



# MORETONHAMPSTEAD PRIMARY SCHOOL

## Governing Body

Meeting Part I Minutes							
Date/Time	25 January 2017 at 18:00	Location	Moretonhampstead Primary School				
Attendees	Initials			Attendees	Initials		
Vivienne Hodges	VH	Co-Chair		Mike Jeffery	MJ		
Dominic Course	DC	Co-Chair		Shaun Elliott	SE		
William Bentall	WB	Headteacher		Poppy Burgess	PB	Parent Governor	
Maria Howarth	MH	Vice-Chair		David Poulson	DP	Staff Governor	
Elizabeth Pell	EP	Parent Governor					

Apologies	Initials	Reason (Category of Governor)
Ian Goodwin	IG	

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Anne Burns	AB	Assistant Headteacher

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Apologies	VH
2	Election of Staff Governor	VH
3	Declaration of Interests	VH/LD
4	Minutes from Last Meeting i Actions ii Matters Arising iii Minutes Agreed	VH
5	Communication Procedures	LD
6	Staffing	WB
7	Budget	WB
8	Health and Safety	WB
9	Policies i Review Cycle ii Sex Education Policy	VH/LD
10	Headteacher's Oral Report i OFSTED Overview	WB
11	Staff and Pupil Absence Autumn Term Report	WB
12	Development Plan Progress	WB
13	End of Autumn Term Data Review	WB





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14	Disadvantaged Report	WB
15	Safeguarding i SCR ii Devon Safeguarding Audit	VH/WB
16	Governor Monitoring Reports  i Review Working Party ii Review Calendar	DC/VH
17	Governor Training  i Feedback from Training ii Agree Training Requests	VH
18	Chair's Bring Forward Items	VH

Agenda Number	Details of discussion	Decision or Action
1	<p><b>Apologies of Absence</b></p> <p>Apologies were given by IG and these were sanctioned. LD, the new Clerk to the Academy Trust, was welcomed to the meeting by VH.</p>	
2	<p><b>Election of Staff Governor</b></p> <p>David Palmer has resigned from the Staff Governor role. David Poulson volunteered to replace him and was elected unanimously. VH explained the role of the LGB within the academy and roles within the LGB for the benefit of DP and LD.</p>	
3	<p><b>Declaration of Interests</b></p> <p>There were no declarations of interests. LD distributed Register of Related Parties forms and guidance for completion.</p>	<b>Governors to complete forms and return to LD.</b>
4	<p><b>Minutes From Last Meeting</b></p> <p><u>i Actions and ii Matters Arising</u> VH asked for any actions or matters arising not already covered by the agenda. There were none.</p> <p><u>iii Minutes Agreed</u> The minutes from the meeting on 30 November 2016 were approved and signed by VH.</p>	
5	<p><b>Communication Procedures</b></p> <p>LD explained that Governors' will be given an academy email address in the next couple of weeks to use for Governor business only. This will need to be checked regularly, with guidance being twice a week. The use of this with Office 365 will allow for easier sharing of documentation and shared editing. A discussion followed about whether these email addresses should be shared with parents. It was decided that VH and the Clerk to Governors' email addresses would be published on the website.</p>	





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6	<p><b>Staffing</b></p> <p>WB explained that since AB's arrival in September it has helped development of the school with sharing of ideas, leading of initiatives and analysing data. He feels it has been a successful first term where middle leaders have strengthened the leadership capacity.</p> <p>Following the end of the Senior MTA role, the school is currently running with five staff at lunch instead of six but this has been adequate. The Y6 Lunchtime Supervisors are being run by an MTA, which supports provision of quieter areas.</p> <p>There have been some caretaking staff off with illness but staff from SDCC are supporting. A new cleaner has been appointed from Monday. She has also taken on the role of MTA on Fridays to make numbers up to five again. She will do an extra session prior to her start date to familiarise.</p>	
7	<p><b>Budget</b></p> <p>The Income Expenditure report was distributed prior to the meeting.</p> <p><i>DC asked about trips' expenditure as it currently stands at £400 against a predicted £5500. Is there a contingency for the summer?</i> WB said some payments, such as the Y6 residential, haven't been received yet.</p> <p><i>DC asked about the £136 first income from the solar panels as it hasn't been itemised before.</i> DC will raise at the next Directors of Finance meeting and report back at the next Governors' meeting.</p> <p><i>DC also questioned whether the academy services end of year figure is correct as there is a variance of £25,380.</i> He will raise this with RS.</p> <p>DC highlighted that staffing is less than predicted but £15,000 on caretakers is surprising. DC will ask RS to clarify and feedback at the next meeting.</p> <p>WB outlined the national formula funding for schools. He gave out a document from DAPH. RS will provide WB with the details of the impact on the school. There is a lot of opposition against the national agenda. Some lobbying will be required by Governors to make views heard. WB will produce a letter which he will bring to Governors for approval. VH asked SE to input into this.</p> <p>WB has no information yet about class structures for next year or the impact of funding upon this but he does not want to reduce the number of classes. <i>DC asked about the predicted budget shortfall for this year as it looks like there is a surplus of £23,000 for next year.</i> WB said the income has been reduced by £55 per child this year. DC said the apprenticeship levy was an issue as 0.5% of payroll was paid to this by the academy. WB said RS went to a meeting with MPs who were supportive. MJ said he will investigate further.</p>	<p><b>DC to enquire about solar panels, academy services figure and caretaking costs at next Directors of Finance meeting and report back at the next LGB meeting.</b></p> <p><b>WB to produce a letter about the National Formula and bring to Governors for approval.</b></p>





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8	<b>Health and Safety</b>  WB has monitored the Accident Book and there have been no serious accidents. It was confirmed that MJ does also check this. WB will create an overview sheet with locations and give it to the office for Governors to monitor. WB said lunchtime staff are good at reporting and the 'bumped head' letters had been reviewed following an incident. WB has met with staff to explain that they need to be aware of what the incident was and other student involvement when completing the paperwork.	<b>WB to create an overview sheet for the Accident Book for Governors to monitor.</b>
9	<b>Policies</b>  <u>i Review Cycle</u> VH explained that LD will be putting together a review cycle for policies. VH said that some policies are due for review. All the statutory policies are on the school website.  <u>ii Sex Education Policy</u> VH explained that the SRE policy needs to be reviewed. An academy wide policy will be created in conjunction with Rachel Shaw. There is a need for Governor involvement and VH offered to do this. It also needs to be a Parent Forum agenda item. WB will meet with the other Headteachers next Thursday to agree a policy then bring this to the Parent Forum and to the Governors.	<b>LD to create a policy review cycle prior to the next LGB meeting.</b>  <b>WB and VH to create a draft SRE policy and take it to the Parent Forum for feedback and the next LGB meeting for approval.</b>





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10	<p><b>Headteacher’s Oral Report</b></p> <p><u>Funding Applications</u> WB reported that a funding application for £9000 was approved today with Chagfood for an Outdoor Learning Partnership. The pupils will be sowing, growing and cooking with the produce.</p> <p><u>Library</u> WB explained the progress of this resource. The book stock is good for the size of the school but not well organised. WB has emailed parents for support on the last two days of this half term to help sort it out. The Learning Lounge is developing and an artist is coming in to do some murals. The reference library is still to come along with the research laboratory. WB has asked for an armchair and wooden bookcase. <i>MH asked about fire risks.</i> WB said he will consider this. PB suggested getting a standard lamp and a new clock. There is currently no librarian but a new volunteer is starting on Monday to oversee the area and there are Library Monitors. There is still clerical work to do. The long term plan is to get parents involved with choosing books in the morning.</p> <p><u>Mindfulness Workshops</u> Mike Connolly’s Mindfulness workshops have started with Y5. <i>SE asked about the content of the workshops.</i> AB explained the contents. The idea is to develop growth mindsets of children in assemblies over the next 12 weeks. Mindfulness is targeted at a particular group. <i>MH asked if there was any scope for it with Y6 prior to transition.</i> WB said yes this could be done.</p> <p><u>Sport Development</u> DP is leading with football. The school hosted a football match last week and the pupils were praised by a visiting teacher. It was then discussed how pupil voice could be shared about this.</p> <p><u>Communication</u> A video for the website for prospective parents about ‘How We Learn’ is in progress.  Richard Penhale is setting up a Facebook Page for school which will be monitored by the academy.  MH asked whether letters to parents could be emailed to Governors so they aware. WB said he will ensure this happens.  It was agreed that the meeting would move to Part II minutes for the next item.</p> <p><u>OFSTED Overview</u> WB explained that an OFSTED inspection is due as the school was last inspected in February 2013. He gave out a document explaining the inspection process to Governors and explained this. Governors will need to be in school one hour prior to the start time of their slot to meet with Rachel Shaw. Governors will be asked about school priorities – this is boys, in particular, younger boys’ writing; the vision and ethos of the school and how the needs of SEN children are being met.</p>	<p><b>WB to ask administrators to email relevant letters about school events/issues to Governors.</b></p>
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	<p>More evidence of greater depth is needed before the visit. Learning journals have been issued to put this all in one place across the curriculum. Janet Ross moved the school up to evidence for Good on her last visit.</p> <p><i>SE asked how confident WB was in staff answering OFSTED questions.</i> DP and AB said revisiting this would be good. AB said teachers are engaged with data and aware of areas to work on. DP said having a file with the barriers in to show inspectors would be useful. WB said individual needs awareness and intervention is crucial and is being worked on this week and he will keep revisiting this.</p> <p><i>PB asked if all staff are up to date on safeguarding procedures.</i> WB said this is an area of strength but a refresher would be good. SE said a culture of ongoing friendly challenge would be useful to prepare staff.</p> <p>VH thanked WB for the overview and said Governors will support where possible.</p>	
11	<p><b>Staff and Pupil Absence Autumn Term Report</b></p> <p>WB reported that there have been 13 days absence of teaching staff and 54 of non-teaching staff since September. This is an improvement on last year.</p> <p>Pupil attendance is 95.9% compared to 93.6% last year and the target is 97%. Persistent absentees (attendance below 90%) are still too high as 18 children fall into this category with the lowest being 83%. <i>VH asked if this is reported to the EWO.</i> DC said yes as it is a safeguarding issue. WB said holidays are clear on attendance records. Children who are late are marked as absent so this has an impact. There are 35 children with between 90-95% attendances. WB has sent out letters by instruction of the EWO and a second batch of meeting letters will go out on Thursday. <i>EP asked if those parents WB had met with's children had improved attendance since.</i> WB said yes.</p> <p><i>MH asked if there were currently any school refusers.</i> WB said there were a couple but these are working towards attending and he is also personally supporting children who are reluctant to come in.</p> <p><i>MJ asked if parents let the school know if their children are not coming in.</i> WB said yes.</p>	<p><b>WB to update Governors on attendance figures at the next LGB meeting.</b></p>





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12	<p><b>Development Plan Progress</b></p> <p>AB worked with all staff last term to update Pupil Tracker as it was not a true reflection of progress. She is encouraging staff to update assessments a minimum of weekly, if not daily, so data is accurate and easier to cross reference. She said it is now being used more effectively as an assessment and planning tool. <i>DC asked why it was not being used effectively before.</i> VH said it is time consuming. <i>DC asked if it was timetabled into a teacher's week.</i> AB said PPA time can be used for this. <i>DC asked whether the requirement to update Pupil Tracker has been formalised.</i> WB said it will go into the assessment policy.</p> <p>AB said new assessment procedures have meant staff have lost confidence in assessment but are now getting more familiar. <i>VH asked if assessment procedures have settled.</i> WB said it's all in place now and no further changes will occur unless the curriculum is changed.</p> <p>AB said Pupil Tracker is a valuable tool for Y2 and Y6 if the school is selected for extended moderation.</p>	
13	<p><b>End of Autumn Term Data Review</b></p> <p>WB went through the summary document he had issued prior to the meeting. WB will drop in weekly to check on target children. Some boys are not making enough progress so challenge is needed but self-esteem is an issue. The floor standard is 80% plus for Y6 and the outlook is positive. VH said she is happy with the progress being made and will look forward to future reviews.</p>	
14	<p><b>Disadvantaged Report</b></p> <p>WB reported that attendance for the 14 Disadvantaged Pupils is good and they are all making visible progress in reading, writing and Maths. The focus is now on more able pupils who haven't made enough progress. Mentoring for Disadvantaged Pupils is underway. The school is moving more towards SEND children as a focus as progress is not accelerated enough.</p>	
15	<p><b>Safeguarding</b></p> <p><u>i SCR</u> WB has checked the SCR and it is up to date for staff but some volunteers need inclusion. Rob Saunders is working on this.</p> <p><u>ii Devon Safeguarding Audit</u> WB reported that the Devon Safeguarding Audit has been completed and sent out to Governors. No issues have been returned. VH will monitor next week. Child Sexual Exploitation, Female Genital Mutilation and PREVENT are all high priorities to address with the children. WB said he is uncertain of the best way forward with this so will seek advice.</p>	





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16	<p><b>Governor Monitoring Reports</b></p> <p>DC reported on a Learning Walk he, VH, MH and MJ conducted in November looking for evidence of an effective working environment as the school vision is for pride in the school. OFSTED key indicators were used. They conducted a walk of public areas and classrooms. They found evidence of tidiness; best work and key vocabulary were displayed; well prepared resources were evident and varied use of display areas was noted. The judgement was that these areas looked ready for learning. Areas that need further attention were the library and corridor displays as these are sparse. DC will send the written report to all Governors and LD.</p> <p>VH reported on the academy training in January led by Janet Ross. This was well attended. A key idea that was highlighted was that Governors need to speak to children for feedback to allow for triangulation of evidence. It was decided that Governor Monitoring Visits for the rest of term will focus on speaking to the children.</p> <p>Janet Ross has assessed the school and given a report to WB which is the basis of the School Development Plan. WB reports to Governors on a regular basis but feels it is good for them to see for themselves what is happening. WB felt that Governors showed good awareness during the training session. WB said there are clear groups of children to focus on for future learning walks.</p> <p><u>i Review Working Party</u> LD explained that Hugh Bellamy is setting up a working party to look at Monitoring Governor Effectiveness and is looking for a volunteer from each LGB to be a member of this group. DC volunteered for this role.</p> <p><u>ii Review Calendar</u> It was decided that WB and VH will draw up a calendar for Governor Monitoring Visits and issue to Governors to check availability.</p>	<p><b>DC to send the Learning Walk document to all Governors and LD.</b></p> <p><b>DC to be the LGB representative for the academy working party on Monitoring Governor Effectiveness.</b></p> <p><b>WB and VH to draw up a calendar for Governor Monitoring Visits and issue to Governors to check availability.</b></p>
17	<p><b>Governor Training</b></p> <p><u>i Feedback on Training</u> There is a Safeguarding Level 2 training session taking place on 9 February at 18:00 with Rachel Shaw. VH will send details to the Governors. Swimming pool staff are invited. <i>MJ asked if volunteers need to do this.</i> LD will check. AB has completed Level 3 Safeguarding so is now the Deputy Safeguarding Officer.</p> <p><u>ii Agree Training Requests</u> MH will complete the Safer Recruitment Training online.</p>	<p><b>LD to check whether volunteers need to complete the Level 2 Safeguarding training.</b></p> <p><b>MH to complete the online Safer Recruitment training.</b></p>





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18	<b>Chair's Bring Forward Items</b>  WB said governors are always welcome to drop in informally.  WB said new staff badges are arriving soon and staff photos will go up.  AB offered to discuss data if any Governors had any specific questions. SE praised the data reporting.  WB requested names of Governors who would be able to come in for the OFSTED visit. VH and DC agreed and all the other Governors said they would be happy to if they are available.	<b>VH and DC volunteered to attend the OFSTED visit.</b>
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The meeting closed at: 19:50

<b>Detail of next meeting</b>			
Date/Time	Wednesday 8 March at 18:00	Location	Moretonhampstead Primary School

