

Minutes of the Governors' meeting of Woodbury C of E Primary School
held on Thursday 30th November 2017, beginning at 6.30pm

Present:

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

Apologies: Henry Fulls

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

- a. The Chairperson welcomed all present to the meeting. Jo Friend said the opening prayer.
- b. There were no interests to declare.

2. **Minutes of the last meeting (21st September 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. Jon Breeze will co-ordinate a meeting with Helen Lee for safeguarding training.
- **Governor Training.** Chris Cox attended **Governors update** training recently with '**Narrowing the gap**' being discussed. In Devon attainment is generally rising and the gap is closing. However projections forecast that it would take about 50 years at the current rate of progress for the gap to completely close.

Key suggested questions for governors to ask - from course material:

- a) Do we understand our disadvantaged cohorts?
- b) What progress do pupil premium make compared to children at similar start points?
- c) How do we spend pupil premium? How do we hold leaders to account?
- d) Do we have a pupil premium statement and details of spending on our website?

There followed a discussion between members of children and learning committee and resource committee that these questions have been raised recently and adequately addressed. This was confirmed

This was followed by a general update with the following being discussed:

- Partnerships update, approximately 63% of all Devon schools are in a formal partnership. **AP**
- RAISE in now replaced with ASP.

- Changes to Ofsted regime from January 2018.
- Curriculum consultation finds that schools focus too narrowly on Maths & English.
- New data protection regulation from May 2018.
- Sports funding to almost double this year.
- Governance Masterclass: Making an impact – **Saturday 24th February 2018.**

4. **Head teacher's Report.** The head teacher reported that Ofsted had taken place; the report is attached to these minutes. The school continues to be 'Good'. SIAMS has also taken place, we are now waiting for the report.

Safeguarding The school has been given the opportunity to take part in a project that will run jointly between schools and Devon and Cornwall police.

Operation Encompass is reporting to schools, prior to the start of the next school day, when a child or young person has been exposed to, or involved in, any domestic incident. The governors were given a guide on **Operation Encompass**. (See attached).

Emma Finnegan reported that our recent Ofsted inspection was a great success and said 'safeguarding is effective'. Of particular note was our online computer system that records information and is checked regularly to keep pupils safe. Thanks to Gillian Pyle for leading a strong team across the school and all those who have successfully participated in training. Thank you as well to all the office staff who maintains the record keeping.

All designated persons have undertaken training in accordance with Local Area Child Protection Committee Guidelines. Recently 3 new members of staff have had DBS checks and completed their safeguarding training.

The **single central register** is being monitored by Emma Finnegan.

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

- a. **Resources.** The committee met recently, the following points were highlighted:

- The latest Budget monitor was reviewed which shows a projected deficit for the year of £17k, down from zero the last time it was reviewed in July. Most of the reduction is attributed to increased staff costs due to mandatory higher pension contributions, higher levels of sickness cover and specific educational requirements. Governors agreed to the monitor with the latest carry forward projection of **£47,966**.
- Classroom carpets need replacing in 4 classrooms. Quotes are in the process of being sought, and possibly will be replaced in February Half term 2018.
- The **Finance Policy** was reviewed and updated and agreed to be adopted by all the governors.
- The committee expressed their **appreciation to the school staff's** continuous hard work this term and agreed to contribute **£10.00 each** from the Governors' Fund towards the staff Christmas meal.
- Terms of Reference had been reviewed, all governors agreed to adopt these.

b. **Children & Learning.** Jon reported that the committee had met recently with the following being discussed:

- **Ofsted**, we were given an excellent report with the inspector giving amazing feedback at the end of the day,
- **SIAMS** SEF was shared with the governors.
- Sport in school was discussed with the Governors all supporting the staff in the way they choose the children to attend sporting events.
- The **RE policy** and the **Collective Worship policy** were reviewed and all governors agreed for them both to be adopted.
- Terms of Reference had been reviewed, all governors agreed to adopt these.

c. **Admissions.**

The Admissions Committee met on 12th September 2017 and agreed the Policy for 2019-20 after discussing the oversubscription criteria. The FGB reviewed and agreed the Determined Arrangements subject to further comments from the Draft Admissions Policy 2019-20.

All LA schools have been invited to comment on the proposed update for the **Fair Access Policy**.

In Devon mainly Fair Access cases apply to children moving into the area, it does not apply to children moving from one school to another.

The proposed changes are:

1 To update the definition of reasonable distance, which currently stands at 45mins for Primary School to a 20 minute journey. (Benefitting the child and reducing transport cost)

2 There is a definition of what is challenging behaviour and when a school would be exempt from allocations under Fair Access

3 Children placed under Fair Access would be considered to be Permitted Exceptions to Infant Class Size Legislation

Item 1 was discussed by the Governors and agreed to put **Yes we agree**, with the following comment included -

In principle we agree to the proposal but suggest 20-30 minutes journey is acceptable, we question why distance is measured in minutes and not mileage?

d. **Ethos.** Vanessa Freeman reported that the school had been working extremely hard for the recent SIAMS and thanked the staff for their continuous hard work.

6. **Matters before the Chair.**

- The School Travel plan was reviewed and agreed to be adopted with minor changes. **AP**
- The Terms of reference for the **Headteacher's Appraisal Panel** was agreed to be adopted.

- Emma suggested that once a term a paragraph is put into the Friday Flier highlighting what we do and what we have achieved recently as governors. **AP**
- The chairman thanked Gillian Pyle and Kate Vernon in all their continuous hard work especially in the Ofsted and SIAMS inspections.

7. Date of the Next meeting - Tuesday 6th February 2018

The meeting ended at 7.35pm.

Jackie Doyle
Clerk to the Governing Body

ACTION POINTS – 30th November 2017

Date		Action Point	Personnel	Status
18/7	1	Recruitment of new Governors	VF/JD	Closed
21/9	1	Compile a governor induction pack	HL/RP/LD	Ongoing
21/9	2	Governor Emails etc on Learning Platform	AS	Ongoing
21/9	3	Agree all meeting dates	AS/JD	Closed
21/9	4	Arrange a social between staff and Governors	AS	Ongoing
21/9	5	Safeguarding training with Jon Breeze	JB	Ongoing
30/9	1	School Partnership on next agenda	JD	New
30/9	2	Travel Plan – changes	JD	New
30/9	3	Termly note in Friday Flier regarding Gov's achievement	RP	New