

Minutes

GOVERNING BODY OF SOUTH MOLTON COMMUNITY PRIMARY SCHOOL

Wednesday 19th March 2025 at 6pm SMCPs

	Item			Sub-item	Leader	Notes/Papers Provided Governor Notes	
Procedural Items							
1	Welcome and Apologies				Chair	Apologies from AP & GL	
2	Update Business Interests				Clerk	No changes. BA to sign physical form at next meeting	
	Minutes			Receive reports from committees.		Committee meeting minutes agreed and in folder	
3	Actions from last meeting			1. CB to sign SFVS 2. Governor training 3. Equality policy objectives to be discussed at Chairs & Clerks 15th Jan		CB to sign in person at meeting FGB booking training via clerk Chairs & clerks meeting cancelled. Objectives agreed at Dec FGB.	
4	Receive correspondence				Chair	None	
5	Items brought forward				Chair	None	
Safeguarding							
6	Any concerns			Has SCR been reviewed this term?	TP/LT	LT met with TP and went through the safeguarding audit - audit report in folder. LT to amend to show 14 families working with Early Help. No concerns raised. LT to go through SCR. Only new staff are the 3 staff in the nursery. Discussion about adding trip risk assessments to the newsletter so parents are aware of what is considered.	

					Those present thought it was a good idea.
Health and Safety					
7	Site visit - any issues?		Visit to be completed by TS	TS	<p>TP: fence now erected by builders at back of school/nursery</p> <p>Wooden fence. Also new fencing in the EYFS area.</p> <p>CB: will Harbour do a condition report of the site?</p> <p>TP: yes, they have had a couple of visits already. General look around the site, no major concerns. The trust estate staff have looked at roof (sensory room) and arranged for it to be fixed over the Easter break.</p> <p>LT: any issues with flooding in the EYFS area?</p> <p>TP: not so far. We investigated and found nothing on our land. Can mention this to the Trust.</p>
Monitoring and accountability					
8	Headteachers report			Receive the headteacher's report.	<p>TP:</p> <p>Nursery - really successful start. A lot of work went into it, creating the curriculum, managing the room etc.</p> <p>RW: the nursery children attended the KS2 spring concert today. They were warmly welcomed.</p> <p>TP: the nursery children are separated at the moment but as time goes on they will be able to use more of the school. Numbers are low but we have not chased to fill places. Approx. 12 children in each of the two sessions. Different numbers each day.</p> <p>BA: Do parents have to commit to sessions?</p> <p>TP: yes. It is tricky ensuring places are maintained as the children age i.e. numbers turning 3 years old, allowing space for another 2 year old, but maintaining numbers with the 3-4 year olds.</p> <p>Haven't put out a lot of publicity, now need to advertise.</p> <p>CB: how is Laura, is she happy?</p> <p>TP: managing well. Laura checks in with the nursery staff and children.</p> <p>Question from AP: are the nursery staff on permanent contracts?</p> <p>TP: mixed</p> <p>BA: is the nursery term time only?</p> <p>TP: term time and school hours only currently.</p>

					<p>The curriculum has been used by Tarka schools for a while now. It is concept led and works very well. Newport school & nursery received outstanding in their Ofsted recently, with the nursery curriculum mentioned as good.</p> <p>Trust: TP: systems and processes will be changing. We have started to move across from SIMs to Arbor (management info system). The trust will provide a list of when things will be changing. The trust doesn't want everything to change in one go. TLP will continue to use their systems until Sept. LT: what systems will be used? TP: mostly Ventrus systems</p> <p>Teaching & Walkthrus</p> <p>RW: continued walkthrough training, each term and new cycle. Staff enjoy collaborative working. HLTA are really getting into it. CB: this will continue? RW: yes CB: impression that Ventrus will have more control over the curriculum TP: some elements will align and central control if all head teachers agree. Schools want to maintain their identities. Some things will be easier if all the same. KH: will there be a unity of Harbour across schools? Will it appear very corporate? TP: the presence of the trust will vary across schools KH: will you need to get consent from the trustees for things like the look of the website? TP: don't know yet</p> <p>Staff training: MAT group i.e. literacy group continuing</p> <p>Staffing:</p>
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					<p>TP: we will start planning for Sept once we know the budgets in April/May. We currently have one fixed term contract teacher until July We will have one teacher back from maternity leave in Sept Hope we will have similar staffing to this year. DCC released money for further support of SEND, even though schools rejected the proposal. The money comes from schools and will materially affect us. In the past we have been able to use our carry forward to support with staffing, we will not have this option from April. Budgets from Sept - Sept.</p> <p>Premises: TP: site manager returning to work after a period of sick leave. Phased return to work.</p> <p>SEND/Behaviour: TP: challenges to the behaviour policy from some parents. Policy based on relational and reflective approaches. A few parents have queried the approach, in particular the reflective process (often takes place a day after the incident when the child is regulated and able to process). We are thinking of sharing the dialogue we use with the children with parents via the newsletter. CB: could the school have a YouTube channel and add the process as a video for the parents? TP: could go on the website LT: it could be really useful TP: we have seen a positive impact on the child's day KH: how are the parents informed about behaviour? TP: we use the track-it light system. If a child receives a red the parent is informed on that day either in person or by phone by the teacher. LT: the reflective process is the most important TP: there has to be boundaries within the behaviour policy that all adhere to KH: boundaries and the policy make them feel safe LT: the visuals you use could be helpful to send out, may help parents at home having similar conversations</p>
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						<p>KH: visuals can also help where language may be limited.</p> <p>PTA: TP: really positive. Enthusiastic group, keen to build relationships and get involved with projects for the school. Have held a successful Halloween disco and Christmas Fayre. Easter disco next week. Keen to support the school library.</p> <p>SIP: TP: priorities remain for the remainder of this year: <ul style="list-style-type: none"> • Improved writing - to continue • Improved SEND provision: to continue • Develop nursery provision - likely to be removed • Improved quality of teaching - likely to be removed • Develop strategy for vulnerable children - Rosie is completing a course for disadvantaged children CB: will Harbour change the SIP priorities? TP: school improvement officer will work with each school Ventrus and now Harbour will really be able to support SIP and help with Ofsted - can really ramp up support i.e. practice phone calls, check website, SIP, trust leaders come to school to assist. The trust leaders are all Ofsted inspectors CB: are deputy heads doing this too? TP: not at the moment. Looking to nurture deputy type role Neither trust would be maintaining the SBM. We will lose Kay Herbert at the end of the academic year. The trust will have a consultation in April and are creating some centralised positions</p>
9	Feedback from visit(s) from external adviser(s) and action			Reports from David Chaplin, DCC	TP	<p>TP: David has met with subject leads. Going forward the SIP partner may fulfil this role within the trust.</p> <p>RW: met with David online. He has great knowledge and is up to date on curriculum changes. He goes into other school and shares good practice. Challenges thinking.</p>
10	SFVS			Review and agree SFVS for submission	TS/CB/all	<p>In folder - CB signed at the meeting.</p> <p>Liz scanned and sent to SBM on 20th March to be sent to DCC by the end of March.</p>

11	Review signatories authorisation list			Update signatories list.	TP/CB	Updated to include Sean Pepper. All signatories are current.
12	Budget monitor			Review budget monitor	TP/KH	TP: finished projects that we had started. CB: premises rates line B5 is the same as the budget remaining line H26 is this correct? TP: will check this with Kay. We have spent from that area. CB: income - supply teacher reimbursed? TP: we had a teacher on long term sick, we are able to claim back some of this from the insurance LT: % of budget spent on ICT contracts 250% TP: we have used savings to buy ICT equipment ready for next year
			12.1	Monitor budgets including additional streams - i.e. after-school clubs (brought from F&R)		
			12.2	Minute any necessary virements		We do not directly move amounts of money from one budget to another. The only times money changes budgets would be if DCC have put through a staff claim for a holiday club into the main budget and so is corrected.
			12.3	Quotes for any purchases that are likely to carry forward into new financial year (brought forward from F&R meeting)	TP	Nothing to carry forward
			12.4	Staffing numbers and projection for budget setting (brought forward from F&R meeting)	TP	Will receive budget in April/May - can then starting planning BA: do you know the numbers for September? TP: likely to be 25-30 CB: how many are leaving year 6? TP: 41. We will also admit in year admissions, numbers unlikely to be vastly different to this year. LT: will some of the nursery children move up?

						TP: some will
			12.5	Review and agree purchase of annual services and contracts - i.e. grass cutting, catering, cleaning etc	TP/KH/TS	Annual service contracts in the folder - all the same
			12.6	Review insurance arrangements for staff absence (from F&R meeting)		TP: teacher insurance scheme will remain CB: could Harbour help? TP: nothing in place at present
			12.7	Monitor staff absences (from F&R meeting)		In folder
13	Governing			Receive reports of any visits	FGB	SEND & Safeguarding audit in the folder KH: completed SEND & attendance meeting together as the teams work together supporting families and not just the children. Attendance: 95%. Families can't always give a reason Encouragement to use breakfast club has had limited response. JK is aware of the Magic Breakfast scheme. School are as flexible as they can be when encouraging attendance. KH: will the trust affect SEND provision? TP: hoping it will enhance and improve provision with associate SENDCos to support schools KH: SEND policy refers to educational psychologist visits TP: the trust will be able to access EP services.
			13.1	Draw-up programme of visits for the term		Have all governors arranged visits with RW?
14	Governor training			Report on any training undertaken or identify need/desire for training.	FGB/ clerk	In folder
15	SIP			Termly report on progress of SIP and identify next steps.	TP	See agenda item 8

			15.1	Report on school performance - ASP	TP/RW	TP: ASP - autumn data. Assessment data will change under the trust. They have 2 assessment markers: Feb and end of year. Currently have an Excel spreadsheet for data as we move from SIMs Assessment week this week
16	SEND update			SEND report included in folder	KH	In folder
17	Discussion about future of board				FGB	<p>BA: don't feel we know anything CB: the Chairs & Clerks termly meeting was cancelled which seemed the ideal place to update boards. Feel there has been a vacuum of information. Attended meeting with Gary and Della, I felt this was very positive.</p> <p>Boards:</p> <ul style="list-style-type: none"> • meet once a term to review headline data (financial and educational) • review educational and wellbeing impacts • regular school visits will be encouraged to meet staff, sit in classes, assess curriculum delivery • independence to appoint leads <p>KH: I don't want to be SEND lead under the trust. Frustrated lack of data, don't feel active in any discussions. SEND policy is secure, but as an individual unsure what my position is, how can I contribute? Feel boards will be more of a tick box exercise. CB: feel there will be checks and balances to review. It will be different and diluted. TP: curriculum activities will be the same RW: feel the T&L meetings cover good ground & valuable. BA: will the trust set the agenda? TP: there will be some set information and data required LT: it would have been useful to speak to other boards already in the Trust TP: TLP governors are changing too KH: we are all volunteers. Disappointed. LT: we want to contribute in a positive way, but feel in the dark. Could someone attend the next meeting? CB: Gary said that leads could work with other school leads</p>

						and share good practice. BA: could we arrange for a Chair from another trust board to attend the summer meeting? ACTION CB to speak with Della to ask about another Chair attending the meeting LT - resigned from board, letter received Feb 2025. Will stay until end of academic year CB: to resign at end of academic year - wanted to see the transfer to MAT through. LT: happy to chat to parents about being a governor ACTION: clerk set summer date - ?25th June clerk speak to Della about advertising to parents now - clerk emailed Della about governor recruitment 21/3/25	
Policies & Documents							
18	Emergency management plan	Own school policy			TS	To chase TS	
19	Whistleblowing	Ventrus policy			AP	Read by AP	
20	Managing unreasonable behaviour	Ventrus Complaints policy incorporates unreasonable behaviour - due for renewal March 2025			AP	AP read current Complaints Policy - very extensive!	
21	Whole school food policy	Own school policy			CB	CB agreed. Query over name of supplier. Correct name in policy	
22	SEND policy	Ventrus policy			KH	Ventrus policy - thorough	
23	Redundancy policy	Have not included a policy to review or personalise as moving to trust in April. Have included Ventrus current policy			CB	Ventrus policy - thorough	
24	Managing sickness & absence policy	Have not included a new policy to review. Have included current Ventrus			LT	LT read	

		policy, due to be reviewed spring 2025.					
25	Impact			What have we discussed today that impacts on the children's education?			

Next meetings: