

Minutes of the Governors' meeting of Woodbury C of E Primary School
held on Thursday 23rd March 2017, beginning at 6.30pm

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

Apologies: Wendy Spicer, 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 including Helen Lee our new Foundation governor. The governors agreed the absence of those who had sent apologies.
- b. Henry Fulls said the opening prayer.
- c. There were no interests to declare.

2. **Minutes of the last meeting (6th December 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:

A co-opted governor is still required to complete our governing body. Rachel Phillips will investigate further **AP**

- **Policies.** The following policies were discussed and agreed to be adopted.
 - i. **Supporting Pupils with Medical Needs**
 - ii. **Anti-Racist Policy**
 - iii. **Positive Behaviour & Anti Bullying Policy**
 - iv. **Online policy** subject to a slight change.

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:

- Our attendance target is set to **96.6 %** for 2016-17

Q. *What percentage of pupils are persistently absent?*

A. *Currently 7 children 3.6% have attendance below 90%. I am fully aware of the reasons for the absence for each and am in contact with the parents of all families.*

Q. *Is this better than the autumn term?*

A. *Yes, last term 13 pupils had attendance below 90%. This has been improved by working with parents supporting them and ensuring they realise the importance of their children being in school.*

Q. *What were the benefits for you and the school of working with the school Improvement Officer?*

A. *It was an excellent opportunity to draw upon his experience. Having not been to the school he did not know the journey we have been on but could comment upon where we are now. He noted a lot of positive things- especially the progress that has been made in improving writing, the learning environment and some aspects of maths. He validated the areas where we are continuing to focus. I learnt a lot from the way he questioned and will take on his advice about how to present the school's achievements and make it clear all we have done. I will follow his advice about tracking data from FS and KS1 to be sure that all children are on track to reach their targets.*

Q. *Would it help to work with the advisor again?*

A. *Yes in the next academic year. I am clear about what the school needs to focus upon and I took the opportunity to ask many questions to inform my thinking in the short/medium term.*

- The Virtual Learning Platform has been set up and will go live within a couple of weeks. All governors agreed to have a Woodbury school email address.
- 95 families returned the parent survey. (see attached). The outcomes were extremely positive with 100% positive responses to many categories. The higher number of parents responding as 'do not know' about bullying reflected the fact that they had no experience of bullying and therefore could not comment. The school providing parents with an anti-bullying book in the autumn term was cited by some parents as helpful.

5. Safeguarding. Emma Finnegan reported:

- There have been no referrals to MASH.
- The new staff member has been safeguarding trained
- The Head teacher of the Raleigh Federation checked our safeguarding records and procedures and confirmed the SCR to be fully up to date with no gaps.
- A safeguarding audit will take place next week.

The **Safeguarding Terms of Reference** were agreed to be adopted.

The updated **Child Protection and Safeguarding Policy** was discussed in detail especially the governor roles and responsibilities. All the governors agreed to **adopt** the policy.

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

a. Resources. Chris Cox reported the following:

- The **Parent Annual Contribution** will increase to **£10.00** from September.
- School meals will increase by 5p to **£2.55** at the beginning of the summer term.

- The current budget shows a c/fwd. of **£56.897**. This was explained in detail to the governors with a simplified document.
- The Governing Body agreed the **FY 2017/18 Budget** in principle, which had been proposed by the committee, subject to agreed changes that may occur.
- The **Governors' account** has a balance of **£5,771.70**. The Governors fund will pay for the books and shelving that was agreed at the recent committee meeting however they will defer the £4,000 payment until later on in the year.
- The governors agreed to adopt the **Equality policy**.

The chairperson thanked Wendy Gibson and Alison Sparks for all the work that takes place on an ongoing basis to keep the budget on track and also to Chris Cox for his knowledge in finance enabling him to simplify the budget to the governors.

- b. Children & Learning.** The governors agreed to adopt the following policies:
- **PHSE**
 - **Sex & Relationships**
 - **Assessment**
 - **Feedback & Marking**

Online Safety Update. Two parent workshops sessions in January were very well attended. The feedback afterwards was very positive. Jon Breeze is the **PREVENT** governor.

A Learning Walk also took place recently with Alys Owen, the new maths subject leader, leading the Governors on a Learning Walk in all classes. The focus was upon the use of Working Walls and seeing how maths is taught in the mastery curriculum. After the walk, the governors looked at examples of children's books seeing how children are being taught to reason and show their learning in different ways to help them understand at a greater depth.

Governors were given the opportunity to discuss learning with the Year 6 pupils. Whilst on their walk the Year 6 pupils communicated with confidence and were able to explain their targets to the governors.

- c. Admissions.**
- The draft 2018-19 admissions policy was approved by the FGB before being sent to the LA.
 - It then had to be displayed on our school website by March 15th, together with the 2016-17 and 2017-18 admissions policies.
 - A copy of the 2018-19 policy has been sent to the Diocese.

Andrew Brent suggested that we might want to consider including children of members of teaching staff in our over subscription criteria when drafting the 2019-20 policy. A suggestion was also made regarding whether children from local clergy should be considered too.

The Governors were informed that Wendy Spicer was retiring from chair of the Admissions committee in July 2017. There was a request for a suitable replacement to put themselves forward for this vacancy. **AP**

d. **Ethos Group report.** Kate Vernon has produced a report. The following points were highlighted:

- The Ethos group led Epiphany collective worship in January.
- Reverend Sid has replaced Chris Cant.
- The group created their own 40 Acts of Kindness which has been used throughout the school for the children to take part in.
- Kate Vernon led a training session to all teaching staff in early March, explaining what **Spirituality** was, why it was important for our children and how to teach it in our classrooms.
- Children from the Ethos group have been invited to a school celebration service at St Paul's church in Honiton, 14th June 10.30AM. Governors are welcome to attend.

7. **Matters before the Chair.**

- Governors were reminded to attend any training that was suitable for them and to complete a record of any training attended as governors.
- Emma Finnegan commented on the short notice that Babcock are informing us for some courses.
- The skills audit that was recently emailed to the governors needs to be completed for compliance purposes. **AP**

8. **Date of the Next meeting** - Tuesday 4th July 6.30pm

The meeting ended at 8.25pm.

Jackie Doyle
Clerk to the Governing Body

ACTION POINTS – 23rd March 2017

Date	Action Point	Personnel	Status
14/5	1 Progress repair items in new classroom	Premises	Closed
6/12	1 Report to Governors on adverts for a new Governor	RP	Ongoing
23/3	1 Consider chairing Admissions committee	All	New
23/3	1 Complete the skills audit	All	New