

# Minutes of the Governors' meeting of Woodbury C of E Primary School

held on Thursday 15<sup>th</sup> September 2016, beginning at 6.30pm

**Present:** Vanessa Freeman (Chair)                      Chris Cox,  
Alison Sparks (Head Teacher)                      Jon Breeze,  
Wendy Spicer    Emma Finnegan  
Gillian Pyle.    Jackie Doyle (Clerk)  
Rachel Phillips,

**Apologies:** The Rev'd Karen Spray, Henry Fulls, Liz Dymond, Jo Friend,

**1. Welcome, attendance register, training record, declaration of business interests and apologies for absence:**

- a. The Chairperson welcomed all present to the meeting. The Governors agreed the absence of those who had sent apologies.
- b. Wendy Spicer said the opening prayer.
- c. Rachel Phillips nominated Wendy Spicer and Vanessa Freeman jointly as chairperson which was seconded by Emma Finnegan.
- d. The GB completed the declaration of interests.
- e. There were no reported racist incidents that have taken place in Woodbury School since the last check.

**2. Minutes of the last meeting (7<sup>th</sup> July 2016)**

- The **minutes** were agreed as correct and signed by the Chairperson.
- **Matters arising** are covered in these minutes.

**3. Governing Body Business.**

- **Action Points.** These were progressed and an updated list is recorded at the end of these minutes. The following was mentioned:
  - Chris Cox will give an analysis regarding school meal costs to the Finance Committee.
  - The vanity unit has been replaced but the other repairs are still waiting to be fixed.
  - The in-house training will be booked for Wednesday 19<sup>th</sup> October at 6pm.
- **Autumn Calendar, housekeeping tasks & Checklist:** The governors discussed the points below. The majority will be finalised after our **in-house training** in October.
  - Remind governors of the membership of the governing body, their individual terms of office and to consider any vacancies. ***This was discussed. Vanessa Freeman is in the process of renewing her membership.***
  - Remind the governing body when the terms of office for the chair and vice chair come to an end and to carry out the elections if necessary. ***Dates were discussed and will be reviewed in the spring term.***
  - Set dates for the meetings of the full governing body meetings for the year. ***This will be discussed at our Governor review.***
  - Remind governors of the need to be quorate to make decisions and reaffirm what the quorum is for the governing body (half the number of governors on the governing body rounded up)

- Decide whether meetings of the full governing body will be open to the public. **The governors agreed that they will not be open to the public.**
  - Remind governors of the procedure if they wish to put items on the agenda. **At least one week before the agenda is due to go out.**
  - Issue a general reminder of Part 2 procedure and confidentiality.
  - Review practice and timescales for dealing with circulation of minutes and papers. **Within 2 weeks of a meeting for minutes. The agenda will be circulated 1 week prior to the meetings.**
  - Review the **Code of Practice. This was agreed by the governors**
  - Encourage attendance at governor training. **Emma Finnegan suggested that more than one governor should be trained on a specialist subject i.e Safeguarding and Finance.**
  - Review delegation of functions to the headteacher and committees.
  - Reaffirm the membership and the terms of reference of committees. **All terms of reference were agreed and signed.**
  - Set dates for committee meetings (although this may be left to individual committees to determine)
  - Reaffirm individual governors' areas of special interest.
  - Review the procedure for dealing with apologies and sanctioning of absence.
  - Ensure procedures for dealing with complaints, staff grievances, redundancy, staff appeals are in place and understood by governors.
  - Reaffirm the procedures for induction of new governors. **As well as an induction pack the Chair of Governors will allocate a governor to act as a mentor.**
  - Agree a programme of governor visits to school.
  - Remind governors of the policy for governors' allowances and amend if necessary. **This was reviewed and agreed by the governors.**
  - Reaffirm the procedure for dealing with correspondence to the governing body (how to ensure it gets seen!)
  - Reaffirm the aims and vision of the school. **Discussed in HT report.**
  - Agree strategy for receiving notification of Ofsted inspection.
- **Review committee membership.** No changes are to be made at present

4. **Head Teacher's Report.** The Head teacher's detailed report had been circulated before the meeting and was presented with governor's questions answered by the Head Teacher.

- **Safeguarding.** From October Gillian Pyle will be the Designated Safeguarding Lead and Alison Sparks will be the Deputy SGO. Kate Vernon will be trained to Level 3 Safeguarding and Wendy Gibson will complete Safer Recruitment training.
- **School Improvement Plan.** This will be finalised after the outcome of the Head teacher peer review at the end of the month.

**Q. What areas will be in the SDP?**

**A.** Teaching children to be better learners through BLP, raising standards in maths, reducing the gap between pupil premium children and non pupil premium and preparing for Forest Schools.

**Q. How do you know the progress against priorities during the year?**

**A.** Each priority has an action plan which has a rag rating for progress. This is completed by myself and ultimately subject leaders. From this and monitoring, I

report in each HT report to governors to update the whole governing body. The full SDP is shared with the Curriculum committee.

**Q.** *Do you have a timeline for Appraisals?*

**A.** Yes they will be completed within the next two weeks. The targets will be set in line with the School Improvement Plan priorities and reflect the experience of the teachers.

- **School Mission Statement, Aims and Values.** After full discussion, the governors agreed the following:

**Mission Statement: 'Learning to live life in all its fullness'**

*'Life in all its fullness' John 10:10*

**Aims:**

A Christian ethos is at the heart of our school community. We aim for our children to:

- feel valued and appreciate the beliefs, uniqueness and talents of others
- be happy, self-confident and resilient individuals
- love learning and have high expectations to achieve their full potential
- be responsible, caring and active members of the community and wider society
- acquire the life skills needed to be safe and succeed in an evolving world

The chair congratulated the Headteacher on the quality and content of her Friday Fliers and all the work she has already completed for the new school website.

## 5. **Committee Summary reports, progress on policies and membership:**

- a. **Curriculum Report** The committee had met recently and agreed the new **Teaching and Learning policy.**

**Q.** *How do new members of staff get up to speed with BLP?*

**A.** All staff teachers have an initial induction which is built upon at Staff Development Meetings. They also have a BLP book and the school subscribes to the BLP website so they receive weekly blogs. Later in the term we begin the be the accredited BLP programme.

Other topics discussed at the meeting were:

- Pupil Mentors – mentors have applied and are being appointed. The children will have real responsibilities.
- SEF – this has been shared with the curriculum committee – discussed and ideas added.
- Ofsted Preparation – a group of governors who could be available to meet with an inspector have met to talk through possible questions and lines of enquiry.
- Inset feedback – governors appreciated being part of the training and meeting staff. The quality of the safeguarding training was excellent. There was a very good 'team' spirit with all staff contributing to ways to take the school forward.

- b. **Ethos Group.** Vanessa Freeman reported that :

During the summer term of 2016 and under the guidance of the Schools Ethos Group leaders, the children have participated in the following activities:

- Attended a Diocese service for Schools at St. Pauls Church in Honiton
- Developed a plan of activities to begin in the new academic year
- Went on a repeat 'Learning Walk' visiting all of the classrooms to evaluate the progress of the year group prayer spaces, all of which appear to be progressing.

- Each class have created a sculpture for the new 'Spiritual Garden', which will be a big focus this academic year
- Hosted a visit from our friends from Millpond School at Exmouth beach
- Children from the school contributed silk banners which are now on display inside the church for the St. Swithun's church festivals taking place in July.

Kate Vernon has also been working closely with teachers from Otterton Primary and The Beacon Primary schools on monitoring and moderating standards in our R.E. books, which were agreed by all. This is a relationship which will continue into the next academic year.

July'16 – September'16

In her own time, Kate Vernon our Ethos Group teacher lead, has been experimenting with the new curriculum resources for R.E. and will be utilising them in the new September term. She has also created a new curriculum overview for teaching R.E. which she is hoping to implement with the approval of the school Governors.

To further develop techniques for the delivery of the schools revised R.E. curriculum, Kate Vernon attended a Spirituality course which she is intending to take guidance from and to use key parts of the course to benefit the children which she hopes will permeate throughout the school.

Since the beginning of term in this new academic year, Kate Vernon - The Ethos Group teacher lead has undertaken the following actions:

- Created a scrap book to feature last year's work – this is available for Governors to look at.
- Created a draft action plan for this academic year, which will be agreed with the Headteacher and circulated to Ethos Group leadership.
- Kept our SIAMS form up to date, and the schools folder of evidence for Ofsted & SIAMS inspectors.
- Started to accept applications from children wishing to represent their year groups as part of the schools Ethos Group. A decision will be made with input from Ethos Group governor Vanessa Freeman.
- Has also been on training days for the new R.E. curriculum.

## 6. Matters before the Chair.

- A letter has been received from last year's Maple Class, thanking the governors for the **LearnPads**. This was a very nice gesture and was appreciated by the governors who suggested that it should, if possible go on the school website.
- Chris Cox asked about the progress of our **Forest School**. **A:** This has started well with Liz Dymond doing the Level 3 qualification. She will then start planning how to implement this in school. This will take the rest of the year.
- Emma Finnegan asked how the **Accelerated Reader** was progressing. **A:** Alison explained in detail how the system works and how the children were enjoying this new system of tracking the books that they reading and the challenges of reaching a higher level. The feedback from the children has been positive.

## 7. Date of the Next meeting - Wednesday 19<sup>th</sup> October 2016 6pm

The meeting ended at 8.05pm

Jackie Doyle  
Clerk to the Governing Body

### **ACTION POINTS – 15<sup>th</sup> September 2016**

| <b>Date</b> |   | <b>Action Point</b>                               | <b>Personnel</b> | <b>Status</b>  |
|-------------|---|---|------------------|----------------|
| 19/03       | 2 | School Meals provision costs, budget contribution | <b>CC</b>        | <b>Closed</b>  |
| 14/5        | 1 | Progress repair items in new classroom            | <b>Premises</b>  | <b>Ongoing</b> |
| 12/11       | 1 | Enquire with Babcock regarding in-house training  | <b>JD/AS</b>     | <b>Ongoing</b> |
| 07/07       | 1 | Invite another Headteacher to talk to FGB         | <b>AS</b>        | <b>Closed</b>  |