

## SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 2 <sup>nd</sup> July 2018				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Chris Brown	CB	Co-opted		Sarah Hayward	SH	Co-opted	
Mary-Ellen Whalley	MEW	Parent		Penny King	PK	Co-opted	
Sue Davies	SD	LA		Helen Symons	HS	Co-opted	
Lorraine Kennealy	LK	Parent		Tom Parkin	TP	Head Teacher	

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk

	Agenda Item		Action
<b>PROCEDURAL ITEMS</b>			
1	Apologies	JW – Away with work. AQ – family commitment.	
2	Business Interests	New forms have been released to include a privacy notice. All governors to sign and return these forms. MEW and LK have completed and returned their forms.	All gov's return the form.
3	Minutes	T&L, Resources and FGB mins agreed and signed off.	
4	Actions from last meeting	Gov email addresses – this is in hand with IDN. SH training – SH has completed her SEND training and has carried out a visit with EY. MEW – has Ey settled into her role as SENCO? SH – yes, however, an issue is useable space for EY to meet with children/parents on a 1:1 basis etc. PK – this is an issue across the school for meeting space and we utilise space to the best of our ability. The Key – JK sent invites to governors to join. Catering contract – This is still being investigated by PK and LK. Feedback when they have info. Devon local offer – the drop down option has been added to our menu.	
5	Receive correspondence	TP has received a letter from DCC congratulating the school on their Ofsted report.	
6	Items brought forward by the chair	TP – 2 people are retiring at the end of this term. SC and MK. <b>Would governors like to write a letter to say thank you for their long service? Yes – Maybe ask AQ?</b>	JK
<b>Safeguarding</b>			
7	SD Visits	SD has got a date booked in for SCR, data collection, talking to children and safeguarding visits (Friday 13 <sup>th</sup> July). The reports will be made available to governors in September. SD has recently attended a safeguarding conference which was very interesting and gave a lot of information. Online gaming and grooming was a big discussion (see documentary Murder games on BBC) and also extremism (1888 written on corners of school books or anything else AH HH – a sign of potential white extremism) SD recommends all governors to attend some form of safeguarding training – use the key?	
<b>Health and safety</b>			
8	RK visit and report	There were no actions required from RK's latest visit around the school.	
<b>Monitoring and accountability</b>			
9,	Head teachers report	TP emailed out his report prior to the meeting and requested where possible questions in advance. See attached sheet HTR01 for questions sent in in advance – 1) Yes – the budget is a 5 year budget which is refined yearly. 2) TP with the SLT 3) This will be changed as we go along. The grading is red, amber and green.  5) The SLT have decided this figure is achievable and it is what they would like to	

		<p>achieve. This will be measured with learning walks, observing teaching practice, looking at children's books, marking, feedback etc. It will be measured against the teaching standards guidelines. At the end of each term, the data/evidence will be gathered and the red, amber and green system used to present the information.</p> <p>6) This is defined by a child in care, a child who has received pupil premium, a service child (who has 1 or more parents/carers in the services) these are classed as "disadvantaged children."</p> <p>7/8) When the children receive their judgement at the end of EYFS and get expected for example, this should continue into KS1. It will be kept an eye on from EYFS into KS1 and again into KS2. Target children will be monitored. The moderating @ Y1 was robust.</p> <p>10) One of our newer teachers will take on this role.</p> <p>11) We have a new Year 5 teacher and will not need another classroom. We will not require any new teachers next year.</p> <p>12) A current KS2 teacher has been relocated to EYFS.</p> <p>13) The EYFS team will have a say on how the money is used in their outdoor area.</p> <p>14) This is still encouraged anyway. Teachers are comfortable enough to try new things that would suits their subjects, teaching and children without asking for permission but this is worth refreshing/revisiting due to the intake of new teachers.</p> <p>16) Not had anything back yet.</p>	
12	Ofsted report discussion	This was discussed in the item 9. TP added that the school will continue as it is and will look at the Ofsted recommendations. The schools aim is not to be an Ofsted Outstanding" school but to provide a safe environment and a full and varied curriculum to support children's growth, development and wellbeing.	
10	SAT results	These were not available for the meeting but the moderation was good.	
11	SIP	<p>This was discussed in section 9. MEW – It seems a bit onerous. TP – this is a 3 year plan and a working document. MEW asked about spellings and against what they are compared for their achievements in SPAG? TP – visits other schools for comparison. Staff are producing a spelling booklet along similar lines to the number booklet for children to help practice and improve.</p> <p>A maths pre-teach session is also being devised to help children who struggle with confidence and to give them some extra support and background knowledge in what they are about to tackle during their lesson time. This will be delivered prior to a maths lesson. It is a time management issue though on who/where/when.</p>	
13	Raising attainment	This was discussed in item 9.	
14	Bench marking data	<p>Pg 3 – catering is high.</p> <p>Pupil – teacher ratio - will this change as KS2 grows?</p> <p>TP – not really, it may not affect the stats.</p> <p>MEW – If more children apply for Y4 &amp; 5 etc, can/will we take them?</p> <p>TP – We have to be careful with numbers so we don't run out of room! We can choose to turn children away.</p>	
15	KCSIE	<p>All governors need to read part 1 and part 2 before 3<sup>rd</sup> September when the new document will be publish and take effect. Sections 103 – 109 flag the key differences for the policy and what to be aware of change wise. SD informed governors that there will be a new safeguarding/Child protection policy released soon to coincide with the updated KCSIE document.</p> <p>Flagged up by SD –</p> <p>A section on courts, anyone in the system or parents/carers in prison.</p> <p>A section on Countylines – Children being used as drug mules. Using vulnerable people's accommodation being used to sell drugs from. The Southwest has been identified as being vulnerable/a target at present.</p> <p>A new section on domestic abuse – children in families where abuse is present. (Homelessness – living in B&amp;B)</p> <p>Recommended that governors look at the behaviour policy – Peer on peer abuse, cyber bullying/mobile phone bullying. Sexual violence and harassment/stalking.</p> <p>The number of vulnerable groups has increased.</p> <p>MEW – has attended a webinar recently. Suggested that maybe we have a short multiple choice question sheet for governors to answer regarding their responsibilities for safeguarding and KCSIE?</p> <p>The Key produces a safeguarding training package which would be good to access for governors – JK to have a look at it.</p>	JK

16	Review progress and celebrate.	This was discussed/covered in item 9.	
17	Review schools admission policy	This policy was reviewed and agreed/signed by governors.	
18	Agree term dates	Term dates are agreed for 18/19 and 19/20. Agree a date for the AGM and JK to send out date for the governors.	
19	Next terms chair and vice chair	JK notified the Governors that at the AGM the election process for chair and vice chair take place. If anyone would like to stand for these positions, then please let JK know. May be good to have a little "piece" about yourself to hand out to the other governors. Governors to read TOF prior to the AGM so they know what/if there is something they would like to stand for etc.	
20	Training	CB, HS, JW and SD have recently completed training. MEW was booked in for advanced understanding data in primary schools but this has unfortunately been cancelled. There has not been a new course agreed for this at present.	
21	Skills audit	Please can all governors complete this form and return at the AGM.	
Governing body			
22	Change of governor category	PK would like to stand for the position of staff governor. PK stands unopposed. CB 1 <sup>st</sup> , SD 2 <sup>nd</sup> .	
23	Governor induction	TP – has been looking at how other organisations induct people.  TP would like to change the induction process to the following – with suggestions from the GB. Meet with TP and have a look around the school, sit with the HT and look at SDP, ethos and vision of the school etc. TP asked governors – what else would be useful? After they have made the decision to become a governor, meet the SLT and have a visit to the school with another governor/mentor.	
24	Governor visits	SD discussed her recent tracking visit and shared her report with governors. (see attached document SD01) SD explained the background behind the reports and what the reports are showing.	
25	FGB vacancies	Governors had a brain storm on how we can recruit more governors – Advertise in: The SM newsletter, Molton Monthly, school newsletter, library, sports clubs, swimming pool, Pre-schools, school fete etc. Request qualities as opposed to skills, a sense of community, willingness to help and learn etc. Flyers to hand out and general info about the school. JK to have a look at what other schools do to recruit. CB has volunteered to stand down as the chair of the finance and resources committee and stand as the safeguarding governor. CB will meet with SD to discuss what is involved before making a decision.	
26	Policies	DBS policy – This policy was read by governors and JK (office) PH is considering using the update service for DBS checks but is still looking into this. Equality policy – Governors would like to discuss some areas within this policy in further detail and have requested it is added to the next T&L meeting. GDPR – This is a WIP document. PH and PK are looking at this document. PK is our DPO. Governors have requested a presentation on this document at the next FGB Supporting pupils at school with medical conditions – The first aid and medical side of things is going to be transferred to another member of staff following MK retirement as she is currently in charge of all of this. Governors would like this policy added to the next T&L agenda for further discussion.	
27	Impact	Governors felt that a lot was discussed this evening that impacted on the children and their education. Some strong examples of this were the safeguarding training that SD carried out and the discussions surrounding this, the head teachers report and the discussion regarding Ofsted and the SDP.	

Meeting closed at 9.00pm

### Committee Membership and Governor Responsibility Review for AGM 2016

COMMITTEES	2015-16	2016-17
RESOURCES	<ol style="list-style-type: none"> <li>1. Mike</li> <li>2. Kate</li> <li>3. Nick</li> <li>4. Rob</li> <li>5. Rosalie</li> <li>6. Ruth</li> </ol> (+ Tom)	<ol style="list-style-type: none"> <li>1. Mike - Chair</li> <li>2. Kate</li> <li>3. Rob</li> <li>4. Rosalie</li> <li>5. Ruth</li> <li>6. Andrew</li> </ol> (+ Tom)
TEACHING & LEARNING	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Shaun</li> <li>3. Penny</li> <li>4. Mary Ellen</li> <li>5. Michelle</li> <li>6. Becky</li> </ol> (+ Tom)	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Shaun</li> <li>3. Penny - Chair</li> <li>4. Mary Ellen</li> <li>5. Michelle</li> <li>6. Becky</li> </ol> (+ Tom)
HEARING (1 <sup>st</sup> )	<ol style="list-style-type: none"> <li>1. Mary Ellen</li> <li>2. Kate</li> <li>3. Mike</li> </ol>	<ol style="list-style-type: none"> <li>1. Mary Ellen</li> <li>2. Kate</li> <li>3. Mike</li> </ol>
APPEALS (2 <sup>nd</sup> )	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Shaun</li> <li>3. Nick</li> </ol>	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Shaun</li> <li>3. Ruth</li> </ol>
PAY & PERFORMANCE	<ol style="list-style-type: none"> <li>1. Kate</li> <li>2. Nick</li> <li>3. Mary Ellen</li> </ol>	<ol style="list-style-type: none"> <li>1. Kate</li> <li>2. Mary-Ellen</li> <li>3. Ruth</li> </ol>
PAY & PERFORMANCE APPEALS	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Mike</li> <li>3. Shani</li> </ol>	<ol style="list-style-type: none"> <li>1. Sue</li> <li>2. Mike</li> <li>3. Andrew</li> </ol>
<b>LEAD GOVERNORS</b>		
Training	Shani	Kate
Headteacher's Appraisal	Sue, Shani	Sue, Mary-Ellen
SEN	Shaun	Shaun
Safeguarding	Nick	Sue
EYFS	Penny	Penny
Children in Care	-	Sue
Finance	Mike	Mike
Personnel	Kate	Kate
Health, Safety, Welfare	Rob	Rob
Curriculum	Penny	Penny
Inclusion	Shaun, Michelle	Shaun, Michelle
School Improvement	Sue	Sue
Community & Parent Links	Mary Ellen	Mary- Ellen & Ruth