

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

held on Tuesday 11th December, 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 Lockwood
Jackie Doyle (Clerk)	

Apologies: The Rev'd Sid Humphries, Sue Stock

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.
- c. There were no reported racist incidents that have taken place in Woodbury School since the last check. One concern of bullying has been raised and this has been investigated by the Headteacher. Governors are aware of the nature of this matter and have had full access to the investigation.

2 **Minutes of the last meeting (2nd October 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:

Read & understand KCS in Education 2018. The governors all signed that they had read this document.

Liz Dymond will update Rachel Phillips with **GDPR** information on Friday.

- **Term Dates.** The governors agreed the 2019-20 term dates and are ready to be published.

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 97.2%. Most absence has been due to illness. The Headteacher is working with and supporting those families whose children's attendance is low. There are less holidays being requested during term time.

- **SEND** There are 24 children on the SEND register. Due to SEND requirements, we will be recruiting a further teaching assistant in the spring term, in a part-time and fixed term post. Referral times for children to be seen by other agencies are also increasing to many months and in some cases up to two years.

Q. What can we do about the length of time that we have to wait for referrals?

A. We would need to join a federation or buy our own speech & language specialist.

- **Highlights of The Autumn Term 2018**

- a) The strong staff team, supporting new colleagues, so that the children had a very positive start to the School Year
- b) New carpets provided for three classes
- c) Provision of Forest School Base and Fire Pit with canopy
- d) The school being accepted to join the Jurassic Maths Hub
- e) Purchase of Maths No Problem and the excellent impact on all classes and groups
- f) The schools involvement in many sporting fixtures, including netball, football, cycling, dodgeball, giving many children the opportunity to take part in competitive sport and being part of a supportive team. When these events take place after school they are wholly dependant upon staff giving their time voluntarily.
- g) Year 6 Residential Visit to Dartmoor
- h) Two programmes of Year 6 Bikeability training
- i) Harvest Service by years 3 and 4
- j) The involvement of the school, especially year 6, in the village Remembrance Services and events
- k) The nativity and carol services
- l) The creation of the 'Hark the Herald Angels' window by the children for the village Advent Window trail. **AP**
- m) The resilience of the team in overcoming significant ICT technical issues, which prevented the administration of the school operating fully for over a month.

The Headteacher finally thanked the governors for all their continued hard work throughout the year.

- **Safeguarding Report.** Emma Finnegan reported that she has recently checked and signed the Single Central Record. She has given thanks to the appropriate staff for keeping all the information up to date.

Gillian Pyle, Alison Sparks and Kate Vernon are attending local safeguarding forums each term.

Gillian Pyle has compiled and updated the Training Log for 2018/19 and has produced a Safeguarding Action Plan for the year as well as completing the Annual Safeguarding Audit.

It was recommended to the governors to read County Lines Home Office doc 2018 **AP**

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/741194/HOCountyLinesGuidanceSept2018.pdf

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

- a. **Resources:** Chris Cox reported that the committee had met recently, the following was discussed:
- Increased TA support was agreed.
 - The school maintains its positive carry forward balance. However extra resourcing requirement mean that this will likely turn negative within 2 years rather than the previously predicted 3 years.
 - The committee agreed the approval for the purchase of an interactive whiteboard for Beech class, and 30 tablets for whole school use.
 - 2 governors and Jacqueline Wells will do a termly walk around the site to identify and prioritise areas that need repair/renewal.
 - The **Unreasonable Behaviour policy** was circulated to the governors which had recently been agreed by the committee. The FGB adopted this policy.
 - The committee expressed their **appreciation to the school staff's** continuous hard work this term and agreed to contribute £200.00 from the Governors' Fund towards the staff Christmas meal.
- b. **Children & Learning.** Jon Breeze reported the following:
- **Assessment Data** - The committee had shared reviewed and discussed the data that was recently made available. The committee agreed that it was exceptionally good.
 - Recently Jon Breeze attended a **Maths monitoring** visit. This learning walk was on the back of two evenings of training informing the teacher's practices and the structure of the lesson. The training was led by member of the Maths No Problem team. It is felt that although the cost is high the package:
 - a. Will help reduce the work load on teaching & support staff.
 - b. Will bring about a consistent Maths language
 - c. Will provide a great wealth of resourcesThe package supports teaching assistants as well as teachers
- The school have been accepted by the Jurassic Maths Hub for access to funding to support the cost of Maths No Problem, as well as support for three teachers and access to a Maths adviser.
- Helen Lee recently visited the school finding clear evidence that **Anti Bullying** had been covered in all classes, there is age appropriate wall displays depicting this in every class.
- c. **Admissions.** The **2020-21** admissions draft policy is now on the website. Due to families not being successful with their recent applications to Woodbury School, the committee recently met to discuss the criteria "**Out of catchment with a sibling**". At the next Admissions meeting the committee will consider the topic of siblings and report back to the FGB.
- d. **Ethos.** The following report attached is from Kate Vernon, R.E Lead. The following points were highlighted:

1. Our new Ethos Group have been elected; there were over 50 applicants this year across key stage 2.
2. The Ethos Group are also taking the lead in developing our response to how we are incorporating 'Character Education' into our curriculum.
3. My Learn, Teach, Lead R.E. group, which I lead for East Devon, are thinking about how we, as teachers, can improve our teaching of the other World View Religions alongside Christianity.
4. I attended the LTLRE conference and lead a workshop on how to use Art in RE.
5. In October I spent an afternoon, supporting a colleague and the Headteacher of St. Peters Primary in Budleigh, in preparation for their upcoming SIAMS.
6. I am currently piloting the materials from Exeter Diocese, to help children improve their mental health – 'We Eat Elephants'
7. I am also in the process of monitoring our provision of RE across the school and will be conferencing with children as well as looking at a selection of their books.

6. Matters before the Chair.

- The Head teacher's **appraisal** took place on 30th October 2018
- The After School Club are helping the elderly residents in our community this Christmas, by collecting dry goods and making hampers to distribute. However, the friends of Woodbury surgery have only recommended 2 people to receive these hampers. **AP RP/VF** to ask for other recommendations.
- This was the last meeting that Sue Lockwood will be attending. The Chairman thanked her for her valuable contributions at meetings since joining the Governing Body.

7. Date & Time of next meeting – Thursday 14th February 2019 5.30pm

The meeting ended at 8.30pm

Jackie Doyle
Clerk to the Governing Body

ACTION POINTS – 11th December 2018

Date		Action Point	Personnel	Status
22/03	1	Governors to complete on line PREVENT training	All	Closed
10/05	1	Governor Recruitment	JD/RP	Ongoing
10/5	3	governors to return documentation to school	All	Closed
11/7	1	Liz to update Rachel with GDPR information	LD	Ongoing
2/10	1	Testing RM Unify for sharing documents	JD/CC	Ongoing
2/10	2	Read & understand KCS in Education 2018	ALL	Closed
11/12	1	Purchase flowers for Mrs Bowen	RP	New
11/12	2	Read County Lines Home Office document	ALL	New
11/12	3	Christmas hamper community recommendations	RP/VF	New