



MORETONHAMPSTEAD PRIMARY SCHOOL

Governing Body

Meeting - Part I Minutes

Date/Time	17 January 2018 at 18:00	Location	Moretonhampstead Primary School				
Attendees	Initials			Attendees	Initials		
Dominic Course	DC	Chair		Vivienne Hodges	VH	Governor	
Shaun Elliott	SE		Arrived 18.05	Maria Howarth	MH	Vice-Chair	
William Bentall	WB	Head teacher		David Poulson	DP	Staff Governor	
Claire Hyne	CH	Governor					

Apologies	Initials	Reason (Category of Governor)
Mike Jeffery	MJ	Ill
Poppy Burgess	PB	personal
Steven Hulme	SH	ill

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Laura Dudman	LD	Clerk
Rachel Hill	RH	Joining Clerk (minutes)

Minutes to
Attendees
Apologies
Website

	Agenda	Led by
1	Welcome and Apologies	DC
2	Declaration of Interests	DC
3	Chair's Bring Forward Items	DC
4	Academy Update	DC
5	Head teacher's Oral Report	WB
6	Review School Development Plan Progress	WB
7	Budget i Review Income Expenditure Report ii Monitor Budget	DC
8	Staffing Updates i Staffing Structure 2017-2018	WB
9	Health, Safety and Environment i Monitoring of Accident Book	MJ





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10	Safeguarding i Devon Safeguarding Audit ii SCR check	WB/VH
11	Policies i Review SEND Policy	MH/WB
12	Governor Monitoring Reports	DC
13	Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests	DC
14	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	DC
15	Dates of Next Meetings	DC

Agenda Number	Details of discussion	Decision or Action
1	Welcome and Apologies Apologies for absence were received from MJ, PB and SH which were sanctioned. DC welcomed Claire Hyne (CH) as a new Governor.	
2	Declarations of Interest There were none. LD gave Business Interest forms to CH for completion. This was done.	
3	Chair's Bring Forward Items Academy Update was omitted from the agenda but will now be an agenda item. It was agreed to re-elect Mike Jeffery (MJ) as a Governor.	Agreed to re-elect MJ as a Governor





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4	<p>Academy Update</p> <p>Rachel Shaw (RS) is now the South Dartmoor Multi Academy Trust (SDMAT) CEO.</p> <p>There have been recent Ofsted visits for Buckfastleigh Primary School and Atrium Studio School. Buckfastleigh Primary has received an RI which reflects a drop in status from Good. Results for Atrium are yet to be published.</p> <p>Broadhempston Primary School has applied to join SDMAT and meetings with Governors have taken place.</p> <p>There has been discussion about SDMAT becoming a Sponsor Academy as this would be a positive step towards securing funding.</p> <p>It was agreed that the meeting would move to Part II</p> <p>Plans with the Special School Glendinnings House are still going ahead and it is expected to open in September 2019. DC will keep Governors informed of progress. <i>VH queried whether therapy provision for the school had been undertaken.</i> DC will enquire again.</p> <p>It was agreed that the meeting would move to Part II</p> <p>There has been a whole School Academy meeting for Directors to attain an Academy wide review. Shared ethos and best learning practices need improved articulation in order to be clear to joining Schools and parents. It was agreed that staff recruitment, development and retainment requires improvement. It was agreed that Special Education Needs & Disabilities (SEND) for disadvantaged children and Safeguarding amongst schools is generally well supported and good amongst the Schools but how this is done also requires improved articulation.</p> <p>It was agreed that the meeting would move to Part II</p>	<p>DC to enquire if therapy provision for Glendinnings School has been taken up and keep Governors informed of progress</p>
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5	<p>Head teacher's Oral Report</p> <p>WB tabled a written report.</p> <p><u>i. Autumn Term Data Review to include SEND and Disadvantaged Pupils report</u></p> <p>First page. WB advised that Year 1 phonics scores have remained level. There is a drop in Year 3 mainly because there has been some historical gaps in assessment which are being addressed. Year 5 shows progress. Year 6 attainment is higher in reading and SPaG than maths currently.</p> <p>As a baseline Age Related Expectation (ARE) are looking for 85% attainment. Academy expectation is linked to national data.</p> <p>Overall progress scores are looking on track generally. There has been good progress in writing in one year group. WB advised attainment for some children is an ongoing concern in year 2 and some in year 6. This is being addressed with strategies including interventions.</p> <p>11 children are disadvantaged pupils.</p> <p>SEND children attainment is lower but they still making progress from their starting point.</p> <p>Progress tracking needs to be improved for SEND children . The School has started assessing science attainment.</p> <p>Writing is still an issue with younger boys but is improving.</p> <p>Year 2 and 6 have completed a practice sats paper before Christmas. Year 1 have completed a phonic screening test.</p> <p>It was agreed that the meeting would move to Part II</p> <p>Second sheet. Additional support is being given to those attained a scaled score between 80 and 90.</p> <p>WB advised teaching improvement is ongoing in spelling, punctuation and grammar. Children are now having sessions to assist results in this area.</p> <p>WB advised below average results in year 2 are being addressed through interventions and extra sessions. Extra sats book resources are being given at home and the School is working with parents to make them aware of the issue. Conversation with parents will start earlier in future in order to proactively share specific targets with parents.</p> <p>A phonics workshop has been held for (Early Years Foundation) EYFS stage 4.</p> <p>Teachers are exploring with children how to answer reading comprehension questions and the pace of working required. The Head is working with 3 groups.</p> <p>The School is working with year 2 to raise quality of provision in maths.</p> <p>Older children are reading with younger children. Children are writing extended pieces on a fortnightly basis in year 2. Outcomes are monitored weekly.</p> <p>The White Rose system is now being used for maths SDMAT wide; Moretonhanmpstead has led on the introduction of this scheme to support attainment and progress in maths.</p> <p>Resources and training for staff in relation to working with Spelling Punctuation and Grammar (SPaG) have been purchased (SPaG.com).</p> <p>The meeting moved to Part II</p>	
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6	<p><i>VH asked to meet WB to discuss how a clearer structure can be generated for SPaG.</i></p> <p>Angela Elliott has a full timetable of interventions up and running. There has been a Science show which resulted in an article in the local newspaper and 2 Christmas productions.</p> <p>The Head has undertaken curriculum training.</p> <p>The Clerk suggested Bikeability for younger children as part of the sports programme.</p> <p>New IT equipment has been set up. Netbooks will go to younger classes. Tablets for older children.</p> <p><u>ii Staff and Pupil Absence Autumn Term Report</u></p> <p>There were 151 pupils with no exclusions since September. Two children are leaving at end of term due to family moves.</p> <p>Currently investigating introduction of Electronic registers to tackle lateness. The Late Book also needs to be signed. School gates are locked by 9.00 as the School needs to call home by 9.30 if a child does not arrive. This is a Safeguarding issue.</p> <p>The HLTA (Higher Level Teaching Assistant) status and how it is applied for will be researched to look at possible training provision for teaching assistants</p> <p>There are 23 children remaining at below 93 percent attendance. Much of this is due to illness. For some repeat absenteeism the Education Welfare Officer (EWO) will be involved if it doesn't improve.</p> <p>It was agreed that the meeting would move to Part II</p> <p>Review School Development Plan Progress</p> <p>WB did not receive any questions prior to the meeting regarding this agenda item. Key staffing changes will lead to improvement in school development. Quality and monitoring have improved. A Monday meeting has been introduced with the focus on books being brought along. Feedback from staff is being sought to establish what is going well and what needs extra support. The Team is now developing science.</p>	<p>WB/VH to meet to discuss how a clearer structure for SPaG can be generated prior to the next meeting.</p>
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7	<p>Budget</p> <p><u>Review Income/Expenditure Report</u></p> <p>DC reported that it looks at present as if the end of year figures will show a £33,000 surplus. Maintaining staff is a key priority. Newly appointed staff will be employed on the new SDMAT pay scale.</p> <p>It would appear that the Pre-school will end the year with a £600 deficit. Costs in this area should not be increasing. DC will speak to Sue Gerringer (SG) about this issue.</p> <p>The Sports Grant has doubled. Need will be analysed to determine how the funds can be spent effectively and also meet conditions of the grant. WB will meet with Becky Mason to discuss this matter and how sport can become sustainable within the School. A suggestion would be for a strategy across SDMAT is to be devised addressing sporting experiences the Schools might not already have e.g. rugby training, canoeing or kayaking. The School will also focus on activities of a quieter nature and equipment in dedicated areas.</p> <p>Printing costs are still predicted to run over budget. Use of paper and level of photocopying will be monitored.</p> <p>Income from the solar panels is not outweighing the rental income that the Academy pays. It would appear that money is owed to SDMAT but progress attaining the funds is slow.</p> <p>Rachel Shaw has reviewed the budget and not expressed any particular concerns.</p> <p>Intake numbers will have an impact on the final figures.</p>	<p>DC to speak to SG about deficit in costs for Pre-school prior to the next meeting</p>
8	<p>Staffing Updates</p> <p><u>i Staffing Structure 2017-2018</u></p> <p>It was agreed that the meeting would move to Part II</p> <p>Tilly Haley has joined EYFS and settled in well.</p> <p>Staff absence has nothing significant to report</p> <p>Rachel Williams has been employed as a supply teacher.</p>	





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10	<p>Safeguarding</p> <p><u>i Devon Safeguarding Audit Report</u></p> <p>This Audit Report was completed prior to Christmas. VH will attend Child Protection training. Child Sexual Exploitation (CSE) needs investigating. Safeguarding refreshers are being held once a month and will include CSE, Prevent and internet safety. Children in years 5 and 6 require some input from teachers without causing worry. New guidance will be coming out from the Government and the Audit asked that this is made available to children and parents. Prevent (Prevent is part of the Government's counter-terrorism strategy, CONTEST. Its aim is to stop people becoming terrorists or supporting terrorism) came up heavily at the Buckfastleigh Ofsted and all staff at any level need to be aware of what this is. Guidance SDMAT wide is required on Sexting. Wednesday working lunch meetings are being held regarding Safeguarding and minutes can be forwarded to DC if of interest.</p> <p><u>ii SCR Check</u></p> <p>VH reported. SCR is an acronym for Single Central Record. SCR is kept by the Moretonhampstead School Administrator Rob Saunders (RS).</p> <p>It was agreed that the meeting would move to Part II</p> <p>The date of the Level 2 Safeguarding Training taken by Rachel Shaw was queried and whether Governors are included on this. DC to enquire.</p> <p>WB advised that the side gate to the School is locked at 15.40. This is a good practice measure rather than because an event has taken place. The gate next to the bike shed will be unlocked for drop off and pick up times but locked during the day.</p> <p>It was agreed that the meeting would move to Part II</p>	<p>DC to enquire about dates for Level 2 Safeguarding Training and whether Governors can attend. WB to forward training information.</p>
11	<p>Policies</p> <p><u>i Review SEND (Special Educational Needs & Disabilities) Policy</u></p> <p>This policy relates to the roles and responsibilities of the Governing Body and asks that the School ensures that needs are being met by monitoring. This tends to imply that it is a personal responsibility and WB would prefer that whose responsibility it is is more clearly defined in the Policy. SD was appointed in December as the designated teacher to ensure policy regulations are adhered to. MH and Head to discuss this matter further.</p>	<p>MH and Head to discuss SEND Policy wording in relation to responsibility prior to the next meeting.</p>





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12	<p>Governor Monitoring Reports</p> <p>A review of boys' attitude to writing in both the pre-school and junior classes has taken place. DC can undertake an Effective Learning Environment tour next week. WB to advise which day is convenient. Boys have been sharing their writing in School. SE to liaise with Head regarding a Sports Review. Head to meet with VH re a SEND Book Look. Two Governors to advise Head when a Maths Book Look could take place.</p>	<p>WB to advise date for Effective Learning Environment tour with DC. SE to liaise with WB re date for Sports Review. Governors to advise Head when a Maths Book Look can take place</p>
13	<p>Governor Training</p> <p><u>i Receive Governor Training Reports</u></p> <p>MH advised that she had attended a Governor Update last Autumn. This included training in understanding the Narrowing Gap initiative, an update on Ofsted inspections, PE and Sports Premium training and Data Protection changes. Information on the training will be distributed along with general Governor updates for Schools. MH was of the opinion that Moretonhampstead Primary seems to comply with present legislation.</p> <p><u>ii Agree Governor Training Requests</u></p> <p>Governors would like to attend Safeguarding Level 2 training. MJ is booked on Head teacher Appraisal training. New Governor training is required for CH. Safer Recruitment training is required. WB to forward training requests to DC. MH is also interested in Safer Recruitment and Head teacher Recruitment training.</p>	<p>WB to forward training requests to DC</p>
14	<p>Minutes from the Last Meeting</p> <p><u>i Minutes Agreed</u></p> <p>The minutes of the last meeting were agreed as a true and accurate record and signed by DC.</p> <p><u>ii Actions/iii Matters Arising</u></p> <p>There were none.</p>	

Details of next meeting

Date/Time	Wednesday 28 February at 18:00	Location	Moretonhampstead Primary School
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The meeting closed at: 20:15.

