

HOLBETON PRIMARY SCHOOL GOVERNING BOARD 2017-18

Minutes of the GOVERNING BOARD Meeting

Date/Time: Wednesday 18th July 2018 at 6.15pm <i>(postponed from 11th July)</i>		Location: Holbeton Primary School	
Attendees	Initials	Attendees	Initials
Shona Godefroy (Chair)	SG	Jackie Rundle	JR
Di Baumer	DB	Richard Selwyn	RS
Jonathan Garstang	JG	Christine Tarrant	CT
Anne Mildmay-White	AMW	Pete Hearn	PH
Isabel Riquelme Pino	IRP	Paddy Power	PP

In Attendance	Initials	
Deborah Fox	DF	Clerk

Apologies	Initials	Reason
Karen Flowers	RS	Work commitment

Ref	Action or Decision	Lead/ Action
FGB85 17/18	The Chair welcomed governors to the meeting. Apologies for absence were noted and sanctioned.	
FGB86 17/18	No declarations or conflict of interests were declared.	
FGB87 17/18	Approval of Minutes from meeting held on 13th June 2018: The Part 1 & Part 2 minutes from the meeting held on the 13 th June were agreed and signed as a true record.	
FGB88 17/18	Review of Action List and matters arising from previous meeting minutes: All actions completed or covered elsewhere, with the exception of Arrangements for dealing with press during out of hours, to be carried forward to September meeting.	JR
FGB89 17/18	Review of Head of School's summer term report: Governors noted the content of the July report, especially the excellent SATs results. JR confirmed the areas of focus recorded for the coming year would be included in the School Improvement Plan. SG: How does Head of School intend to raise the importance of good attendance? JR: This would be addressed with more direct communication with parents and the introduction of certificates at the end of year Assembly for pupils with 100% attendance. CT: Noted absences had dropped to below 95% for 12 children.	

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	<p>RS: Is this persistently the same pupils and if so, what is being done to improve this?</p> <p>JR: Confirmed this was within the same family groups and that the EWO has been involved.</p>	
FGB90 17/18	<p>Academy transfer update: SG confirmed the Academy transfer consultation with staff was now complete with no issues raised. A further consultation and update by letter was sent to parents, again with no questions or comments raised. Governors noted some outstanding work relating to land registration was ongoing, however, it is planned to complete the Academy transfer for 31st August 2018.</p>	
FGB91 17/18	<p>GDPR Action Plan: PP working with JR on this action plan. To carry forward into autumn term</p>	PP/JR
FGB92 17/18	<p>Policy review: Safeguarding – this will be reviewed at September meeting when new statutory guidance on ‘Keeping Children Safe in Education’ comes into effect.</p> <p>Pupil Behaviour – review of this policy is ongoing and will be discussed with new staff when they arrive in September.</p> <p>Code of Conduct for School Employees – governors approved this Code of Conduct that will take effect from September 2018.</p>	DB
FGB93 17/18	<p>Lead Governor responsibilities – reports/updates: <i>Governors moved in to Part 2 business to discuss the Lead Governor Personnel report. Following discussion governors agreed to return to Part 1 business.</i></p> <p>Personnel report: Governors noted the content of this report and in particular the TUPE process for staff transferring to WeST.</p> <p>Finance report: Governors noted the report circulated along with budget monitoring reports.</p> <p>Swimming Pool management: As previously agreed, the swimming pool in its current location will be decommissioned over the summer holiday with a view to it being relocated elsewhere. Parents have been informed of this decision, explaining new health and safety requirements cannot be met with the pool remaining in its current location. A working party is now being formed within the community to look at moving and managing the pool at a new location within the village. PP agreed to represent the governing board on this working party and to report back as necessary. Governors noted that going forward sports funding would be used to fund swimming sessions elsewhere.</p> <p>Health & Safety, Buildings & Security report: Governors noted the report received for the summer term. Governors noted that since this report was circulated, the seating at the outdoor teaching area has now been repaired.</p> <p>Safeguarding report: Governors noted this report as circulated.</p> <p>Report following visit to monitor marking of school books: Governors noted the circulated report following DB’s visit to monitor marking of school books.</p>	

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	<p>Community and Parent Links report: Governors noted the report circulated regarding work IRP has been undertaking to review and update the school Facebook account.</p> <p>Curriculum report: Governors noted the report circulated.</p>	
FGB94 17/18	Governing Board composition from September onwards: Governors to confirm to SG by Friday 24 th August whether they are happy to continue as a governor and the lead governor responsibility area they would like to focus on.	All
FGB95 17/18	To agree process to appoint Chair/Vice Chair at next meeting: Nominations including self-nominations to be forwarded to the Clerk by Saturday 1 st September 2018.	All
FGB96 17/18	To reflect on the impact the governing board has had on the outcomes for pupils in the school over the last year: Governors reviewed the impact their work has had on the outcomes for pupils over the last year. A record of which is in Appendix One, as below.	
FGB97 17/18	<p>Dates and times of next meet meeting: The next meeting will be held on Thursday 20th September 2018 at 6.15pm. <i>(Further meeting dates to be agreed at September meeting. Meetings will revert to usual day of Wednesday after September meeting).</i></p> <p>Agenda items and reports for next meeting to be submitted to the Clerk no later than Tuesday 11th September 2018.</p>	

The meeting closed at 8.05 pm

Agreed as a true record	Date

Appendix One

Governing Board impact on the outcomes for pupils in the school over the last year

Impact	Evidence/focus
Understand the issues within school and deal with them at a strategic level	Making sure school can support the increased standards required in KS2
Supporting and providing stability whilst the school moved through a period of massive transition	Largest intake for a number of years confirmed for September 2018
Working with and supporting head and her team in our objective to improve standards within school	Improved teaching, pitched to correct standard, improved presentation in books. Good SATs results, pupils showing required progress
Supported additional resources to increase accuracy of assessment	Moderated assessment

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Support to improve school website, messaging and other marketing	Feedback from new prospective families, Marketing Working Group, regular articles in local press
Providing long term financial stability for the school	In-depth review of school finances, checking on value for money, all contracts reviewed and renegotiated, produced improved three year budget, staff restructuring carried out
Supporting the head and team in ensuring Safeguarding of the school is good	Lead Governor reports
Supporting the embedding of outdoor learning to ensure delivery of enriched curriculum and to promote personal development across subjects	Lead Governor reports to support objectives of Forest School
Forming strong links with local Pre-School	Governors sitting on Pre-School committee, joint events
Worked to secure investment in building repairs	New roof and associated works
Ongoing work to join Westcountry Schools Trust	Due to complete transition for 1 st September 2018
Governors becoming more aware of the curriculum, beginning to challenge the Head of School	Lead Governor reports and meeting minutes
Governors working with parents	Good feedback from parents at last Ofsted inspection report