

HOLBETON PRIMARY SCHOOL GOVERNING BOARD 2017-18

Minutes of the GOVERNING BOARD Meeting

Date/Time: Wednesday 6th December 2017 at 6.15pm		Location: Holbeton School	
Attendees	Initials	Attendees	Initials
Shona Godefroy (Chair)	SG	Jackie Rundle	JR
Di Baumer	DB	Richard Selwyn	RS
Karen Flower	KF		
Anne Mildmay-White	AMW	Paddy Power	PP
Isabel Riquelme Pino	IRP	Pete Hearn	PH

In Attendance	Initials	
Deborah Fox	DF	Clerk

Apologies	Initials	Reason
Jonathan Garstang	JG	Work commitment
Jack Purkis	JP	Family commitment

Ref	Action or Decision	Lead
FGB26 17/18	The Chair welcomed governors to the meeting with apologies for absence noted and sanctioned. Governors noted that Llew Sellick had decided to stand down from his role as a school governor and was unable to attend this meeting due to work commitments. His service to the school over an extended period of time was noted and much appreciated.	
FGB27 17/18	No declaration of any conflict of interest was declared.	
FGB28 17/18	Approval of Minutes from the Meeting held on 9th November 2017: The Part 1 & Part 2 minutes from this meeting were agreed and signed as a true record.	
FGB29 167/18	Review of Action List and Matters arising from Minutes of meeting held on 9th November: Outstanding actions not covered elsewhere on the meeting agenda were noted as below. Governor Skills Audit: Governors were reminded to complete their audit and return to the Clerk as soon as possible. Governor training: Governors agreed to attend the following courses. Clerk to arrange with School Office for places to be booked where not already done so. <ul style="list-style-type: none"> Chairs' Update Tuesday 20th March (SG) SEND Monday 26th February (JG) 	<p style="text-align: center;">All</p> <p style="text-align: center;">DF</p>

HOLBETON PRIMARY SCHOOL

GOVERNING BOARD 2017-18

Ref	Action or Decision	Lead
	<ul style="list-style-type: none"> • Introduction to the Primary Curriculum Monday 26th February (RS) • Marketing update February (AMW) • The Board's Responsibilities for Staff Tuesday 20th February (KF) • Introduction for New Governors Saturday 17th March (IRP) • General Data Protection Regulations – GDPR – Governors noted a need to undertake training, when available via Babcock. <p>Monthly Finance Report: A revised report will be presented at the January meeting and subsequently at all board meetings.</p> <p>Governor attendance at Parents meetings: Governors had attended these meetings where they had general discussions with parents. No matters were raised for discussion at board meeting.</p>	
FGB30 17/18	<p>Update on progress to join the MAT: SG advised governors that an updated positioning statement was being produced and will be submitted in advance of the December Trustee meeting of Westcountry Schools Trust. SG also advised that work to convert to Academy status was progressing well.</p> <p>Keys to Success Programme: SG confirmed a further evaluation of progress inspection would take place in school on 8th December 2017 and would on this occasion be undertaken by Roy Souter. Governors were invited to join a meeting for feedback at 3.30pm.</p>	
FGB31 17/18	<p>Headteacher's termly report: Governors noted the content of JR's previously circulated report. JR clarified that the KS2 child previously planning to leave due to a family move, will now in fact be staying at Holbeton School.</p> <p>SG asked how governors could access the impact the additional KS2 teaching support from Mr Pepper has had? SG also asked when this support would end.</p> <p>JR explained KS2 pupils should now be assessed as working at a higher level and the additional teaching support will impact on the quality of the children's workbooks. JR also explained that any future external teaching support would need to factor in the need to be used to working with mixed age classes. JR confirmed the current additional teaching support would cease at the end of this term.</p> <p>Governors reviewed the pupil data harvest as at November 2017 and noted that 'DAF' referred to Devon Assessment Framework.</p> <p>Governors noted the school would be introducing the Accelerated Reader scheme that will provide a powerful tool for monitoring and managing independent reading practice. Details of how this scheme operates have been circulated to parents.</p>	
FGB32 17/18	<p>Lead Governor:</p> <p>Revised Lead Governor responsibilities:</p> <ul style="list-style-type: none"> • Lead Governor Outdoor learning – JP has agreed to take on this 	

HOLBETON PRIMARY SCHOOL GOVERNING BOARD 2017-18

Ref	Action or Decision	Lead
	<p>responsibility</p> <ul style="list-style-type: none"> • Lead Governor Community & Parent Links – IRP has agreed to take on this responsibility • Grounds and Maintenance Lead – PP has agreed to take the lead on this work. <p>Terms of Reference to be agreed for new areas of responsibility.</p> <p>Lead Governor reports: Governors noted the Safeguarding report of 6th December as previously circulated. Governors also noted the report providing an update on the current status of the Village Hall Development Work Group.</p> <p>Governors noted the previously circulated update on the work being undertaken to complete the roof repair work.</p> <p>PP updated governors on the investigations being undertaken to develop a designated access route around the school site to the swimming pool.</p> <p>AMW alert governors to a recent national newspaper article entitled 'The Great Escape'. Clerk to circulate a copy to all for information.</p> <p>Governor monitoring visits: SG advised governors she had made a number of visits into school to monitor the school finances and will provide a written report in due course.</p>	<p>SG/DF</p> <p>DF</p> <p>SG</p>
FGB33 17/18	<p>Policy Review: Various policies currently under review and to be brought to the next meeting for sign off.</p> <p>Further work to be undertaken to standardise the front page of approved policies and to ensure copies of all current policies are available within school and filed electronically where both staff and governors can access latest versions.</p>	<p>RS/DF</p>
FGB34 17/18	<p>Items brought forward by the Chair:</p> <p>Governor vacancy: Governors noted they need to recruit a co-opted governor to the board following the retirement of Llew Sellick. It was agreed they would be looking for somebody with an education background to join the board. Further enquiries to be made and to report back at the January meeting.</p> <p>Retirement of school caretaker: SG advised governors that the school caretaker would be retiring at the end of term after 25 years service to the school. A review of current arrangements would take place in due course with the caretaking and cleaning service provider, before a permanent replacement is recruited.</p>	<p>ALL</p>
FGB35 17/18	<p>Dates and times of next meet meeting: The next meeting will be held on Wednesday 17th January 2018 at 6.15pm.</p>	

**HOLBETON PRIMARY SCHOOL
GOVERNING BOARD 2017-18**

Ref	Action or Decision	Lead
	Agenda items and reports for next meeting to be submitted to Clerk no later than Tuesday 9th January 2018.	

The meeting closed at 7.35 pm

Agreed as a true record	Date