



## Holbeton Primary School

### WESTCOUNTRY SCHOOLS TRUST

#### Minutes of the Local Governing Board Meeting held on Wednesday 1<sup>st</sup> July 2020 at 6.00pm on MSTeams

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	Co-opted
Shona Godefroy	SG	Co-opted	<b>Also in attendance</b>		
Simon Martin	SM	Co-opted	Kate Nash	KN	Clerk
Claire Northmore	CN	Co-opted	Chris Rickard	CR	New Head of School
Jackie Rundle	JR	Headteacher	Stuart Armley-Jones	SAJ	Staff

Apologies	Initials	Reason for absence and category of governor
Patrick Power	PP	Technical issue connecting to online meeting

All absences were sanctioned.

Governors with responsibilities	Responsibility	Last monitored
Di Baumer	Safeguarding	February 2020
Karen Flower	Pupil Premium/Personnel	November 2019
Di Baumer (temporary)	SEND	
Shona Godefroy	Chair, Finance	March 2020
Claire Northmore	School Marketing	March 2020
Jackie Rundle	Head of School	
Richard Selwyn	Vice Chair, Health & Safety/Premises	March 2020
Christine Tarrant	Pupil Data/Curriculum/Staff Wellbeing	November 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.

3	<p><a href="#">Vision, Ethos &amp; Strategy - Where are we now?</a></p> <p>a. <b>Confirmation of Minutes:</b> the minutes of the Governing Board meeting dated 11<sup>th</sup> March &amp; 17<sup>th</sup> June 2020 were agreed and will be signed at the next meeting.</p> <p>b. <b>Matters Arising:</b> the action lists were not reviewed at this meeting.</p> <p><b>Part 2 Minutes:</b> none</p> <p><b>Safeguarding:</b> JR confirmed that children identified as vulnerable in March had all returned for sessions at school.</p> <p>Devon's Children's Services had an Ofsted Inspection just before lockdown and their Safeguarding was graded as 'Requires Improvement (RI)'. As a result, we should challenge any decision they make with regard to our pupils.</p> <p><b>Heath &amp; Safety:</b> JR is reviewing our Covid Risk Assessment weekly and RS confirmed he was satisfied with the document.</p> <p>The pool will be removed over the summer holiday. The project is being managed by Wayne Hack from Stowford.</p>	Action
4	<p><a href="#">School Improvement - How are we getting on?</a></p> <p>h. <b>School Improvement:</b>  <u>Self-Evaluation Form (SEF):</u> both documents have been passed to Chris Rickard for review. It is anticipated that pupil assessments will be conducted 4 weeks into next term and Action Plans revised and Emily Mitchell will re-write the Foundation Unit Action Plan. The revised documents will be presented to the board in September.</p> <p>j. <u>School Improvement Plan:</u></p> <p><b>Headteacher Report:</b> JR presented her Headteacher Report and advised that we had excellent attendance figures for the phased re-opening of the school. The exception being Nursery where only 31% of children had returned. The emphasis from September will be to encourage parents to return their children. The LA is keen to fine parents who do not comply. However, this is under review and subject to change. It is important to build trust and keep re-assuring parents that our setting is safe. Q1. Governor asked what steps would be taken in September to assess the children abilities. A1. JR advised that the focus in the first few weeks would be getting the children settled before performing a formal assessment in week 4. Chris Rickard suggested a Reverse Parents Evening could also be beneficial in helping the school understand the progress the children have made during lockdown and address any concerns parents have moving forward. The DfE Settlement grant equates to £70 per child, the school has decided to wait before deciding where best to spend this grant. Q2. Governor asked what training the T.A.'s would be offered and when this would be provided. A2. The T.A.s are all very motivated and are doing lots of training already, focusing on Special Needs and Communications. Some courses they have funded themselves and this should be reviewed and included in the Schools budget where necessary.</p> <p>New Class Structure: SENCo advice will be provided by another school from the Trust from September but Pupil Premium will remain the responsibility of the Head.</p>	
5	<p><a href="#">Engagement - What's needed to make progress?</a></p> <p>k. <b>Reports to/from Trust Board:</b> none</p> <p>l. <b>Marketing Strategy:</b> JR advised that the website pictures would need to be reviewed in September and Steve Bone, Woodlands has suggested a photographer who would be willing to help. JR further advised that our personal tours of the school are considered very good but the current pandemic has</p>	

		<p>prevented these tours from taking place. She suggested that we make a virtual tour of the school and a Powerpoint presentation of our Outdoor Learning. We need to ensure the school continues to enhance its profile and the use of social media should be increased to promote our image.</p> <p>Our strap line and ethos haven't changed but it was suggested that it could be updated to the 3 I's – include, involve and inspire.</p> <p>It was agreed that 2-Year old Provision should be paused, as this cohort requires different assessment and monitoring and also high staff ratios. Governors agreed to focus marketing on 3 &amp; 4-Year age group and include from age 2 in the future when the Nursery unit is fully developed.</p> <p>CT offered to include a piece on the school and unit in the Holbeton News Article would need to be submitted by the 18<sup>th</sup> of each month. Q3. Governor suggested that Mrs Mitchell's story-time could be added to the Facebook page and shared with the Holbeton What's On Facebook page. She further suggested that the new Class Structure and Head Teacher should be publicised, as they would likely be well received in the community. A3. Teachers update the school website at least twice per week and this directly links to our Facebook page. It was confirmed that any posts identified as being of particular interest to the Marketing Governor can be easily made available to her. JR also advised that the previous Marketing Governor used the school's events calendar as a tool for future articles and the school would work with her to ensure that wording and photographs were made available.</p> <p>Q4. Governor expressed concern that Venture had had an adverse effect on our Nursery numbers. A4. JR confirmed that this sadly was the case but that she hoped Venture would continue to recommend the school for Reception and Primary education. Q5. Governor commented that it was obvious that Venture had made a large investment in their company and again commented on the presentation of the Foundation Unit. A5. JR advised that the aim is to ensure that the environment looked exciting and interesting at all times of the day and that Mrs Mitchell is very enthusiastic about the unit and will make the environment stimulating for the children. Furthermore, the room will be repainted over the summer holiday, together with both the KS1 &amp; KS2 classroom and a number of other areas. Governor advised that funding for further improvement may be obtained from the Parish Council, S106 and Yealm Environment Committee and will make enquiries.</p>	
6	<p><a href="#">Governance - What still needs to be done?</a></p> <p>m. <b>Appointment of Staff Governor:</b> Governors voted in favour of appointing Mr Stuart Armley-Jones as Staff Governor. KN will inform the Trust of the decision and ask for the appointment to be approved by the Trust Board at next week's meeting.</p> <p>n. <b>Re-appointment of Richard Selwyn:</b> As Richard can no longer be classed as a Parent Governor, the Governors agreed to appoint Richard as a Co-opted Governor for his new term. Clerk to amend papers accordingly.</p> <p>o. <b>Meeting Dates for next Academic Year:</b> Governors agreed to keep meetings on a Wednesday at 6pm and at the same frequency as this year. JR advised that the last meeting of the term should be scheduled slightly later to allow for assessment data to be collated and shared.</p>	<p>ACT 1 - Clerk</p> <p>ACT 2 - Clerk</p> <p>ACT 3 - Clerk &amp; Chair</p>	
7	<p><a href="#">Impact on pupil outcomes - What do we want next for our school?</a></p> <p>p. <b>Budget:</b> JR reported that the school had made a small surplus this year. The Chair confirmed that she had received the new Budget Summary today. Due to the pandemic the DfE have agreed to an extension for budget approval (date to be confirmed). The Budget will be emailed to Governors once reviewed for approval.</p>	<p>ACT 4 - Chair</p>	
8	<p><b>Correspondence:</b> Out of School Club (OoSC) – discussion was moved to Part 2 Governors wished to thank the OoSC committee, in particular Sarah Selwyn for her work with H.S.A. and the Out of School Club.</p>		

9		<b>Matters brought forward by the Chair:</b> The Chair expressed the views of all the Governors in thanking Jackie Rundle for her huge contribution to Holbeton Primary School.							
10		<b>Part 2 proceedings:</b> Yes							
11		<p><b>Dates of the Next Meeting(s):</b> all to be held at Holbeton Primary School from 6.00pm</p> <table border="1" data-bbox="277 344 1336 432"> <tr> <td data-bbox="277 344 618 386">TBC</td> <td data-bbox="618 344 979 386"></td> <td data-bbox="979 344 1336 386"></td> </tr> <tr> <td data-bbox="277 386 618 432"></td> <td data-bbox="618 386 979 432"></td> <td data-bbox="979 386 1336 432"></td> </tr> </table> <p>Meeting closed at 7.30pm</p>	TBC						
TBC									
		<b>These minutes are agreed by those present as being a true record:</b>							
		<b>Signed:</b> (Chair)	<b>Date:</b>						