

Newton and Teign Federation Governing Body

Bearnas Voluntary Primary School
Hennock Community Primary School

FGM 3

Date/Time: 25th January 2016 - 6pm to 8.30pm

Meeting Location: Hennock Primary School

Attendees	Initials		Attendees	Initials	
Nicky Dunford	ND	Headteacher	Yvonne Short	YS	Authority Governor
Linette Avery	LA	Co-Opted Governor	Claire Kendall	CK	Parent Governor
Anna Wilk	AW	Parent Governor	Emma Oliver	EO	Co-Opted Governor

Apologies	Initials
Susan Stansfield	SS
Claire Baker	CB
Alan Smith	AS

In Attendance	Initials	Capacity
Rebecca Humpreys	RH	Invited Member

Minutes to:
Governing Body
Apologies

Agenda

<ol style="list-style-type: none"> 1 Welcome 2 Apologies & Correspondence 3 Declaration of Interests 4 Elect Chair and Vice Chair 5 Co-opt new governors 6 Minutes of previous meeting on the 15th January & 2nd March 2015 7 Review the committees structures 8 Pre-School Charges 9 Pupil Progress 10 SEF 11 Approve budget 12 Receive and consider staffing structure 	<ol style="list-style-type: none"> 13 Monitor Staff development and CPD 14 Receive information on staff performance from HT 15 Review progress of the school development plan 16 Approve policies and delegate ones that need reviewing 17 Review governors annual development plan 18 Ensure date is set for clerks appraisal next term 19 Review governors annual development plan (please bring with you) 20 SWOT analysis 21 Future dates for FGB meetings <li style="background-color: red; color: black;">The Meeting to moved into Part 2
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1	1.1 1.2 1.3	The meeting was opened and everyone welcomed by YS. Apologies from CB. Introductions were made to Linette Avery.	
2	2.1	YS will email information regarding 'The Key' website to the GB. YS Advised the GB to look at the website. We have paid for this site - please try and use it.	YS to email information.
3		None, governors signed the register.	
4	4.1 4.2 4.3 4.4 4.5 4.6	ND asked YS if she was happy to stay on as chair. YS said she would but reminded governors that this would be temporary either until 2016 of if the schools converted to academies. ND proposed, CK seconded, all in favour. YS advised the GB that a Vice Chair was needed. AS agreed to take the role of Vice Chair. YS proposed, ND seconded, all in favour.	
5	5.1 5.2	GB voted PS, CB and LA onto Newton and Teign Federation Governing Body as Co-Opted Governors. AS proposed, ND seconded, all in favour.	Susan to add to Babcock system.
6	6.1 6.2	Minutes from the 16 th March 2015, agreed by the GB and signed by YS. No matters arising.	
7	7.1 7.2 7.3 7.4 7.5 7.6 7.7	First Committee will include CK, AS and AW. Appeal Committee will include PS, LA and CB. CK advised the new GB members that the county offer training for new governors which is excellent. YS encouraged all new governors to attend this. Finance (including pay and H&S), Building and HR Committee will include AS, ND, YS, and LA. Teaching and Learning committee will include GS, CK and PS. Curriculum and resources committee will be EO and LA. Academy Working Party Committee – Please see part two minutes.	
8	8.1 8.2	Pre-School fees were discussed and it was decided to increase the charge from £7.50 to £8.50 after the summer half term. A confirmation letter regarding the increase will be sent to Pre-school parents. A child starts pre-school - term after their 3 rd birthday and is entitled to 5 sessions free, if that child would like more sessions this will be at a cost of £8.50. This cost includes children who attend pre-school before their 3 rd birthday. CK proposed, AW Seconded, all in favour for Pre-School to increase sessions.	ND to inform Tam Russell and organise a letter to go out to parents.

9	9.1	<p>ND handed GB a grid on 'Pupil Progress' and explained the meaning of the report to the GB. Bullet points:-</p> <p>9.2 First half of grid shows progress from each child.</p> <p>9.3 If you look at the progress grid, it shows children are accelerating.</p> <p>9.4 Bearnese children have been below average, however, are improving and going in the right direction.</p> <p>9.5 ND is really pleased with our children's progress in year 6. Children must show they are making progress; no child should stay at the same level.</p> <p>9.6 ND meets half termly with staff to discuss the pupils whose progress is not accelerating and discussions focus on the areas the pupil is struggling with. Staff completes the SPTO Half Termly and this shows clearly pupil progress or lack of it.</p> <p>9.7 On the back page of the Pupil Progress report, it indicates the whole school progress. We need the gap to close between disadvantage and advantage children.</p> <p>9.8 CK Asked about pupils in Y5 who are below average and asked "Are we saying they won't move on?"</p> <p>9.9 ND - No not at all, we work hard with these children, some children have just arrived and have massive gaps in their learning i.e. not had a settled learning life.</p> <p>9.10 CK Asked what is being done by the school for pupils who are below in Y1 & Y2? ND – Children are making progress, those below average are helped to move forward. ND – Explained about Provision Maps for the least able.</p> <p>9.11 YS asked if these are for the less able pupils only and whether the more able pupils may need them. ND- Provision Maps are loaded up with disadvantaged children. Able children will be added onto the map and special needs children who are on 'Myplan' will also be added eventually.</p> <p>9.12 CK Do you share the Provision Maps with the parents?</p> <p>9.13 ND- No we don't use the term 'Provision Map' but we do have a meeting with the parents regarding our concerns.</p> <p>9.14 PS - I think it's important to involve parents, as parents can help at home and keep communication flowing with their child's teacher.</p> <p>9.15 EO- How do you get the parents to be involved? As some parents struggle with education themselves and find it hard to guide their own child?</p> <p>9.16 ND It's hard to get some parents to be engaged with school and their child's progress. Staff are in the playground, mornings and afternoons. Teachers will see parents and keep the relationship going.</p> <p>9.17 ND - We would like to put in place a 'Parents Support Team' at both schools and make parents</p>	
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	<p>9.18 more involved. This will hopefully keep parents interested in their children's education. PS Asked if she could come into school to observe a lesson.</p> <p>9.19 ND I will arrange a date.</p> <p>9.20 YS said all governors should be spending time in school.</p> <p>9.21 ND - Please look at the report, any questions let me know.</p> <p>9.22 YS – Can we have a copy of a Provision Map, so the GB is aware of the format etc..?</p> <p>9.23 ND will email a sample out to GB.</p> <p>9.24 ND told the GB how GS has been testing the children in year 5 at Bearnes. We are pleased with the results; GS is working hard to help the children be ready for their SATS.</p>	<p>ND to arrange date and time.</p> <p>ND to email a sample out to the GB.</p>
10	SEF (Self Evaluation Form) ND has one section to complete. Governors need to see this.	
11	<p>11.1 ND talked through the budget hand out.</p> <p>11.2 ND and Tam Russell will be meeting Suzette Barrett (Education Finance Consultant) from Babcock on the 5th May 2015.</p> <p>11.3 Supply teaching is always expensive this is paid so teachers can organise their PPA - Planning Preparation Time.</p> <p>11.4 YS asked about the large increase on the teachers salary</p> <p>11.5 ND - We budget for the next three years and include pay increases in line with Performance Management. If a member of staff does not meet their targets they are informed and there will be no salary increase.</p> <p>11.6 YS – Pointed out that on costs rise.</p> <p>11.7 AS – Please can you explain why the catering staff budget is so high?</p> <p>11.8 ND explained we don't pay catering staff as we have a contract with ISS Please see catering breakdown, we currently have a grant from 'Fresh Start' (free school meals) as of September 2014 all KS1 pupils were entitled to free school meals. The money given to the school for this does not cover the actual cost of the meal and the additional payment required to pay for these is shown on the budget line.</p> <p>11.9 ND explained 'Other Staff' which is indicated on the budget is for Hennock's caretaker. The indirect amount is for Marians travel expenses</p> <p>11.10 The funding grant the school received was used for the "Wet Pour" area at the front of the school as well as developing the outside are for Y1 & Yr2.</p> <p>11.11 Budget also includes: - Catering Supplies, Babcock.</p> <p>11.12 AS – Raised the questions again on Catering and why two entries are made for this?</p>	<p>ND to investigate.</p>

	11.13 11.14 11.15 11.16 11.17 11.18	<p>ND – Will take the budget away and double check figures. Looks like two entries have been made by mistake.</p> <p>Question will go to Suzette on the 6th May, when she’s in Hennock School to see ND and Tam Russell.</p> <p>CK - Where is the figure shown for the mini bus?</p> <p>ND – Minibus is all paid for.</p> <p>ND - Will answer all the questions above.</p> <p>YS - Budget must be approved by the GB before going to the county.</p>	<p>ND to action. ND emailed the budget to all governors, she clarified the questions raised with Suzette on the 6th May. All governors have agreed on the budget. The budget is now ready for County.</p>
12	12.1	ND will email out the Staffing Structure to the GB.	ND to action.
13	13.1 13.2 13.3 13.4 13.5 13.6	<p>Monitor Staff development and CPD – ND will run through.</p> <p>ND advised that we need to review pupil numbers.</p> <p>Numbers going up massively at Bearness School, especially in Tom Stacey class, (year 3 and 4).</p> <p>CK are you allowed to refuse children?</p> <p>ND You can say no, depending on the child’s circumstances i.e. School History – moving around a lot, their needs and if we can cater for them etc...</p> <p>ND Confirmed number of children at Hennock is the same.</p>	
14	14.1 14.2	<p>Staff Development - ND will run through.</p> <p>HOTL (Head Of Teaching Learning) are supporting class teachers by going into classes to ensure enough evidence is being shown.</p>	
15	15.1 15.2 15.3 15.4 15.5 15.6 15.7 15.8 15.9 15.10	<p>Raising Attainment Plan Summer 2015, handed out to the GB by ND.</p> <p>ND Talked through handout.</p> <p>EO – So much time seems to be spent with children who are under achieving, does that effect children who are achieving?</p> <p>ND – No because we have decreased the classroom size into different groups, some children will leave the classroom for extra learning. Children who are achieving will carry on with their learning requirements.</p> <p>YS – Jenny is working on Maths with the children.</p> <p>ND – Key Teachers are ensuring children are being stretched.</p> <p>GS – If a child is struggling teachers need to ensure that child is not being pushed too much.</p> <p>Overall progress</p> <p>In November 2015 Bearness was put on Amber alert because we required improvement.</p> <p>GB need to be aware Bearness School has 50% of mobility.... That’s because 50% of children leave and 50% join the school. Therefore, teachers are starting again to bring those children to a level</p>	

	15.11	of achievement. YS – Explained when children come and go this also has an effect on the rest of the children in that class. Children are making new friendships all the time.	
	15.12	ND – Advised the GB to attend staff meetings as this will give you more of an understanding and will help with your action plan.	
	15.13	ND – Senior management is driving the way forward and this is working well. Senior management will ensure staffing is covered. Senior Staff will ensure every classroom is using the same procedures i.e. Stick Men for marking and the children understand the meanings. HOTL will talk to the children on how they share their learning. The dinosaur procedure is working well.	
	15.14	ND - Every classroom has a learning wall, which needs to be in a better order and we are working on this.	
	15.15	ND – After the Summer holiday’s children tend to dip and teachers have to get them back up to standard.	
16	16.1	Polices AS – Asked YS and ND to check the Letting Policy, number 12 ‘Conditions of Usages’ and number 1 ‘Scale of Charges’.	YS and ND to advise.
	16.2	GS – Had a question on the ‘Recruitment and Selection Policy’, section 15.1 Appointments. Should this state DBS?	SS to change.
	16.3	AW – Handed the Mission Statement to SS with some ideas on how to update our policy.	YS and ND to look at document
17	17.1	GB – Action Plan.	
	17.2	Thank you to the Governors who attended the last staff meeting Re: Learning Journey.	
	17.3	YS – Asked the GB to allow time to come in and observe the teachers in class time, feedback is important.	
18	18.1	YS – To organise a date with SS for her appraisal.	YS and SS to organise.
19	19.1	GB handed their Annual Development Plan to YS.	
20	20.1	SWOT – YS asked the GB for their SWOT analysis.	YS and ND to look at these.
21	21.1	Next FGB meeting will be held on the 16th June 2015 at Bearnas Primary School at 6.00pm.	
		Meeting moved into Part 2.	

These Minutes are a true record of the meeting

Signed: _____ (Chair) Date: _____