

SOUTH MOLTON COMMUNITY PRIMARY SCHOOL GOVERNING BODY FGB

FGB MEETING – Part I Minutes							
Date/Time: Wednesday 17 th July 2019				Location: South Molton Primary School			
Attendees	Initials	Category	Time	Attendees	Initials	Category	Time
Mary-Ellen Whalley	MEW	Parent					
Helen Symons	HS	Co-opted					
Tom Parkin	TP	Head teacher					
Lorraine Kennealy	LK	Parent					
Chris Brown	CB	Co-opted					
Andrew Quayle	AQ	Chair					
Penny King	PK	Staff					

In attendance	Initials	Capacity
Jo Kingdon	JK	Clerk

	Agenda Item	Action
PROCEDURAL ITEMS		
1	Apologies	Rob Kelland and Jason Wragg
2	Business Interests	None to update
3	Minutes	Part 2 mins from previous meeting (resources and FGB) signed and agreed. FGB, Resources and T&L mins signed and agreed.
4	Actions from last meeting	SFVS – we have a finance audit coming up next term. Gov recruitment/newsletter – Governors will write a piece for the newsletter in September. In Sept, JK will send home a letter to all parents (including new reception parents) to encourage new governors.
5	Receive correspondence	None
6	Items brought forward by the chair	JW had decided to resign due to the timings and work commitments etc (he doesn't arrive home from work in time on Wed). LK – is this a prompt to be more flexible with meeting days/times etc?
7	Safeguarding - CB feedback from conference, Gov SG visit.	<p>JK to send out CB attachments – see doc's included from the conference.</p> <p>KCSIE (keeping children safe in education) now covers serious violent crime. Section 128 – now runs alongside the DBS – police check for cautions not just convictions. Contextual safeguarding – Looking at safeguarding in the context it is happening. Peer on peer abuse also discussed. All Governors are to read the KCSIE by September please.</p> <p>AQ – Do schools have overall key role as they see the child the most? CB – yes the expectations is on schools for spotting and being at the frontline of this. There is a contextual safeguarding network to sign up for should anyone wish. CB - attended LGBT in schools – look at what we can integrate at primary level? PK – the SRE is changing soon – the relationship aspect of it is becoming compulsory but the Sex Ed is still optional and dependant on each school. There are links available on CB's document.</p> <p>Mental health support in schools – there are 20 schools piloting a scheme. Exeter Uni is also running a pilot project. CB has discussed with Exeter Uni about accessing this and is currently in talks and will feed back to TP when he has the info next term. There is also student counsellor placement available (counsellors training to work with younger age range who require placement)</p> <p>CB would like to state that he didn't feel the conference was good value for money. CB carried out a SCR visit with PH, data with TP and a SRE lesson obs with PK. The report will be sent out to TP and then onto governors when ready. CB was impressed with the lesson obs – well done JS.</p> <p>Discussed SRE with PK after and talked to some of the children. CB feels that the questions were not really quite right and would like to revisit with more focused SG questions.</p> <p>PK to email SD re her tracking visit and whether she is going to continue (pretty please!)</p>

9	Health and safety	<p>TP – the stage has been fixed. Fencing/mesh will be changed. There are birds nesting in the apex of the roof – TP would like to discourage their return to that spot as there is a lot of bird droppings near doorways etc. and feels it's unhealthy for the children. Encourage them into the pond area instead.</p> <p>Complaint from a parent about a lost shoe – Child kicked a football and their shoe came off into the hedge. Was not recovered. Mum had a concern about the amount of supervision during lunchtime; TP has looked for the shoe. TP has assured mum there is adequate supervision during lunchtime but has requested a governor to come and carryout a lunchtime visit to look at supervision.</p>
10	Head teacher report	<p>AQ has requested that TP use a different format from the key to try for his head teacher report.</p> <p>See attached questions in advance – September will give us the Devon averages to compare against.</p> <p>EYFS – This year group were below average on entry to our school although we've had good progress, it still gives us a lower than average overall.</p> <p>MEW – has the EYFS been moderated this yr?</p> <p>TP – No, not by an external moderator but has been with EYFS teachers.</p> <p>There is a new baseline assessment in Sept 2020 – EYFS teachers will enter a judgement online 3-4 weeks into the start of the Sept term. These results will be compared to the year 6 SAT results for the same children.</p>
12 & 13	Pupil premium and sports premium report	<p>Governors asked about adding children's quotes to the reports to show the impact of the funding.</p>
14	Yr 6 preparedness	<p>AQ - Have we done everything possible to prepare them for the end of Yr6?</p> <p>TP – It's about getting the balance right on preparing them but not over doing the testing. The Yr 6 group are a focus group with additional support needed (educationally, emotionally and academically) so it's important to get the balance right. The Yr 5 group visited the Secondary School today and enjoyed a science lesson. DCC, Social services and the Ed Psych can all provide transition support for children who require additional support.</p> <p>AQ – Can we have an update on this Yr group's progress next year please?</p> <p>TP – Yes, we can look at their progress next yr.</p> <p>Following their Yr 6 SAT's, what are the plans with the Yr6's? TP – business ideas – looking at raising their own funds to spend on activities/items (leaver hoody etc)</p>
15	Curriculum	<p>TP showed the governors the school report format that is going home to parents and how the curriculum is shown/demonstrated in the report.</p> <p>MEW – Is there any interest in the staff for becoming the forest school lead? TP – No, not yet. Currently a TA is taking responsibility of looking after the area.</p> <p>TP would like to bring the curriculum to the spring term FGB.</p> <p>MEW – MEW is happy to work with the SLT on the curriculum and how to promote it. It needs to clearly state the how and why we do what we do and the links to each other and how it's shown. Skills v's knowledge.</p>
16	PTA effectiveness	<p>HT report has covered parental engagement. JK is now taking a lead on a fresh PTA in September to encourage parents to come along and fundraise with new ideas.</p>
17/18	Raising attainment and SIP	<p>AQ focused on the red areas for improvement. Many areas have already been discussed. TP – it's a 3 Yr plan so starting on the red for any areas of improvement – no concerns with any areas.</p> <p>Ideally review this at the end of the academic Yr but we will review in September as it's been a very busy academic year.</p>
19	Governor visits	<p>AQ – encourages all governors to come along for a governor visit if they can. David Chaplin is in school on Monday 23rd September and will be carrying out TP's performance management in the afternoon. (PM committee to attend to carryout)</p>
20	Admissions	<p>See HT report</p>
21	Term dates	<p>The government has changed a bank holiday date in May 2020 and we had planned to have an inset day the Friday before. Now the bank holiday has changed, TP proposes a change of inset day to the Monday following the Oct half term (Monday 28th October 2020) this was agreed.</p>
22	Benchmarking	<p>Review of benchmarking from T&L meeting – We show as being over staffed on TA's but we have lots of SEN children. We have two EHCP children leaving in July so 1 TA on a</p>

		temporary contract will not have contract renewed in July 2019. AQ – Yes we show as being over staffed but the budget is managed so cannot see an issue with being over staffed.	
23 & 24	Appointment of chair and vice chair.	AGM – Wednesday 18 th September 2019 @ 6.30pm – possibly combined with a staff social activity? This will be confirmed. JK to contact JW re: staying on in a different capacity.	
25	Annual skills audit	JK will email out for over the summer.	
26	Newsletter item	This item was discussed during item 4.	
	Policies		
27	DBS	Review in September (When its due)	
	Safeguarding	Review in September (When its due)	
	GDPR	AQ to discuss with PK	AQ PK
	Volunteers in schools guidance	School name on title page to change.	
	Support staff appraisal	All fine – signed and agreed	
	Homework policy	This is a brand new policy – this was agreed and signed.	
	Health and safety policy	RK was not present to comment on his policy – JK to email RK for feedback.	JK
	Adjustments to staffing structure	Need to locate the appendices - JK	JK
	Behaviour Policy	This policy has been updated by PK – AQ questioned – the other policies mentioned for ref – do we have them? PK – yes we do. Agreed and signed.	
	Disciplinary policy	Agreed and signed.	
	Charging and remissions	TP has read through the remissions section of this policy. The policy has been signed and agreed.	
	AOB	TP raised that they have quotes for portable devices for the Yr6 children. It's a device and programme package – it comes in at £3200. Governors agreed that this purchase go ahead. CB would like to see a copy of the contract once it's all set up. Funding initiative – this is quite difficult to apply for. Sugar smart – TP is looking into it.	
39	Impact	Safeguarding was discussed in depth and new guidance and documents surrounding safeguarding. Also governors felt that the discussion around the Yr6 group and their progression/preparedness has an impact on the children.	

Meeting closed at 8.30pm.

Next meetings:

AGM Wednesday 18th September @ 6.30pm.

Committee Membership and Governor Responsibility Review for AGM 2018

COMMITTEES	2017-18	2018-19
RESOURCES	<ol style="list-style-type: none"> 1. Chris Brown - chair 2. Andrew Quayle– V/C 3. Lorraine Kennealy 4. Helen Symons 5. 6. <p>Rob - associate (+ Tom)</p>	<ol style="list-style-type: none"> 1. Lorraine Kennealy – chair 2. Andrew Quayle – VC 3. Chris Brown 4. Helen Symons 5. <p>Rob Kelland - Associate (+ Tom)</p>
TEACHING & LEARNING	<ol style="list-style-type: none"> 1. Penny King – Chair 2. Sue Davies-VC 3. Mary-Ellen Whalley 4. Jason Wragg 5. Sarah Hayward 6. <p>Becky – associate (+ Tom)</p>	<ol style="list-style-type: none"> 1. Penny King – Chair 2. Mary-Ellen Whalley – VC 3. Jason Wragg 4. Sarah Hayward 5. <p>Becky Hopkins – Associate (+Tom)</p>
HEARING (1 st)	<ol style="list-style-type: none"> 1. Mary-Ellen Whalley 2. 	<ol style="list-style-type: none"> 1. Chris Brown – Chair 2. Mary-Ellen Whalley 3. Helen Symons
APPEALS (2 nd)	<ol style="list-style-type: none"> 1. Sue Davies - Chair 2. Lorraine Kennealy 	<ol style="list-style-type: none"> 1. Jason Wragg – Chair 2. Lorraine Kennealy 3. Sarah Hayward
PAY & PERFORMANCE	<ol style="list-style-type: none"> 1. Lorraine Kennealy - chair 	<ol style="list-style-type: none"> 1. Lorraine Kennealy – Chair 2. Jason Wragg 3. Helen Symons
PAY & PERFORMANCE APPEALS		
LEAD GOVERNORS		
Training		
Headteacher's Appraisal	Sue, Mary-Ellen, Andrew.	Chris Brown, Mary-Ellen Whalley, Andrew Quayle.
SEN	Sarah	Sarah Hayward
Safeguarding	Sue	Chris Brown
EYFS		???????????
Children in Care		Becky Hopkins
Finance	Lorraine	Lorraine Kennealy
Personnel	Helen	Helen Symons
Health, Safety, Welfare	Rob	Rob Kelland
Curriculum		Penny King & Jason Wragg
Inclusion		Sarah Hayward
School Improvement		Penny King & Jason Wragg
Community & Parent Links		Mary-Ellen Whalley