

HARBERTONFORD C OF E PRIMARY SCHOOL  
SCHOOL COMMITTEE MEETING MINUTES  
29.10.18

<b>Present</b>	Lizzie Lethbridge (Headteacher), Cat Radford (Parent Governor Rep), Ann Potter (community), Saj Collyer (PTFA), Ben Nute (Parent Rep).	
<b>Apologies</b>	Peter Beamish, David Sayle, Charlotte Ramsden.	
<b>Business interests</b>	None declared	
<b>Agree chair/minute taker</b>	Cat Radford has agreed to be chair of the School Committee. Lizzie Lethbridge will be minute taker agreed CRad and SC.	
<b>Minutes</b>	TBC. LL will ask RC for the last minutes.	
<b>Matters arising from last meeting</b>	-	
<b>Head Teacher report</b>	See report below. Chair thanked L. Lethbridge for the report.	
<b>Class representative updates</b> Opportunities to raise successes and challenges and to put forward questions	BN, VN and C.Ram are parent reps.  Need to raise more interest in becoming part of the committee. SC and CR will create a poster to try to raise interest.  One update: JM.	
<b>School policies</b>	School Committee Terms of Reference review. Next meeting, we will look to agree the updates. LL to send out with minutes.	
<b>Community update</b> Opportunity to raise community news, success and challenges from the perspective of the local community	Is there a lockdown policy and practice? LL explained that the lockdown procedure is built into our 'Business Continuity Plan'.  -Legionnaires disease: Now we are mains fed. Previously we were flushing taps weekly and logging for H&S.	
<b>Receive update from PTFA</b> Funding events in the pipeline, funding available for school improvement projects	-SC is struggling to communicate with people now she's not on the playground. Email isn't always responded to. -C.Rad suggested specific 'get togethers' for events, e.g. a Christmas Fair meet.  -SC to chase up the parent notice board.	
<b>Receive update from Parent Governor</b>	-Update on Governance from C.Rad: There is a new structure which means the Governing Board is now 'Local Governing Board' The LGB will undertake 'focus visits' on a yearly rotation, e.g. safeguarding, SATs, etc. -LGB will be represented on the Curriculum and Standards Committee. -School is then represented by a LGB that knows school well. -C.Rad said that there is a new structure in place following the Exec Principle leaving the Trust which is to be shared with the LGB.	

<b>Christian ethos</b>	Update from L. Lethbridge:  -We are due SIAMS inspection after Christmas. Across our MAT, we continue to work together with Landscope as a hub. Members include L. Lethbridge as Head of 2 church schools, Jade Morgan as RE lead across both schools, Georgia Setter as CW lead and Sharon Lord from Landscope.  -LL attended the 'Learn Teach Lead RE' training day.	
<b>Health and Safety</b> Opportunity to raise any concerns	-Dog mess – the message has been sent to the community to keep dogs off of the school site. New dog mess has been found this week. C.Rad has supported this by sending the message to the Parish Council. PCSO will support school in getting the message out.	
<b>Discuss school improvement projects</b> e.g. volunteering days, ideas for new initiatives and reports on actions so far.	-Front playground continues to evolve. A parent has dug up the playground and the sub-committee is making plans for the next.  -This committee was in favour of the mosaic project to go ahead.	
<b>AOB</b>	At the discretion of the chair:	
<b>Date and time of next meeting</b>	Monday 10 <sup>th</sup> Dec, 3.30pm.	

**Head's Report - HPS  
29.10.18**

<b>Pupil Numbers per year group</b>	Autumn Term 2018	
	Nursery	20 (4x 2-year olds) on busiest sessions
	Reception	9
	Year 1	17
	Year 2	15
	Year 3	11
	Year 4	15
	Year 5	9
	Year 6	12
	Total:	108
	<u>Joining:</u> -	<u>Leavers:</u> -
*Lower YR numbers this year. 1 deferred entry.		
<b>Staffing Update</b>	<p>Mrs Alison Hockings has settled really well into Harbertonford. Miss Morgan has had the fantastic opportunity to undertake her SENDCO award which is great for the school and Trust. Mrs Hockings is supporting this in Owls class.</p> <p>Miss Josie Wright is back as teacher training student! Angie Taylor continues to support in Nursery to cover sickness.</p>	
<b>Class Structures</b>	<p>Our current class structure remains as:</p> <p>Little Owls Nursery – Mrs Rowe Pre-school lead; Miss Jones and Miss Golby Owls Foundation (Reception) – Miss Morgan; Mrs Draper Falcons Y1/2 – Mrs Bradshaw; Mrs Hockings Kestrels Y3/4 – Mrs Lunt/Miss Jones; Mrs Life Eagles Y5/6 – Mr Charley; Mrs Carrino</p> <p>*We are proposing to open Nursery 5 days a week after Christmas. Consultation letters going out.</p>	
<b>Events this term</b>	<ul style="list-style-type: none"> <li>• Many sporting events, including: basketball, tri-golf, cycle-cross, athletics, football</li> <li>• SSW Tag rugby competition</li> <li>• Spirit of Adventure, supported by our PTFA</li> <li>• Y3/4 swimming</li> <li>• Play leader training</li> <li>• Fire service talks</li> <li>• Y6 Junior Life Skills</li> <li>• Roots and Fruits/Open the Book</li> <li>• Harvest Service at St. Peter's</li> </ul> <p>*A letter will be going out about residential trip plan for the next two years.</p>	
<b>Mosaic project</b>	<p>I have met with Michelle McQuin Farrand to discuss a mosaic project to develop our 'curb appeal' and front of school.</p> <p>The costs of the project can be partly met by Devon Guild's Freehand scheme and I'd like the PTFA to support and fundraise for it.</p> <p>Children and potentially parents/community will be involved in January.</p>	

<p><b>Christian Ethos and School Values</b></p>	<p>As a staff, we have worked on our school values and mission statement following our values review. This started with our Link MAT vision and has been personalised for us.</p> <p style="text-align: center;"><b><i>Our Mission Statement and values.</i></b></p> <p style="text-align: center;"><i>Harbertonford C of E Primary School puts pupils at the core of all that we do. We aim to provide an education underpinned by <b>Wisdom, Hope, Community and Dignity</b>, which lie at the heart of all that we are.</i></p> <p style="text-align: center;"><i>Pupils are encouraged to become responsible, independent learners who feel safe to take risks and trust that making mistakes is part of how we grow.</i></p> <p style="text-align: center;"><i>Our small school provides big opportunities to broaden horizons and prepare pupils for the fullness of life through aspiration and our core Christian values. We learn to flourish together through mutual respect, compassion and forgiveness.</i></p> <p style="text-align: center;"><i>Live, learn, flourish.</i></p>
<p><b>PE and clubs</b></p>	<p>Matt Tanner joins school from Saints South West. He provides a day PE/staff training and an after-school club. He is a real asset to us and has already become part of the team.</p> <p>Other clubs include 'mindful me' and KS1 football led by staff; art club led by parents; recorders/music led by Saj Collyer; Premier Sport multi-skills; Torquay Football club for KS2.</p>
<p><b>Attendance</b></p>	<p>We aim for 96.6% overall attendance to meet Devon average.</p> <ul style="list-style-type: none"> <li>• Final attendance for 2016-17 was 95.8% and 96.1% for the year 2017-18. This is a 3.6% improvement on 2015-16 (92.5%).</li> </ul>
<p><b>Parental involvement</b></p>	<p>-Open day – invite to attend a lesson ('joining in learning', as previously mentioned in SC) was poorly attended. Approx 5 families represented.</p>