



## Holbeton Primary School

### WESTCOUNTRY SCHOOLS TRUST

#### Minutes of the Local Governing Board Meeting held on Wednesday 19<sup>th</sup> June 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	<b>Also in attendance</b>		
Anne Mildmay-White	AMW	Co-opted	Kate Nash	KN	Clerk
Jackie Rundle	JR	Headteacher			
Richard Selwyn	RS	Parent			

Apologies	Initials	Reason for absence and category of governor
Christine Tarrant	CT	Community – family holiday
Patrick Power	PP	Associate – work commitments
Jonathan Garstang	JG	Community – work commitments

All absences were sanctioned.

Governors with responsibilities	Responsibility	Last monitored
Di Baumer	Safeguarding/Pupil Data	June 2019
Karen Flower	Pupil Premium/Personnel	November 2018
Jonathan Garstang	SEND	May 2019
Shona Godefroy	Chair, Finance	June 2019
Anne Mildmay-White	School Marketing	June 2019
Jackie Rundle	Head of School	June 2019
Richard Selwyn	Vice Chair, Health & Safety/Premises	May 2019
Christine Tarrant	Pupil Data	March 2019
Patrick Power (Associate Member)	Data Protection & Freedom of Information	March 2019

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. No matters were noted.

3.	<u><b>Vision, Ethos &amp; Strategy - Where are we now?</b></u>	<b>Action</b>
2.	<p><u><b>School Improvement - How are we getting on?</b></u></p> <p>d. <b>School Quality Review (SQR)</b> – The actions following Helen Tippings visit were reviewed and noted. SG will chase Helen Tipping (HT) for it. HT is coming to visit the school tomorrow.</p> <p>e. <b>School improvement</b></p> <ul style="list-style-type: none"> <li>• Self-Evaluation Form (SEF) - HT has streamlined the document. JR brought the meetings attention to the blue areas which reference key areas of improvement which are linked to the SIP. JR also clarified that we are expecting to have a Section 5 Ofsted visit which takes place over 2 days.</li> </ul> <p>Section 9 – SATS. Ensure that the last LGB Meeting of 2020 is in July, so that JR has the opportunity to report before the end of the academic year.</p> <ul style="list-style-type: none"> <li>• School Improvement Plan – the board discussed the school improvement plan and noted the actions which need to take place. Discussion moved to Part 2.</li> </ul> <p>Performance Discussion/Appraisals are now being completed for Support Staff. NR needs her revised JD to include her role as Mental Health Champion, this will be completed by the end of next term once the Performance Appraisals are formally adopted.</p> <p>Page 1 – Emerging Priorities. Columns have been removed and the objectives are now in the SEF</p> <p>Leadership - Middle Leader and Outdoor Learning is EM and Math Leader is SJ</p> <p>There is a requirement for Governors to be more analytical when looking at spending and they need to ask challenging questions. This has already started to happen and a meeting is taking place with Peter Gregory and Douglas Fletcher to discuss further.</p> <p>JR thanked SG for her work identifying areas of the school website that could be improved. It was also suggested that we include Community Helpers to our website; in particular Jean Betts, Christine Tarrant, Jan Sellick, Helen Norris and John Mildmay-White.</p> <p>Head Teacher Meeting was very informative. Glen Park has recently had an Ofsted S8, and Woodlands an S5, they both shared their experience with JR and Phillipa Harvey has visited the school and spoken to the children and staff and offered some suggestions.</p> <p>f. <b>Head Teachers Report</b> – Governors will be sent revised Report shortly. Discussion took place between the governors challenging what was being done to improve the absence figures and noted those actions being taken by the school to deal with this. The governors are in support.</p> <p>g. <b>Pupil Admission Figures for 2019/20</b> – latest figures indicate we have 7 children starting in Foundation in September.</p>	<p><b>ACT 1 - RS</b></p> <p><b>ACT 2 - Clerk</b></p> <p><b>ACT 3 - Clerk</b></p> <p><b>ACT 4 - SG</b></p> <p><b>ACT 5 – JR</b></p>

	<p>h. <b>Feedback on Pre-school Consultation</b></p> <ul style="list-style-type: none"> <li>• The meeting was very positive and although there were some concerns, these were addressed. There were no objections. We are currently waiting for approval from DfE but we are planning the move on the last day of term (19<sup>th</sup> July). We may look to increase the ratio.</li> <li>• We need to consider promotion/marketing with an announcement including pictures and celebration of the opening and then a second promotion on publicising our new facility.</li> <li>• The class leadership structure will be Pauline – Foundation, Emily – Y1 &amp; 2 &amp; Stuart – KS2 and the TAs will be divided between the 3 classes.</li> <li>• There is flexibility to move some Foundation children to EM through the course of the year as the children become more confident and there will be shared teaching for different subjects.</li> <li>• There was a concern that KS2 does not have a TA however JR explained that too many adults can be detrimental. A governor expressed concern that the KS2 children were not being challenged during her visit today, JR explained that there were extenuating circumstances and encouraged the governor to visit again to experience a typical class.</li> </ul> <p>i. <b>Out of Hours provision</b> The actions that were discussed in the last minutes still need to be actioned. Costs are being controlled in an attempt to try and improve the finances however these need to be revisited. RS now has figures and will update in the Autumn term for circulation to the governors.</p>	<p><b>ACT 6 - RS</b></p>
<p>5.</p>	<p><b><u>Engagement - What's needed to make progress?</u></b></p> <p>j. <b>Pupil Premium Governor</b></p> <ul style="list-style-type: none"> <li>• KF &amp; SG attended an excellent PP Meeting with the MAT. Unfortunately, the software suggested is out of our budget. It was established that using funding for 1:1 staff is effective but interesting to see other schools using different methods. Our website is clear on what we spend our PP funding on. It was reported that some of schools in the trust were using Multi Agency Support Team (MAST) and that the service includes family support workers who visit the home. JR is going to work out how we can join instead of using Babcock. The current cost is £25 per pupil.</li> </ul> <p>k. <b>Ofsted</b> – previously discussed</p>	<p><b>ACT 7 - JR</b></p>
<p>6.</p>	<p><b><u>Governance - What still needs to be done?</u></b></p> <p>i. <b>Safeguarding Report</b> – the Safeguarding Governor had a positive and enjoyable visit to the school. It was noted that the TAs and MTAs became a little anxious at the start of their conversations with her but quickly became more confident. There were no matters to report which are of concern.</p> <p><b>Marketing Report</b> - presented</p> <p><b>KS1 Report</b> – presented</p> <p><b>KS2 Report</b> – Governor visited the school today, so AMW will compile and email her report to Clerk for circulation.</p> <p><b>Finance</b></p> <ol style="list-style-type: none"> <li>Capital will be spent on the computer upgrades; 2 new interactive screens. Laptops need to be upgraded to desktop. Faster broadband line is being installed on Friday. Security cameras covering the outside to give visibility in the blind spots. The total budget is £18,836</li> <li>Foundation Unit - Reception age children are included in our current budget. Fees from children below the Foundation age will cover wages.</li> <li>The overall budget looks better than forecast due to control over spending. See detailed budget report for full analysis.</li> </ol>	<p><b>ACT 8 - AMW</b></p>

DRAFT MINUTES

	<p><b>Health &amp; Safety</b> - No report. Fire Alarm installation has been completed in the School House and will be completed in the school building next week. Orders have been placed for the repair to the perimeter fences and new Reception Unit door.</p> <p>m. <b>Adoption of New Governor Code of Practice</b> – agreed and signed</p>				
7.	<p><a href="#"><u>Impact on pupil outcomes - What do we want next for our school?</u></a></p> <p>n. <b>Policies</b> – Equality &amp; Diversity policy was agreed and signed.</p>				
8.	<p><b>Correspondence</b> 26<sup>th</sup> June - WeST Governors Conference – circulated for information so that governors could attend if available.</p>				
9.	<p><b>Matters brought forward by the Chair – none</b> We will need a virtual meeting in July for approval of the revised staff Policies.</p> <p>Chair asked the Clerk to ensure Terms of Reference (Articles) is discussed and agreed at the next meeting.</p> <p>The Chair asked for all governors to consider if they would like to put themselves forward for Chair or Vice-Chair and let the Clerk know. SG is happy to stand for another year but she is equally happy if someone else would like the challenge.</p>	<p><b>ACT 9 – All</b></p> <p><b>ACT 10 - Clerk</b></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="196 993 1409 1035"> <tr> <td><b>Wednesday, 11<sup>th</sup> Sept 6pm</b></td> <td></td> <td></td> </tr> </table> <p>Meeting closed at 8.30pm</p>	<b>Wednesday, 11<sup>th</sup> Sept 6pm</b>			
<b>Wednesday, 11<sup>th</sup> Sept 6pm</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>			