

Minutes of the GOVERNING BODY OF SOUTH MOLTON COMMUNITY PRIMARY SCHOOL

Wednesday 10th July 2024 at 5.30pm South Molton Community Primary School

	Item		Sub-item	Leader	Minutes
Procedural Items					
1	Welcome and Apologies			Chair	Apologies TS & IS
2	Update Business Interests			Clerk	None
	Minutes		Receive reports from committees and action and ratify policies.	Clerk/ CB/BA	Minutes agreed by committee chairs and in the folder
3	Actions from last meeting		List above.		All completed. Need to check lights on drive are working for autumn term
4	Receive correspondence			Chair	None
5	Items brought forward			Chair	None
Safeguarding					
6	Safeguarding		LT - any updates	LT	LT & TP to complete termly safeguarding catch up and audit 22nd July LT - after last visit there had been a discussion about recording the use of PIPs holds. TP - staff record when PIPs hold is used via CPOMs incident recording. Do need to consider recording log for this type of incident for an overview. Will be implementing recording systems from September.
7	KCSiE		KCSiE – updated version available now to come into circulation September 2024	CB/TP	All governors read part 1. Likely to be further changes before September, any updated version will be sent to FGB ready for the AGM. All governors to read part 1.
Health and Safety					

8	Health & safety		Any concerns?	TP/TS	<p>TP - school completes regular site visits. TS has not been able to complete a visit so far, it is good practice for a governor to attend, but not essential.</p> <p>ACTION: CB will meet with KH next week to complete a visit.</p> <p>The EYFS playground is complete and being used. We have some concerns about areas of the ground cover. This was subcontracted out. We have been in touch with the company for them to rectify the issues.</p> <p>The firm that maintains the school grounds - mowing etc, have broken a few things, or mowed over edges that have now started to fray i.e. artificial grass near the trim trail. The company have always ensured the repair costs are covered and will again for the trim trail area.</p> <p>The site manager is off sick at the moment. Accident at home.</p> <p>No current H&S concerns</p>
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Monitoring and accountability

9	Receive headteachers report			TP	<p>TP: verbal report</p> <p><u>Nursery update:</u> completed a consultation in the spring term with lots of positive feedback. The Local Authority have finally agreed that South Molton requires greater nursery provision.</p> <p>The school is required to maintain its PAN (Published Admission Numbers) of 45. We had been hoping to have a nursery of 26 places, due to PAN, likely to be able to offer 16 places.</p> <p>We have been working with the CofE school too. Devon have some capital funding for nursery provision. We are hoping to 'tap' into some of this funding as we will need to accommodate a bathroom area for the nursery. TLP have also helped with the nursery application.</p> <p>We think that we will open the nursery during 2024-25 academic year, as phase 1, with the CofE school opening a nursery in two years time (phase 2).</p> <p>BA - could you have an extension?</p> <p>TP - Devon has some capital funding for nursery provision, we could ask about funding for an extension.</p> <p>BA - could the trust help?</p> <p>CB - politically what is the view, we know we have space for expansion, can this be used?</p> <p>TP - school expansion will only occur when the school is full. It has been good working with the trust and other schools. Looking to open from Jan 2025.</p> <p>KH - what age will the nursery operate for? 3-4 year olds?</p> <p>TP - looking at children from 2+years</p> <p>CB - what is the lead time to be ready for 2025?</p> <p>TP - looking at October 2024, to be ready for Jan 2025.</p>
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				<p>AP - we may only be able to offer 16 places, but this could actually be more than 16 children, if some only wanted morning or afternoon sessions. TP - are governors happy to proceed with plans? KH - as long as we have DCC assurances that they will support the plan and provide policies/guidance, I am happy. CB - assured funding will be available TP - yes, fully funded. Mo from TLP has been assisting with the plans. TLP have recently opened a couple of nurseries, have good knowledge. All in favour of nursery proceeding.</p> <p><u>Assessments:</u> TP - the KS2 SATs were published yesterday morning. We have seen them, but not fully downloaded or analysed the results yet. From what we have seen the cohort are below average, this was to be expected, we have mentioned previously it was a challenging cohort with a high level of SEND. This cohort did not complete year 2 SATs (due to covid), had there been results, we would have been able to show progress. 50% of the year 6 cohort did not start at this school. We will analyse the cohort to see if those starting with us fared better with their results. BA - could compare against other year groups TP - Richard from TLP is visiting next week to analyse assessments PHONICS - improvements from last year. Year 1 phonics results looking like 90% passed, this will be the third year running we have improved.</p> <p><u>Teaching and Walkthrus</u> TP - continuing with Walkthrus, improving all the time Next year we want to check consistency of learning i.e. teaching & marking BA - David Chaplin picked up on this too</p> <p><u>MAT update:</u> TP - from September, heads from across TLP and Ventrus will be working together, as will subject leads. Ventrus have more advanced improvement plans i.e. heads visit each other's schools and report. TLP will be accessing this from September. BA - is it 'geling' between the two trusts? TP - yes, appear to have accepted roles already, both are happy working together. Seem to have taken the best bits of both trusts: Ventrus - school improvement Tarka - better backroom systems</p>
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				<p>CB - still some uncertainty about curriculum. Ventrus appear top down, whereas TLP are more bottom up.</p> <p>TP - Ventrus have different schemes, but there isn't a push for schools to adopt them. Ventrus want to align the curriculum</p> <p>KH - when are the trust schools being told about the conversion?</p> <p>TP - both MATs have informed their parents, no concerns have been raised. The merger is still unofficial until it has been signed off by DfE</p> <p>CB - timeline for us joining?</p> <p>TP - pushed back until an official decision has been made. School improvement leads are already working together.</p> <p>Will mean a new TUPE process for staff.</p> <p>ACTION: TP to liaise with CEO to attend governor meeting</p> <p><u>Staffing:</u></p> <p>site manager off at present</p> <p>teacher off on long term sick, sick note signed off until 2nd Sept. We have appointed a temporary teacher for the autumn term to provide consistency for the class. The teacher away at present has not attended a meeting yet. Likely to have a phased return to work. The appointed teacher had interviewed here previously.</p> <p>GL - will the year 3 class have a permanent teacher?</p> <p>TP - year 3 is covered by our new teacher, Mrs Gladman. She has excellent credentials, very qualified KS2 teacher.</p> <p>RW - children and families will be informed of their new class next week.</p> <p>TP - school received platinum sports award. Can only apply for this, when you have 3 gold awards. Hopefully shows how committed we are to providing healthy living opportunities for the children and extra curricular options.</p> <p><u>SIP:</u></p> <p>TP & RW updating the SIP, will bring to September AGM</p> <p>Maintaining the following priorities: writing, SEND, quality of teaching and improved parental engagement, to also include improved attendance. There is a huge push from the government to improve attendance rates. We are replacing the subject lead priority, as we feel this has worked well, with developing the nursery.</p> <p>With quality of teaching we want to ensure the relational approach is embedded with all staff and further input will be given to all support staff i.e. MAT, kitchen staff etc.</p>
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					CB - we are aware of the poor parental engagement, is this a local concern? TP - attendance is low compared to national rates. Levels are low locally across schools. By improving parental engagement, we can improve attendance. We hope to work more with the CofE school. Hoping that SMCC will join the new trust, we could work together in the community.
10	Receive SATs results (if available)			TP	See item 9 - assessments info
11	School Improvement Plan		Consider items for next phase of SIP	TP/All	See item 9 - SIP update
12	Approve Statement of Internal Control		No longer statutory - seen as good practice	CB	In folder - CB to sign when he meets with Kay next week
13	Receive reports on Governor visits			CB	Learning visits reports in the FGB folder from BA & KH. CB - good report from BA & KH - balanced. Need to encourage more visits - what do people think? TP - governor visit to cover each area of the SIP would be good BA - KH interested in parental engagement AP - happy to look at nursery development KH - background in EYFS AP - any more news on signs for the main road advising of school? TP - hoping to dovetail this with signs for the nursery. Part of the agenda for the next nursery meeting.
14	Review schools admission procedure and review county admission policy			TP	Policy to be reviewed by GL - see policies. Admission policy is from DCC and used by school (review of school and county admission policy is one and the same) GL - who is the admission lead? TP - DCC GL - in reception do we practise p/t hours? TP - we have talked about this in the past as a school group. In practice this is often hard to manage. If a child a regular medical appointments, therapies we would ensure p/t hours were accommodated. We are looking at creating a policy about school hours. GL - happy with the policy
15	Agree processes for next term's appointment of chair and vice chair, including term of office			CB	Della Oliver has suggested that all roles remain the same whilst we convert to academy. Look at changes from Sept 2025. All - remain as we are

16	Feedback on training undertaken and required			CB/All	Training register in folder CB - KH has been busy with training. Has it been useful? KH - mixed bag, a lot of lunchtime training.
17	Review benchmarking from T&L		Information had not been available for the T&L meeting - brought for to FGB	TP/RW	https://schools-financial-benchmarking.service.gov.uk/ Example in folder. Current information is 2022-23 - awaiting updated data FGB now have access to the site to review and compare as and when required.
18	Review members of FGB - develop strategy for filling vacancies			CB/TP	FGB to encourage recruitment
19	Agree dates for AGM/FGB (and all committee meetings) for the coming year			All	Possible meeting dates in folder (2024-25) - autumn term only, may then become SCB. Dates agreed. To trial new start times. AGM to start at 6pm in person, online resources committee meeting to start at 5.30pm, T&L 2pm in school. Earlier start times to help support the welfare of school staff.
20	Review progress school has made, recognise and celebrate			TP/All	Ofsted report - good. Well done and thanks to all the staff. TP - reception class now at 29, along with a further 11 joining across year groups. LT - any leavers? TP - always children leaving and joining. CB - lots of work undertaken in joining the MAT. Positive step for the school. TP - nursery green light is a good thing for us BA - always impressed that you know what needs improving, that was clear from our recent governor visit and the T&L meeting in June. You know your Strengths and weaknesses and what you need to do to improve. LT - the gold assembly for pupils was really good, nice to recognise their efforts. KH - relational approach is clearly helping children to self regulate. I witnessed a pupil manage her emotions well, it was a privilege to have been part of the moment.
21	Receive budget monitor			TP	In folder CB - always find this a nightmare to read. TP - it has always been difficult, this will change under the MAT. Monitor Produced via DCC systems. The old school business manager found it a bugbear to make it understandable.

					<p>CB - couldn't find income and outgoing, or balance brought forward. Appears to be less information than usual.</p> <p>LT - it does appear to be a different layout than usual.</p> <p>TP - will talk to KH</p> <p>ACTION: TP to speak with KH about the monitor.</p> <p>CB - I can speak with Kay about this when in for the site visit.</p>
22	Return skills audit forms			All	<p>Skills audit in folder as an editable pdf. Members need to remember to make a copy before completing the form, as this is the master copy.</p> <p>Liz to send individual forms - please return ASAP. (individual forms sent 12/7)</p>
23	AOB		MAT update Nursery application update	TP	Item discussed already - see item 9
Policies & Documents					
24	Capability policy			IS	Updated from HR system - TBC
25	Grievance policy			IS	Updated from HR system - TBC
26	Lettings policy			TS	Carried forward - TBC
27	DBS policy			LT	Agreed. Need to add name of school. Flowchart is difficult to follow. Advised That when document converts to Google docs, it can alter layout.
28	Admissions policy - see agenda item			GL	DCC pdf - agreed
29	Impact		What have we discussed today that impacts on the children's education?	All	<p>Celebrate the year - see item 20.</p> <p>CB - thank you for the year</p> <p>TP - aware that FGB are all volunteers, appreciate your time. Thank you.</p>

Closed: 7.20pm

Next meetings: