

**Holbeton Primary School**

**WESTCOUNTRY SCHOOLS TRUST**

**Minutes of the Local Governing Board Meeting**

**held on Wednesday 8th January 2020 at 6.00pm**

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| **Governor present** | **Initials** | **Category of membership** |  | **Initials** | **Category of membership** |
| Karen Flower | KF | Co-opted | Diana Baumer | DB | Co-opted |
| Shona Godefroy | SG | Co-opted |  |  |  |
| Simon Martin | SM | Parent | **Also in attendance** | | |
| Jackie Rundle | JR | Head teacher |  |  |  |
| Christine Tarrant | CT | Co-opted |  |  |  |
| Claire Northmore | CN | Parent |  |  |  |

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| **Apologies** | **Initials** | **Reason for absence and category of governor** |
| Patrick Power | PP | Work commitments |
| Kate Nash | KN | Sickness |
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All absences were sanctioned.

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| **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 | November 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.

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| 3. | a.  b.  c.  d.  e. | **Confirmation of Minutes:** the minutes of the Governing Board meeting dated 30th October 2019 were agreed and signed. Proposed; Seconded and the Board agreed.  **Matters Arising**: the action list was reviewed. SM queried which part of the Medical Conditions Policy he should be reviewing. Agreed this should be followed up with the clerk on her return.  **Part 2 Minutes:** agreed as correct.  **Safeguarding -** DB visited and carried out the safeguarding audit. Nothing to report.  **Health and Safety -** RS reported that there is a problem with the MUGA. This is being addressed.  A power washer has been procured to clean paths. The swimming pool needs to be emptied and dismantled.  Term Dates. Term dates for the academic year 2020/2021 have been returned from the Trust for Governor approval. Approved by the Holbeton governing board and to be uploaded onto our website. | **Action**  **ACT 7/SM** |
| 4. | f.  g.  h. | **School Improvement - How are we getting on?**    **School Quality Review (SQR):** Iissued by JR. Questions submitted to JR in advance of meeting. Helen Tipping returning on 20th January 2020 to carry out a further review and will report back for our next governors meeting on 12 February  **School Improvement:**  **Head Teacher’s Report**  Attendance Policy – DB said that parents should be aware of the significant costs that can be incurred if the unauthorised absence proceeds to court. Suggested that this should be added to the Policy document.  JR reiterated that it is unlawful to take a child out of school without permission and that when the policy is released later this week, this is stated along with the importance of children being in school at all times for their progression.  Stressed the importance of ensuring all know that Reception children are taught by the class teacher away from the other younger children. They do get their dedicated learning time. JR in the room as well and she is confident that it will work with a teacher and a teaching assistant. JR retaining phonics teaching in order to up-skill the class teacher.  Working closely with Reception teacher at Yealmpton to ensure we carry out best practice across the Foundation unit.  Acceptable Use Policy – can be removed from website.  Provision for SEN children. Agreed a lot of provision is made for SEN children. EP updated 3 times per term. JR liaises with class teacher and they are expected to make progress.  Monitoring with rest of the school – both Emily Mitchell and Stuart Armley-Jones are monitoring as well. Science and Outdoor Learning and Maths.  KF asked for clarification on how new assessment arrangements compare with the old NFER.  2 new children due to start in January – moving from Australia.  **Q1**. In the (Attendance) policy it does state holidays are not normally authorised, is there still some discretion here?  A1. No – it is very clearly stated in the guideline about what can be authorised and what cannot.  **Q2**. Can we have an update as to how it is working with Reception in with Nursery children in the Foundation unit? Who is delivering what to whom?  A2. Currently there has been a lot of progress on organisation and putting daily structures in place. Nursery children have their provision mainly in the downstairs area whilst Reception use the mezzanine floor for dedicated focused learning at their level.  **Q3**. What effect does the high teaching commitment of the HT in Foundation having on teaching in KS1 And other HT duties?  A3. This is proving a challenge, with JR now working very long hours again. However, some leadership has devolved to other staff members. Mr. Armley-Jones is leading on Reading and monitoring progress and practice with Mrs. Mitchell monitoring Science and Outdoor Learning. Mrs. Nash is a huge support with workload. The teaching in KS1 is unaffected.  **Q4**. Is the Acceptable Users for IT policy (which needs updating) a statutory policy that must be displayed on the website?  A4. These have been superseded by:  Social Media Policy  Mobile Phone and electronic device  ICT Code of Conduct  but these need approving  **Q5**. Outcomes – what are we doing about the progress of 2 children with significant need?  A5. Children have targeted Learning plans which identify SMART targets. There has been difficulty with not having a permanent TA in place, but hopefully this will be resolved in the near future.  **Q6**. A year or so back the school invested in new software to support the reading programme. Has this software been evaluated to see if it is making the impact expected and is supporting the children’s development?  A6. It is not really software – it is on online tracking programme. Without it, tracking the reading of the KS2 children will be far too onerous or nigh in impossible. It also gives instant assessment information of each child’s ability and also evidence for eg if a child requires extra time in test procedure.  **Q7**. Why do we need to offer 2 year olds availability for all sessions?  A7. Currently it is what makes us different. The hope is to attract those families and then they stay for main school.  **Q8**. How can you demonstrate that subjects are being differentiated?  A8. Evidence in books/Showbie. This is highlighted in the Learning Outcomes at the top of the work too  **Q9**. What does having a more formal partnership with another school in the Trust actually mean?  A9. Currently we work in a Hub, but actually go to any school in the Trust for support for different things. This comment in the QA report was about possibly linking more formally with 1 other primary school and sharing subject leadership roles across both schools.  **Q10**. What is the new structure of Book Look?  A10. There are more children working with the teacher in each session and is based on the approach in “Hooked on Books”. Mr. Armley-Jones will give the full explanation at the next governors meeting.  **Q11**. (There was a question about the behaviour of a child in Key Stage 2 which is not recorded as not appropriate at his point) |  |
| 5. | i.  j. | **Engagement - What’s needed to make progress?**  **Feedback from WeST Conference –** discussion from the conference included our school Hub group and the sharing of knowledge across primary schools, the new curriculum and also Ofsted viewpoints.  Governors to contact School with proposed dates for visit this term  **Feedback from Parent Surveys –** to be presented at next meeting | **ACT 1/ KF, RS & PP**  **ACT 2 /JR** |
| 6. | k. | **Governance - What still needs to be done?**  **Health & Wellbeing Support –** discussed the need for our wellbeing governor, CF, to make staff aware of her involvement at a strategic level re wellbeing. Also discussed the health of current staff and those that had left. Contact to be made with the Trust to align with other governors with these responsibilities.  The importance of Health & Wellbeing is very much supported was promoted. Having guidance from WeST has been very limited.  CT to draft an email which Kate Nash will circulate to staff with CT’s Holbeton School email address.  **Curriculum**  Discussed the new curriculum and the need to all be aware of the content. All to read SM & CT’s report and JR to upload PowerPoint from Conference. Feedback questions to JR over the next week.  Remember the three I’s:   * INTENT - why do we teach what we teach * IMPLEMENTATION - how is it delivered * IMPACT - how are the outcomes measured and what are they   **Feedback/Monitoring Reports:** Discussed the visits from Christine Tarrant and Simon Martin on curriculum and standards and also from Shona Godefroy on general class observation. Separate reports covering both.    **Related Parties forms:** Please ensure these are completed and returned to the Clerk before the next LGB Meeting | **ACT 3 /CT**  **ACT 4 /All**  **ACT 5 /** **KF, JR, RS, CN, PP** |
| 7 |  | **Impact on pupil outcomes - What do we want next for our school?**  Attendance Policy. Adopted at this meeting with addition of clarification of what happens once penalty notice has been issued. Now to be issued to parents with suitable communication. | **ACT 6 / KN** |
| 8 |  | **Correspondence:**  No correspondence to report |  |
| 9 |  | **Matters brought forward by the Chair: N**one |  |
| 10 |  | **Part 2 proceedings:** see Part 2 Minutes. |  |
| 11 |  | **Dates of the Next Meeting(s):** all to be held at Holbeton Primary School from 6.00pm   |  |  |  | | --- | --- | --- | | **Wednesday, 12th February 20** | **Wednesday, 11th March 20** | **Wednesday, 20th May 20** | | **Wednesday, 1st July 20** |  |  |   Meeting closed at 8pm |  |
|  |  | **These minutes are agreed by those present as being a true record:** |  |
|  |  | **Signed: Date:**  (Chair) |  |