
Buckfastleigh Primary School

Westcountry Schools Trust

Draft Minutes of the Local Governing Board Meeting held on 26th February 2020 at 6pm

Meeting Closed to the Public

Meeting clerked by Sandra Billingham

Governor present	Inits	Category	Apologies Received	Reason
Malcolm Cowper (Chair)	MC	Parent		
Eddie Brown	EB	Headteacher		
	JA		Jess Alford	Maternity leave
	BG		Beverley Garland (Vice Chair)	Prior commitment
	JG		John Goulden	Sick
Sharron Humphries	SH			
Ros Parkes	RP			
Also Attended				
Rosina Kellman	RK			
Rob Pepper	RPe			

Governors with responsibilities	Responsibility	Last monitored
Sharron Humphries	Early Years	
Vacancy	Finance	
Malcolm Cowper	Health & Safety	
John Goulden	Reading	
Beverley Garland	Maths	
Malcolm Cowper	Pupil Premium/Sports Premium	
Ros Parkes	Safeguarding	
Beverley Garland	SEND	
Sharron Humphries	Well-being	

Part 1 - Conflict of interest/confidentiality reminder

The Governors were reminded that they must declare a conflict of interest if it exists, and that discussions within the meeting must remain confidential.

3.	<u>Vision, Ethos & Strategy - Where are we now?</u> Confirmation of Minutes a. The minutes of the Governing Board meeting dated 28 th November 2019 were agreed and	Action/ Attach
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	<p>signed.</p> <p>Due to the confidential nature of the Staff Questionnaire it was agreed to minute this item in Part 2.</p> <p>The meeting moved to Part 2 to discuss items of a confidential nature.</p> <p>b. Matters Arising</p> <p>2 behaviour visits have taken place, Mrs Parkes has written a report. Other governor visits have taken place, forms to follow.</p>	
4.	<p><u>Update from the Trust</u></p> <p>c. Update on progress and activity of the transition to the Westcountry Schools Trust - The Clerk to the Trust Board of WeST attended the meeting to provide clerking support and will continue to do so until a permanent clerk is appointed. The post is currently being advertised.</p> <p>West documents circulated at the meeting for information:</p> <ul style="list-style-type: none"> • WeST meeting dates - committees • LGB TORs • Governor visits policy • Conflicts of interest and related party transactions policy • Protocol for attending visits virtually • Scheme of delegation • Governor visits monitoring form <p>Clerk to also issue electronically.</p>	ACT 1
5.	<p><u>School Improvement - How are we getting on?</u></p> <p>d. Heads teaching & learning report - the Headteachers report was circulated prior to the meeting and is attached. Mr Brown highlighted the key points and questions were invited:-</p> <ul style="list-style-type: none"> • Pupil numbers - Numbers are down by 4 from the start of the year. Some children have moved away from the area. The reception class has increased, Class 3 have lost the most children. <p>Q1. How many have left and how many have arrived? A1. This data is not available for the meeting; those that have changed have not made significant changes to the behaviour in the school.</p> <p>Q2. Where have the new children come from? A2. Outside the area.</p> <p>Q3. Are we losing the high achievers to other schools in the area? A3. No, the only high achiever left for another area.</p> <p>Q4. Do we keep a record of why children are leaving? A4. 4 have left for reasons of behaviour, 1 has left to be home schooled, 3/4 have moved out of the area.</p> <p>Q5. Do we use CPOMs? A5. Yes, and staff are aware of procedures.</p> <p>Numbers are down significantly for next year, this is a concern.</p> <ul style="list-style-type: none"> • Staffing - Changes to staffing arrangements are included in the Headteachers report. <p>Q6. Why has the SENDco work been sketchy up to now? A6. Before the Mr Brown started at the school there were no plans in place.</p> <p>Q7. How were the SEND children being catered for? A7. This is not known, the paperwork is not available, there was no clear system, and no monitoring of targets.</p>	

Support in the office is being looked at in the centre - eg finance/HR/procurement etc.

- H&S -

Q8. Is the manual handling included on the risk assessments?

A8. Staff will be trained shortly and policies put in place.

Q9. Will there be any come back from the members of staff that have been hurt due to student behaviour?

A9. Maybe, HR has been consulted, there has been an occupational health referral and counselling has been offered.

- Attendance, attendance is low at the moment due to a lot of sickness.

Q10. What impact is late before register closes -

A10. Some students are consistently late, the EWO (Education Welfare Officer) has been involved in this, attendance is being addressed at present.

Q11. Can we do a comparison with last year and also a comparison of students receiving free school meals?

A11. This could be possible. This will be an agenda item for the next meeting.

- Performance -

Q12. Is performance based on teacher assessment?

A12. Yes

Q13. Is there any monitoring of teacher assessment?

A13. The pupils took standardised tests which were used to inform teacher assessment although there are some big differences.

Q14. What about Year 2?

A14. The teacher is getting extra support for this class.

Q15. Is there a comparison report across the whole Trust?

A15. Yes, Mrs Tipping will be monitoring the Trust level outcomes.

Q16. What are your confidence levels for years 3 & 4?

A16. Progress is slow and will need to be accelerated.

e. School improvement

- Mrs Kellman attended the meeting and talked to the Board on the SEND provision.

They key points were:

- We have 40 students on the SEND register with graduating responses, we are reviewing the assessments.
- All the SEND students have a 'my plan', teachers have control of these.
- Some students have a relational plan, this is building relationships with the children, these are students with significantly challenging behaviour.

Q17. Who reviews the 'my plans'?

A17. Targets are reviewed at parents evening, they are then rewritten and are monitored by the SEND lead.

- We have a 6 weekly target review grid for each child, this is held in a floppy folder in the classrooms.

Q18. Do you do the responses?

A18. There are 4 areas of SEND need, these are identified, interventions are fine tuned to the child. Progression grids are identified, targeting is to be a priority in due course.

Q19. When will we see the results of this work?

A19. Some results will be rapid and some slow, behaviour problems could take longer.

Q20. How do you track progress?

A20. We will set achievable targets, we will be looking at other schools to see how they are monitoring.

Q21. Does this feed through to teachers planning?

A21. This is in its early phases, a staff meeting has taken place, an intervention template is now available for a 6 weekly review.

- We have significant behaviour challenges, 'The Den' is a nature space for challenging children, we have 4 children working in this space in the day. This is planned and targeted and children are now doing well in this area. This means that we can free up a TA.

Q22. What has made a difference?

A22. This is a small group with 3 adults in this room.

Q23. Are they learning or are they just being separated?

A23. They are learning social interaction skills, they need to find a way to respond and behave responsibly, but ultimately, the aim is to return to their classes.

Q24. Who is responsible for setting the work?

A24. The class teacher sets the work, but it is monitored by Mrs Kellman.

Q25. Do the TAs have different skills?

A25. Yes, they all have different skills, it is positive so far, going forward we would like to have 2 TAs.

Q26. Is there space for other children that need some time out?

A26. The qualities of behaviour in the classes are much calmer now so the need has reduced throughout the school. There are other children that need space and we have reserved time in the afternoons for them.

Q27. How much support are you getting from the parents of those children?

A27. It is mixed, a lot of the parents want you to fix it, and they want their children assessed. We are having more targeted conversations with the parents to see how we can support them and how they can support themselves. We do have open days planned - 'come to school with your children' etc.

The governors thanked Mrs Kellman for attending the meeting.

- Mr Pepper attended the meeting and talked to the Board on the initiatives for improvements in reading, his slides were circulated and questions were invited:

Q28. How is this plan going to turn around the children who are not interested in reading, how are teachers behind this?

A28. OFSTED inspectors are very supportive, opening the school doors, engaging parents, opportunities for celebration assemblies, certificates to share with parents.

Q29. What is the biggest challenge?

A29. Making sure that the children are hooked on reading, they must be secure on phonics and getting the early reading right. Sharing high quality texts, poetry, plays etc.

Q30. What about 'hard to reach' in KS2?

A30. We are developing the opportunities in school, lunch time reading dens, opportunities to read daily, listening to the teacher reading.

Q31. Do you have the right resources or do we have to buy some in?

A31. We are auditing the library, we have limited 'jolly phonics', we have a large number of banded books that don't meet the specific phonics they are learning at the time.

Q32. How can you make sure that the library has a nice range of up to date, tidy books?

A32. The library is being developed, we are holding a book sale for surplus books, we are working on ordering top reads and ensuring correct labeling.

Q33. Are we lacking resources, is it a big problem?

A33. We are in need of high quality fiction texts.

Q34. Do we have the finances for this?

A34. This could be a good project for the Friends of Buckfastleigh to raise money.

Q35. Are the hour long guided reads lessons for years 1-6?

A35. Not Year 1.

Q36. Do you expect the 'accelerated reader' to give them comprehension in Year 1?

A36. We are not considering Year 1 at the moment, but it could be.

The Board thanked Mr Pepper for attending the meeting.

f. Safeguarding -

Q17. Do you use the one minute guides?

A17. Yes, and these are on the notice board in the staff room.

	<p>Q18. Do you have an up to date training plan for safeguarding? A18. Yes, and all the staff have been trained either to level 2 or 3. g. Health & Safety - nothing further for this meeting.</p>										
6.	<p><u>Engagement - What's needed to make progress?</u></p> <p>h. Finance - The financial reports were not available for this meeting.</p>										
6.	<p><u>Governance - What still needs to be done?</u></p> <p>i. Feedback/Monitoring reports on governor visits - WeST governor visit note circulated for information. Governors were requested to complete the WeST governor visit note and forward to the clerk if any visits are undertaken. j. Reports on governor training - No training taken since the last meeting.</p>										
7.	<p><u>Impact on pupil outcomes - What do we want next for our school?</u></p> <p>k. Policies and other matters - Admissions - The admissions policy was circulated to the Board prior to the meeting and is attached. The policy was recommended to the Trust Board. Proposed: Mr Cowper, Seconded: Mrs Parkes, the Board agreed.</p> <p>Q19. Can we lower the PAN (planned admission number)? A19. This was discussed and agreed to leave until next year.</p>	DEC 1									
8.	<p><u>Referrals to Trust Committees</u></p> <p>n. HR Committee o. Finance Committee p. Audit Committee q. Education Standards Committee r. Estates Committee</p>										
9.	Correspondence										
10.	Matters brought forward by the Chair										
11.	Part 2 proceedings Minutes recorded separately.										
12.	<p>Dates of the Next Meetings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">- all held</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td>At pm</td> <td></td> <td></td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	- all held			At pm						
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	<p>Summary of actions of members of the governing body (To be noted by members of the Trust Board)</p> <ol style="list-style-type: none"> 1. Clerk to issue WeST documents electronically 2. 										
	<p>Summary of recommendations to the Trust Board</p> <ol style="list-style-type: none"> 1. Admissions policy 										
	<p>Agenda items for next meeting</p> <ol style="list-style-type: none"> 1. Attendance - to include a comparison with previous year and FSMs. 										
	Deferments to the next meeting										

	These minutes are agreed by those present as being a true record	
	Signed: (Chair)	Date:

Last update 160320 by SB