

# HOLBETON PRIMARY SCHOOL GOVERNING BOARD 2017-18

## Minutes of the GOVERNING BOARD Meeting

<b>Date/Time: Wednesday 9<sup>th</sup> May 2018 at 6.15pm</b>		<b>Location: Holbeton School</b>	
<b>Attendees</b>	<b>Initials</b>	<b>Attendees</b>	<b>Initials</b>
Shona Godefroy (Chair)	SG	Jackie Rundle	JR
Di Baumer	DB	Richard Selwyn	RS
Karen Flower	KF	Paddy Power	PP
Anne Mildmay-White	AMW	Pete Hearn	PH

<b>In Attendance</b>	<b>Initials</b>	
Deborah Fox	DF	Clerk
Christine Tarrant	CT	Observer

<b>Apologies</b>	<b>Initials</b>	<b>Reason</b>
Jonathan Garstang	JG	Family commitment
Isabel Riquelme Pino	IRP	Unwell

Ref	Action or Decision	Lead
FGB62 17/18	The Chair welcomed governors to the meeting and introduced Christine Tarrant who was attending the meeting as an observer. Apologies for absence were noted and sanctioned.	
FGB63 17/18	No declarations or conflict of interests were declared.	
FGB64 17/18	<b>Approval of Minutes from meetings held on 14<sup>th</sup> March and 25<sup>th</sup> April 2018:</b> The Part 1 & Part 2 minutes from the meetings held on 14 <sup>th</sup> March and 25 <sup>th</sup> April were agreed and signed as a true record.	
FGB65 17/18	<b>Review of Action List and Matters arising from Minutes of meetings held on 14<sup>th</sup> March and 25<sup>th</sup> April:</b> Action List updated accordingly.  <i>RS joined the meeting</i>	
FGB66 17/18	<b>Post Ofsted Action Plan:</b> JR circulated the school plan and explained the items shown in red text reflected the points raised following the recent Ofsted visit. Governors noted the specific points relating to school governance within the Leadership section.  Governors raised a number of questions as detailed below. <a href="#">SG: How is the ICT/internet safety embedded?</a> <a href="#">JR explained this is included in the curriculum planning and going forward plan to cover all elements each half term in both KS1 and KS2.</a>  <a href="#">SG: What is happening regarding the extended outdoor learning plans?</a>	

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	<p>JR confirmed staff were still working on the plan for this.</p> <p>RS: How does the school provide challenge for the Year 2 and Year 6 pupils who are working at the top level of their class groups? JR explained this is covered with really good planning along with teacher knowledge of standards and the curriculum.</p> <p>SG: Is the additional support within KS2 proving effective and is the strategy right? JR confirmed the additional support within KS2 which is being provided on a voluntary basis is proving effective and is providing challenge to the more able pupils as they prepare for SATs. JR felt the strategy was appropriate for this school.</p>	
FGB67 17/18	<p><b>Timetable to join Westcountry Schools Trust:</b> SG confirmed the process to join the Westcountry School Trust was continuing but as yet she had not received a firm timetable covering the activity still to take place. This will be shared with governors once received.</p>	SG
FGB68 17/18	<p><b>GDPR update:</b> JR confirmed she had attended a number of briefing sessions relating to the GDPR requirements and would be providing sessions for staff and to which governors were welcome to attend. JR will update governors further once the Action Plan is produced. JR confirmed there would be some cost implications for encrypted memory sticks for staff use. PP confirmed he would act as governor representative with regard to GDPR.</p> <p><b>Governor email addresses and storage of governor documentation:</b> It was agreed that governors should be provided with a school based email address from which they could conduct governor business. DF to work with school office to get email addresses set up. DF to also create document storage area for governors via Office 365 SharePoint as part of the school system rather than sending documentation via email. It is hoped these changes will be introduced by September 2018.</p>	JR  DF
FGB69 17/18	<p><b>Governor vacancies update:</b> Governors noted the recent invite to parents to join the governing board had received no response. This current Parent Governor vacancy will be raised again at the forthcoming school meeting with parents.</p> <p><b>Co-opted Governor vacancy:</b> <i>Please see post meeting note</i></p>	SG
FGB70 17/18	<p><b>Lead Governor:</b> Governors noted the Health &amp; Safety/Security report from PH and Marketing update from AMW.</p> <p><b>Governing Board business for Summer term:</b> SG to review with DF with updated list to be circulated outlining specific activities for individual Lead Governors.</p> <p><b>Governor training:</b> Governors were reminded to review details of training courses available as outlined in the recently circulated 'Checklist' and to make any bookings via DF. Governors were also reminded of the Westcountry Schools Trust Governor's Conference which is being planned for Thursday 12<sup>th</sup> July and to confirm to DF whether able to attend. Further details regarding this conference will be circulated in due course.</p>	SG/DF  All

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Ref	Action or Decision	Lead
FGB71 17/18	<b>Dates and times of next meet meeting:</b> The next meeting will be held on <b>Wednesday 13<sup>th</sup> June 2018</b> at 6.15pm.  Agenda items and reports for next meeting to be submitted to Clerk no later than <b>Tuesday 5<sup>th</sup> June 2018</b> .	

The meeting closed at 7.40 pm

Agreed as a true record	Date

**Post meeting note:** *Following her attendance at the May meeting, CT confirmed she was willing to join the Governing Board. Governors subsequently unanimously agreed to appoint CT as a Co-opted Governor, with immediate effect.*