



Holbeton Primary School

WESTCOUNTRY SCHOOLS TRUST

Minutes of the Local Governing Board Meeting held on Thursday 20th September 2018 at 6.15pm

Governor present	Initials	Category of membership	Governor present	Initials	Category of membership
Di Baumer	DB	Community	Richard Selwyn	RS	Parent
Karen Flower	KF	Co-opted			
Jonathan Garstang	JG	Co-opted			
Shona Godefroy	SG	Co-opted	Also in attendance		
Isabel Riquelme Pino	IR	Parent	Patrick Power	PP	Associate
Jackie Rundle	JR	Headteacher	Deborah Fox	DF	Clerk

Apologies	Initials	Reason for absence and category of governor
Anne Mildmay-White	AMW	Business meeting elsewhere – Co-opted
Christine Tarrant	CT	Family holiday – Co-opted

All absences were sanctioned.

Governors with responsibilities	Responsibility	Last monitored
Di Baumer	Safeguarding/Pupil Data	
Karen Flower	Pupil Premium/Personnel	
Jonathan Garstang	SEND	
Shona Godefroy	Chair, Finance	
Anne Mildmay-White	School Marketing	
Isabel Riquelme Pino	Outdoor Learning	
Jackie Rundle	Head of School	
Richard Selwyn	Vice Chair, Health & Safety/Premises	
Christine Tarrant	Pupil Data	
Patrick Power (Associate Member)	Data Protection & Freedom of Information	

SG opened the meeting.

Part 1 - Conflict of interest/confidentiality reminder

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

Governors were asked to undertake a review of their Register of Business Interests.

1.	<p><u>Vision, Ethos & Strategy - Where are we now?</u></p> <p>a. Confirmation of Minutes: The minutes of the Governing Board meeting dated 18th July 2018 were agreed and signed. Proposed: RS, Seconded DB, the Board agreed.</p> <p>b. Matters Arising: The action list was reviewed and actions confirmed as completed.</p> <ul style="list-style-type: none"> Governors noted the on-site swimming pool had now been closed down and made safe. Going forward pupils will be transported elsewhere for swimming lessons that will be funded from the sports premium budget. <p>c. Transition into Westcountry Schools Trust: Governors noted the successful conclusion to the process to join WeST as of 1st September 2018. Currently there are a number of activities to complete to close down the Devon school activities and to introduce the new processes associated with being a member of WeST.</p> <p>d. Terms of Reference LGB and Scheme of Delegation: Governors have received copies of the current Terms of Reference and Scheme of Delegation documents. Governors were asked to read these documents prior to the next meeting and if necessary to raise questions for clarification at the next meeting.</p> <p>e. Election of Chair and Vice Chair: Nominations had been received for SG to continue as Chair and RS to continue as Vice Chair. These nominations were unanimously supported by all governors. At this stage, both appointments are recommended for one year and for consideration to be given during the year for succession planning.</p> <p>f. Membership of LGB: A review of the governing board membership had taken place over the summer and membership from 1st September 2018 was agreed as below: Di Baumer, Karen Flower, Jonathan Garstand, Shona Godefroy, Anne Mildmay-White, Isabel Riquelme Pino, Jackie Rundle, Richard Selwyn & Christine Tarrant with one vacancy for a staff governor. Governors would continue with their existing term of office rather than commencing a new period of service. Patrick Power was appointed as an Associate Member to serve for a further two years, specifically to advise on Data Protection and Freedom of Information matters.</p> <p>g. School Vision, ethos and strategy: Governors reviewed the school's existing vision, ethos and strategy and undertook an exercise to contribute to a revised vision, ethos and strategy for the school.</p> <p>h. Lead Governor responsibilities: Governors agreed individual Lead Governor responsibilities as recorded on page 1 of these minutes.</p>	<p>Action</p> <p>ACT 1 All</p>
2.	<p><u>School Improvement - How are we getting on?</u></p> <p>i. School Improvement Plan/School Evaluation Form: Governors reviewed the headline areas to be included in the forthcoming School Improvement Plan. Governors were asked to advise JR of anything further they feel should be included in the plan.</p> <p>School Data Assessment Point 3: Governors noted the comparative data for assessment point 3 and the following questions were posed by governors:-</p> <p>Q1 Last year Yr6 did not achieve any greater depth at RWM. What do we need to do to target the national average?</p> <p>A2 We did achieve greater depth at RWM, but sadly, not combined. With such small numbers, 1 child's performance can have such an impact. Looking ahead to current learners, we are targeting for 67% combined RWM which seems incredibly high, but again is due to our small numbers. Teachers will be set this as their performance targets to ensure that children will be challenged to help achieve these challenging targets.</p> <p>Q2 Last year EYPS lacked a good level of development, which previously had been 100%. These are now Yr1 so what have we put in place to ensure they reach 100% in Year 1 phonics and catch up to achieve ARE by end of KS1?</p> <p>A2 This result was down to 1 child with significant needs. Again this year we have 1 child with significant need in Foundation. However, Mrs. Mitchell will carry on leading the Foundation Stage, continues to receive training both externally and through support with the Trust so I am confident that good Foundation provision will continuing to be embedded.</p> <p>Q3 Looking at the breakdowns, the current Yr5 pupils are particularly poor. What are we putting in place to ensure these pupils will reach at least ARE by the KS2 SATs?</p> <p>A3 With a further drop in numbers from this age group, there has been a significant change in percentages of targeted outcomes. They do look more optimistic, but again we must be careful of just looking at percentages. 1 child has significant need and is very unlikely to achieve ARE. However another child has made accelerated progress over last year and we are pushing this trajectory to continue to ensure ARE by the end of this year, ready for moving into Year 6</p>	<p>ACT 2 All</p>

	<p>Q4 Do we have any gifted/able children and are they being adequately challenged and if so, how? A4 This is a whole staff focus. It is the focus of my book monitoring and classroom observations. We also need to push children into taking some responsibility for demanding challenge too.</p> <p>Q5 Are we satisfied with the level of progress of our SEND children? A5 Yes. All SEND children made good progress last year</p> <p>Q6 How does the % of SEND (16%) children and PP (19%) children compare to other local schools? A6 SEND is a little higher and pupil premium is very hard to compare as it varies so much from area to area.</p> <p>Q7 Do we have strategies in place to improve the Yr6 SATs result for maths? Do we have strategies in place to improve the percentage of children achieving a greater depth of learning at this level? A7 Our new KS2 teacher will lead Maths. We have joined a local Maths Hub which is a national strategy for raising standards, now in it's third year. All staff will be trained on Maths mastery through this programme. Through the Trust we have also been able to apply for a heavily funded resource called Maths No Problem which is recommended by the Maths Hub teams</p> <p>j. Safeguarding, new policy & 'Keeping Children Safe in Education Part 1': DB confirmed she had attended a Safeguarding briefing session at the end of the summer term and that she was awaiting a copy of the WeST guidance for a revised Safeguarding policy. All governors to read the 'Keeping Children Safe in Education Part 1' document which is available in the Governor document store. DB advised she would be meeting with JR shortly to undertake a Safeguarding audit.</p>	ACT 3 All						
5.	<p><u>Engagement - What's needed to make progress?</u></p> <p>k. Reports to/from the Trust Board: Lines of reporting to the Trust Board and its committees will be advised in due course.</p>							
6.	<p><u>Governance - What still needs to be done?</u></p> <p>l. Feedback/Monitoring reports on governor visits</p> <ul style="list-style-type: none"> Governors noted new Terms of Reference covering Lead Governor responsibilities and that an annual business cycle would be produced and circulated in advance of the November meeting. Governors were provided with a revised template to be used when recording their monitoring visits in school. <p>m. Governor Training</p> <ul style="list-style-type: none"> Governors to review training courses available during the autumn term and to advise the Clerk of any course they would like to attend. 	ACT 4 SG/DF ACT 5 ALL						
7.	<p><u>Impact on pupil outcomes - What do we want next for our school?</u></p> <p>Policies</p> <p>n. Behaviour and Anti Bullying policy</p> <p>This policy was approved as circulated.</p>							
8.	<p>Correspondence</p> <p>No correspondence received by governors.</p>							
9.	<p>Matters brought forward by the Chair</p> <ul style="list-style-type: none"> Holbeton Pre-School, see below. 							
10.	<p>Part 2 proceedings</p> <p>The Governors resolved to move to Part 2 to discuss confidential items and to document these discussions within Part 1 as below.</p> <ul style="list-style-type: none"> Governors were provided with an update on the current situation in relation to Holbeton Pre-School. Any governor willing to serve on the Holbeton Pre-School Committee to let SG know. Governors noted the current difficulties in staffing and lack of committee members for the school breakfast and after school club. 	ACT 6 ALL						
11.	<p>Dates of the Next Meetings, all to be held at Holbeton Primary School from 6.15pm</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">Wednesday 14th November 2018</td> <td style="text-align: center;">Wednesday 16th January 2019</td> <td style="text-align: center;">Wednesday 6th March 2019</td> </tr> <tr> <td style="text-align: center;">Wednesday 1st May 2019</td> <td style="text-align: center;">Wednesday 19th June 2019</td> <td></td> </tr> </table> <p>Meeting closed at 8.10 pm.</p>	Wednesday 14th November 2018	Wednesday 16th January 2019	Wednesday 6th March 2019	Wednesday 1st May 2019	Wednesday 19th June 2019		
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	These minutes are agreed by those present as being a true record	
	Signed: (Chair)	Date: