

# Minutes

## GOVERNING BODY OF SOUTH MOLTON COMMUNITY PRIMARY SCHOOL

Wednesday 11th December at 6pm Microsoft Teams/South Molton Community Primary School

<b>MEETING</b>					
Date/Time: Wednesday 11th December 2024 at 6pm			Location: SMCPS/Teams		
Attendees	Initials	Category	Attendees	Initials	Category
Beverly Adams	BA	Local Authority	Liz Shaw	LS	Clerk
Rosie Warrington	RW	Staff (Deputy head)	Chris Brown	CB	Co-opted
Glenys Laws	GL	Co-opted	Alison Pope	AP	Co-opted
Karen Humber	KH	Co-opted	Laura Tandy	LT	Parent
Tom Parkin	TP	Ex-officio			

Apologies	Initials	
Toby Shaddick	TS	Parent

	Item		Sub-item	Leader	Minutes
<b>Procedural Items</b>					
1	Welcome and Apologies			Chair	Apologies from TS stuck in traffic due to an accident. LT will join the meeting a little later - joined at 6.30pm
	Voting of new Co-opted governor Governor intros		Vote JP to the board Governors introduce themselves and roles		Clerk updated - possible new governor JK, has decided currently due to ill health not to join the board.
2	Update Business Interests	2.1	Business Interests - any updates?	Clerk	BA signed Business Interests. AP & TS still to sign. No updates
3	Minutes	2.2	Minutes agreed	TS/BA	Minutes of committee meetings in the folder. All minutes agreed
	Actions from last meeting	3.1	<ol style="list-style-type: none"> <li>1. Business interests to be signed by those absent</li> <li>2. Update contact details - done</li> <li>3. New lead governors - training etc - ongoing</li> <li>4. Policies to be read and inform clerk if unable to</li> </ol>	TS/BA	<ol style="list-style-type: none"> <li>1. BA signed. AP &amp; TS to sign at next in person meeting</li>   <li>3. Clerk investigating training and arranging meetings with relevant staff CB suggested contacting Fiona Collier at DES for further help. Clerk to give AP Fiona's email. Contact details given 12/12/24</li> </ol>

			<p>attend meeting - ongoing</p> <p>5. KCSiE - all governors to read - done</p> <p>6. HT performance review date set - done</p> <p>7. KH to meet attendance champion - done</p>		6. Half year review date to be arranged for TP/CB & LT - Easter
4	Receive correspondence	4		Chair	None
5	Items brought forward	5	<p>Possible spring term dates</p> <p>Attendance numbers brought forward from T&amp;L</p>	Chair	<p>Dates in folder</p> <p>T&amp;L meeting agreed</p> <p>Resources - CB needed to check dates. Meeting to go ahead 26th February at 6.30pm online</p> <p>Attendance info in folder.</p> <p>CB - are there any numbers we can compare this against?</p> <p>TP - nothing live, only figures from last year</p> <p>CB - is there a government target for attendance?</p> <p>TP - approx.97% is the government figure. The local authority attendance officers are less hands on now.</p> <p>KH - I met with JK and DCC attendance officer and she appeared happy with the school figure of 96%</p> <p>CB - 90% attendance is a red flag?</p> <p>TP - for an individual pupil 90% is a concern and we would have been working with the family to encourage attendance.</p> <p>KH - boys appear to have poorer attendance</p> <p>TP - we can see patterns of families and groups.</p>
<b>Safeguarding</b>					
6	Safeguarding		<p>Safeguarding audit</p> <p>Any concerns raised?</p> <p>KCSiE - all governors to have read part 1</p>	TP	<p>TP completing DCC safeguarding audit - to be returned by Jan 31st</p> <p>TP &amp; LT to meet for termly catch up on 13th Dec - report available for next committee meetings.</p> <p>TP - no concerns currently in school</p> <p>KCSiE - all governors have read part 1.</p> <p>KH - from meetings with the attendance officer and SEND team, both teams work well together and have best interests in mind.</p>
		6.1	Any concerns from termly visit & SCR check?	LT	<p>See above</p> <p>No concerns</p>

Health and Safety					
8	Site visit report		Receive H&S report from last term.	TS/TP	<p>CB met with the site manager - report in the folder. Site manager is diligent and committed. We had a deep dive and I have raised points in the report (rated Red, Amber and Green)</p> <p>KH - is there a tabled programme of works?</p> <p>TP - this is an ongoing debate and we have had discussions with Tarka's health &amp; safety/estate manager about a programme of works. We are aware there are some jobs that need attention, but budgets have meant they are not always the priority i.e water heaters in the toilets. The heaters have stopped working over the years, there are 18 to replace or have one machine that can feed all bathrooms. We had a quote for this of £15000. We have been speaking with Tarka about how to manage this.</p> <p>KH - I would support anything that helps with hygiene in the school. As attendance lead aware that there have been some bugs and encouraging washing hands in warm water would be good.</p> <p>BA - I assume some things can be fixed quickly?</p> <p>CB - the site manager can fix a lot himself, he has already done a lot.</p> <p>BA - is the problem there hasn't been a report for sometime?</p> <p>TP - we do regular site walks. The site manager informs me of areas of concern.</p> <p>CB - priority areas - the outside lighting and boundary fencing</p> <p>TP - fencing will be installed. The business manager is liaising with the builders and they will erect the fence soon.</p> <p>BA - what will happen to the outstanding work when we join the trust?</p> <p>TP - some of the work will come out of our budget. TLP will have an emergency fund. H&amp;S lead at the trust will have a list of work they want completed or underway before we join. TLP have been advising us on what is essential/compulsory and what work can wait.</p> <p>CB - roof leak near the sensory room is an issue. The power is switched off to the lights in the sensory room due to the leak.</p> <p>TP - the business manager has been trying to find a builder to give us a quote for the work. TLP have now recommended a builder and we have been in touch to arrange a visit. A temporary fix has been made to the roof.</p>
Monitoring & Accountability					
9	SIP		Bring together separate committee discussions on SIP	TP/TS/BA	<p>TP - SIP priorities for the year are in the FGB folder - HT verbal report</p> <p>Nursery provision and vulnerable strategy are new priorities. Writing remains a priority. We have undertaken a lot of work with</p>

					<p>trust schools via inset days, all are working on writing and making improvements. We have a new school lead, Mrs Gladman, she is creating an action plan. Davis Chaplin will be meeting with Mrs Gladman during his visit tomorrow.</p> <p>KH - how is OAIP working in school?</p> <p>TP - used to ensure provision is in place for pupils. The Sendco and SEND admin attended training on this and the Sendco is cascading information to staff.</p> <p>KH - any provision for more able pupils?</p> <p>TP - gifted and talented has been a previous target, now lots of talk about not rushing pupils.</p> <p>RW - subject leads look at work to challenge some pupils.</p> <p>TP - open ended challenges</p> <p>KH - can this be evidenced in the programme of work?</p> <p>TP - evidence can be seen in the pupil books and journals</p> <p>RW - subject leads will be looking at who needs help and who needs to be challenged, evidenced in pupil's work/books</p> <p>TP - we continue with the quality of teaching walkthroughs. This has been very successful. The trust uses WorkLabs - ICT coaching system.</p> <p>RW - teachers and HLTA have accessed this and found it helpful. The coaching group is accessible, low stakes and time to reflect and discuss practice has been rewarding.</p> <p>TP - pedagogy is advanced in the school. Likely to be less of a priority going forward, definitely a school strength.</p> <p>The vulnerable strategy is still in planning, we have training in January.</p>
10	Admission arrangements		Update on admission arrangements and PAN (published admission numbers)	TP/ R C-J	<p>TP - published admission numbers (PAN) remain at 45 for 2025-26 year. We currently have 45 in year 5.</p> <p>Falling roll predicted as birth rate remains low.</p> <p>We will lose 36 when year 6 pupils leave, and unlikely to admit 36 into reception next year. We have had a lot of in year transfers this year, as we did last year, which kept the roll at 235.</p> <p>CB - Do nursery numbers go into PAN?</p> <p>TP - no</p> <p>CB - the numbers in nursery could bolster future reception numbers</p> <p>LT - has the nursery number remained the same at 16? Is that 16 at any one time?</p> <p>TP - yes</p> <p>CB - did the good Ofsted report have any impact on numbers?</p>

					<p>TP - no noticeable impact. Parents don't seem to have reacted</p> <p>LT - one of the nurseries in town received an RI rating and parents did remove children. I think it was a safeguarding concern.</p> <p>TP - both schools will be in the new trust. We will be working together for the children of South Molton.</p>
11	Headteachers report		Receive report from TP	TP	<p>TP - Nursery update: capital funding received for the necessary work £15000. Work on new toilets and room refurbishment should be completed by 16th/17th Dec. Plan to open February 2025. Currently waiting for official clarification for February from DCC.</p> <p>Will be 11 spaces for 3-4 years olds and 5 spaces for 2 year olds Hoping to send out a letter to parents soon. Parents then need to return a letter of interest.</p> <p>Job interviews planned for January</p> <p>BA - how many staff?</p> <p>TP - 3 staff with level 2 or 3 qualifications in early years</p> <p>AP - happy to help with interviews</p> <p>GL - are there lots of siblings?</p> <p>TP - admission is based on DCC criteria such as catchment, siblings already at the establishment etc. We have more siblings in catchment. There is going to be some disappointment.</p> <p>CB - can we manage/limit the disappointment? Can the letter about the nursery be clear that the admission criteria is set by county, as are the nursery's limited places. Acknowledge we have to abide by DCC rules.</p> <p>LT - we do need to manage expectation</p> <p>BA - if there are falling numbers could the nursery places increase?</p> <p>TP - the school has been built with growth in mind. PAN is set at 45 and unlikely to go down. The local authority do have spending capital for purpose built nurseries too. If we are successful we could apply for this capital funding grant and have a purpose built nursery.</p> <p>AP - how many sessions a week?</p> <p>TP - two sessions a day - morning and afternoon. 16 places for each session. We could look to limit the number of sessions to increase numbers</p> <p>BA - it's finding the balance between families having valuable limited time in a pre-school and then having to find alternative provision for the days we are unable to offer.</p> <p>Is there a curriculum for the nursery/pre-school?</p>

			<p>TP - Miss Simpson is our current EYFS teacher and will be the phase lead. She has been working with members from TLP and their EYFS lead. Working on language led curriculum - advanced language &amp; phonics</p> <p>LT - is it worth reaching out to the other nurseries to see if they would align with the curriculum?</p> <p>TP - DCC have informed us that we can only advise the privately run nurseries. They don't have to abide by the curriculum. Miss Simpson is building relationships with the nurseries, she holds regular transition meetings with them. One of the nurseries is coming to the nativity dress rehearsal. We could offer the opportunity to the nurseries.</p> <p>Assessment data: Our data for year 6 is low, due to significantly high SEN numbers and transition into that year group. Will be significantly below national figures. Prediction for year 6 summer 2025 is more in line with our expected standards.</p> <p>Trust systems: assessments in February &amp; June across all schools, offers comparable data. Would like to join this ASAP. The trust print the tests and then compare against other trust schools.</p> <p>KH - do they use the data i.e. flag schools that may need help?</p> <p>TP - school improvement officer would review the data and seek to support where necessary.</p> <p>AP - will teacher assessment still be included in the data?</p> <p>TP - teacher assessment is still sent to the trust. The assessment helps to inform the teacher about performance.</p> <p>MAT groups - shared groups are working well</p> <p>Staffing update: member of staff on long term sickness will be leaving Dec 31st. We are advertising for a year 1 teacher - short term contract until summer 2025. Interviews on Friday 13th. Member of staff hoping to return over the summer from maternity leave - hours unknown at the moment</p> <p>Internal fences/gates will be completed next week in the EYFS area.</p>
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					Part of the capital funding we received.  PTA: enthusiastic recruits. Have held a Halloween Disco and Christmas Fayre CB - need to nurture interested parents LT - the Christmas mini market worked well CB - are all happy with HT bullet points and Tom to give verbal feedback All - agreed
12	External Reports		Receive written reports - David Chaplin -	TP	TP - summer report in previous meeting folders. David in again tomorrow 12th December meeting staff. Report will be available for spring meetings
13	SFVS		Draft with TS & CB - any amendments to be made in readiness for sign off at spring FGB		CB - have reviewed the SFVS, emailed the clerk. Business manager has reviewed SFVS and is happy with the content. CB - happy with content. <b>ACTION:</b> Clerk to bring copy to meeting for CB to sign off and then send to DCC by end of March 2025.
14	Budget Monitor		Receive budget monitor		TP - supply costing were exceptional this term BA - how do you cover teacher absence? TP - HTLA cover. We are very fortunate to have two qualified teachers working as HTLAs. Only supply for long term sickness. CB - met with the business manager to look at the layout of the budget monitor, hoping to make it more user friendly. Business manager is always very helpful.
<b>Strategic Items</b>					
15	School Uniform		Review school uniform provision for next year in line with government guidance	TP	TP - no changes to uniform. Government want to limit school branding of uniform. We only request a school jumper with a logo. We have a PE hoodie but this is not a compulsory requirement. School can also help with second hand uniform, or direct to Refurnish who don't charge for second hand uniform.
16	Governor visits		Plan governor visits and report on any recent visits.	All	KH met with attendance officer & SEND team - reports in folder KH - felt it was important to meet staff & understand roles. Follow up meeting with staff arranged. Catch up with attendance officer via coffee morning - lots of ideas for

					engagement. See lots of examples of staff relational approach around the school. CB completed site visit - report in folder. See item 8. RW, BA & KH set date to review previous meeting & pupil work - 11th Feb at 2pm
17	Governor training - reports and future needs			All	CB - ask clerk to find out about the in person training in March - Introduction for school governors in a MAT Online training - Intro for trust members Chair & Clerks meeting at Tarka 15th Jan at 4pm KH - lunchtime sessions can be hit and miss CB - worth considering some lunchtime sessions as a refresh: Role of a member in a MAT Parental Engagement Governor visiting school <b>ACTION:</b> book training via clerk
18	Review school performance - Raise online data			TP/ R C-J	TP - no national data yet. See item 11 (assessment data)
19	MAT update			CB/TP	TP - school will join on 31st March 2025, as the two trust merge. CB - this date at the end of the financial year? TP - no, trust year ends in July. TP - lots of work around service leads, including what governing body will look like. Della will be able to update on 15th Jan. KH - will all policies align on that day? TP - we are joining on the day the two trusts merge.
20	Equality policy		Current policy due for renewal Dec 2024	CB/clerk	AP - happy with policy and to go with TP's objectives, feel they are suitable for school. Remaining governors agreed. KH - we are a predominately white society here and need to recognise differences. We want to ensure all our families feel included. TP - agree, we want to be inclusive. We need to do more. KH - it's good the school has an awareness of this. TP - we are looking at the images used around the school, consulting with our EAL families, recognising all celebrations throughout the year. RW - staff want to ensure inclusivity, think there is a lack of confidence. We attended training with DCC, it was very interesting. We do need to be doing more. <b>ACTION:</b> clerk to ask about objectives at meeting 15th Jan - each school



					to have their own objectives.
<b>Policies &amp; Documents</b>					
21	Child Protection & Safeguarding policy			LT	Updated from HR One LT - happy with policy, a couple of amendments to be made
22	Administration of medicines			CB	CB - happy with policy, a couple of amendments to be made
23	Freedom of Information policy			LT	LT - agreed policy
24	Equality policy			AP	Updated from DES AP - agreed policy.
25	Outdoor Education visits			BA	Updated from Evolve BA - thorough. Agreed policy
26	Pay policy			TS	Updated from HR One Confirmed Jan 2025
27	Lettings policy			TS	brought forward from resources Confirmed Jan 2025
28	Impact		What have we discussed today that has impacted upon children's learning?	Chair	Pre-school - big impact for school Attendance - improved PTA - encouraging

AOB - timings of meetings

TP - earlier the better. Decision at summer FGB was 6pm as a compromise

CB - need to vocalise that for some families it is a challenge to make the 6pm meetings

LT - hybrid meetings can be helpful

FGB agreed to keep in person meetings at 6pm for spring term. Meeting format may change with the entry to the trust.

Close: 8.05pm

**Next meetings: T&L meeting 21st Jan at 2pm online or in person (please inform clerk)**

**Resources meeting - 26th February at 6.30pm online**

**FGB - 19th March at 6pm at school**