

Minutes of the Governors' meeting of Woodbury C of E Primary School
held on Tuesday 18th July 2017, beginning at 6.30pm

Present:

Wendy Spicer (Chair)	Chris Cox,
Vanessa Freeman	Rachel Phillips,
Alison Sparks (Head Teacher)	Helen Lee
Emma Finnegan	Liz Dymond
Gillian Pyle.	Jackie Doyle (Clerk)
The Rev'd Karen Spray	

Apologies: Henry Fulls, Jo Friend, Jon Breeze

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. There were no interests to declare.

2. **Minutes of the last meeting (23rd March 2017)**

- 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:

A co-opted governor is still required to complete our governing body. Rachel Phillips has drafted an advert should we need to advertise in the future.

- **Term Dates 2018-19.** The dates have not yet been confirmed. **AP**
- **Election of Chairman for Academic year 2017-18.** Questions were raised as to whether Vanessa Freeman would have the time as continuing as Chair due to moving to Somerset. She assured us that she would inform us if this was to occur.

Vanessa Freeman was voted to continue as **Chairman by Emma Finnegan and was seconded by Rachel Phillips**. Karen Spray proposed for **Chris Cox to continue as Vice Chair** and was **seconded by Liz Dymond**.

- Alison Sparks will become governor at the Beacon School, Sue Lockwood, the Head Teacher from the Beacon will reciprocate and become a governor at Woodbury School providing all the paperwork is completed and agreed by the Diocese, depending upon which category Governor she will become.

Q. Having a Head from another school will they have time to meet at committee meetings?

A (AS) Yes, because meeting will be planned well in advance to suit everyone involved. It will involve some additional work but both schools and heads will benefit.

Rev'd Karen Spray recommended Christine Grist to become a Foundation Governor. Also, Rev'd Sid could become our Ex-officio governor once Rev'd Karen Spray leaves her post in October. **AP**

4. **Head teacher's Report.** The detailed report (see attached) had been circulated before the meeting and governors' questions were answered by the head teacher.

The following points were highlighted:

- The data is excellent – as reported by Children & Learning Committee

Q. Are you going to continue with Maths SDP?

A (AS). Yes. We have made very good progress in this area, however with new teachers and teacher's teaching in different year groups next year we need to develop and embed good practise. We will continue the work upon assessment in maths and once the SATs papers have been analysed we may identify a strand which needs an additional focus. Alys Owen will be taking on full responsibility for the maths leadership next year, with myself as coach / support.

Q. Will there be a new school development plan?

A. Yes we are thinking this through at the moment taking on the implications of the SATs data. In addition to maths, we will continue developing learning skills through BLP – this year working on the use of feedback. We will also introduce Forest Schools lessons to promote learning skills and behaviours. We will continue to develop the use of The Christianity Project to further improve teaching and learning of Christianity and I am thinking how we can introduce 'Character Education.'

Q. What is Character Education?

A. AS). It is where children use / live their values through a real event / project. For example, by children planning and running a tea party for residents of an old people's home, they learn about writing letters, cooking, public speaking, listening and learning about other's experiences and points of view. They will also develop empathy compassion and social skills. There is much evidence that the mental health of both children and recipients improves.

Alison thanked all the governors for all the work and support and especially to Wendy Spicer as she is retiring. Wendy plans to return to help with the Forest School.

5. **Safeguarding.** Emma Finnegan reported the following:

- Emma Finnegan (lead Safeguarding Governor) and Gillian Pyle (Designated Safeguarding officer) have met each term this academic year and completed a Safeguarding audit.
- All designated persons have undertaken training in accordance with Local Area Child Protection Committee Guidelines. Training has been updated every 2 years. Eleven new staff members have had their safeguarding induction completed this year, and all staff

have taken part in their Annual Child Protection Updates at the start and during the year.

- No MASH referrals in the summer term
- Devon Assessment Frameworks (DAFs) completed by DSO summer term.
- Gillian Pyle continues to manage her Safeguarding caseload and receiving support from Alison Sparks (Deputy safeguarding officer). Babcock have undertaken a Safeguarding audit and also met with Emma Finnegan (28.03.17)
- All new volunteers working at school now are required to pass a DBS check, then given a Child Protection/ and Safeguarding training by a DSO (designated safeguarding officer) and handed a copy of the Safeguarding prospectus (available in school reception). Visitors are asked to not use their mobile phones.
- The single central record has been updated and reorganised to include safe guarding training records. All documentation is up to date and complete. Emma Finnegan visited school (29.06.17) and was shown how the personnel files are stored and accessed, plus checking new files i.e. temporary teachers and new TA's. The DSO and Deputy DSO have produced an excellent and comprehensive system.
- The single central record has been checked and signed by Emma Finnegan, Gillian Pyle and Alison Sparks throughout the year.
- The provision and progress of Pupil Premium children is actively monitored in school. They are supported with additional staffing, resources and individual help.
- We continue to have close links with School Nurse, community police, GP, EP, and Integrated Children's Service.

6. Committee Summary reports, progress on policies and membership:

- a. **Resources.** Chris Cox reported the following that had been discussed at the recent committee meeting
- The recent **Budget Monitor** shows a c/fwd. of **£64,532**.
 - **Security doors** - doors will be modified with key fobs so they remain closed;
 - **Boundary**- the playground gate and the fence alongside the playground have been assessed to make them more secure. Work is aimed to start either in the summer holidays or in September.
 - **Electronic Communications** – the governors supported the Head teacher's decision in that all after school clubs now will have only the **online consent**.
 - School meals payments. There are several parents who tend to accrue several weeks over-due payment, which generates additional office work. A **Late School Meals Policy** may be introduced in September.
 - A **Pay and Performance committee** was formed.

b. Children & Learning. Emma reported that the data had been discussed in depth:

- FS, 78% of children achieved the expected 'good level of development; in 2016 the National average was 69%. This is a very positive outcome and reflects the work we have been doing on this. FS will no longer need to be a SDP next year, although we will continue to work upon reducing the difference in attainment between the boys and girls.
- KS2 – the improvement compared to last year is excellent, despite high % of children with SEND. The cohort of children were very different, however the improvement has also been due to the exceptional teaching, level of HLTA support, level of SEND support, BLP, the use of assessment and very focused intervention. All groups have shown improvement. The mid-attainers under-performed last year – this is no longer the case. The PP children have also performed very well. Further analysis of the data will be presented to the children and learning committee in the autumn term when National and Devon data is available.
- Some KS2 Spelling, punctuation and Grammar papers have been returned for re-marking.
- KS1 – the data is slightly lower than last year, except in maths. This is mainly due to high proportion of the children joining in year 1 who were not on track to achieve age-expectation's on joining. There will be a focus upon boys writing and more able-maths in this cohort next year.
- Year 1 Phonics - attainment is exceptionally high.

c. Admissions. Helen Lee has volunteered to take over from Wendy Spicer as chairman of this committee. The Admissions policy 2019/20 will be reviewed in September.

Q. Are we full in Foundation in September?

A. No, there is 1 space available.

d. Ethos Group report.

The Ethos Group recently represented the school at a School's Service held in St Peter's Church, Honiton. The children took part in the service and they had also created a new school banner which was on display.

Recently the whole school was involved in Ethos week. Each class studied a section of the **Christianity Project Frieze** (beautiful abstract art work which school has purchased a copy of) and then created their own version. This will be displayed in the hall. The aim of the work was to:

- Enable pupils to know about and understand Christianity as a living world faith, by exploring core theological concepts.
- Enable pupils to develop knowledge and skills in making sense of biblical texts and understanding their impact in the lives of Christians.

7. **Matters before the Chair.** Everyone thanked Wendy Spicer for her time co-chairing the Governing body, her support; knowledge and thoughtfulness are appreciated by all. Liz Dymond was also thanked for all her work setting up the Forest School also to Alison Sparks for the work that she does for the school. Emma Finnegan was extremely pleased that we had made the right decision in the recruitment of Alison Sparks as our head teacher and was proud to be part of the Woodbury Governors.
8. **Date of the Next meeting** - Thursday 21st September 6.30pm

The meeting ended at 8.25pm.

Jackie Doyle
Clerk to the Governing Body

ACTION POINTS – 18th July 2017

Date	Action Point	Personnel	Status
6/12	1 Report to Governors on adverts for a new Governor	RP	Closed
23/3	1 Consider chairing Admissions committee	All	Closed
23/3	1 Complete the skills audit	All	Closed
18/7	1 Recruitment of new Governors	VF/JD	New