

HOLBETON PRIMARY SCHOOL GOVERNING BOARD 2017-18

Minutes of the GOVERNING BOARD Meeting			
Date/Time: Wednesday 14th March 2018 at 6.15pm		Location: Holbeton School	
Attendees	Initials	Attendees	Initials
Shona Godefroy (Chair)	SG	Isabel Riquelme Pino	IRP
Karen Flower	KF	Jackie Rundle	JR
Jonathan Garstang	JG	Richard Selwyn	RS
Anne Mildmay-White	AMW		

In Attendance	Initials	
Deborah Fox	DF	Clerk

Apologies	Initials	Reason
Di Baumer	DB	Holiday
Pete Hearn	PH	Work commitment
Paddy Power	PP	Work commitment

Ref	Action or Decision	Lead
FGB48 17/18	<p>On behalf of the governing board, JG presented SG & JR with small gifts as a mark of appreciation for all their hard work in leading the school through its recent Ofsted inspection.</p> <p>The Chair welcomed governors to the meeting with apologies for absence noted and sanctioned. Governors noted that parent governor JP had stood down with immediate effect.</p>	
FGB49 17/18	No declaration of any conflict of interest was declared.	
FGB50 17/18	Approval of Minutes from the Meeting held on 17th January 2018: The minutes from this meeting were agreed and signed as a true record.	
FGB51 17/18	<p>Review of Action List and Matters arising from Minutes of meeting held on 17th January: The Action List was updated to reflect outstanding actions.</p> <p>Governor Skills Audit: SG confirmed she had received all responses and that she would report back in due course.</p> <p>Caretaker/Cleaner contract: SG confirmed the current caretaker had met with KF and that arrangements were being made to TUPE him across to the school staff. A review of equipment needs was also being undertaken.</p>	

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	<p>Spring term business cycle: Personalised copies have now been circulated and SG reminded governors of the need to report back on activity undertaken as outlined on the business cycle.</p>	
FGB52 17/18	<p>Update on progress to join Westcountry Schools Trust: SG confirmed that the Trustees at Westcountry Schools Trust had given their agreement to Holbeton Primary School proceeding to join the Trust and were working towards a 1st September 2018 joining date. From September, governor roles at Holbeton will continue as at present. Governors noted that Holbeton School was already benefiting from being included in activities taking place within the Trust.</p> <p>Governors noted further discussions had taken place with representatives from the Trust regarding the swimming pool currently located on the school site and the need to return this to community management. Governors felt a small working party needs to be set up with representation from the governing board and members of the community to work together on this project. JG agreed to make some enquiries locally.</p> <p>Governors asked that SG produces and circulates an update to parents regarding the progress being made to join Westcountry Schools Trust.</p> <p>Westcountry Schools Trust is hosting a session covering an Introduction to Primary Inspection Data Summary Reports that RS will attend.</p>	<p>JG</p> <p>SG</p>
FGB53 17/18	<p>Review of termly Head of School's report to Governors:</p> <p>Governors noted the content of the Head of School's report in conjunction with the verbal feedback they had received following the recent Ofsted inspection. Governors noted the need to contribute to a Post Ofsted Action Plan once the written report had been received from the Ofsted inspector.</p> <p>Governors made a number of observations and raised questions as below.</p> <p>Assessment Data – RS asked whether the data provided could be more comparative with previous data.</p> <p>JR agreed to provide more comparative data in future.</p> <p>Year 6 pupils focus – SG asked what method would be used to support Year 6 pupils this term.</p> <p>JR confirmed an additional teacher had been employed to provide six hours of extra, targeted support with SATs practice that was specific to individual children. The class teacher was also working with the Year 6 pupils as they work through their SATs booster books.</p> <p>Monitoring of standard – RS asked how standards within the classroom are monitored.</p> <p>JR explained she undertakes a book review every week where different subjects</p>	<p>JR</p>

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	<p>are reviewed. She also drops in to the class, unannounced. She provides feedback to both teacher and teaching assistant, as required. It was agreed that governors might also like to review some books.</p> <p>RS referred to the need for all pupils to achieve 'ARE' and asked whether levels are recorded at all ages and the impact this has going forward.</p> <p>JR explained that Ofsted need to be assured leadership within the school is aware of this and how dealing with it through progress of pupils. JR also explained there are three assessment points throughout the year and one final assessment at the end of the year. Progress assessment meetings are held with the teacher and teaching assistant where a review of all pupils and their progress is undertaken. Following this review, a decision is made on the focus of support going forward.</p> <p>IRP asked whether children who were achieving in one area might be underachieving elsewhere.</p> <p>JR confirmed this was a possibility.</p> <p>Governors discussed teaching assistants supporting the most needy pupils. JR explained that methods had now changed so the class teacher provides the initial teaching to the class as a whole and then works with the most needy pupils with the teaching assistants working around the class.</p> <p>Governors agreed to move to Part 2 business.</p>	
FGB54 17/18	School Term Dates 2018/19: Governors agreed term dates for 2018/19 as previously circulated via email. These dates being akin to other schools in the area. Governors asked that these term dates be added to the school website	DF
FGB55 17/18	SFVS Return: Governors approved the SFVS return as circulated and noted the Chair, Headteacher and School Administrator would also undertake a skills matrix linked to the SFVS return. SG to arrange for SFVS return to be submitted	SG
FGB56 17/18	<p>Governor vacancies: Governors reviewed the status of current vacancies and noted: Co-opted governor: SG confirmed she was meeting with a potential governor who had an education background.</p> <p>Parent governor: Parents to be invited to express an interest in becoming a parent governor. SG agreed to review where the skills gaps were and how best these could be filled whilst recruiting new governors.</p> <p>Staff governor: this role remains vacant.</p>	SG/DF
FGB57 17/18	<p>Lead Governors:</p> <p>Lead Governor Finance Report: Governors reviewed the Finance monitor report previously circulated and noted the current projected overspend. SG explained that a review was being undertaken of the processes and current costs of providing school meals. Governors agreed SG should be authorised to</p>	

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	<p>give approval for the expenditure required to repair/replace lighting with LED fittings within the school. Currently further quotes are being obtained.</p> <p>Lead Governor Health and Safety Report: Governors noted the Health & Safety/Security report as circulated.</p> <p>Lead Governor SEND Report: Governors noted the SEND report as circulated.</p> <p>Lead Governor Marketing Report: Governors noted the minutes from the January meeting of the Marketing working group. Governors also noted the Marketing report as circulated along with the marketing focus of Outdoor Education. Governors approved the expenditure for weed kill spraying within the school grounds as proposed by AMW.</p> <p>Lead Governor Community & Parent Links Report: Governors noted the report outlining the review undertaken of road safety around the school perimeter.</p> <p>Governor training: KF informed governors she had recently attended training entitled 'The Board's Responsibilities for staff', which she found very informative.</p> <p>Policy review Finance Policy: Governors noted the proposed amendments to spending levels and approved this policy as circulated. JR to circulate a copy of this new policy to relevant school staff.</p> <p>Governors' Allowances and Expenses Policy: Governors approved this policy as presented.</p>	
FGB58 17/18	<p>Dates and times of next meet meeting: The next meeting will be held on Wednesday 9th May 2018 at 6.15pm.</p> <p>Agenda items and reports for next meeting to be submitted to Clerk no later than Tuesday 1st May 2018.</p>	

The meeting closed at 8.20 pm

Agreed as a true record	Date