



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Meeting - Part I Minutes							
Date/Time	29 November 2017 at 18:00	Location	Moretonhampstead Primary School				
Attendees	Initials			Attendees	Initials		
Dominic Course	DC	Chair		Poppy Burgess	PB		Arrived at 18:05
Shaun Elliott	SE			Maria Howarth	MH	Vice-Chair	
William Bentall	WB	Headteacher		David Poulson	DP	Staff Governor	
				Mike Jeffery	MJ		Arrive at 19:00

Apologies	Initials	Reason (Category of Governor)
Vivienne Hodges	VH	Personal

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Anne Burns	AB	SLT
Steven Hulme	SH	Potential New Governor
Claire Hyne	CH	Potential New Governor

Minutes to
Attendees
Apologies
School Website

	Agenda	Led by
1	Welcome and Apologies	DC
2	Declaration of Interests	DC
3	Chair's Bring Forward Items	DC
4	Clerk's Report	DC
5	Academy Update	DC
6	Headteacher's Written Report	WB
7	Data Dashboard	WB
8	Monitor School Development Plan	WB
9	Budget i Review Income Expenditure Report ii Monitor Budget iii Update on IT Equipment Purchase iv Review Sports Grant	DC/WB
10	Staffing Updates i Receive Staff Performance Management Review	DC/WB
11	Health, Safety and Environment i Monitoring of Accident Book ii Review Whole School Risk Assessment	MJ





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12	Safeguarding i Devon Safeguarding Audit ii Operation Encompass	WB
13	Policies i Review Academy Safeguarding Policy ii Review SEND Policy	DC/MH
14	Governor Monitoring Reports	DC
15	Governor Recruitment	DC
16	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	DC
17	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	DC
18	Dates of Next Meetings	DC

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>Apologies for absence were received from VH which were sanctioned. MJ sent apologies for his late arrival.</p> <p>DC welcomed the two new potential governors and introductions were made. SH introduced himself as a local Headteacher in an alternative provision school. CH introduced herself as an ex-teacher and currently working for the Heritage Lottery fund. Her specialism is outdoor learning.</p>	
2	<p>Declarations of Interest</p> <p>There were none.</p> <p>LD gave Business Interest forms to SE and MJ for completion. This was done.</p>	
3	<p>Chair's Bring Forward Items</p> <p>There were none.</p>	
4	<p>Clerk's Report</p> <p>LD explained that she is completing the NCTL Clerks Course and her first project was to assess the minutes of one of the governing bodies she works with to identify whether they were performing the three core functions of governance and to then formulate an action plan following this.</p> <p>LD explained what the three core functions of governors are. She then distributed an example set of minutes for governors to identify whether the questions included in the meeting were information finding or challenge questions. Governors completed this task and fed back. It was agreed that it was the 'why' that was missing.</p>	





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	<p>LD distributed the NGA '21 Questions for Multi Academy Trusts' as an example of key questions that could be being considered and alerted governors to p3 in this term's 'Governance Today' magazine.</p> <p>LD explained that the recommendation is to send questions to the Headteacher in advance of the meeting in order to have more meaningful discussions and allow WB the opportunity to find answers.</p>	
5	<p>Academy Update</p> <p>There was a meeting earlier in the week about the leadership of SDMAT moving forward. DC explained that Hugh Bellamy will retire and Rachel Shaw (RS) will take over the CEO role in January. There is no Vice CEO moving forward which is an acknowledged risk.</p> <p>There is the need to expand SDMAT in order to receive further funding. PB asked how many schools would be needed. DC said 10-15 but the number will keep increasing. SDMAT are looking to move to a hub model and outreach work is taking place with other academies. SDMAT is currently supporting another academy in North Devon so there is potential there. Subscribing to the ethos is key. DC will continue to update.</p> <p>Budgets continue to be a pressure nationally for schools. RS will continue to oversee the primary schools alongside the secondaries. She will need to relinquish some tasks. There could be a separate school improvement officer, business manager and project manager.</p> <p>The Special School, Glendinnings House, has also been agreed.</p> <p>There are some other leadership roles that will be vacated across the primaries that will need consideration.</p>	
6	<p>Headteacher's Written Report</p> <p>WB sent this out in advance of the meeting. Numbers have remained stable and are looking to increase with the preschool being on the school site. He is looking to increase the provision there.</p> <p>There are still 19 children below 90% attendance. Some are being addressed with contact with parents. WB is looking for patterns and trends to address. If children arrive after registers close they will be marked absent for the session so WB is trying to make this clear to parents. There is a temporary admission for January, one arrival and one departure.</p> <p>There are two children on part-time timetables. MH expressed concern about this for one student. WB said he is working towards increasing the attendance for this child and the Education Welfare Officer (EWO) is involved. There is some medical need and the child is struggling with afternoon sessions. It is moving in the right direction. DC asked if there was a policy for flexi-schooling. WB said Widecombe Primary School have had some issues around flexi-schooling and it has been made clear that SDMAT do not support this as a provision unless there is a significant medical need. SE asked if the parents felt the school are doing enough. WB said there is difficulty in working independently where there is too much TA support.</p>	





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	<p>Staff absence has nothing of significance to report. Two staff left mid-term and have not been replaced. There is a new member of staff employed in the morning as a TA. It means there is more flexibility to increase hours. The Y3 class teacher remains the same and Pepperdon are also doing well. Tilly Haley will join in January in the EYFS. She did two successful days in school last week and was a strong candidate at interview. She has been well received by parents and staff.</p> <p>Disadvantaged and SEND students are still lagging behind their peers in attainment and progress. They are being assessed accurately as staff are focused on this. MH did a recent visit around the learning passports. They were not being used consistently which suggested they are not useful. MH has some questions around the SEND policies which will be deferred to the next meeting.</p> <p>There was a meeting on Monday which developed a template for the passports and setting targets. This will be done on a two weekly timetable and will be compulsory. WB will be monitoring these children along with MH to see if the targets are meaningful.</p> <p>There are a couple of disadvantaged pupils in Y6 where there are concerns. Some of the Pupil Premium funding has gone into the staff budget to support the current TA ratios. DC confirmed that we are meant to be able to demonstrate how these funds have supported these children's needs. WB said there is evidence for this from interventions. <i>PB asked if WB felt the interventions were working.</i> AB said the children were being targeted individually for the same needs so there is now precision teaching taking place. It is better than it was but there needs to be more staff interaction to get these children together in a group. TAs are building resources and skills. <i>PB asked if they were getting the training needed.</i> WB said there is still some work to be done on this but they are proactive about moving forwards. Teachers need to direct the TAs' work. TAs are enjoying the responsibility of this. <i>PB said she knows there are TAs that would like further training so is the provision there for this.</i> AB said there has been some specific training and provision of internal training is underway from SDMAT. AB has been asked to provide Maths training across SDMAT.</p> <p>The nurture room is working better for children with emotional needs.</p>	
11	<p>Health, Safety and Environment</p> <p><u>ii Review Whole School Risk Assessment</u></p> <p>The school is due a Health and Safety inspection. There should be prior notice. Chris Daniel (CD) has taken on the role for SDMAT. The building is fairly new but there is paperwork that needs to be checked. Staff will carry out risk assessments on their own classrooms. Rob Saunders will assist to finalise the whole school risk assessment tomorrow. Checks such as fire alarms and emergency lighting have recently been completed and these are fine.</p>	
12	<p>Safeguarding</p> <p><u>i Devon Safeguarding Audit</u></p> <p>This will be carried forward as it is not yet complete.</p>	<p>The Devon Safeguarding Audit was carried forward to the next meeting.</p>

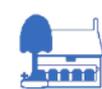




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7	<p>Data Dashboard</p> <p>This replaces RAISE online and is the official data for each school. There was not time to go through the whole document but there are issues in KS1. KS2 attainment in Maths was also in the lowest 10% of schools nationally. <i>PB asked if the school are looking to address this in early years to prepare children better.</i> WB said that is a key part of his PM objectives.</p> <p>Some changes at KS2 have not been implemented as effectively at KS1. This is being addressed through the staffing changes.</p> <p>DC said p4 with the KS2 trends is the most concerning. DC asked if the staff were satisfied with the trend results moving forwards. WB said predictions are higher moving forwards and there is higher quality teaching taking place at KS2. There are still some echoes of gaps. There was some improvement in writing but further work needs to be done. There continues to be an issue with children who have not performed as well at KS1 continuing through the school to accelerate their progress.</p> <p>AB said SEND children impact on the results for gap analysis. DP said they are already starting to make predictions for KS2 now so it is trying to identify the gaps. Progress for these children was in line with the majority of schools and attainment is higher. The school is not deemed to be coasting and is above floor standard. The 2016-2017 data does not reflect trends due to the cohort.</p> <p>SE asked if any of this could be due to over- inflated assessments. WB said potentially yes but the assessments accuracy has improved. Pupil tracker and evidencing being introduced have improved monitoring of assessments. There will be a clearer picture for children from entry to departure. AB said an ongoing culture of assessment has been developed rather than a focus on individual assessments. Moderation flags up the need to produce the evidence over time. Book scrutiny as a team has shown this evidence.</p> <p>National curriculum changes have also impacted. Y6 teachers cannot be left to catch pupils up and Y3-Y4 needs to really focus on progressing pupils. The culture of branding year groups or individuals has gone.</p> <p>Science looks very positive. English and Maths are based on tests rather than teacher assessment so it is about preparing the pupils for this.</p> <p>Evidence Gathering Grids (EGGs) for writing are being used across the school as it is likely the school will be moderated. NFER tests are being used for screening now too.</p>	
8	<p>Monitor School Development Plan</p> <p>WB asked if there were questions or comments as this was distributed prior to the meeting. The main bulk of the document is English and Maths and parts in red indicate progress towards these targets.</p> <p>DC asked if there were any major changes of focus since last year. WB said monitoring of KS1 and the preschool are a clear focus.</p>	





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	<p>DP, AB and WB do monitoring every Thursday so there is a clear schedule with feedback for staff. SE asked what was being looked at in the monitoring. AB gave an example of timetables' work. She spoke to pupils as well as teachers to identify the evidence. DP gave an example of grammar monitoring that has also occurred. WB explained the difference between landscape and forensic monitoring.</p> <p>Learning journeys and the approach to planning are a priority.</p> <p>The White Rose Maths scheme is being used for problem solving and reasoning as this is a key area of focus.</p> <p>It was agreed that governor monitoring is vital.</p>	
	<p>Budget</p> <p><u>i Review Income Expenditure Report/ii Monitor Budget</u></p> <p>Income has an additional £2,500 insurance claim due to an absence last year. The Sports Grant has also more than doubled.</p> <p>Discrepancies in expenditure looks like an underspend on teaching salaries but this is due to a supply staff member not being included hence the overspend on supply. TA expenditure is an underspend due to staffing changes.</p> <p>There is a general resources overspend for curriculum of £5,000 which is being explored by ST. Not using the library service anymore may lead to issues around topics but it may be more cost effective to purchase books rather than rent them.</p> <p>The printing overspend needs monitoring. <i>DC asked if the printing and photocopying contracts are good value.</i> WB said he will look at this as it is being done across SDMAT with shared providers. Governors do not want to say to staff not to photocopy. WB said there is an issue with default transfer to colour. DC asked DP and AB how they felt about resources limitations. DP said there is credit with a company for Dictionaries and Thesauruses. Literacy is fine with resources. AB said it was discussed to set up resources within each class rather than central stationery for pupils so it is looked after better.</p> <p>The PTA are gathering from staff about what the needs are to provide a one off lump sum and how this can move forward. The aim is to get the community involved. SE said these funds should be used for the over and above rather than the basics for education. WB said the day-to-day stationery is not a need but it is the bigger investment such as benches and IT provision that need the support. AB said pride in the environment within the children is a culture that needs addressing and is attempting to be changed.</p> <p>The Preschool budget looks very healthy. There is a big uplift on predicted income on funded places. DC asked if this was due to the improved provision being offered. WB said yes it was. The benefit is not just financial. The staffing of preschool needs looking at as staff have been TUPEd across but there are some anomalies in administration hours and provision increase needs to address this. The intention is to offer provision five days a week as parents have found places elsewhere to make up the shortfall.</p> <p><u>iii Update on IT Equipment Purchase</u></p> <p>The IT purchase has still not arrived. The email chain was sent out. MH said this</p>	





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	<p>was very useful. There needs to be a programme of actively checking the equipment to ensure it is looked after. Expectations will need to be set with staff and pupils. There will be 30 Chrome books. The reassurance has been given that the internet connectivity is good enough for them to work effectively.</p> <p>WB thanked DC for his input on the technical aspects of the purchase.</p> <p><u>iv Review Sports Grant</u></p> <p>There was a session at SDCC from Active Devon about what the increased grant can be spent on and how to audit this. The money cannot be used for PPA cover for staff so this will need to be looked at. The School Sports Partnership (SSP) is money well spent. It needs to have impact and be sustainable. There will be a staff meeting to discuss how the budget can be best spent. The next meeting will audit where we are at with this.</p> <p><i>DC asked how we demonstrate that the money is being spent to benefit all children not just the sporty ones.</i> A report will need to be written and published. There is more scope for adventurous activities for enrichment. CH asked if forest school was used. There is outdoor learning but this would be something to consider. Current staff could be trained for this and equipment bought. DC said it would be good for CH to input on opportunities around the outdoor area. There is room for expansion of this area. It was focused on more with KS1 so this has begun to transition through to KS2. The Lottery Grant funding will run out soon so the Sports Grant could continue some of this work.</p> <p>Some of the budget will need to be allocated for transport as it is costly. There is the community minibus that is cost effective and parents have been supportive with transportation.</p>	<p>Audit of Sports Grant Expenditure to be included on the next LGB meeting agenda.</p>
11	<p>Health, Safety and Environment</p> <p><u>i Monitoring of Accident Book</u></p> <p>MJ reported that he went on a Health and Safety course yesterday. The school seems to have in place what is required.</p> <p>There was nothing in the accident book that was significant or a trend that could be identified.</p> <p>It is recommended to have a defect book in the office. WB will look at this.</p> <p>Play equipment at the bottom needs to be checked which is not currently happening so MJ will consider this.</p> <p>Kitchen employees are SDMAT employees and caretakers are the same. MJ inquired whether the kitchen should be being monitored by the school. WB said he is looking at putting in place a kitchen risk assessment. MJ confirmed that the school do not have to do checks in the kitchen and a risk assessment would be a good idea.</p> <p>Annual checks are expected but this is completed by MJ before each meeting anyway.</p> <p>There is six weeks' notice for the Health and Safety visit. MJ would like to go around the school with CD when the notice is given. WB will arrange to do a practice visit with CD.</p>	





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	<p>There are concerns about the shed and hall window but these will be in action more in winter which should resolve the issues.</p> <p>SE asked what the school's responsibility was for pathways when there is ice. There is grit at the top of the carpark and it is the caretaker's role to spread this. WB will check there is grit in the grit bin and that the caretaker knows he needs to do this. His replacement will also need to be aware of this.</p> <p>A present has been organised already for the caretaker's departure. A replacement was interviewed to start in the cleaning role on Monday. There have been some complexities around paperwork. There is the possibility of her taking over the caretaker role in January and she comes highly recommended. She would be able to do the split shift and the caretaker would stay on to do a handover.</p> <p>PB said there are some concerns around the downstairs' toilet usage by the older students. WB said the parents' forum did not have any response. It may be that the time was not suitable. PB will speak to parents. WB suggested the girls could use the upstairs toilet instead.</p>	
12	<p>Safeguarding</p> <p><u>ii Operation Encompass</u></p> <p>WB sent the letter out to governors. It is important that children know what it means without creating fear. It is a joint initiative around domestic abuse in a domestic setting. WB will receive a call, or AB in his absence, the following morning if there has been an incident so that the school can support the child. There were £29,000 cases of domestic abuse in Devon reported last year. The current system is an email that was often a few days after.</p>	
13	<p>Policies</p> <p><u>i Review Academy Safeguarding Policy</u></p> <p>There will be working lunch meetings so staff are aware of key issues working through the policy a section at a time. The training record of Level 2 Safeguarding is on the Single Central Record (SCR) with Rob Saunders (RXS). RXS will be asking VH to check the SCR as it is due its annual check.</p> <p><u>ii Review SEND Policy</u></p> <p>This was carried forward.</p>	<p>RXS to ask VH to check SCR before the next meeting.</p> <p>The SEND Policy was carried forward to the next meeting.</p>
15	<p>Governor Recruitment</p> <p>There were two potential candidates at the meeting with experience of education which was highlighted as a need due to a gap in the skill set. DC will follow up whether they wish to become governors after the meeting.</p>	<p>DC to follow up whether SH and CH would like to become governors.</p>
16	<p>Governor Training</p> <p>DC explained that there are governor induction training sessions for the potential new governors. Face-to-face sessions are outlined in the governors' magazine which LD distributed. There are internal governor training sessions across SDMAT. Last year there was one around monitoring. DC will ask whether there will be more of this as it was deemed useful.</p>	<p>DC to find out if there will be further SDMAT governor training sessions.</p>





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14	<p>Governor Monitoring Reports</p> <p>PB and DC did a monitoring visit for boys' writing. There was a KS1 walk in October and a second visit which is yet to be distributed. There were three boys chosen at random from each year group. This appeared good overall on the first visit. The second visit was Y3, Y5 and Y6. Only one of the nine boys felt negatively about writing and the rest were very enthusiastic.</p> <p>Boys were asked what they needed to do to improve. Y3 boys had a good idea and there was evidence of them working on targets. There was also evidence of improvement in handwriting from September to November - particularly in the lower stages of KS2.</p> <p>There was a range of ability in handwriting skills. DC asked if this was perceived to be up to standard. DP said the system implemented is being adhered to across the school. Diagnostic work takes place at the start of the year to avoid wasting time. There is a focus on expectation across all work. A scheme has been introduced of a minimum of three sessions taught across all classes weekly. Across the whole school improvement has been seen. Teachers are also modelling the writing and the scheme is beginning early to prevent bad habits formulating. PB said even Reception children had evidence of emerging writing. Mark making in the early years is also being focused on. Writing about money, dinosaurs and Ninjago were evident in free writing of which children wanted to do more. Literacy books were neat.</p> <p>DC suggested scheduling a review later in the year.</p> <p>There was some inconsistency in marking and feedback that needs addressing. WB said verbal feedback is being used more which may show less marking but there should be evidence of this also through editing and pupil feedback. Mistakes are not being highlighted as it is not classed as bring independent. Signposting may be being used, such as post-it notes, instead. Purple pen is being used by children to edit. Taking home lots of marking which is done with no impact is being moved away from.</p> <p>PB asked if less able writers have good examples of models. AB said yes they should have these. The school are trying out new approaches but there are now policies about how different areas of the curriculum are being taught.</p> <p>The monitoring calendar was discussed. Spelling and grammar review was discussed as a possible whole school review. This is less easy to pick up through books. Pupil voice would be more effective and looking at grammar terminology for year groups. PB and VH were nominated for this.</p> <p>The sport review by SE after the new year will focus on use of the Sports Grant.</p> <p>Book scrutiny was explained as a process. PB would like some training around this. There is a proforma for this. Maths or Science was suggested as a curriculum area to focus on. It was suggested to do this prior to the next governors' meeting. AB</p>	
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	suggested that governors could do this with staff on literacy at 3.45pm on Monday. There are also Maths and Writing ambassadors who could be involved in this.	
17	Minutes from the Last Meeting <u>i Minutes Agreed</u> The minutes of the last meeting were agreed as a true and accurate record and signed by DC. <u>ii Actions/iii Matters Arising</u> There were none.	
3	Chair's Bring Forward Items WB checked the governor email addresses for the administrator. WB outlined the snow plan. He will send this out to governors.	WB to send the snow plan out to all governors.
10	Staffing Updates AB, SH and CH left the meeting. It was agreed that the meeting would move to Part II Minutes for the next item.	

The meeting closed at: 20:15.

Detail of next meeting			
Date/Time	Wednesday 17 January at 18:00	Location	Moretonhampstead Primary School

