



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Meeting - Part I Minutes							
Date/Time	8 March 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		Ian Goodwin	IG		
William Bentall	WB	Headteacher		David Poulson	DP	Staff Governor	
Maria Howarth	MH	Vice-Chair					

Apologies	Initials	Reason (Category of Governor)
Elizabeth Pell	EP	Resigned
Rachel Shaw	RS	Illness

Absent without Apology	Initials
Shaun Elliott	SE
Poppy Burgess	PB

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	Declaration of Interests	VH
3	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	VH
4	Declaration Forms	LD
5	Headteacher's Written Report	WB
6	Attendance Figures Update	WB
7	Budget i Review Income Expenditure Report ii Receive First Draft of Budget for 2017-2018	WB/DC
8	Staffing i Review Staffing Structure for 2017-2018 ii Staff Pay and Conditions Consultation Update	WB
9	Term Dates 2017-2018	VH
10	Community Proposal	WB
11	Disadvantaged Pupils' Report	WB
12	Review SEF	WB
13	Health, Safety and Environment i Monitoring of Accident Book	WB/MJ





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14	Safeguarding i SCR Checks	VH
15	Policies i Review Behaviour Policy ii Review Bullying Policy iii Review Intimate Care Policy iv Safeguarding Policy v Admissions 2018-2019 Policy vi SRE Policy Update	VH/WB
16	Governor Monitoring Reports	VH
17	External Reports	WB
18	Review Skills Audit	VH
19	Governor Training i Receive Governor Training Reports ii Review Governor Training Records iii Agree Governor Training Requests	VH
20	Governor Recruitment	VH
21	Car Park	VH
22	Chair's Bring Forward Items	VH

Agenda Number	Details of discussion	Decision or Action
1	<p>Apologies of Absence</p> <p>PB sent apologies due to a CPD event which were sanctioned. RS sent apologies due to illness. EP has resigned from her role as Parent Governor due to personal circumstances.</p>	
2	<p>Declaration of Interests</p> <p>VH's daughter is now a supply teacher at the school. DC's wife is a trustee of Moretonhampstead swimming pool. LD will add these to the Register of Interests.</p>	LD to add interests to Register of Interests.
3	<p>Minutes from the Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes of the meeting on 25/01/17 were agreed and signed by VH. There was a small change to the Part II Minutes which LD modified.</p> <p><u>ii Actions and iii Matters Arising</u> DC will raise the issue with Directors that the budget is a predicted overspend.</p> <p>DC raised the issue of the solar panels breakdown in the Income Expenditure report with the Directors. He will arrange a meeting with the Finance Manager and get a breakdown of how the money is allocated.</p> <p>WB has a draft letter about the National Formula for Funding for approval tonight.</p> <p>Correspondence update: two children with SEN were considered for entry in January. VH said she has letters if any governors would like to have a look.</p>	DC to raise budget queries with Directors and Finance Manager and feedback to LGB at the next meeting.





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	WB has advised he is happy with these entries. The letters were passed to WB for school files.	
4	<p>Declaration Forms</p> <p>LD distributed the 'Declaration of Eligibility to Serve as a School Governor' forms to those governors who needed to complete them. These were completed and returned. LD will get the document check information from the SCR.</p>	<p>LD to distribute forms to remaining governors at the next meeting.</p>
5	<p>Headteacher's Written Report</p> <p>WB distributed his report prior to the meeting. The number of pupils on the SEN register has been revised to 21 so the provision is being reviewed.</p> <p>An NQT has been working with AP as mentor and has had positive appraisal. Janet Ross is still working with AB and DP. WB is looking at KS1 and Y3 staffing for reading, writing and Maths intervention sessions to increase progress due to inconsistency. MH asked about whether this will lead to a discrepancy between groups. WB feels needs will be met better in this context. A letter went out to parents yesterday but there has been no feedback as yet. WB has decided to lead the intervention with experienced staff. <i>MH queried whether parents would challenge that some children were getting it and not others.</i> WB said the Y2s will need to come together as they have SATs tests to prepare for.</p> <p>VH praised the amount of activities going on. WB said the art week and exhibition was a highlight. He said the Cranbrook theatre trip today was successfully.</p> <p>The outdoor classroom steps have now been repaired.</p>	
6	<p>Attendance Figures Update</p> <p>Attendance is at 95.3%. Attendance figures last week were fairly high but the SDCC virus is a concern. There has been some chickenpox.</p> <p>Persistent absentees have dropped to 12 from 15 since the last meeting. None have had to be reported yet. They have had letters and WB will be sending some congratulatory letters to those who have improved.</p>	
7	<p>Budget</p> <p>It was agreed that the meeting would move to Part II Minutes for this item.</p>	
8	<p>Staffing</p> <p><u>i Review Staffing Structure for 2017-2018</u> It was agreed that the meeting would move to Part II Minutes for this item.</p> <p>The meeting returned to Part I Minutes.</p> <p><u>ii Staff Pay and Conditions Consultation Update</u> WB circulated a fairer funding draft letter put together by RS from a range of sources for governors to read. DC asked when the letter would go out. WB said as soon as possible. DC said a brief follow up link to the survey would be a good idea. The letter was approved by governors.</p>	<p>Governors approved the Funding letter which WB will distribute to parents along with a follow-up link to the survey.</p>

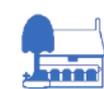




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	<p>WB has received a letter from Mel Stride MP which governors have had circulated. WB will acknowledge this and say we are sending a letter to parents. MH proposed mentioning this letter to parents. WB will do this in the follow up email.</p>	
9	<p>Term Dates 2017-2018</p> <p>The term dates for 2017-18 are on the school website. These were discussed and confirmed. WB explained that the four training days for staff in October are done as twilight sessions.</p>	
10	<p>Community Proposal</p> <p>It was agreed that the meeting would move to Part II Minutes for this item.</p> <p>The meeting returned to Part I Minutes.</p>	
11	<p>Disadvantaged Pupils' Report</p> <p>WB reported that PP funding has been used for whole school improvements but focused on disadvantaged pupils' needs. Speech and language needs has been a focus. Interventions looking at data will come next. The disadvantaged pupils' data from December showed progress in reading was exceeding expectation, Maths was +1 point and writing was also +1.9. AB is data lead on this and is questioning the data on pupil tracker and evidence. She is ensuring evidence is seen across a few teaching sessions.</p> <p>Disadvantaged children with prior high attainment (HPAs) is an area of focus. There has been a focus on Greater Depth to support staff. Teachers are checking prior history of children meeting expectations to check whether they should be at Greater Depth so high attainment is maintained.</p> <p>AB is working with the Maths leads across the academy on a scheme of teaching. WB is leading a writing group with HPAs, AB is running one for Maths and DP for reading. WB reported that the sessions are going well. My Maths has also been invested in.</p> <p>WB explained that the curriculum is about mastery of objectives by the end of the year so the focus is on delivering sessions at Greater Depth. DP said he is looking for Greater Depth in writing across topics. Better consistency of Maths and Literacy skills in Science Topics is also being explored. <i>MH queried the disappearance of Gifted and Talented (G&T) provision.</i> WB said it is now a focus on Greater Depth across subjects. <i>IG asked whether G&T in Music and Arts were still invested in.</i> WB went through the wealth of extra-curricular activities being offered to these children.</p> <p>WB reported that he is continuing to monitor disadvantaged pupils' attendance which is generally above school attendance on the whole.</p> <p>A homework club invitation has been sent to all of the disadvantaged pupils and numbers have risen dramatically. AB went through the details of homework club. DC commended this addition to the school's provision. AB said it had been a successful venture in the past and children often support one another within the group.</p>	





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12	<p>Review SEF</p> <p>WB reported that this has been addressed in the Headteacher's report and is a working document.</p> <p>A family has been looking around the school with two high needs children and two other children. Another family is going through admissions and one child is due to leave due to family circumstances.</p> <p>Six month probation reports have been completed for new staff.</p> <p>Middle leaders have been working on a survey to all staff and governors. The interim results were distributed. AB has resent the survey to those who have not yet completed it. She said that responses have come from a range with 50% total responses currently. Team teaching, peer coaching and mentoring was not seen as a strength but this goes on regularly so this may need better communication. DC suggested that perhaps these things are happening but not part of the school ethos yet. WB felt the school direction and teaching and learning were stronger than what the survey results indicate. Weaker areas were working with colleagues. The survey questions were statements given by Janet Ross on her course. AB will provide a full document for governors when the survey has closed.</p> <p>WB reported that collaborative work is taking place across the academy. AB and Jenna are going to Widcombe tomorrow to look at Maths.</p> <p>Learning passports are now in place for all the SEN children and Mary Twomey from Ashburton is offering support with interventions. VH said this support has developed this area well. The SEN register is now more thorough and staff are more accountable for SEN children's progress. VH has had a thank you from a grandparent about what was being done for their SEN grandchild.</p> <p>VH reported that the governor monitoring calendar has been introduced.</p> <p>Weekly Headteacher KS1 meetings are now taking place.</p> <p>Reduction of worksheets has happened as there is a photocopying issue. Staff are going to have individual codes.</p> <p>WB reported on challenging and supporting staff. DP is doing grammar gremlins on a weekly basis in staff meetings which WB is duplicating in support staff meetings. Support is also in place at the younger end of the school with SEN.</p>	
13	<p>Health, Safety and Environment</p> <p>MJ reported that the outdoor learning centre roof is looking weak he suggested an interim measure to repair this as it could be a costly job. VH suggested asking across the academy if anybody else has had the same problem. WB will find out. MJ said there is also another rope climbing area that is looking weak.</p> <p>WB said the water tank in the boiler room may need emptying. He will find out.</p> <p>WB reported that the learning lounge has developed significantly. The lines have also been repainted on the netball court.</p>	<p>WB to report back on the roof and water tank at the next LGB meeting.</p>





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	<p><u>i Monitoring of Accident Book</u> MJ will check the accident book for the next meeting. Rob Saunders is collating where accidents take place. This is mainly the playground and WB wonders if some could be avoided.</p>	<p>MJ to check Accident Book and report at the next LGB meeting.</p>
14	<p>Safeguarding</p> <p><u>i SCR Checks</u> VH reported that the SCR is all up to date. WB explained what the Single Central Record is. Rob is working hard to fill gaps for older members of staff.</p>	
15	<p>Policies</p> <p><u>i Review Behaviour Policy, ii Review Bullying Policy and iii Review Intimate Care Policy</u> WB said the Behaviour, Anti-bullying and Intimate Care Policies have had no amendments. A typing error on p5 of the Behaviour Policy was highlighted and that p10 refers to IEPs still. Governors approved these policies subject to these corrections being made.</p> <p><u>iv Safeguarding Policy</u> The Safeguarding Policy for the academy has been revised to include CSE and FGM amongst other things. Governors need to access the website to see the policy detail.</p> <p><u>v Admissions 2018-2019 Policy</u> The Admissions policy was discussed and agreed. DC said there was discussion at the Directors' Meeting about children of staff being included in the policy but it was decided that it was infrequent so there was no need to change it.</p> <p>DC explained that Ilsington Primary School has taken on the preschool as a governor run model and the detail of this process.</p> <p><u>vi SRE Policy Update</u> WB reported that the SRE Policy is still in the process of being redrafted by RS and governors will be updated on this.</p>	<p>The Behaviour, Anti-Bullying and Intimate Care Policies were all approved subject to the highlighted areas being amended.</p> <p>Governors need to read the revised Safeguarding Policy.</p> <p>The Admissions Policy 2018-2019 was approved.</p>
16	<p>Governor Monitoring Reports</p> <p>VH reported on the governors' monitoring calendar. WB and VH have constructed a calendar using ideas from Janet Ross' training. MH is looking at SEND. WB asked for names for visits and went through the detail of the calendar. There is a focus on pupil voice throughout. VH will email Governors to confirm who will do each visit.</p> <p>WB explained how Drakeford room will be used for play therapy and there will be a review in June of how the space is being used.</p> <p>WB requested male role models for boys writing. SE was nominated. Y6 boys will work with younger boys as writing ambassadors.</p> <p>WB said there needs to be three key questions to ask all the children so responses are meaningful. WB has given VH a template for this.</p>	<p>VH to email monitoring calendar to governors and confirm names.</p>





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17	External Reports An appraisal with Janet Ross will take place on 19 April 2017.	
18	Review Skills Audit DC said this is under review as the governor competency working party is underway so he suggested waiting to find out more about this before going ahead. This was agreed.	
19	Governor Training <u>i Receive Governor Training Reports</u> DC reported that he has done some online training on the new Competency Framework viewing the Babcock webinars. He found these useful. IG attended the Primary Heads meeting. <u>ii Review Governor Training Records</u> LD issued the Babcock governor training records. She will try to find out attendance at academy training from RS. <u>iii Agree Governor Training Requests</u> LD handed out the Governor magazine. VH suggested letting LD know any of any training requests via email.	LD to update training records with Academy training details from RS. Governors to send any training requests to LD.
20	Governor Recruitment The resignation of EP was discussed. Her area of expertise was secondary teaching so a governor with an educational background was considered to be useful. Somebody has expressed an interest and is a teacher at SDCC so the suggestion was to co-opt. DC will check over the handbook and discuss with RS whether this is acceptable.	DC to check the SDA Handbook and check governor recruitment with RS.
21	Car Park A parent has raised an issue about parking in the school car park. It is not considered safe for parents to drive into the car park during drop off and pick up time and the parent was told this. A letter has been sent in response and VH shared this with governors. VH said a point to raise is that the children in the area they live in are provided with transport so it is not necessary to drive. It was agreed that the school car park remains for staff and visitors. Car Parking is available in the public car park with a permit so these will be sent with a response letter. There is also a safe walking route from the car park to the school.	VH to write a letter of response to the car park letter.
22	Chair's Bring Forward Items MH reported on the Directors' HR Committee meeting. She was unable to attend as the date was changed. MH reported that the Directors' committees will merge and it was discussed whether to have two representatives. It was decided that DC will attend as the representative but will call on MH when HR support is needed. MH raised concern about the outlook package use for governors. She said her contacts were incorrect.	





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	MH will email LD and she will pass this on to Richard Penhale.	
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The meeting closed at: 19:55.

Detail of next meeting			
Date/Time	Wednesday 10 May at 18:00	Location	Moretonhampstead Primary School

