



## Holbeton Primary School

### WESTCOUNTRY SCHOOLS TRUST

#### Minutes of the Local Governing Board Meeting held on Wednesday 8<sup>th</sup> May 2019 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	Community
Jonathan Garstang	JG	Co-opted	<b>Also in attendance</b>		
Shona Godefroy	SG	Co-opted	Patrick Power	PP	Associate
Anne Mildmay-White	AMW	Co-opted	Helen Tipping	HT	Executive Head
Jackie Rundle	JR	Headteacher	Kate Nash	KN	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	
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.



**Re-appointment of Karen Flowers**

- Karen Flowers was unanimously re-appointed as Pupil Premium/Personnel Governor – Proposed: Shona Godefroy Seconded: Di Baumer. Paperwork will be completed and signed at next meeting.

**ACT 3 – Clerk**

- b. **Confirmation of Minutes:** the minutes of the Governing Board meeting dated 6<sup>th</sup> March 2019 were agreed and signed. Proposed: Di Baumer, Seconded Christine Tarrant, the Board agreed.
- c. **Matters Arising:** the action list was reviewed and actions confirmed as completed. RS has applied to join the Complaints Panel.
- d. **Part 2 Minutes** of the meeting dated 6<sup>th</sup> March 2019 were agreed and signed

The Governors were concerned about the ongoing and intermittent OneDrive access issues. WeST are developing a replacement system. In the meantime KN will email all Governors using their personal address and advise when documents have been uploaded, so that Governors can check accessibility. Governors were advised that emails must be accessed at least once a week.

**ACT 4 – Clerk**

The Agenda will be uploaded to the OneDrive a week before the meeting.

**ACT 5 - Clerk**

e. **Health & Safety Audit**

- JR and Steve Coggins (SG) had a pre-audit with Mark Bullard (WeST) to clarify areas of focus before the official Audit.
- Governors were pleased with the 91% score achieved. Our key area of concern is water hygiene which requires improvement. This is now being addressed with a new Risk Assessment and Legionella Inspection and regular checks performed by SG.
- New Fire Alarm/Emergency Lighting – installation begins next week.
- Asbestos Register – survey booked for 9<sup>th</sup> May
- Tree survey and Outdoor Learning policy to be addressed.
- A positive aspect of being part of the Trust is that many school enhancements have been achieved or are in final stage of planning.
- We now have a budget for SCA funding from WeST. The budget across the estate has been reduced to £250,000, however the Board have approved most of our requests with the exception of the Foundation door. It has been agreed that the door will still be replaced this term at the schools cost.

f. **Safeguarding Audit Report**

- JR felt very confident that this audit would be successful after extensive professional development following her first Audit last year.
- Areas of concern are the perimeter fence; funding has been approved to replace and attendance (see Attendance Report)

Attendance Report explained:

4 children = persistent absence is below 85% - from beginning of the year – 3 children have now left and 1 is improving their attendance.

1 = is one of the 4 (above) had medical issues but has better attendance figures for Spring 2  
Overall attendance is 93.5%

Q1 – why do the children who have left still effect attendance?

A1 – because it is an annual roll so they will remain on our figures until the end of the year.

Q2 – why is medical condition counted as persistent

A2 – this is the category applied to this absence code.

A child who transferred last term has also affected the attendance figures as they have had instances of non-attendance during their first term.

If these children are excluded from the figures then our attendance is currently 96.7%

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	<ul style="list-style-type: none"> <li>JR explained that last term was difficult for illness, although improvement was noted in Spring 2. The school will be sending a letter home to parents thanking them for supporting their child's attendance and encouraging them to continue to maintain good attendance.</li> <li>Unexplained absence – JR and KN continue to work to resolve this area of concern.</li> </ul> <p style="color: red;">Q1 Why have we seen an increase in SEN? A1 There was poor writing skills and inconsistent maths when JR joined the school. These areas have been and continue to be improved.</p> <p style="color: red;">Q2 How are you assessing? A2 SEN children have now been identified and pupil numbers have changed.</p> <p><b>Finance</b> – (added to the Agenda at the Meeting)</p> <ul style="list-style-type: none"> <li>The budget was handed to the Governors and SG explained that although the budget for the year to date showed a deficit of £6,000 this has now been revised to a surplus of £1,000 which is very positive news.</li> </ul>	
2.	<p><u><b>School Improvement - How are we getting on?</b></u></p> <p>g. <b>School improvement</b></p> <ul style="list-style-type: none"> <li>Self-Evaluation Form (SEF) (covered in 1 a. SQR)</li> <li>School Improvement Plan (SIP) (covered in 1 a. SQR)</li> </ul> <p>h. <b>Education Welfare Officer Report (EWO)</b></p> <ul style="list-style-type: none"> <li>Attendance (covered in 1 f. Safeguarding Audit Report)</li> </ul> <p>i. <b>Out of Hours provision</b></p> <ul style="list-style-type: none"> <li>RS reported that the Business Plan had not been completed yet because all the data had not been fully understood yet.</li> <li>Governors expressed concern that they were expecting the transition to happen for September and realistically this is unlikely as budget approval is needed by the trust board and due diligence and consultation periods adhered to.</li> <li>A clear communication should be sent to alleviate concerns and set revised time scales.</li> <li>Out of Hours provision will continue at Holbeton it is essential. Homework club is running in the interim.</li> </ul> <p>j. <b>Transition of pre-school into School</b></p> <ul style="list-style-type: none"> <li>Due Diligence is running in parallel to the Consultation.</li> <li>JR will set a date for the Consultation Meeting next week so that the school can formally respond to concerns raised. Governors will be invited to attend.</li> <li>The Consultation Meeting will be minuted for the local community.</li> <li>JR will be applying to the DfE for approval with guidance from DL, HT and Helen Waite (HR). All these areas are being addressed at the same time due to time scales. There is a Trust meeting next Wednesday.</li> </ul> <p style="color: red;">Q1 What have been the concerns raised from the Consultation so far? A1 The response has been mainly positive with questions surrounding logistics.</p>	ACT 6 - RS
5.	<p><u><b>Engagement - What's needed to make progress?</b></u></p> <p>k. <b>Parent Governor &amp; Staff Governor – vacancies</b></p> <ul style="list-style-type: none"> <li>It was agreed that the vacancy notice for Parent Governor should be published for recruitment in September.</li> <li>JR will also discuss the vacancy for a staff governor with the team.</li> </ul> <p>l. <b>Staff Wellbeing Governors</b></p> <ul style="list-style-type: none"> <li>WeST have asked all LGBs to appoint a Staff Wellbeing Governor to address work/life balance issues and mental health. CT volunteered to take on this additional role as she has experience in front line teaching and Governance. All Governors agreed with the appointment of Christine Tarrant.</li> </ul>	<p>ACT 7 – Clerk</p> <p>ACT 8 – JR</p> <p>ACT 9 - Clerk</p>

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	<p>m. <b>SEND Report</b> (covered in 1 f. Safeguarding Audit Report)</p> <ul style="list-style-type: none"> <li>Governors noted the SEND Report</li> </ul>				
6.	<p><b><u>Governance - What still needs to be done?</u></b></p> <p>n. <b>Pupil Premium Funding</b> – KF to discuss with other Trust governors  o. <b>Code of Conduct</b> – all declarations signed and collected.  p. <b>Prevent Training</b> – Certificates collected and Crib Sheet signed. RS outstanding  q. <b>Whistle Blowing and Code of Conduct Policy</b> – Crib Sheet signed by CT &amp; JG  r. <b>SEND Policy and SEN Report review</b> – Governors approved Policy.  s. <b>Medical Policy review</b> – (small amendment on page 3 to be made and subject to this Governors approved Policy).</p> <p>When the school is notified of the Ofsted Inspection, KN will telephone Governors for availability during the inspection. If Governors have holiday commitments this term, could they advise KN accordingly.</p>	<b>ACT 10 - RS</b>			
7.	<p><b><u>Impact on pupil outcomes - What do we want next for our school?</u></b></p> <p>Governors have listened to the advice given in the SQR and have resolved to monitor the outcomes. JR feels positive about SATs as SJ has done amazing work which is clearly evidenced. I.T. does require updating but there is a need to be cautious of the budget as the pre-school transition is our priority this term.</p>				
8.	<p><b>Correspondence</b>  26<sup>th</sup> June - WeST Governors Conference  21<sup>st</sup> June - Village Hall Meeting  15<sup>th</sup> May - Parish Council Meeting</p>				
9.	<p><b>Matters brought forward by the Chair – none</b>  Holbefest – it was agreed to purchase a 6x2 advert in the Holbefest magazine  Summer Fair – Governors were asked if they could help. CT organising rota.</p>				
10.	<p><b>Part 2 proceedings</b>  No Part 2 discussions were necessary.</p>				
11.	<p><b>Dates of the Next Meetings, all to be held at Holbeton Primary School from 6.15pm</b></p> <table border="1" data-bbox="196 1213 1409 1257"> <tr> <td><b>Wednesday 19th June 2019</b></td> <td></td> <td></td> </tr> </table> <p>Meeting closed at 8.30pm</p>	<b>Wednesday 19th June 2019</b>			
<b>Wednesday 19th June 2019</b>					
	<p><b>These minutes are agreed by those present as being a true record</b></p>				
	<p><b>Signed:</b> (Chair)</p>	<p><b>Date:</b></p>			