



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Meeting - Part I Minutes							
Date/Time	20 September 2017 at 18:00	Location			Moretonhampstead Primary School		
Attendees	Initials			Attendees	Initials		
Vivienne Hodges	VH	Co-Chair		Poppy Burgess	PB		
Dominic Course	DC	Co-Chair		Maria Howarth	MH	Vice-Chair	
William Bentall	WB	Headteacher		David Poulson	DP	Staff Governor	

Apologies	Initials	Reason (Category of Governor)
Shaun Elliott	SE	
Mike Jeffery	MJ	Illness
Ian Goodwin	IG	Resigned

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	VH
2	Elections	LD
3	Declaration of Interests	VH
4	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	VH
5	Chair's Bring Forward Items	VH
6	Review School's Vision and Aims	VH/WB
7	Headteacher's Oral Report i Disadvantaged Pupils' Report ii SATs Results Analysis iii Staff and Pupil Absence iv Review School Evaluation Form iv Agree School Development Plan 2017-2018	WB
8	Budget i Review Income Expenditure Report ii Monitor Budget iii Agree Sports Grant Report	DC/VH/WB
9	Staffing Updates	WB



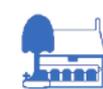


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10	Preschool Update	WB
11	Health, Safety and Environment i Monitoring of Accident Book	MJ
12	Safeguarding	WB
13	Policies i Review Admissions Policy	WB/VH
14	Review SDA Governance Handbook	VH
15	Governor Monitoring Reports i Agree Annual Governor Monitoring Timetable	VH
16	External Reports i Headteacher's Appraisal	WB
17	Governor Recruitment	VH
18	Governor Training i Receive Governor Training Reports li Agree Governor Training Requests	VH
19	Dates of Next Meetings	VH

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>Apologies for absence were received from MJ and SE. These were both sanctioned. LD and IG sent apologies for their late arrivals.</p>	
2	<p>Elections</p> <p>VH resigned as chair and nominated DC. This was voted upon and unanimously agreed.</p> <p>All governors agreed to continue in their designated Lead Governor roles with MH as Vice Chair and SEND Lead Governor, MJ as Health and Safety Lead Governor and VH as Safeguarding Lead Governor.</p> <p>It was also agreed for DC to continue as a SDMAT Director, representative upon the Directors' Finance and HR Committee and Chair of the Directors' Audit Committee.</p> <p>A discipline committee was not yet decided as a governor appointment needs to be made.</p>	<p>It was agreed for DC to be Chair of the LGB.</p> <p>All other governor roles were agreed to remain the same.</p>
3	<p>Declaration of Interests</p> <p>There were none. LD distributed the Business Interests forms to governors. These were completed and returned.</p>	





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4	<p>Minutes from the Last Meeting</p> <p><u>i Minutes Agreed</u> The minutes of the meeting held on 05/07/17 were agreed to be a true and accurate record and signed by VH.</p> <p><u>ii Actions</u> There were none.</p> <p><u>iii Matters Arising</u> There were none.</p>	
5	<p>Chair's Bring Forward Items</p> <p>PB is still not receiving governor emails. LD to follow this up.</p>	<p>LD to follow up on PB's email access.</p>
6	<p>Review School's Vision and Aims</p> <p>The document was distributed prior to the meeting. Governors discussed these and agreed to retain the vision and aims previously documented.</p>	<p>It was agreed to retain the School Vision and Aims currently held.</p>
7	<p>Headteacher's Oral Report</p> <p><u>i Disadvantaged Pupils' Report and ii SATs Results Analysis</u> WB went through the Phonics and SATs results which was distributed at the meeting.</p> <p><i>DC asked what had caused the discrepancy in KS1/KS2 results.</i> WB said it was a combination of factors. Staff absence had impacted and also having more awareness of what the end result should look like. DP said there was a need for all staff to use the Evidence Gathering Grids (EGGs). KS2 pupils were more engaged in writing and the younger year groups need more of a focus on independence in writing.</p> <p>WB said that a Self Evaluation is needed against the Excellence in Learning information and distributed this data. The school is below the average in Devon in Reading, Writing and Maths at KS1. It is above the Devon average for KS2 in Reading and Writing but below in Maths and Grammar. The attainment for the Reading average score was above the national average but the progress was lower. There are not enough children working at Greater Depth.</p> <p><i>DC asked whether overinflated predictions were an issue at KS1.</i> WB said the lack of consistency of assessment has made it difficult for staff to identify where pupils are in their learning.</p> <p>There have been improvements to Maths in comparison to last year. Boys outperformed girls across the board this year but that seems to be cohort specific.</p> <p>The Early Years Foundation Stage Good Level of Development (EYFS GLD) has been consistent over the last three years. KS1 phonics data has improved significantly since 2015. Strategies have been put in place to address issues.</p>	





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There is still work to be done on the culture around reading and engaging boys with this. More could be done with Accelerated Reader (AR) and competition. There will be new stock arriving in the library for breadth of interest. WB is starting to see the benefits of AR but there is still an issue around some of the books in relation to the scales they are on.

iii Staff and Pupil Absence

It was agreed to move to Part II Minutes for the next item.

The meeting returned to Part I Minutes.

iv Review School Evaluation Form

WB distributed a document that summarised key ideas and outlined the details. Governors' roles in monitoring have increased and this was recognised by the OFSTED inspector in April. Lesson observations in KS2 show pupils taking more responsibility for their own learning. There is evidence of exceptional engagement.

Two further areas have been partially met and the focus now needs to be on KS1 whilst maintaining the quality of KS2.

Dedicated staff supported children significantly where absence was impacting negatively.

There has been progress in boys' writing.

V Agree School Development Plan 2017-2018

This is still in progress but WB outlined the priorities for the year within the document.

Starting parent forums was discussed as there is a need for more communication with parents from staff and governors.

There is still a need for SEND development. Progress is below where it should be.

WB would like to work more on curriculum development to keep it engaging and make it more holistic. Maths curriculum development needs a focus so there is more use of resources to meet the higher standards. Skills from Maths need to be evident in other subject areas.

More effective feedback needs to be given to pupils – this could be verbal.

Interventions, Quality First Teaching and TAs being used to plug any gaps in progress where evident in assessment are methods to focus on.

WB would like the culture of resilience to continue along with real life experiences of enrichment opportunities.

Lunchtime provision needs to be productive. VH will visit again after half term to see the progress with this. PB reported that the climbing wall still has wobbly holds. WB will address this.





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	<p>WB outlined the outcomes that are to be aimed for within the document.</p> <p>Learning opportunities within the outdoor learning environment is something to be focused on.</p> <p>MH also asked whether the EYFS working with the preschool curriculum planning was included as that is an important area for development. WB will include this. MH gave an example from Y2 writing that she had identified. WB said it was discussed in the staff meeting tonight how difficult it is to undo errors later in the school.</p>	WB to add preschool curriculum development to the SDP.
10	<p>Preschool Update</p> <p>VH said it was discussed last year that the teacher in Reception should be responsible for the preschool staff. WB said the school is working towards this.</p> <p>WB explained that the teaching of Phonics is done in phases and how this is addressed within preschool.</p> <p>PB asked who was responsible for preschool staff training. WB said the school is responsible now and he will be doing staff appraisals. The staff have worked really hard and settled in well but still feel isolated so are being encouraged into the staffroom. They will be increasing provision from Christmas to 9am-3.30pm daily and there will be a public consultation on this. They said it is hard to come into the staffroom as they are supervising children over lunchtimes. WB will encourage other staff to visit them. DP suggested having an event such as a working lunch to socialise more. WB said there could be some combined involvement in the Christmas show.</p> <p>DC asked if the newsletters go to preschool parents. WB said they will have a section in the next one. WB is being proactive in meeting parents at the end of the school day.</p>	
8	<p>Budget</p> <p><u>i Review Income Expenditure Report and ii Monitor Budget</u></p> <p>The overall position at the end of last year was financially healthy. The Academy Services figure is incorrect as an overspend of £25,000 and DC has spoken to Rachel Shaw about this.</p> <p>There are some deductions to be made of £15,000 for IT as this needs upgrading. There is a carry forward for this. Because the Academy as a whole is running at a deficit this will disappear into the deficit repayment if it is not used so this will be done. There is a possible £18,000 spend needed but this has been agreed. This will include tablets for staff for easier assessment and 4 tablets for the EYFS children.</p> <p>It was agreed to move to Part II Minutes for the next item.</p> <p>The meeting returned to Part I Minutes.</p> <p><u>iii Agree Sports Grant Report</u></p> <p>This was distributed prior to the meeting and agreed.</p> <p>Funding has increased for this year. PB said the School Sports Partnership (SSP) in action was brilliant. WB said any support from governors within sport was appreciated. SE is keen to get involved with this. It was agreed that governors do</p>	Governors agreed the Sports Grant Report.





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	not want it all spent on the SSP and transport. Staff will need to discuss creative ideas for this. Netball was discussed. WB will set up a sport working party.	
9	Staffing Updates It was agreed to move to Part II Minutes for the next item. The meeting returned to Part I Minutes.	
11	Health, Safety and Environment MJ was not present so it was agreed to defer this item to the next meeting.	It was agreed to defer this item to the next meeting.
12	Safeguarding The Devon Safeguarding Audit is due at the end of December so it was agreed to defer this item to the next meeting.	It was agreed to defer this item to the next meeting.
13	Policies <u>i Review Admissions Policy</u> WB has written to Andrew Brent as the 2018-2019 policy needs to be changed to 2-11 as the age range. Edubase needs to also be changed as this still says 4-11. The same change will need to be made to The Admissions Policy for 2019-2020. WB went through the other changes. It was agreed to remain at 25 for the Pupil Admission Number. The catchment area map was confirmed as accurate. WB asked if there was a view on priority for Disadvantaged Pupils. They are within the priority list already present. It was agreed that there would be no further prioritising beyond the current list. Priority from the schools' preschool was discussed. It was agreed to check this but there was not really grounds for prioritising. The policy was agreed for 2019-2020 subject to the changes.	The Admissions Policy for 2019-2020 was approved subject to the requested changes being made.
14	Review SDA Governance Handbook DC explained that the main drive for LGBs was to place the emphasis on monitoring within the schools. Budgets would still be reported back from Directors.	
15	Governor Monitoring Reports <u>i Agree Annual Governor Monitoring Timetable</u> The calendar of governor monitoring was distributed and discussed. PB agreed to monitor KS1 boys writing. DC will speak to SE about supporting this and if not he will do this. This will then be reviewed in January. Looking at examples of portfolios of different work was also discussed. MH is meeting on Monday to arrange a time for Monitoring SEND progress.	DC to speak to SE about supporting with Boys' Writing.





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	<p>A learning environment walk following the end of the school day was also discussed.</p> <p>There is not currently anything on the calendar for teaching of the EYFS/KS1 Maths. It was suggested that AB could also help with this.</p> <p>WB requested governors to look at the calendar and feedback anything further to be included. A playground visit was also discussed to include for January.</p>	<p>Governors to feedback to WB additions/ amendment to the monitoring calendar.</p>
18	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u> There were none.</p> <p><u>ii Agree Governor Training Requests</u></p> <p>When the Headteacher's appraisal came up there were not governors available who had done the training. MH will do this and DC will also do this at a later date in the year. MJ also said he was happy to do this.</p>	
17	<p>Governor Recruitment</p> <p>PB said a governor with a preschool focus would be a good idea.</p> <p>IG has resigned.</p> <p>Educational experience is what is lacking within the governing body according to the skills audit. It was suggested to invite community members to apply with a letter and to put an advertisement in the local newsletter for October. DC agreed to do this. The deadline is tomorrow.</p> <p>It was agreed to approach the preschool with the notice to encourage them to apply. Emphasis is on community figures in wider fields.</p> <p>PB is still happy to do the parent forums.</p>	<p>DC to put an advertisement for a governor in the local newsletter.</p>

The meeting closed at: 20:05.

Detail of next meeting

Date/Time	Wednesday 29 November at 18:00	Location	Moretonhampstead Primary School
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