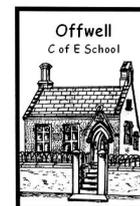


Minutes of the meeting of the full governing body of Offwell C of E Primary School held on 2nd November 2017



			Action By	Time scale
		<p>Present: Dr P Ambler (PA), Mrs Billington(AB), Mr Pavey (DP), Mrs Holohan (SH), Mrs Murray (KM), Ms R Stevens (RS), Mr Thomas (CT), Mr J Tristram, Mr Wallace (IW) & Mrs Davey (JD) (clerk)</p> <p>KM began the meeting with a prayer</p>		
1		Apologies for absence: None received, all present.		
2		Pecuniary Interest: Governors were invited to declare any relevant Pecuniary Interest at that point or if it became apparent that there was one later in the meeting. They were also asked to update their entry on the register.	JD	09/17
3		Minutes of previous meeting – 14th September Part 1		
3	1	<p>The minutes had previously been distributed and governors agreed they were an accurate record and were signed accordingly.</p> <p>Maths funding – Governors asked that their appreciation for the individuals and PTFA who have donated money towards this scheme is acknowledged. AB confirmed that there has been no further update with matched funding but AB and CT have been keeping in touch with the Jurassic Hub so will be informed as events happen.</p> <p>Governors gave approval for CT to attend training in January led by the founder of the scheme at a cost of £570 for 2 days.</p> <p><i>Governor question – Will there be an additional cost for supply?</i></p> <p>AB confirmed that she would try and cover this by teaching herself.</p> <p>Governors questioned how close the school was to covering the full cost of the scheme in the first year and were advised that we were just over £1000 short although voluntary unofficial funds could be used for this purpose and there was presently a balance of about £5000 in the account.</p> <p><i>Governor question – IW – If we used the money for this purpose, would this be at the detriment of anything else?</i></p> <p>AB advised that the only thing that has been highlighted as requiring improvement in data terms is maths. AP will be attending training for end of KS2 statutory assessments as she has not undertaken this in year 6.</p> <p>Governors asked if there would be a free update if the national curriculum changed. AB advised that this was often the case but there were no guarantees.</p> <p><i>Governor question – SH – Is the ongoing cost for future years still about £700 per year?</i></p> <p>AB confirmed that this was not the case and it was more like £1800. We would not have to purchase text books in future years but as governors have agreed to fully utilise the workbooks this will be an additional cost hence the difference.</p>		
3	2	Matters arising re the Devon Norse Caretaking/Cleaning contract were discussed as Part 2.	IW	11/17
3	3	<p>Catering – JT had suggested another kitchen who could potentially provide our meals and JD had pursued this but because of the extra distance this was not viable. The manager is meeting AB tomorrow and AB will raise some quality concerns.</p> <p>Mrs Milford, who serves school meals, has given her notice having gained a promoted post and Teresa Wills who used to serve them at Offwell is taking over. She leaves on 17th November. Governors will do a card and arrange</p>	PA	11/17

		flowers for her. Governors recognise, EM's support in promoting healthy eating and ensuring full take up on census days. PA informed governors that at the PTFA meeting someone had said we had a kitchen fitter parent and they could possibly come and look at rearranging the room to see if it was feasible to cook meals at Offwell.		
4		Reports From Committees		
4	1	Curriculum and Learning – 28 th September 2017 – The minutes had been distributed in advance and IW went through highlighting the most important points of the meeting. Governors discussed at that meeting the possibility of parents or people within the community being trained to undertake monitoring visits as several governors are unable to visit very often due to work commitments and CH is no longer an associate and undertook quite a few visits. AB said she felt this could work if the people were identified and trained and given terms of reference and code of conduct. Governors also suggested that staff could be used. Governors acknowledged that this could work but questioned whether the amount of work involved in preparing this team would be worth the end result. PA said he would prefer the planned visits to be more finely tuned so that they could be undertaken by present governors who appreciate the triangulation and know what is expected. AB said there are 3 visits needed this term: <ul style="list-style-type: none"> • Visit to maths – RS • Talk for learning – could be done next term and could be tied in with maths • Phonics at KS1 – KM – she could also spend time in EYFS IW also reported that the Curriculum members had agreed to abandon the Home School Agreement as it was no longer statutory. It was agreed that this would be changed slightly and called 'expectations'. The new copy was sent home to all parents and has been put on the website.		
4	2	Resources – 11 th October 2017 – The minutes had been distributed in advance and JT went through the minutes updating governors as required. Premises update – Sam Branch has offered to decorate the room off Oak Class in the summer holidays. DP volunteered to make a trip to the recycling centre.		
4	3	Governors gave approval for the latest FRS report to be sent to County.	JD	11/17
4	4	Governors gave approval for the unofficial funds to be audited by Mrs S Paveley. She is a qualified accountant and has audited the accounts for several years now.		
4	5	Governors acknowledged that the Pay Committee had met and salary statements to teachers distributed accordingly. The teacher who was eligible for an increment has been awarded the rise and payroll advised accordingly. AB has not had her performance management yet but this has now been arranged. It will be conducted by Paul Brown of Babcock and KM and JT will be present. The Pay Committee will meet again once this has taken place.		

5		Headteacher's Report		
5	1	<p>The HT report was distributed in advance and AB asked for questions. She gave a verbal update.</p> <p><i>Governor question – DP – How is it going with the child being integrated back into the education system?</i></p> <p>AB advised that there was a Team around the Child meeting this week with the Inclusion Officer, Teaching Assistant and CAMHS worker and church youth worker present as well as the mother and AB. They are making an application for Schools' Company to pay for them to come and work with the child. They will meet the child at home and reintroduce into school. Parents have applied for a statutory assessment and County has agreed but that doesn't mean to say they will get a plan but AB hopes it will.</p>		
5	2	<p>SEF/SIP – within plan</p> <p><i>Governor question – IW – If the reception children are starting with a lower base is this not an opportunity to show greater progress?</i></p> <p>AB advised that all 6 children are summer birthdays. She advised governors that if they were all to reach the early learning goals they would have made outstanding progress.</p> <p>She advised governors that our EYFS data looks good. This will go forward to the Curriculum Committee.</p> <p>AB has been asked to join a working party looking at integrating children back into mainstream schools. This would be for a couple of days and AB doesn't know if funding is available.</p>		
5	3	<p>Safeguarding – audit due 31.12.17</p> <p>AB has made one MASH enquiry and the family are being supported by school.</p>		
5	4	Learning Community Updates – covered within report		
5	5	Analyse School Performance/Perspective Lite – this will go to the Curriculum Committee and AB will talk to IW in advance.		
6		Excellence for All		
6	1	<p>Evaluation – Paul Brown, advisor working for Babcock, visited school looking at Excellence for All and also the progress and provision for the Year 6 child in care.</p> <p><i>Governor question – Is he on target for his age expectations?</i></p> <p>AB confirmed that he is although this may not necessarily be reflected in test conditions because of his emotional needs. AB said he would do well compared with other children in care.</p> <p>Paul Brown recognised the strengths of leadership and management. He talked about the data. He had looked at the KS2 data before coming in to school and acknowledged that it does not look good on paper because of the outliers (new Ofsted term). When SEND is disaggregated both 'SEND' group and 'not SEND' group compare at or above (for all in KS1) and national Reading and Writing. Maths is just below and is relative weakness at KS2. His visit note will report that he is not concerned about the data. However because of the way it looks on paper, this will attract additional funding for PB to visit in the new year. Maths is more of a concern than other subjects but PB is happy as this has been addressed within the SIP and we have introduced the new maths scheme as next step in our long term maths SIP. We are able to choose what he looks at when he visits again so governors agreed with AB's decision that this will be maths.</p> <p><i>Governor question – SH – Is this not a contradiction as he says he there is not a problem but our data says there is a problem?</i></p> <p>AB confirmed that maths is a problem when compared to reading and writing.</p>		

		<p>Our maths data needs to improve to match the reading and writing. <i>Governor question – DP – If our reading and writing data was as low as our maths data would we have an overall problem? Are reading and writing propping us up?</i> AB advised that we would have a problem as Reading and Writing would have dropped. <i>Governor question – SH – If the maths scheme is going to take several years to embed and take effect won't we still have a problem for the next few years?</i> AB said that potentially this could be the case and in 2018 there will be a relative weakness but not as low as 2017 but from 2019 we should have significantly diminished the difference at KS2, it's already diminished at KS1.</p>		
7		Governor Visits		
7	1	AB thanked governors who had already made visits this term – JT had attended a staff meeting and taken part in monitor of children's books visit. He reported that he was delighted to see the new maths scheme in action. He was impressed with the professionalism of the teachers and how expertise is shared amongst the staff.		
7	2	PA, SH and KM attended Parents' Evenings.		
7	3	Discussion took place regarding governor visits required for the rest of this term.		
7	4	Visioning – AB will share an A4 sheet explaining what is meant by visioning (in education).		
8		SIAMS		
8	1	CT updated governors following the latest Ethos Group meeting which was attended by 6 children, DP, CT, KM and Chloe Tupper (parent). They looked at compassion and the children have gone around to classes and found out what other children think. A compassion banner was suggested.		
8	2	The final version of SIAMS is still not available. CT led peer support network leading sessions looking at character based learning under church of England vision for education.		
9		Policies and Paperwork		
9	1	The following policies had been recommended for approval by the Resources Committee. Finance Policy Disciplinary Policy (Staff) Pay Policy Governors' Code of Conduct Governors accepted all these policies as recommended.		
9	2	Admissions Policy – The draft Admission Policy has been produced by the LA and they need governors to check details before it goes for public consultation. Governors discussed at length the PAN which presently stands at 17. It was agreed that for the present time this will remain at 17 but governors will keep a close watch on the situation and request a change if necessary. Governors acknowledged that we must have a plan in place in case the numbers Year 1 and Year 2 went over 30. AB advised that this is the reason Ash and Willow are taught as a unit with some children from year 1 being taught in Ash Class.		
10		What have we achieved for the children during the meeting?		
10	1	Governors have promoted the improvement for maths by introducing the new Maths No Problem scheme and approving the expenditure of funds from the voluntary unofficial funds for this purpose and also for the 2 day training of CT by the person who founded the scheme.		

11		Dates of Meetings:		
11	1	<p>Dates for next meetings - Resources – 13th December 2017 1.30pm, 1st February 2018 4.15pm Curriculum & Learning – 30th November 2017 - 5.15pm FGB – 1st February 2018 - 5.15pm Visioning – 13th November 2018 3.30pm</p>		
		The meeting finished at 7.00pm		