Staff Questionnaire feedback</u> Much of the feedback in the staff questionnaire related to pupil behaviour and lack of capacity to deal with issues as they happened. Governors wanted to know what action was being taken to address current behaviour issues in the school.</p> <p>EB stated that poor behaviour was not an issue for the vast majority of pupils in the school. There were a few children that were very unruly and required 1:1 support. Unfortunately, the significant TA cuts in the Summer, and previous terms, has resulted in a lack of resource to cope with the individuals. This has implications for teaching and learning throughout the school.</p> <p>EB also stated that those children with challenging behaviour do not respond to strict discipline techniques. Punishment is not always the answer. This can be what the children have expected in the past and a more nurturing approach is required to make long term impact. This can be hard to accept when some children are disciplined and other more difficult children corrected. Is this fair?</p> <ul style="list-style-type: none"> - Hence the need to build relationships with High need children - To provide support for staff to develop new techniques - Staff training in attachment mentoring is scheduled for 6th January - A few key staff will be provided with restraint training. The champions will disseminate information, to train all staff could exacerbate problems when children could be talked down. - The current issue is capacity. A permanent member of staff will be recruited to provide cover as and where required. - West is proving an experienced deputy in January to work alongside JA and who will remain when JA starts her maternity. - The front office will have a new member of staff together with part time support. This will ease the pressure from parents, school access and communications. 	<p>Actions to be monitored by the Governing Body</p>

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	<ul style="list-style-type: none"> - West will be lobbied to support the recruitment of new TA's to manage the new intake and more challenging children. - Current TA's to have additional hours until Christmas <p>I was agreed that MC should share the summary of the staff questionnaires with WEST's CEO to keep him informed of both positives and challenges for the staff of Buckfastleigh Primary School.</p> <p>Governors also scheduled school visits to assess behaviour issues and to provide staff support and to let them know that issues raised were being looked into</p> <p><u>Front Office</u> It had been agreed for West to advertise for a new administrator together with part-time Finance and other duties support (potentially, to be shared with Ashburton).</p>	<p>MC to e-mail questionnaire summary and explanation to Rob Haring CEO West</p> <p>MC and RP Fri 13th and BG and SH 17th scheduled visits before the term ended</p>
3.	<p>Declaration of interests</p> <p>There were none.</p>	
	<p>Update on progress and activity of the new incoming Westcountry Schools Trust (WEST)</p> <ul style="list-style-type: none"> - EB informed the Governors that a number of West staff had been visiting to find out more about the school (HR, potential deputy Rob Pepper, Executive Heads Estate persons for compliance checks) - A seconded Deputy had been arranged - MC and EB attended a presentation from the CEO of West together with their Chair of Governors and Finance Officer at South Dartmoor School. They explained the transition and provided a summary of the Academy - Agreement for an increase in administration - Staff support identified - Invitation to a Governors afternoon at China Fleet club, Saltash 	
4	<p>Operation of Governing Body in the future</p> <p>It was recognised that there was a need to recruit new Governors in the New Year. Recruitment had been on hold until January 31st when the new Trust would take on governance responsibility.</p> <p>West should be contacted to inform them of the current position and to enquire about support for new Governors and guidance they might have.</p>	
5	<p>Head Teachers Report</p> <p><u>The Curriculum</u></p>	

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	<p>The school has purchased the "Curriculum Maestro" a new online curriculum management platform for primary schools, to meet changes to the Ofsted Education Inspection Framework. (cost 2.5k) JA will lead on its introduction. It has been recommended by other schools and West is currently using it. It has good projects and lessons are sequenced. It will save staff development time and move school development on at a pace. JA and RP to put a long term plan together during the Spring term</p> <p><u>Behaviour</u> The behaviour policy is being simplified and a new policy has been submitted to Governors for approval. The Music Room has been turned into a nest (time out room). More challenging children can be kept occupied there where they will be less disruptive to others.</p> <p>A new Attendance process has been introduced. (Details from EB)</p> <p><u>Performance</u> West are requiring PIRA and PUMA testing. They would like to see how their schools performance compares with each other.</p> <p>Year 6 Performance</p> <table data-bbox="272 1039 619 1133"> <tr> <td>Reading at KS1</td> <td>69%</td> </tr> <tr> <td>End of Yr5</td> <td>72%</td> </tr> <tr> <td>Predicted end of year</td> <td>75%</td> </tr> </table> <table data-bbox="272 1162 619 1256"> <tr> <td>Maths at KS1</td> <td>72%</td> </tr> <tr> <td>Yr5</td> <td>69%</td> </tr> <tr> <td>Predicted end of year</td> <td>75%</td> </tr> </table> <table data-bbox="272 1285 619 1379"> <tr> <td>Writing at KS1</td> <td>69%</td> </tr> <tr> <td>Yr5</td> <td>62%</td> </tr> <tr> <td>Predicted end of year</td> <td>83%</td> </tr> </table> <p><u>School Improvement Plan</u> The improvement plan has been circulated. Governors are asked to read and direct any questions to EB.</p>	Reading at KS1	69%	End of Yr5	72%	Predicted end of year	75%	Maths at KS1	72%	Yr5	69%	Predicted end of year	75%	Writing at KS1	69%	Yr5	62%	Predicted end of year	83%	
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6	<p>Safeguarding Review</p> <p>EB Had spent a considerable amount of time updating the single central record. It was now in a satisfactory state and had recently passed an internal Academy audit.</p>																			
7	<p>Monitoring Visits</p> <p>There were no visits to report. Visits were scheduled to take place before the end of term</p>																			
8	<p>Finance</p> <p>Nothing to report at this meeting</p>																			

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9	Training	
10	Policies for Review and Ratification The Updated Behaviour Policy was approved by Governors	
12	Class Rearrangement It was agreed to defer this agenda item until the Trust had been re-brokered.	Changes to class to be an agenda item for the Spring term.
13		
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The meeting closed at: 20:30

Detail of next clerked meeting			
Date/Time	13 th February 2020 (clerk?)	Location	Buckfastleigh Primary School, 6pm