

**Countess Wear Community School (CWCS)**  
**Full Governing Body Minutes (draft)**  
**4.00pm on 27 April 2016**  
**Held in the Community Room at the School**

**Present:** Carl Haggerty (Chair) (CH), Nerys Thomas (NT), Sue Keatt (SK)  
 Louise Turner (LT), Catherine Rees (CR), Fran Sampson (FS), Rosie Phillips (RP)  
 Fran Whittaker (FW) Sue Page (SP) Di Hatchett (DH)

**In Attendance:** Julie Gilbert (JG), Kelly Hayward(KH) Denise Whittingham (Clerk)

Ref	Minute	Action
1	<b>Welcome</b> CH welcomed everyone to the meeting and advised that the agenda would be taken in a different order because CR and JG were expected at the MAT consultation evening at Haytor View.	
2	<b>Apologies/Conflict of Interest</b> Apologies were received from Mike Lickiss(ML) and Elisha Brown(EB) these were approved.  DH declared and interest Project Xcode	
3	<b>Minutes of previous meeting</b> The minutes of 23 March 2016 were reviewed. Amendments highlighted to <b>Item 7.5 Action Plan for early years</b> JG said that the environment was more nurturing in 2 year old provision i.e soft furnishings. The wording 'good provision' should read 'under revision' <b>Item 7.4 THRIVE</b> additional wording <b>Item 7.3 Head Teachers report</b> LT advised of incorrect wording 'and out' to change to 'about'. Other than the amendments minutes were agreed but not signed.	
3	<b>Matters arising from previous minutes</b>	FGB-03--
3.1	<b>FGB-04-15/16 Prevent Training</b> - training arranged for staff on Tuesday 24 May which governors were invited to attend. <b>Prevent training be an activity at the Governors Forum Day in June.</b>	15/16
3.2	<b>FGB-04-15/16 Additional Lead for Curriculum</b> to be discussed at Teaching and Learning Committee on 4 May; DH said that the leaders reports at that meeting would supersede the need to visit maths <b>FGB-05-15/16.</b>	
3.3	<b>FGB-08-15/16 Map Policy into development cycle.</b> CH and Clerk to meet during the day of the Babcock review of Governance on 11 May 2016.	FGB-08-15/16
3.4	<b>Safeguarding Audit FGB09-15/16 - Friday, May 20 set for discussions on the safeguarding audit.</b>	FGB-09-15/16

Signed:.....

Date:.....

3.5	<b>FSU action plan FGB-10-15/16</b> Action plan is being costed and will be circulated when completed.	FGB-10-15/16
3.6	<b>MAT (Multi Academy Trust) consultation sessions</b> – the session held on 26 April had gone well, everyone was engaging in the process, with face to face discussion with other heads of school found to be reassuring, few parents had attended. <b>2 more consultation sessions to be arranged.</b> SP suggested the timings of the sessions be changed to encourage parents to attend. <b>CR to include a summary of the MAT discussions in future newsletters and texts sent to parents.</b>	FGB-19-15/16
3.7		
	LT said that as a parent she wanted the choice to make an informed decision about converting to an Academy and <b>asked when the collaboration letter was put together who were involved.</b> CR replied Chairs and Heads.	
	<b>Evaluation from the MAT consultation to be reviewed by CH,NT,RP,CR - to be discussed at the Extraordinary meeting on 18 May.</b>	FGB-19-15/16
3.8	<b>RSA pilot FGB16</b> CH reported that SGG had agreed to participate and will review the survey required by the participation.	
3.9	<b>Primary Futures</b> Key members of staff in Art and Music to be contacted to see how to link with this in Enterprise Week	FGB-18-15/16
	Actions FGB 06, 12,13,14,15 all completed.	
5.	<b>Committee Updates</b> Deferred. No discussion took place.	
	<i>Agenda item 8 taken next, followed by an Any Other Business item</i>	
8	<b>Pupil Premium Action Plan</b> Questions asked in advance of the meeting were from NT and CH as follows;	
8.1	NT had a couple of questions on the Pupil Premium Action Plan. Firstly, it's terrific to have the endorsement that we're one of the most improved schools in Devon. I know that we've noted Sue Clarke's letter before, but it's a significant achievement, and confirmation that the measures we're putting in place are providing appropriate support, and that we're building on good foundations. The challenge is to keep improving, having done so well - although there's clearly still more to do.  For the budget we noted that the proportion of Pupil Premium (PP) budget that went towards Nurture provision was in line with the proportion of disadvantaged children accessing that provision. Perhaps useful to note that formally as part of this discussion? That said, I think we've previously discussed how PP children who don't access Nurture still benefit from this	

Signed:.....

Date:.....

	<p>provision, as it helps the main classroom environment too - so if proportion of funding wasn't in line directly then there could be an argument made for why this was still an appropriate use of the budget.</p> <p>My main question is around the targets, and whether they're specific enough, and also have the right balance of challenge and realism. The persistent absence target is very precise - reduce from 24% to 8% - but some of the others, such as closing the gap for KS2 to less than 20%, whilst improving on last year's achievement is a bit broader. It could be 19% and would have succeeded, but are we actually aiming for more, and if so should it be more specific?</p> <p>8.2 CH In addition to NT questions I also wonder whether we need to capture some basic risks and mitigation against the actions as we move forward and have an understanding around which are most likely and would have highest impact - this is in line with the wider risk assessment work started and I think should be extended to key plans and actions as we move forward. So this would ensure we are clear what we perceive to be the issues and risks of achieving the targets set in the plan. The mitigations would then be subject to review and we could also understand how best to unblock barriers or make investments to ensure we meet those targets or where appropriate accept some targets might not be met</p> <p>8.3 CR ran through the action plan detail advising how useful it had been to bring together different strands, strengths and achievements. How enhanced services were targeted for the children giving access for example to a Family Support Worker, Counsellor and Financial Support for residential.</p> <p>8.4 Governors discussed in detail the targets shown in the plan. NT asked why persistent absence of disadvantaged children in KS1 was down as 8%. this was in line with National targets and focused on attendance for all.</p> <p>8.5 Due to the governments more rigorous assessment system it had been difficult to give a target for maths years 2 and 6 as these are subject to those National Assessments. Children are being given lots of practise and extra resources had been ploughed in with year 3 expectations having a hope to achieve the standard by meeting all 15 objectives set. NT asked if parents of children in Year 6 understood the new standards and what this meant if all objectives were not met. Discussion followed on how best to communicate achievements to parents for example a child gaining 14 objectives not reaching the standard; it was decided that communication needed to be managed positively and very carefully.</p> <p>In response to advance question; progress is being tracked against last and this term in the pupil premium records;</p> <ul style="list-style-type: none"> <li>➤ Reading 6 out of 11 children may reach standard 55% whole class sample 62% gap reduced to less than 10% when comparing data.</li> <li>➤ Maths 45% on track to gain the new standard whole class 33% and</li> </ul>	
--	---	--

Signed:.....

Date:.....

	<p>62%. The government standard is 65%. A 50% target is a best guess of papers being correct.</p> <p>CH asked when information would be available. DH advised July, and asked what is the impact of strategies in place locally rather than National benchmarks. Data to be discussed in detail at the Teaching and Learning Committee next week.</p>	
12	<p><b>Any other Business - - Term Dates</b></p> <p>A proposal was put forward by CR for 2 days in the week of 19<sup>th</sup>, 20<sup>th</sup> October being used to trial an additional way of working and collaborating using these days for staff to see good practise at other Exeter schools, 2 days inset and one occasional day; this would provide improved development and training for staff. DH asked about benefits to children in the school.</p> <p>Governors discussed at length with many mixed views and personal feelings on the topic they thought that some parents/staff may be disadvantaged by this change, especially those with children at residential or at other schools. Some felt rushed into making a decision, others wanted to make a decision after the outcome of the MAT extraordinary meeting on 18 May.</p> <p>A decision was required at this meeting due to the lateness of bringing to governors for approval. CH brought to a close the discussions by asking <i>Are we prepared to deal with the impact and manage communications to action in favour of collaboration and mitigate the impact. If the benefits outweigh short term impact and communications it would be a good development to agree and continue to do year on year. Are we prepared to explain why the change particularly to year 4 families the impact and opportunities. Are we prepared to support?</i></p> <p>The outcome of a vote with a show of hands was in favour 6 – 4 against. The motion was carried.</p> <p>5.45 CR,JG,SP left the meeting</p>	
	<i>Agenda item 7 taken before item 6</i>	
7	<p><b>Budget</b></p> <p>7.1 KH presented and explained the detail in the budget information paper as provided to the Resources Committee on 20 April 2016. She explained that</p> <ul style="list-style-type: none"> <li>➤ a carried forward figure of £66,520k for year 2016/17 included £30k held on behalf of the Primary Support Partnership of Devon County Council (DCC)</li> <li>➤ Over and underspend report had been produced using a new budget planning tool</li> <li>➤ a surplus of £19,055k was carried forward 2017/18 budget</li> <li>➤ links from budget now connect to the school improvement plan – shown on the last page of the report</li> <li>➤ an Early Years contribution of £9101k used for additional Pupil Premium sessions.</li> <li>➤ A subsidy of £43,059 used from the main budget for Early Years provision</li> </ul> <p>7.2</p>	

Signed:.....

Date:.....

	<p>NT referring to the last page of the report said that there had been several revisions and thanked KH for all her hard work and highlighted that the</p> <ul style="list-style-type: none"> <li>➤ breakdown of income and expenditure with priorities and list of key works would not require further approval of governors unless there are significant changes.</li> <li>➤ Catering should be celebrated and showed a breakeven.</li> </ul>	
7.3	<p>CH advised that details had not previously been shared in advance due to the need to explain the budget information paper; however the headline data can now be shared in advance and allow for better scrutiny and governance and is more open and transparent with our spending.</p>	
7.4	<p>DH formally thanked KH for the helpful, detailed and understandable report and asked the following questions</p> <p>1. Why was the projection carried forward for 2020/2021 showing an expenditure increase.</p> <p>2. Given that a new school is opening next year has this been measured and impact on budget with a possible fall in pupil numbers</p> <p>3. Are projections taking account of potential impact in a fall in pupil numbers</p> <p>4. There may be changes with money going direct to schools and not the Local Authority, as we don't know what this means for us, is it on the radar.</p> <p>KH in reply said that the carry forward figures were mathematics in the system and they could not be changed. A potential fall in pupil numbers was not in the budget plan, she was aware of and had factored in when modelling taking into account National and Local issues in its first draft. <b>Strategic Governance Group to look at risks.</b></p>	FGB-20-15/16
7.5	<p>DH thought that an analysis of numbers of children and risk assessment and mitigation be done as a safety net with potential for free schools and other new schools to open in the vicinity of our school. <b>Work was required on communication and marketing strategy for 2017 it was important to develop the school profile.</b></p> <p><b>The budget was approved by Governors</b></p>	FGB-20-15/16
7.1.1	<p><b>School Financial Value Statement (SFVS)</b></p> <p>Following the completion and signing off of the SFVS feedback had been received from the Local Authority. <b>A copy of the statement to be circulated to Governors.</b></p>	FGB-21-15/16
6	<p><b>Governor Visits</b></p>	
6.1	<p>Planned priority governor visits to the school during the spring term were confirmed as taken place. <b>Dates to be advised to the Clerk</b></p>	FGB-22-15/16
6.2	<p>SK and SP had undertaken the health and safety check this had included a monitor of incidents and accidents; Premises risk assessment review and planning visit was now blended together.</p>	
6.3	<p><b>Dates for the summer term visits were to be agreed and advised to the Clerk by the 7 May. The updated visit list to be circulated.</b></p>	FGB-22-15/16
6.4	<p><b>Visit reports to be sent to the Chair who will set up a one drive folder</b></p>	

Signed:.....

Date:.....

6.5	It was noted that <b>SP should be added to governors responsible for PE/Healthy Lifestyle and that the end to end recruitment process should be added into the list for the summer term.</b>	FGB-22-15/16
6.6	Governors had questioned why the signing in file for governors had been removed from reception as their visits, monitoring or otherwise needed to be captured. <b>It was important to reinstate with immediate effect; a new format signing in form to be provided.</b>  <i>Fran Whittaker left at 6.15</i>	FG-22-15/16B
9	<b>Latest White Paper - Multi Academy Trust (MAT) consultation</b>	
9.1	There had been some misunderstanding with this agenda item.	
9.2	DH advised that the white paper is about governance, teachers, academy's, school improvements and much more.	
9.3	Significant areas raised in the governments white paper Educational Excellence Everywhere with proposals for schools over the next 5 years <b>to be discussed at the Governors Forum Day.</b>	FGB-23-15/16
9.4	The paper indicates that all schools convert to an academy by 2020, Local Authorities are side-lined at present, with the government back peddling and a review of the paper that may change and enable Local Authority's to create MAT's. Oxford and Hampshire Local Authorities are influencing government at present. The political landscape changes constantly with other factors having an influence such as the outcome of the European Referendum; the white paper would probably not be affected.	
9.5	<b>Outcome of MAT consultation</b> Governors discussed how they should ballot following a review of the MAT consultation at the extraordinary meeting on 18 May. An open and transparent process of collective decision making was required to enable informed decision. CH asked for an impartial governor to chair the meeting; it was suggested this be SK.  <b>Advice to be sought from Babcock on protocols for voting on such whether or not to join the MAT.</b>	FGB-24-15/16
10	<b>Governor Development /Training</b> Governors were <b>reminded to complete and return the proforma indicating development and training. Activities undertaken. Feedback to be discussed at another time.</b>	FGB-25-15/16
11	<b>Policy</b> Three Statutory policies circulated in advance of the meeting - Redundancy, Pay, Supporting pupils with medical conditions were presented to be ratified by the governing body:- <b>Supporting pupils with medical conditions</b>	

Signed:.....

Date:.....

	<p>NT asked if staff had been consulted. DH asked if children of a particular religious group such as Jehovah's Witness had been consulted; and asked for clarification on the process. KH advised that a form had been completed and signed by parents and a procedure is in place. The completed form would go with a child if there was a need to access the information. SK questioned who held the information and who of the governing body is delegated to monitor the policy. Governors briefly discussed and agreed that 2 governors - safeguarding and personnel leads be the governors responsible for monitoring. The policy was adopted.</p> <p><b>Pay Policy</b> The policy was adopted An advance question had been received from LT as follows. In relation to the Pay Policy - as there are a few changes to the wording in the Pay Policy - will you be putting together a note to highlight these for Teachers?</p> <p><b>Redundancy Policy</b> The Resources Committee recommended the policy be adopted and was approved by the governing body.</p>	
12	<b>Any Other Business</b>	
12.1	<p><b>Review dates and timings of meetings</b> NT would like Resources Committee meetings to be held on Friday mornings from September. Discussion deferred.</p>	FGB-26-15/16
12.2	<p><b>Extraordinary Governor meeting – 18 May</b> A structure for the extraordinary meeting to discuss the outcome of the MAT consultation to be agreed via email.</p>	FGB-27-15/16
	<p>The meeting closed at 6.50 CH apologised for the lateness of the meeting.</p>	

## Actions

Item	Action	Responsible Person/s	Date of meeting action identified
3.6 FGB-19-15/16	<p><b>Matters arising from previous minutes</b></p> <p><b>MAT (Multi Academy Trust) consultation sessions</b></p> <p>1. Two more consultation sessions to be arranged. 2. A summary of the MAT to be included in future newsletters; texts</p>	CR	27 April 2016

Signed:.....

Date:.....

	sent to parents. 3. Evaluation of the Consultation to be reviewed	CH,NT,RP,CR	
7.4/7.5 FGB-20-15/16	<b>Budget – Pupil Numbers</b> 1.To undertake a risk assessment 2. School profile to be developed/ communication and marketing strategy for 2017	SGG	27 April 2016
7.1.1 FGB-21-15/16	<b>SFVS statement</b> A copy of the statement to be circulated to Governors.	KH/DW	27 April 2016
6.1-6.6(incl) FGB-22-15/16	<b>Governor Visits</b> 1. Dates of spring term visits to be advised to the Clerk 2. Dates for the summer term visits were to be agreed and advised to the Clerk by the 7 May. 3. The updated visit list to be circulated. 4. Visit reports to be sent to the Chair who will set up a one drive folder 5. SP to be added to governors responsible for PE/Healthy Lifestyle and that the end to end recruitment process should be added into the list for the summer term. 6. Signing in file for governors in reception to be reinstated 7. A new format signing in form to be provided	All Governors concerned  Clerk All Governors concerned Clerk  CH/KH	27 April 2016
9.3 FGB-23-15/16	<b>Latest White Paper - Multi Academy Trust (MAT) consultation</b> The governments white paper Educational Excellence Everywhere to be discussed at the Governors Forum Day.	DH	27 April 2016
9.5 FGB-24-15/16	<b>Outcome of MAT consultation</b> Advice to be sought from Babcock on protocols for voting on such whether or not to join a MAT	Clerk	
10 FGB-25-15/16	<b>Governor Development /Training</b> Governors to complete and return proforma indicating development and training activities.	All Governors	27 April 2016
12 12.1 FGB-26-15/16 12.2	<b>Any Other Business</b> <b>Review dates and timings of meetings</b> Discussion was deferred <b>Extraordinary Governor meeting – 18</b>	All Governors	27 April 2016

Signed:.....

Date:.....

FGB-27-15/16	<b>May</b> A structure for the extraordinary meeting to be agreed via email	CH/CR/NT/RP	
--------------	--	-------------	--

## Actions

Item	Action	Responsible Person/s	Date of meeting action identified
2 <del>FGB-01-15/16</del> FGB-02-15/16	<b>Apologies/Conflict of Interest</b> <del>1. Amend Meeting Attendance Form and circulate</del> 2. Contact Governors for missing details	DW	23 March 2016
4 FGB-03-15/16	<b>Matters arising from previous minutes</b> <del>Advise Governors of the date for Prevent training in the Summer Term</del>  Training to form part of the Governors Forum Day in June.	CR  CH	23 March 2016  27 April 2016
5 FGB-04-15/16	<b>Terms of Reference update</b> Teaching & Learning Committee to discuss who to be the additional Lead Governor for Curriculum	DH	23 March 2016
6 <del>FGB-05-15/16</del> <del>FGB-06-15/16</del> <del>FGB-07-15/16</del> FGB-08-15/16	<b>Visits</b> <del>1. Maths visit to be arranged</del> <del>2. Health and safety visit to be rescheduled</del> <del>3. Schedule of Governor visits to be agreed</del> <b>Policy</b> Map Policy into development cycle Meeting to integrate to take place on 18 May	<del>DH/EB</del> RP SGG  SGG/ CH/Clerk	23 March 2016   27 April 2016
7 FGB-09-15/16  FGB-10-15/16 FGB-11-15/16	<b>Head Teacher Report</b> 1. Discussion to take place on Safeguarding Audit. Meeting set for 20 May  <del>2. FSU Action Plan to be updated</del> 2 FSU Action Plan to be circulated. 3. Visit to FSU	CR/SK  JG CR	23 March 2016 27 April 2016  27 April 2016 23 March 2016
<del>8.5</del> FGB-12-15/16	<b>Staff Structure</b> <del>Document to be saved to committee folder</del>	CR	<del>23 March 2016</del>
9 FGB-13-15/16  FGB-14-15/16  FGB-15-15/16	<b>MAT</b> <del>1. Governors to be sent a link to the consultation survey</del> <del>2. FAQ sheet to be developed and questions received to be circulated</del> <del>3. More details to be provided to staff and in newsletters</del>	CR  RP/CR  CR	<del>23 March 2016</del>

Signed:.....

Date:.....

<del>10</del> FGB-16-15/16	<del>RSA</del> To review and decide how to support	<del>SGG</del>	<del>23 March 2016</del>
<del>11</del> FGB-17-15/16	<del>Governors Training</del> Proforma to be circulated for completion	<del>DW</del>	<del>23 March 2016</del>
12 FGB-18-15/16	<b>Primary Futures</b> Sound out options for volunteers under this service  Link to be emailed to CR	CR  RP	23 March 2016  27 April 2016

Key:

Red Text	Action
Blue Text	Question
Green Text	Decision

Signed:.....

Date:.....