

# Minutes of the Governors' meeting of Woodbury C of E Primary School held on Tuesday 16<sup>th</sup> July beginning at 6.30pm

**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)	

**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. Jon Breeze said the opening prayer.
- b. There were no interests to declare.

**2 Minutes of the last meeting (23<sup>rd</sup> May 2019)**

- 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.
- **Election of Chairman for Academic Year 2019- 20**  
Alison Sparks proposed Chris Cox for the autumn term to continue as chairperson, seconded by Rachel Phillips. Vanessa Freeman was voted to remain as vice chairperson by Gillian Pyle, seconded by Rachel Phillips.
- **Cedar Tree Federation.** Minutes from the meeting held on 2<sup>nd</sup> July 2019 have already been sent to the Governance Consultancy Team at Babcock as they required evidence as soon as possible the decision and the date of start of the new federation, including the new name. All other actions can now wait until the beginning of the autumn term.
- **Dates for Governor Meetings 2019-20.**

Federation Working party will meet **Thursday 5<sup>th</sup> September**.10am

Full Governing Body next meeting will be **Wednesday 11<sup>th</sup> September** 6.30pm.

**4. Headteacher Report.**

The detailed report (see attached) had been circulated before the meeting

- The Key stage 1 data shows that all subjects are expected to be in line or above national and are comparable to last year's data. There is a high level of

SEND in the cohort, all of which are boys, which contributes to the difference between the boys and girls data.

- The Key Stage 2 SATs results are the highest the school has achieved to date. They reflect the fact that the cohort are a high attaining group but also the very high quality teaching and intervention support they have received over the years. This data will be discussed further in the autumn term.

The Governors congratulated all the staff involved in the KS2 SATs for helping to achieve excellent results.

- **Attendance** for whole school to date is 96.3%; our annual target is 97%.
- There are 31 children on the **SEND** register.
- There have been no **racist or bullying incidents** reported this year.
- **Staffing**. It was not possible to appoint sufficient suitable people to fill all of the teaching assistant vacancies. Therefore the positions will be re-advertised to be filled after the autumn half term; in the meantime, the current part-time staff are covering some of the required hours.

## 5. Committee Summary reports.

- a. **Safeguarding:** Emma Finnegan (lead Safeguarding Governor) reported that she had met with Gillian Pyle (Designated Safeguarding officer) each term this academic year and completed a Safeguarding Action Plan.
  - All designated persons have undertaken training in accordance with Local Area Child Protection Committee Guidelines. Training has been updated every 2 years. All teaching and other staff have their training updated every 3 years. All staff have taken part in their Annual Child Protection Updates.
  - Gillian Pyle has maintained a Safeguarding Action Plan and continues to give Staff training throughout the year, and updates Safeguarding information around the school.
  - The single central record has been updated. Emma Finnegan has visited the school each academic term this year to check and sign the Single Central Record. The DSO and Deputy DSO continue to produce an excellent and comprehensible system.
  - The single central record has also been checked and signed by Gillian Pyle and Alison Sparks throughout the year and thanks to Suzanne Latham for managing and updating this resource.
  - SCR last check - Governor details were checked by Gillian Pyle – update details with Jackie Doyle **AP**
  - GP attended annual SG conference – This is Us – Peer on peer abuse, County Lines and New PSHE expectations, Forced Marriage.
  - The Entry/exit system has been changed with electronic access (in/out) and release button in office.

- The signing in procedures have been analysed this year, with correct coloured lanyards identifying DBS/ non-DBS checked visors. We have Key fobs to gain access to buildings and our external Gates have been made higher.
- We have worked with External agencies – SEMH, behaviour, EP, Speech and Lang – we can see that the impact of working with multi agencies has resulted in less exclusions (0). Also we have invested in ELSA (Emotional Literacy Support) and paying for 1-1 provision to support children with SEND. Currently we have 2 EHCP applications in place.
- We invited CAP (Child Assault Prevention) to work with every class, and held workshops for teacher and parents. Positive feedback from all. CAP will return next year for refresher updates.

**b. Resources.** Chris Cox reported the following:

- The latest monitor 19/06/19 shows a very positive, c/fwd. of £63k.
- The surround and mantels to the Windows in the music room has failed the listed buildings test. A solution has been found costing £2k. This will go ahead in the summer holidays.
- Resurfacing for the school driveway will proceed in the autumn term.
- Decking Steps in yr. 6 needs repairing or replacing.
- Outside summer house for children with anxiety and behaviour needs will be purchased costing £2k
- Rachel Phillips attended a premises update meeting organised by the Diocese. It was a very positive and hugely informative; also re-emphasising the role of governors in regards to premises and health & safety. Matter raised will be covered at the Resources committee.
- **IT provision.** The server is overheating and is not safe to be left on due to a fire risk. To replace this would cost approximately £10-12k. Going cloudless is the best option with being GDPR compliant. Emma Finnegan reported that this was happening in other schools in the area too.

**c. Children & Learning.** Jon Breeze reported the following:

- **Mental Health** - Teachers and teaching assistants are skilled and confident in teaching to support mental health.
- **ELSA** – (Emotional literacy support assistant) A teaching assistant has been trained to provide ELSA and mental health support and from September this role will be full time. Children with emotional needs have told staff how helpful the support they have had for mental health (ELSA) has helped them. They are happier, form more positive friendships and behave better in and out of class.
- **PSHE & Sex Education** policies were discussed and will be reviewed next term in line with the new SRE and Health Education We are purchasing a programme called JIGSAW as our current resources are out of date. Jigsaw is comprehensive and ensures we are compliant with the new requirements.

- **Pupil Tracker.** This will remain active until November, allowing the school data to be downloaded next term.

**Q.** *What will replace Pupil Tracker?*

**A.** *An assessment package linked to SIMS. We are currently working on developing this with Pinhoe.*

- d) Admissions** - Pupil numbers are changeable at present due to pupils leaving and new pupils starting next term.

**Q.** *You have mentioned that the Admission policy may have to change? Is this still likely to happen?*

**A.** *It will need to be reviewed each year and the governors will need to reconsider the sibling and out of catchment criteria's.*

- e) Ethos group report** – This will be sent to the governing body.

## 6. Matters before the Chair

- **End of School Awards** – The staff have a decision to decide which children to choose for the various awards, eight in total. 8 children have been chosen, although there could be a possible 19 that could receive these awards leaving the rest of the class (12) without anything. The governors all agreed to support the Head teacher that the awards would not be shared.
- **Rev'd Sid** – A thank you gift will be purchased.
- Vanessa Freeman thanked Alison Sparks and Gillian Pyle for everything they have done over the past year.

## 7. Date & Time of next meeting – Wednesday 11<sup>th</sup> September 6.30pm.

The meeting ended at 7.30pm.

Jackie Doyle  
Clerk to the Governing Board

## ACTION POINTS – 16<sup>th</sup> July 2019

Date	Action Point	Personnel	Status
14/2	2	Invacuation procedure	JB/EF Ongoing
16/7	1	Early Help training for governors	EF/JB New
16/7	2	Governors to update personal details with Jackie Doyle	ALL New