



Holbeton Primary School

WESTCOUNTRY SCHOOLS TRUST

Minutes of the Local Governing Board Meeting held on Wednesday 14th November 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	Christine Tarrant	CT	Co-opted
Jonathan Garstang	JG	Co-opted			
Shona Godefroy	SG	Co-opted	Also in attendance		
Anne Mildmay-White	AMW	Co-opted	Patrick Power	PP	Associate
Jackie Rundle	JR	Headteacher	Deborah Fox	DF	Clerk

Apologies	Initials	Reason for absence and category of governor

All absences were sanctioned.

Governors with responsibilities	Responsibility	Last monitored
Di Baumer	Safeguarding/Pupil Data	November 2018
Karen Flower	Pupil Premium/Personnel	November 2018
Jonathan Garstang	SEND	November 2018
Shona Godefroy	Chair, Finance	November 2018
Anne Mildmay-White	School Marketing	
Vacancy – Parent Governor	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 and informed governors that Isabel Riquelme Pino had resigned from the governing board following her decision to move away from Holbeton. Governors agreed to seek nominations to fill this Parent Governor vacancy. SG to draft letter to parents. **ACT 7 SG**

Governors were also informed that DF would be standing down as Clerk from the end of the autumn term. Arrangements to advertise this post are now being made.

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.

1.	<u>Vision, Ethos & Strategy - Where are we now?</u>	Action
	<p>a. Confirmation of Minutes: The minutes of the Governing Board meeting dated 20th September 2018 were agreed and signed. Proposed: DB, Seconded KF, the Board agreed.</p> <p>b. Matters Arising: The action list was reviewed and actions confirmed as completed or included as agenda items for this meeting.</p> <p>c. LGB Terms of Reference:</p> <ul style="list-style-type: none"> • Governors approved the revised Terms of Reference that also outlines the areas of responsibility for Lead Governors. Meeting quorum: Governors agreed this would remain at five governors but that the Head of School did not need to be one of the five governors attending. Clerk to update document and file on OneDrive shared area for reference. <p>d. School vision update:</p> <ul style="list-style-type: none"> • JR confirmed she felt the school vision still matches the school needs but that she was continuing to look on the strap line, further details to be confirmed in due course. <p>e. Safeguarding update:</p> <ul style="list-style-type: none"> • DB provided governors with an update following her visit into school on 9th October and the work being undertaken to submit the annual Safeguarding Audit at the end of November. Governors noted the WeST Child Protection and Safeguarding policy that has been personalised for Holbeton Primary School. Governors were reminded a copy of this policy is stored on the shared OneDrive for reference. • JR, CT & Kate Nash (School Office) are attending Safer Recruitment training. • All Governors confirmed they have read the Keeping Children Safe in Education Part 1 document. • Governors noted Safeguarding will be an agenda item at each meeting and at which time any referrals or concerns would be checked. • Governors continue to be concerned for the school site safety and security but feel recent measures introduced, including the new signing in process in the school reception and key pad locks on relevant doors have improved security. 	<p>ACT 8 DF</p>
2.	<p><u>School Improvement - How are we getting on?</u></p> <p>f. Headteacher’s Report: Governors noted the content of this report and raised a number of questions.</p> <p>Q1 How do we know the changes put in place to improve the progress of Y5 pupils is working? A1 <i>The changes put in place are being carefully monitored to assess their impact. There is one child who has been away since the beginning of term due to significant medical issues.</i></p> <p>Q2 How do we know the Pupil Premium funding is being used in the right place? A2 <i>This will be reviewed in advance of the next assessment point in January.</i></p> <p>Q3 What is being put in place to address the effects of a significant increase in the need to support Children with SEND whose behaviour is impacting on the rest of the class? A3 <i>This is being reviewed by an external supporting agency.</i></p> <p>Q4 What is being done to improve the attendance of pupils with below 90% attendance? A4 <i>One pupil has left and two others will be leaving which will impact on overall pupil attendance rates.</i></p> <p>Q5 What is in place to ensure teachers are pitching work at greater depth and marking SPAG is more accurate? A5 <i>JR will be re-running the staff training previously run in September to remind staff of what is required.</i></p> <p>g. School Improvement Plan:</p> <ul style="list-style-type: none"> • Governors agreed the SIP as circulated and for the need to visit school to specifically focus on the impact of actions on improving standards. CT agreed to meet with JR to discuss this further. 	<p>ACT 9 CT</p>

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	<p>h. School Self Evaluation form:</p> <ul style="list-style-type: none"> Governors noted the SEF and that this will now be transferred to the WeST format, with governors receiving a copy once produced. <p>i. Pupil Premium, Sports Premium spend plans:</p> <ul style="list-style-type: none"> Governors noted the spend plan for Pupil Premium and Sports Premium were outlined on the school website. 	
3.	<p><u>Engagement - What's needed to make progress?</u></p> <p>j. Pre-School update:</p> <ul style="list-style-type: none"> DB & AMW have recently met with representatives from the Pre-School to look at how the Pre-School can be moved on to the school site and whether this provision can be merged with the Breakfast Club and After School Club. Work is being undertaken to produce a business plan for the whole provision and to apply for funding from the Big Lottery. In the new year a working party will be set up to take this project forward. <p><i>JG & PP left the meeting</i></p> <p>k. After School Club update:</p> <ul style="list-style-type: none"> RS provided an update on the current staff situation for the After School Club and the need to re-advertise the Club Manager role that will become vacant at the beginning of December. RS to provide a further update at the next meeting. <p>Governors offered their full support to the Pre-School and Out of School provision, as these are a vital resource to families at the school.</p>	
4.	<p><u>Governance - What still needs to be done?</u></p> <p>l. Feedback/Lead Governor Reports:</p> <ul style="list-style-type: none"> Governors noted the Lead Governor reports for Pupil Premium, Finance and SEND which had been circulated in the advance of the meeting. Governors noted the school Open Day being held on 21st November and that this has been advertised in local newspapers. Any governors able to assist on the day to contact JR. PP to undertake audit of school GDPR Action Plan. Privacy notice for governors still to be produced and circulated. <p>m. Term Dates:</p> <ul style="list-style-type: none"> Governors approved the proposed term dates for 2019-2020 as circulated. 	<p>ACT 10 All</p> <p>ACT 11 JR/PP</p>
5.	<p><u>Impact on pupil outcomes - What do we want next for our school?</u></p> <p>Policies</p> <p>n. JR confirmed she is currently working with colleagues at WeST to clarify which policies the school need to review/adopt.</p>	
6.	<p>Correspondence</p> <p>Governors were is receipt of the recently circulated WeST HR briefing update.</p>	
7.	<p>Matters brought forward by the Chair</p> <ul style="list-style-type: none"> Chair and Clerk invited to the termly update with colleagues throughout WeST, However, due to work commitments, SG unable to attend but RS plans to attend in her place. 	
8.	<p>Part 2 proceedings</p> <p>The Governors resolved to move to Part 2 to discuss confidential item.</p>	
9.	<p>Dates of the Next Meetings, all to be held at Holbeton Primary School from 6.15pm Wednesday 16th January, 6th March, 1st May and 19th June 2019</p> <p>Meeting closed at 8.05 pm.</p>	
	<p>These minutes are agreed by those present as being a true record</p> <p>Signed: _____ Date: _____ (Chair)</p>	