

# **Holbeton Primary School**

# **WESTCOUNTRY SCHOOLS TRUST**

# Minutes of the Local Governing Board Meeting held on Wednesday 6<sup>th</sup> March 2019 at 6.15pm

Governor present	Initials	Category of membership	Governor present	Initials	Category of membership
Di Baumer	DB	Community			
Karen Flower	KF	Co-opted			
Shona Godefroy	SG	Co-opted	Also in attendance		
Jackie Rundle	JR	Headteacher	Patrick Power	PP	Associate
Richard Selwyn	RS	Parent	Iain Grafton	IG	Chair West
			Kate Nash	KN	Clerk

Apologies Initials		Reason for absence and category of governor	
Christine Tarrant	CT	Family holiday – Community	
Jonathan Garstang	JG	Unexpected work commitments – 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		
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.

## Vision, Ethos & Strategy - Where are we now?

- a. **Confirmation of Minutes:** the minutes of the Governing Board meeting dated 16<sup>th</sup> January 2019 were agreed and signed. Proposed: Di Baumer, Seconded Karen Flower, the Board agreed.
- b. **Matters Arising**: the action list was reviewed and actions confirmed as completed.
- c. **Part 2 Minutes** of the meeting dated 16<sup>th</sup> January 2019 were agreed and signed.
- d. Ofsted Academy Trust Evaluation.
  - IG who is Chair at WeST thanked governors for the opportunity to once again attend the
    meeting. IG stated that it had been 6 months since his last visit; when Holbeton was still a LA
    school, and he wanted to come and see us again to gather feedback on the MAT conversion
    process and highlight a number of topics.
  - IG was pleased to see Conflict of Interest was an item on our agenda. We need to be vigilant to ensure any contentious and third party related transactions are avoided. IG advised that Education Skills Funding Agency (ESFA) are happy with the salary of our CEO and his performance is externally moderated.
  - All governors present confirmed that they had read and noted the Ofsted Academy Trust Evaluation.
  - IG updated the governors on Plympton Academy who would like to join WeST from 1<sup>st</sup> September 2019. IG clarified that WeST are not aggressively expanding, they are accommodating 5 Primary schools because of their already close relationship with Hele School.
  - IG commented that the Governing Board at ICC have volunteered for an external quality review to begin in March 2019. The results of the review will be published.
  - IG reported that people are now approaching WeST for Governor opportunities within the trust and this may benefit us in the future should we still have vacancies.
  - Clerks & Chairs conference is 28th March. Unfortunately, SG is unable to attend.
  - WeST have arranged for a London Barrister to hold two 1 ½ hour training sessions on Corporate liability/Gross negligence manslaughter and Permanent exclusion panels. These will be held on 5<sup>th</sup> April at Sherford School. Governors to advise KN if they would like to attend.
  - WeST require governors to volunteer to join Complaint Hearing panels when requested. All governors to let KN know if they wish to be involved.

**Q1** Will schools still be individually inspected?

**A1** All schools will be subject to their own inspections but now the trust will also be inspected. **Q2** Will Holbeton be represented at the WeST board.

**A2** Work is being done to address communication to give LGB a voice and ensure information flow. There is membership at all committees for Holbeton. IG will ask Sandra Billinghay to contact KN for volunteers.SG will review the Trust committee structures and ensure we send representatives where needed.

• IG would also like Holbeton governors to have WeST email addresses and will follow this up. IG left the meeting at 7pm.

#### e. Finance Update:

- SG presented the latest forecast which is reporting a small in year deficit. This is a much better result than budgeted.
- Governors discussed the Sports Premium Plan and JR confirmed it allows for swimming provision and transport every week at Wembury which is currently being organised.
- Capital spend budget Peter Gregory had indicated to SG that we had a capital budget to spend linked to IT & sport. Agreed that JR should review our requirements for the next governor meeting for our consideration and SG to follow-up with Peter Gregory to ascertain the actual spend value.
- Discussion was started on the possible new use for the site of the swimming pool. This discussion will be re-visited at a later date.
- SG confirmed the new boiler came out of an SCA fund and hence does not impact our results for the year.
- Governors agreed that the intended running track in the playing fields was a good project to apply for the Tesco Bags of Help scheme. JR to speak to HSA about this.

Action

ACT 1 ALL

ACT 2 ALL

JR advised that the trim trail had undergone an inspection and several pieces of equipment had been identified as requiring replacement and this is being addressed. ACT 3 RS Health & Safety Audit RS will attend meeting on the 3rd April to assess current H&S in readiness for the Audit on the 24<sup>th</sup> April. 2. School Improvement - How are we getting on? g. School Quality Review (SQR): with Helen Tipping (HT) and Louise Young (LY). A formal presentation will be made by Helen Tipping at the next governors meeting of the outcome of the review which took place on 6 March 2019. In the meantime JR updated the governors as to some initial feedback and this has been followed by SG having a call with Helen Tipping. Two main focus areas: Policies – we are compliant but they all need updating especially Teaching and Learning policy. JR & KN to work on this. Single Central Register - need to update for training and extra information required. KN is liaising with Babcock and WeST for clarification. HT is coming into school next week to deliver the report to JR and team. h. School improvement Self-Evaluation Form (SEF) – has been updated and provided to the governors for review and comment: Q1 Leadership and Management – Pupil Premium (PP). Are we confident that the money for ACT 4 PP is being spent appropriately? KF/JR A1 We need to demonstrate we are spending what we have agreed and published on the school's website. Maths tutoring could have a huge impact and improve standards. Governors will meet with JR to ensure funding has been analysed and spent appropriately. Q2 Teaching, Learning and Development. Are we challenging pupils? A2 JR is meeting with TAs bi-weekly. TAs should not be accepting low level work. They are to check targets and consider the expectation of the child when marking. Q3 Does the teacher review the TA marking? A3 Yes, making detailed marking of books to highlight good and troubled learning. Also confirmed that there would be closer links with other primary schools within the Trust to share best practice. School Improvement Plan (SIP) - Governors noted the contents of the SIP and the Governor Report from CT - see item 6 m. **Head Teacher Report** 2 more children are starting - 1 in Y4 this week and 1 in Foundation in Sept. Feedback from the parent of 2 new children in Y1 and Y3 is very positive. JR stated that staff have been excellent in accommodating the recent interest in the school. It was concluded that Social media and word of mouth is proving more effective that the Open Mornings. **Q1** Maths Mastery – How is this being dealt with for KS1 maths? A1 The school are uncomfortable with the books because of the reading element for KS1 and therefore JR explained how this was being dealt with differently. **Q2** Governors gueried the current Book Monitoring plan. ACT 5 A2 Records are being kept. JR agreed this was an ongoing focus and must take place in the JR forthcoming term. Current focus is on Maths. Q3 Governors expressed concern at current absence level. A3 We should aim for 96% attendance. We will not see an improvement in the figures because of the level of absence seen in terms 1 and 2. However one child's medical issue has been resolved and 3 children with persistent absence have now left the school. We would like to improve the unexplained absence percentage, as this figure is of concern. **Q4** How are Doctors/Dentist appointments registered? A4 They are authorised but recorded as an absence

### **DRAFT MINUTES**

	Q5 Governors questioned why the figures in Y4 Maths were 50% above ARE and are now 0	
	<b>A5</b> One child that was targeted at a higher level has now left and one has not achieved the higher depth level, the latter is being reviewed.	
	j. Pupil admission figures for 2019/2020 and overall pupil numbers	
	Governors noted figures in the Head Teacher Report	
	k. Out of Hours provision - moved to Part 2	
5.	Transition of pre-school into school – moved to Part 2     Engagement - What's needed to make progress?	
	Lingagement - What's needed to make progress:	
6.	Governance - What still needs to be done?	
	<ul> <li>m. Feedback/Monitoring reports on governor visits</li> <li>Safeguarding – Governors noted the Safeguarding Report and were advised that the Trust has funded a Safeguarding Audit on the 25<sup>th</sup> March</li> </ul>	
	<ul> <li>Safeguarding Documentation – KN asked all governors to read the WeST Code of Conduct and Whistle Blowing Policy and confirmation was signed by those present. The Code of Conduct declaration must be signed and returned by next meeting.</li> <li>School improvement – The Governors SIP Report raised the following questions:</li> </ul>	ACT 6 ALL
	<ul> <li>Q1 How will the school know if there is an improvement at greater depth? How is it measured? Would it be appropriate for either DB or CT to come in to see how the starting points of a maths lesson is differentiated?</li> <li>A1 The books of a child at ARE and that of a child at Greater Depth should look different. There does need to be more detail of the great depth reasoning. It is measured by attainment tests, GD standards and examples, either electronically or paper based.</li> </ul>	
	<ul> <li>GDPR Action Audit – Governors noted the report and the concern that we are reliant on a single Data Protection Officer (DPO) at WeST. It was suggested that the school should have their own DPO. After discussion it was concluded that this was not necessary.</li> <li>Q1 Is there a trust DP Policy?</li> <li>A1 Susie Winter (DPO) is expected to do an audit during the Summer term.</li> </ul>	
	<ul> <li>Marketing Minutes – Governors were advised that a small Marketing Group of AMW, SG, JR and Jeanette Courtman had been established to discuss marketing matters.</li> </ul>	
7.	Impact on pupil outcomes - What do we want next for our school?	
	To continue with work on the school improvement plan and matters identified from the School Quality review and these will continue to enhance standards.	
8.	Correspondence The Governance Today magazine was distributed to those present. Sandra Billinghay has asked for topics for the Governance Conference. It was suggested that County Lines and the Far Right movement could be considered as potential topics. KN will feedback.	
9.	Matters brought forward by the Chair - none	
10.	Part 2 proceedings No further Part 2 discussions were necessary.	
11.	Dates of the Next Meetings, all to be held at Holbeton Primary School from 6.15pm	
	Wednesday 8th May 2019 Wednesday 19th June 2019	
	Meeting closed at 8.30pm	

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#### **DRAFT MINUTES**

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	These minutes are agreed by those p	resent as being a true record			
	Signed: (Chair)	Date:			