



Holbeton Primary School

WESTCOUNTRY SCHOOLS TRUST

Minutes of the Local Governing Board Meeting held on Wednesday 6th 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.

DRAFT MINUTES

	<p>Q5 Governors questioned why the figures in Y4 Maths were 50% above ARE and are now 0</p> <p>A5 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.</p> <p>j. Pupil admission figures for 2019/2020 and overall pupil numbers</p> <ul style="list-style-type: none"> • Governors noted figures in the Head Teacher Report <p>k. Out of Hours provision - moved to Part 2</p> <p>l. Transition of pre-school into school – moved to Part 2</p>				
5.	<p><u>Engagement - What's needed to make progress?</u></p>				
6.	<p><u>Governance - What still needs to be done?</u></p> <p>m. Feedback/Monitoring reports on governor visits</p> <ul style="list-style-type: none"> • Safeguarding – Governors noted the Safeguarding Report and were advised that the Trust has funded a Safeguarding Audit on the 25th March • 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. • School improvement – The Governors SIP Report raised the following questions: <p>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?</p> <p>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.</p> <ul style="list-style-type: none"> • 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. <p>Q1 Is there a trust DP Policy?</p> <p>A1 Susie Winter (DPO) is expected to do an audit during the Summer term.</p> <ul style="list-style-type: none"> • Marketing Minutes – Governors were advised that a small Marketing Group of AMW, SG, JR and Jeanette Courtman had been established to discuss marketing matters. 	<p>ACT 6 ALL</p>			
7.	<p><u>Impact on pupil outcomes - What do we want next for our school?</u></p> <p>To continue with work on the school improvement plan and matters identified from the School Quality review and these will continue to enhance standards.</p>				
8.	<p>Correspondence</p> <p>The Governance Today magazine was distributed to those present. Sandra Billingham 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.</p>	<p>ACT 7 KN</p>			
9.	<p>Matters brought forward by the Chair - none</p>				
10.	<p>Part 2 proceedings</p> <p>No further Part 2 discussions were necessary.</p>				
11.	<p>Dates of the Next Meetings, all to be held at Holbeton Primary School from 6.15pm</p> <table border="1" data-bbox="196 1787 1409 1829"> <tr> <td>Wednesday 8th May 2019</td> <td>Wednesday 19th June 2019</td> <td></td> </tr> </table> <p>Meeting closed at 8.30pm</p>	Wednesday 8th May 2019	Wednesday 19th June 2019		
Wednesday 8th May 2019	Wednesday 19th June 2019				

DRAFT MINUTES

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