

Minutes of the Governors' meeting of Woodbury C of E Primary School
held on Thursday 14th February beginning at 5.30pm

Present:

Chris Cox (Chair)	Rachel Phillips
Vanessa Freeman	Gillian Pyle
Alison Sparks (Head Teacher)	Helen Lee
Liz Dymond	Jon Breeze
Emma Finnegan	Sue Stock
Jackie Doyle (Clerk)	The Rev'd Sid Humphries,

Apologies: None

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

- a. The Chairperson welcomed all present to the meeting. Rev'd Sid said the opening prayer.
- b. There were no interests to declare.

2 Minutes of the last meeting (11th December 2018)

- The **minutes** were agreed as correct and signed by the Chairperson, including **part 2 minutes**.
- **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 discussed: Liz Dymond has updated Rachel Phillips with GDPR explaining the current procedures regarding the governance of GDPR. A monitoring form will be completed. **AP**

The meeting continued into Part 2

4 Headteachers's Report. The detailed report (see attached) had been circulated before the meeting. The following points were highlighted:

- **Attendance** for whole school to date is 96.3% our annual target is 97%.
Q. Are the illnesses that the children are absent for seasonal?
A. Yes, there are more children off in the winter months but the persistent absences are for other issues and are not for illness.
- **SEND** There are 26 children on the SEND register.
- **Racist and Bullying Incidents.** There have been no racist or bullying incidents reported this term to date.
- Two part time teaching assistants have been appointed and will take up their posts at the beginning of March, subject to their safe-guarding checks. The replacement for a teacher in Maple class is under way.
- Gillian Pyle's before school **yoga** and **mindfulness classes** are going well and have had positive feedback. Staff have recently been trained in this too which is being introduced into lessons across the school.

- Sue Stock met with Kate Vernon today to talk about the impact of the SDP regarding mental health where she was able to see what is going on in classes, talk to the children and what the next steps would be.

5. Committee Summary reports.

a. **Resources:** The committee had not met recently however a detailed report (see attached) had been circulated before the meeting. The following points were highlighted:

- The recent **Budget Monitor** shows a c/fwd. of £60k. A financial summary had been produced and circulated by the chairman giving the governors a clearer understanding of the schools budget. (See attached).
- The latest forecast for 2018-2019 financial year is to spend £39k more than income received. This is £11k worse than budget due to decisions taken during the year, including increasing TA cover to support children's learning, the introduction of the Data Protection Officer role and additional forest school support.
- **Building Work** is due to start in the half term; this involves repairing the two leaks in the hall roof, and repairing the windows in the staff room. There are also some cracks around the windows in the music room which will need some major repair work. Funding for this is will need to be applied for through the LCVAP process, this is in hand.

The fence that had recently been fitted was also reviewed for the quality by the company that supplied it. They are now looking at the possibility of some additional fencing or higher panelling for added security to the school.

Rachel Phillips reported that she, Liz Dymond and Jacqueline Wells had recently completed a "walk around" inspection of the school and had and listed works which need to be completed and noted areas of the school which were not clean. This is currently being addressed.

b. **Admissions.**

- Subject to the 3 minor changes (date of the FGB meeting, head teacher's name and a typo error), the draft 2020-21 admissions policy was approved by the FGB.
- The approved policy must be published on the website by March 15th, together with the 2018-19 and 2019-20 admissions policies.

6. **Safeguarding.** Emma Finnegan has recently attended a refresher level 3 Safeguarding course. Following this she met with Gillian Pyle to discuss our schools safeguarding procedures. (See attached report). Main points included:

- Ongoing safeguarding training has been adopted by Gillian Pyle through the school. This is evidenced in staff meetings/ conversations with staff and pupils/ and posters/ information on display in the school and staffroom.
- Early Help – Pinpoint website <https://www.pinpointdevon.co.uk/> Finding care and support services across Devon.

- A discussion with 8 KS2 children was held regarding how they felt safe in school and what they understood safeguarding to mean. They were all aware of who to seek guidance from if there was a problem, and openly discussed how they felt safe at Woodbury School. They understood that the lanyards were worn for identification.
- Staff were asked about safeguarding throughout the school. They were given scenarios and asked 'what would you do if...' questions. All were confident speaking about safeguarding throughout the school.
- The office staff were refreshed on how to 'sign in visitors' to the school.
- The 'fob' access, and exit through the main entrance is now controlled by the office staff (all visitors have to report back to the office). There is a new signing in/out book and visitors wear lanyard containing safeguarding information.

The following were **action points**:

Emma. Finnegan will meet with Suzanne Latham and look at the **Single Central Record**

'Lockdown' procedures will be followed up in the Summer Term. We will wait for guidance from Jane Dibble, Safeguarding advisor from Babcock.
AP

Recommend that at each FGB meeting we have a short (5-10 minutes) input about safeguarding (key information/ scenario questions/ poster information)

Recommend Governors to read County Lines Home Office doc 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741194/HOCCountyLinesGuidanceSept2018.pdf

Helen Lee queried the different coloured lanyards that the school have and this was explained by Alison.

7. Any Other Business.

- Alison Sparks thanked the governor, on behalf of the staff, for their contribution towards the Christmas meal.
- Julie Bowen sent her thanks for the lovely bouquet of flowers that she received last term.
- A private school has approached our school to invite gifted and talented children to attend enrichment courses. The governors didn't think it was acceptable to choose certain children. Therefore, it was agreed by the governors, that the school accepts the offer of courses for children as long as this is an inclusive offer to all the children.
- Rachel Phillips attended an afternoon at the Forest School. She was very impressed with what the children are taught and how the children loved the lessons. A monitoring form will be completed. **AP**
- Helen Lee enquired regarding reducing plastic and asked if the school was involved in addressing the situation. Liz Dymond explained that we were in the process of achieving a Bronze Eco Award. An Eco- committee will be formed with a group of children and one of the areas that are being focused on to achieve the award is plastic.

- Emma Finnegan had noted that the school playground had gravel on it and that this is causes children to fall over and graze their knees. She asked if the resources committee could address the situation and consider the cost of re-surfacing. The committee will so, but when this was looked at about 8 years ago the quotes were very high. It was agreed to check the playground regularly and this will be discussed further with the resources committee.

8. Date & Time of next meeting – Thursday 28th March 2019 6.00pm

The meeting ended at 7.10pm

Jackie Doyle
Clerk to the Governing Board

ACTION POINTS – 14th February 2019

Date	Action Point	Personnel	Status
10/05	1 Governor Recruitment	JD/RP	Ongoing
11/7	1 Liz to update Rachel with GDPR information	LD	Closed
2/10	1 Testing RM Unify for sharing documents	JD/CC	Ongoing
11/12	1 Purchase flowers for Mrs Bowen	RP	Closed
11/12	2 Read County Lines Home Office document	ALL	Closed
11/12	3 Christmas hamper community recommendations	RP/VF	Closed
14/2	1 Governor monitoring forms needs completing	RP/SS	New
14/2	2 Lockdown procedure	JB/EF	New