



Holbeton Primary School

WESTCOUNTRY SCHOOLS TRUST

Minutes of the Local Governing Board Meeting
held on Wednesday 30th October 2019 at 6.00pm

Governor present	Initials	Category of membership	Governor present	Initials	Category of membership
Karen Flower	KF	Co-opted			
Shona Godefroy	SG	Co-opted			
Simon Martin	SM	Co-opted	Also in attendance		
Jackie Rundle	JR	Headteacher	Kate Nash	KN	Clerk
Christine Tarrant	CT	Co-opted			

Apologies	Initials	Reason for absence and category of governor

All absences were sanctioned.

Governors with responsibilities	Responsibility	Last monitored
Di Baumer	Safeguarding	June 2019
Karen Flower	Pupil Premium/Personnel	November 2018
Di Baumer (temporary)	SEND	
Shona Godefroy	Chair, Finance	June 2019
Claire Northmore	School Marketing	
Jackie Rundle	Head of School	June 2019
Richard Selwyn	Vice Chair, Health & Safety/Premises	May 2019
Christine Tarrant	Pupil Data/Curriculum/Staff Wellbeing	March 2019
Simon Martin	Pupil Data/Curriculum	
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.

<p>3</p>	<p>Vision, Ethos & Strategy - Where are we now?</p> <p>a. Confirmation of Minutes: the minutes of the Governing Board meeting dated 11th September 2019 were agreed and signed. Proposed: JR, Seconded KF and the Board agreed.</p> <p>b. Matters Arising: the action list was reviewed. ACT 2. It was noted that H. Tipping’s outstanding SQR Report has now been superseded with the new Review ACT 3. The Head Teachers Report is given once per term and will be added to the December Agenda ACT 4. Governors present have read and understood KCSiE Part 2 2019 & Annex B and signed Safeguarding Training record accordingly. ACT 5. The LGB agreed the new Terms of Reference and was signed by the Chair ACT 6. The vacancy letter for a new SEND Governor will be sent to parents, friends and the wider community by Friday, 1st November 2019</p> <p>c. Part 2 Minutes: agreed as correct.</p> <p>d. Safeguarding – the recent Safeguarding Audit was reviewed by governors and JR confirmed that Kate Nash will ensure the changes suggested in the review are implemented. Governors who have not signed to confirm Annual Safeguarding Training should ensure that they do so at the next meeting.</p> <p>e. Health & Safety – 3 trees have been removed from the area behind the MUGA as they were unsafe. CCTV signage is still outstanding so the system is currently not operational. Governors expressed some unease about this situation, however JR advised that although it is frustrating, the school is not disadvantaged by its absence as we are not currently using the areas the CCTV are setup to monitor.</p>	<p>Action</p> <p>ACT 1 - Clerk</p> <p>ACT 2 –Clerk</p> <p>ACT 3 – DB, CN, RS & PP</p>
<p>4</p>	<p>School Improvement - How are we getting on?</p> <p>f. School Quality Review (SQR): Ian McCloud and Helen Tipping have completed an SQR at school based on the new Ofsted Framework Inspection. They gave immediate feedback to staff. We will continue to cross train and work on the curriculum together. The teaching team will now focus on demonstrating the implementation of planning in the children’s books. The SQR will be uploaded to the Secure Area this week. Governors were asked to read the document and to email any questions or comments to JR before <u>Wednesday, 6th November</u>. The 2 largest areas for refocus are the core reading, writing & mathematics. The school should be creating a continued excitement for these topics and Mr Armley-Jones is taking the lead on Reading. We have moved Teaching Assistants to new areas to ensure all children, have supervision, at all times. The discussion was moved to Part B.</p> <p>g. School Improvement: <u>Self-Evaluation Form (SEF):</u> has been updated and provided to the governors for review and comment. We are determined to close the learning gap for PP children. <u>School Improvement Plan:</u> As part of the SQR, JR had a 90 -minute mock Ofsted call. The text of which will be giving to all Governors. Ofsted would like 2 Governors to attend school during the inspection.</p>	<p>ACT 4 – ALL</p>

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		<p>Ofsted may refer to the Ofsted Parent View database if they are unable to interview parents during the inspection. At present we do not have any reviews. It was agreed that a short questionnaire should be sent to parents, the results of which could be shared with Ofsted.</p> <p>It was further agreed that the questionnaire should be used as a tool to engage with parents and we must ensure that parents understand that their opinions are important and are of genuine interest to the board.</p> <p>The questionnaire will be prepared</p> <p>The Clerk will ensure that the link for Parent View is given to parents once the Ofsted Inspection is confirmed.</p>	<p>ACT 5 – Chair /Clerk</p> <p>ACT 6– Clerk</p>
5		<p>Engagement - What’s needed to make progress?</p> <p>Reports to/from Trust Board: Governors were asked to consider joining the Audit Committee. The Chair advised governors that we are not currently representation on any Trust Committee and raised a concern that we have no voice at Trust level. Governors discussed which committee(s) might be of interest to the LGB. It was agreed that Estates (RS), Standards and Finance (Chair) could be very beneficial. The Clerk will establish if there are currently any vacancies in these committees and confirm the application process.</p> <p>h. JR enquired if any Governor(s) would be available on Wednesday morning to attend the Open Day</p> <p>i. Outdoor Learning - The weather, strong winds and high tides worked against us last term and the Beach school suffered as a result. Sadly, some Nursery parents have decided to withdraw their children and one parent raised concerns about the school’s commitment to Outdoor Learning. Governors were sent a copy of the letter JR sent to parents, re-affirming our commitment to Outdoor Learning. JR pointed out that Outdoor Learning was not solely Beach School but encompassed Forest School, using the outdoor spaces in the local area and the school grounds. Ms Campbell is training for accreditation in readiness for the new year, when we will re-open our Beach School sessions.</p> <p>JR will give a talk on Outdoor Learning at the school Open Morning next week and the planning will be on the website. The LGB are aware of rumours circulating regarding the future of Beach School and want to ensure current and prospective parents that Beach School is our unique selling point. We have also established a working relationship with Venture Outdoors, who provide Beach School sessions throughout the year and who we hope will refer children to Holbeton when they reach school age.</p>	<p>ACT 7- Clerk</p> <p>ACT 8 - ALL</p>
6	m.	<p>Governance - What still needs to be done?</p> <p>Feedback/Monitoring Reports: none. The new WeST Governor Visits policy was given to Governors to explain what is expected during and after a visit to the school. All Governors to contact Mrs Nash in the School Office with date(s) to visit school this term.</p> <p>Our new Wellbeing Governor will complete a Staff Wellbeing audit for WeST</p> <p>Related Parties forms: Please ensure these are completed and returned to the Clerk before the next LGB Meeting</p>	<p>ACT 9 - ALL</p> <p>ACT 10 - CT</p> <p>ACT 11 - JR, KF, SM, CN, DB, RS & PP</p>
7	p.	<p>Impact on pupil outcomes - What do we want next for our school?</p> <ul style="list-style-type: none"> • Policies: • Exclusions policy – Question 1. Who would Headteacher report 15-day Exclusion to, Chair or Trust? 	<p>ACT 12 – JR</p>

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	<ul style="list-style-type: none"> • Medical Conditions policy – Governor plan section on medical care needs to be completed • PE & Sport Premier policy – Question 2. A governor asked what is covered by the school? A.2 JR directed governors to the impact reports in the Curriculum area of website. • SEND policy – since the policy was created the SEND Governor has resigned. Clerk will amend the document to reflect the change to the interim SEND Governor and then again when a new SEND Governor is appointed. • Sex & Relationship policy – Question 3. A governor asked how do we teach this subject in a mixed age class? A.3 JR explained that if the question was not appropriate to discuss in front of the whole class the teacher would explain this to the child and talk to them individually after class. Mrs Mitchell currently teaches sex education to KS2. Question 4. A governor asked if parents were informed when this subject is being talked about. A.4 JR confirmed that they were. PSHE is based on SEAL (Social and Emotional Aspects of Learning). Question 5 A governor questioned the paragraph regarding school visits from the NSPCC. A.5 JR confirm that the visits do take place and are evidence on the school website. • Teaching & Learning policy – Due to recent changes in the Trusts preferred assessment provider, this policy needs to be reviewed to add iTrack and amend the 3 assessment points. It was agreed to adopt this policy but it will need to be re-ratified once the amendments have been made. Question 6 How are children assessed? A.6 JR explained hat in the past we have used NFER and old SATs papers and then gets moderated across the trust. We will now use Puma & Pira testing papers. Question 7 A governor asked how the teachers know when a child has mastered a topic? A.7 JR advised that learning is delivered in small steps, in a group and individually and that children are continually assessed to ensure understanding is imbedded before they move on. Question 8 How do Teaching Assistants know the assessment parameters? A.8 TAs read the Learning Objectives and the child’s personal target. Question 9. Governor asked what happens to the Phonics data? A.9 JR stated that the Phonics Test is the first formal testing at age 6. Children are required to read 40 real and nonsense words and obtain the pass mark. The results are reported nationally. <p>The following policies were agreed and adopted by the governors present:</p> <ul style="list-style-type: none"> Attendance policy – June 2019 Behavior policy – Sept 2019 Charging & Remissions policy – June 2019 Complaints policy – Oct 19 Curriculum Policy & Statement - 2019 Exclusions policy – June 2019 Medical Conditions policy – March 2019 P.E. & Sports Premium policy – 2019/2020 Pupil Premium Strategy & Impact Statement – 2019/2020 SEND policy – 2019/2020 Sex & Relationship Education – June 2019 Teaching & Learning – Sept 19 <p>The Home School Agreement will be completed and given to Governors for review and will then be given to parents annually.</p>	<p>ACT 13 – SM</p> <p>ACT 14-Clerk</p> <p>ACT 15 – JR</p> <p>ACT 16 - JR</p>
8	Correspondence:	

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9		Matters brought forward by the Chair: none							
10		Part 2 proceedings: none							
11		Dates of the Next Meeting(s): all to be held at Holbeton Primary School from 6.00pm <table border="1" data-bbox="277 390 1336 478"><tr><td>Tuesday, 10th December 19</td><td>Wednesday, 12th February 20</td><td>Wednesday, 18th March 20</td></tr><tr><td>Wednesday, 20th May 20</td><td>Wednesday, 24th June 20</td><td></td></tr></table> Meeting closed at 8pm	Tuesday, 10 th December 19	Wednesday, 12 th February 20	Wednesday, 18 th March 20	Wednesday, 20 th May 20	Wednesday, 24 th June 20		
Tuesday, 10 th December 19	Wednesday, 12 th February 20	Wednesday, 18 th March 20							
Wednesday, 20 th May 20	Wednesday, 24 th June 20								
		These minutes are agreed by those present as being a true record:							
		Signed: (Chair)	Date:						