

## SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 11 <sup>th</sup> December 2019				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Penny King	PK	Staff					
Mary-Ellen Whalley	MEW	Parent					
Chris Brown	CB	Co-opted					
Andrew Quayle	AQ	Co-opted/chair					
Helen Symons	HS	Co-opted					
Tom Parkin	TP	Headteacher					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk
Laura Lockwood	LL	Prospective new governor

	Agenda Item		Action
<b>PROCEDURAL ITEMS</b>			
1	Apologies	LK, RK, DK	None
2	Business Interests	None to update.	
	Minutes	JK to send out the AGM mins ASAP.	
3	Actions from last meeting	Governors checked previous actions – all actions are complete.	
4	Receive correspondence	None	
5	Items brought forward by the chair	None	
<b>Safeguarding</b>			
6	Safeguarding audit	The audit is now complete and has been submitted to DCC. There is an action plan for future work. TP will send out the audit to all governors for their information.  AQ – Why is Safeguarding not audited the same as H&S and finance? TP – Ofsted are the ones that check-up on the Safeguarding. CB – has read the audit and is happy with the information.	
<b>Health and Safety</b>			
7	H&S audit	Governors raised questions about the key that came with it and the understanding of it. (red highlighted areas don't mean it's bad, they mean it's an important area) Areas highlighted were - TA organising trips – is this ok? Should the responsibility be on a TA for leading trips? Risk assessments for trips and visits – Trip leaders to take more responsibility for the risk assessments and managing their trips. Administering of medication policy – needs to be updated.	
<b>Monitoring and accountability</b>			
8	Head teacher report	TP is going to visit another Primary school to look @ the curriculum. Our curriculum set up is a little more complex due to mixed yr. classes. TP & PK looking at cornerstone curriculum to ensure children are covering the requirements and not repeating areas unless they need to. CB – why do we have mixed year groups? TP – explained that as we were previously an infant school and the only intake for KS 1 in the town, we were above 30 per yr. intake and how this affects our numbers going forward. TP/PK – looking at more structure on the curriculum to help the workload for teachers and to utilise resources already available.	

		<p>TP's questions for the HT report –</p> <p>SEN survey about SEN provision in schools – TP this can be carried out again.</p> <p>Exclusions – TP explained about the 1 exclusion. The school are doing all they can to meet the child's needs until the parents can find a special school for the child. The one school the parents wanted have said no as the child is too bright. TP is looking into offsite provision – outdoor learning etc. or part time schooling. The school have to pay for this and the child is not a big fan of outdoor learning so this may not be an option.</p> <p>MEW – Does this child have a 1:1 TA?</p> <p>TP – Yes, occasionally it takes 2 TA's when an outburst is happening.</p> <p>HS – How are the staff feeling with it?</p> <p>TP – they find it hard but they are coping and as there are several, they support each other well.</p> <p>AQ – Pointed out the parents are on board with all of the support offered from the school and everything that has been put in place.</p> <p>MEW – should we be looking at another TA to cover classes when 2 TA's are required for 1 child?</p> <p>TP – we do get extra funding (0-25 team) for the child and this could lead to staffing issues if/when they come to leave once a special school has been found.</p> <p>HS – Are staff likely to leave if they know they may be doing this for another 7 months?</p> <p>TP – Don't believe so, the staff do a great job and support the child and each other really well.</p> <p>TA leaving – there is 1 TA leaving to go to a new job in a secondary school. There is an ad out for replacement TA. The closing date was 10/12, interviews will be Friday. Looking at a like for like contract. This contract will also include lunchtime role – managing the dinner hall.</p> <p>MEW – have you had a good uptake?</p> <p>TP – yes, a secondary school teacher is the most experienced and other good applicants.</p> <p>CPD budget – this stands at £4000 but has gone overdue to the SENDCO award. This is compulsory and the SENDCO must complete this qualification.</p> <p>Parent voice – JK will compile the results and put into the newsletter for feedback.</p> <p>Looking into ways to include more parents to the PTA.</p> <p>SIMS – TP explained the SIMS programme to governors and how staff are using it for registers, lunches etc. It will eventually include recording behaviours, assessments etc. It will be useful in the future, some areas cost extra to access.</p> <p>AQ – Assessment – will this free up PK a little more?</p> <p>Yes – PK can spend more time analysing the data instead of recording it.</p> <p>Hoping in the new year to look at spring data which can be uploaded by the teachers.</p> <p>Fair access policy – Usually up to 32 in a class but DCC can override this (Find space in the school) as a maintained school.</p>	
9	Review ACB	<b>JK send out the ACB to governors for review.</b>	<b>JK</b>
10	Review admissions and PAN	<p>Have two new children due to start. Have 242 – technically have space in Y5&amp;6. KS1 classes are 30 per class.</p> <p>We're saying we're full unless it's they're Y6.</p> <p>At present both schools are full so no spaces in SM. However local authority can force a place. Finding has not yet been confirmed for the new build – awaiting confirmation.</p> <p>DCC have the issue of what to do with the children until the build.</p> <p>AQ – what about out of town schools?</p> <p>TP – Not full.</p> <p>Lots of social housing swaps, transporting to out of town schools issues with people moving into the area.</p>	
11	ASP data	<p>The data is reflected in the HT report. (was also discussed in the T&amp;L meeting) The data was all good, we're above average (data based on last yr.'s year 2's and the year 1 phonics) It was a good year group. TP explained how it can vary depending on the cohort you have. There will be a progress report from KS1-2</p> <p>CB – What will happen for progress?</p> <p>Baseline assessment done in reception and then progress assessment done in Yr6. Governors discussed the year 6 SAT's and effects on the Yr. 7-11 secondary school results.</p> <p><b>AQ would like a copy of the ASP data – JK to send out.</b></p> <p>TP pointed out that the progress is important to look at to make the data coherent.</p> <p>AQ – As long as children are making progress, we are doing the best we can.</p> <p>MEW – Is there leeway for SAT's for issues such as bad days/tired etc?</p>	<b>JK</b>

		<p>TP – No, the tests are all taken on set days at set times – it's not moveable.</p> <p>TP – we will be moderated next year (Jan 2020 onwards) as this is first year 6 cohort. Yr 6 practice SAT's have been done (last week) TP will feedback at the next T&amp;L meeting on the data.</p> <p>Interventions - TP shared intervention that is taking place throughout the school and who is responsible.</p> <p>HS – why is there a mental health rise in children nowadays?</p> <p>Online gaming causes a lot of issues for children along with bullying etc.</p> <p>CB – It's great to see that you have freed up a TA for tackling mental health with the children.</p> <p>AQ – Do we have finance for this?</p> <p>TP – We receive SEN funding which helps some of the SEN children with the interventions. It will also help overall with children's attitude to learning and academic progress.</p>	
12	Receive budget monitor	<p>Budget – it's around what we thought it was going to be.</p> <p>Boiler – We have purchased 1 boiler already and serviced 1. Next year looking likely that the other one will need to be replaced.</p> <p>AQ – SBM succession planning – Would we have issues if/when Pauline is not here?</p> <p>TP – We buy into finance support to assist PH. Also CB in the office has been doing purchasing so succession planning as best as possible.</p>	
		Finance audit – H&S and Whistleblowing on the website. These are not statutory requirements to post on the website.	
13	ICT equipment	<p>There is a budget allowance to purchase ICT equipment.</p> <p>TP – explained the pros and cons of laptops v Chromebooks. Classes will be able to use ICT across other subject areas (not just ICT time) School is looking to purchase two full class sets (64 in total) TP – laptop over tablet so the children are still learning to type. Attached is the quotes etc. for the laptop bundle. Governor's asked questions about the quotes and the costs and service included in the quotes.</p> <p>Following these questions, the governors agreed TP had sought the best financial solution and agree that Computeam is the best quote.</p>	
14	Recruitment	<p>Grounds person role. Currently with Norse for caretaking and kitchen. The kitchen is harder to leave. We currently pay a management fee and only have a caretaker for 4 hours a day. School looking at making a full time position and having a larger job role to include – Animal care, Projects around the school. Making things where needed, grounds maintenance, school maintenance – lifts, alarms etc, recycling, rubbish eco role, H&amp;S role, repairs etc.</p> <p>AQ – What is the total of Norse management fee, wages and grounds maintenance?</p> <p>TP – it's hard to say to say as it also includes consumables etc.</p> <p>The grounds maintenance contract renews January 2020. We will keep the contract for another twelve months to give time to find the right person for the role, buy the equipment needed etc. PH has sent a business plan to DCC first as a new role is being created.</p> <p>AQ – When do we send the request to Norse? 31<sup>st</sup> December for a terms notice.</p> <p>Business plan gone to DCC already (we don't agree salary, DCC do) and finance have said it makes sense.</p> <p>MEW – How will holidays work for this role?</p> <p>TP – The contract will be 52 weeks, they will have normal holiday entitlement and will take holidays in school holidays.</p> <p>Governors agree that this makes sense financially and will benefit the school. The governors agree to give notice to Norse for this.</p>	
15	Term dates	<p>TP talked through NP day's usage following a holiday or at the start of a holiday. This gives inset days for staff.</p> <p><b>JK to send out term dates for governors.</b></p>	<b>JK</b>
16	Governor induction pack	AQ looked at this – the paperwork was sent out to all governors to review – Governors agree that the pack is ok.	
17	Governor visits	<p>AQ – SEN visit – he will write up the visit for TP and governors. JK to send AQ the governors visit report.</p> <p><b>CB has carried out safeguarding data collection – sent the report in today, once read by</b></p>	

		TP, it will be circulated to all governors. Also CB been in touch with Exeter Uni re mental health support. CB also needs to come for a lunchtime visit to check lunch staffing and read the safeguarding audit. Sue Davies will come and carryout a tracking visit next term.	
18	Governor training	CB requested training course – JK to book.	
19	FGB newsletter	AQ will write something.	
20	DBS	Needs section 128 info adding.	
21	E-Safety	Reviewed and agreed – child permission for online – check this is still signed.	
22	GDPR	AQ – bring in Jan	
23	Pay Policy	Need to get from PH	
24	New governor	Laura Lockwood expressed she would like to join the governors – the FGB nominated and agreed (CB & MEW) – JK to start a DBS and send the info off etc.	
25	Impact	Governors discussed what they have discussed that has impact on the children. Governors decided the Chromebooks, Pastoral and mental health support for the children and the caretaker role all have an impact on the children and their education.	

Meeting closed at 8.50pm.

Next meetings:  
Resources Wednesday  
T&L Wednesday  
FGB Wednesday

### Committee Membership and Governor Responsibility Review for AGM 2019

COMMITTEES	2018-19	2019 -2020
RESOURCES	<ol style="list-style-type: none"> <li>1. Lorraine Kennealy – chair</li> <li>2. Andrew Quayle – VC</li> <li>3. Chris Brown</li> <li>4. Helen Symons</li> <li>5.</li> </ol> Rob Kelland - Associate (+ Tom)	<ol style="list-style-type: none"> <li>1. Lorraine Kennealy - Chair</li> <li>2. Andrew Quayle - VC</li> <li>3. Helen Symons</li> <li>4.</li> </ol> Rob Kelland – Associate (+ Tom)
TEACHING & LEARNING	<ol style="list-style-type: none"> <li>1. Penny King – Chair</li> <li>2. Mary-Ellen Whalley – VC</li> <li>3. Jason Wragg</li> <li>4.</li> <li>5.</li> <li>6.</li> </ol> Becky Hopkins – Associate (+Tom)	<ol style="list-style-type: none"> <li>1) Penny King</li> <li>2) Mary-Ellen Whalley – VC</li> <li>3) Chris Brown</li> <li>4)</li> <li>5)</li> <li>6)</li> </ol> Becky Hopkins – Associate (+Tom)
HEARING (1 <sup>st</sup> )	<ol style="list-style-type: none"> <li>1. Chris Brown – Chair</li> </ol>	<ol style="list-style-type: none"> <li>1) Mary-Ellen Whalley</li> </ol>

	2. Mary-Ellen Whalley Helen Symons	2) Helen Symons 3) Chris Brown
APPEALS (2 <sup>nd</sup> )	1. Jason Wragg – Chair 2. Lorraine Kennealy 3.	1) Rob Kelland 2) Andrew Quayle 3) Becky Hopkins
PAY & PERFORMANCE	1. Lorraine Kennealy – Chair 2. Jason Wragg 3. Helen Symons	1) Lorraine Kennealy 2) Mary-Ellen Whalley 3) Helen Symons
PAY & PERFORMANCE APPEALS		1) Rob Kelland 2) Andrew Quayle 3) Becky Hopkins
<b>LEAD GOVERNORS</b>		
Training		
Headteacher's Appraisal	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.
SEN		Andrew Quayle
Safeguarding	Chris Brown	Chris Brown
EYFS	???????????	
Children in Care	Becky Hopkins	Becky Hopkins
Finance	Lorraine Kennealy	Lorraine Kennealy
Personnel	Helen Symons	Helen Symons
Health, Safety, Welfare	Rob Kelland	Rob Kelland
Curriculum	Penny King & Jason Wragg	Penny King
Inclusion		Andrew Quayle
School Improvement	Penny King & Jason Wragg	Penny King
Community & Parent Links	Mary-Ellen Whalley	Mary-Ellen Whalley