

**Minutes of the meeting of the full governing body of Offwell C of E Primary School held on 17<sup>th</sup> May 2018**



			Action By	Time scale
		<p><b>Present:</b> Dr P Ambler (PA), Mrs Billington( AB), Mr Pavey (DP), Mrs Holohan (SH), Mrs Murray (KM), Ms R Stevens (RS), Mr C Thomas, Mr J Tristram and Mr Wallace (IW)</p> <p>KM began the meeting with a prayer</p>		
1		<b>Apologies for absence accepted:</b> Mrs J Davey (JD)		
2		<b>Pecuniary Interest:</b> 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.		
3		<p><b>Minutes of previous meeting –</b>  <b>20<sup>th</sup> March 2018 – Pt 1</b>  <b>20<sup>th</sup> March 2018 – Pt 2</b>  <b>10<sup>th</sup> May 2018</b></p>		
3	1	<p><b>20<sup>th</sup> March - Part 1 Minutes</b> The minutes had previously been distributed and governors agreed they were an accurate record and were signed accordingly.</p> <p>Matters arising: No questions or comments.                      Date for meeting to discuss Terms of Reference for Safeguarding gov will be set after this meeting.  <b>Part 2 minutes – Part 2</b></p>		
3	2	<p><b>10<sup>th</sup> May –</b> Minutes previously distributed to governors.                      The meeting went into Part 2.</p>		
4		<b>Reports From Committees</b>		
4	1	<p><b>Curriculum and Learning – 8<sup>th</sup> May 2018 –</b> The curriculum minutes were distributed in advance of the meeting and IW summarised what was discussed. The committee noted that attendance is presently lower than 96% target and governors will monitor. JD will investigate whether any children have now become at risk of becoming persistent absentees.</p> <p>AB updated gobs that this figure includes a child whose last day was just before Christmas but who remained on roll for 20 school days (40 sessions) after this – this figure is included in our absence %.</p> <p>One child is at 87% - known medical problems/investigations, also querying sickness. The child has a holiday coming up involving 1 day's absence – not authorised. Attendance figures will be disaggregated as we will need to do this in school especially for SIAMS.</p> <p>Governors talked about a possible next phase for Erasmus +.</p> <p>Governor visits – the Curriculum team is recommending to governors that the present monitor visits planned for the summer term are put on hold due to the time implications for gobs re the Acting Headteacher and future position of the school. Governors will be encouraged to complete the 'quick visit' form whenever they come into school.</p> <p>Data trends were discussed, anomalies discussed and successes celebrated. PPG and SEND groups discussed, trends and Y3 and Y5 where 2 year curriculum (English). Gobs asked for an anonymised sheet that teachers used to be shared and this will be done at the next meeting.</p> <p>Parent Council was discussed – do we need to engage in order to capture views about future of the school. Gobs took the view that parents are happy and confident in GB making decisions.</p> <p>Gobs visits will be included in the weekly email.</p>		

		<p>The maths open visits will be included in this week's newsletter and there will be a gov visit at that time.</p> <p><i>Governor question – Shol – Have we considered teaching parents Maths No Problem?</i></p> <p>CT said that parents have shown an interest and some parents would be scared by it which would reduce the turnout. AB said the intention was to have drop ins for parents to experience the lesson with their child so a starting point for teaching parents without the worry of not understanding.</p> <p>Govs approved inclusion of 'what have we achieved for the children' part of govs minutes in the weekly newsletter.</p>		
4	2	<p><b>Resources</b> – The Resources Committee has not met but the carryforward for 2017/18 has been confirmed as: £18,086 for SBS and £786 for FSU</p> <p>Absence mutual – It was suggested, following the resignation of the HT, that govs review the decision to purchase at 100% rather than 120% meaning a teacher's absence is covered after 10 days instead of 5. Will the changes have implications additional implications if staff are absent? The cost difference is £479. After discussion, it was agreed that it may be a false economy to buy in at the higher rate. Governors agreed to remain at current level.</p>		
5		<b>Headteacher's Report</b>		
5	1	The HT report was distributed in advance of the meeting.		
5	2	<p><b>SEF/SIP</b> – within headteacher's report.</p> <p>SHol was congratulated for organising the Parent Group with JW. She is thinking of ways it could be improved. SHol is attending a conference next week. The group is open to all although it does target certain groups in particular. With Early Help for Mental Health EH4MH we will be able to offer more opportunities to help families in need.</p>		
5	3	<b>Safeguarding</b> – Numbers taken off safeguarding data collection were shared with govs.		
5	4	<b>Learning Community Updates</b> – covered within report		
5	5	<p><b>Personnel</b> – included within HT report. AB said there has had to be certain changes within the staffing structure to meet the needs of children who we are applying for a ECHP. PA said that this aspect of the school was becoming an increasingly demanding one having an impact on staff, children and families. Governors acknowledged that this was unusual situation and it was recognised that staff are doing their best but can't cope with the present staff structure. We have 27% SEND which is above average.</p> <p>PA said this has developed over time and asked if we were being 'sought out'. AB said that we would still be above the national average if the families who had come because of how we address SEND hadn't come.</p> <p>SHol updated govs on the overload of CAMHS – there is a 9 month waiting list and so many children aren't seen at all because they don't meet the threshold. Families are struggling economically and that too brings big pressures.</p>		

5	6	<p><b>Behaviour and Exclusion</b> – PA reported an incident following which PA received an email from a member of staff. All handled fine and there were particular reasons for it. PA raised the question that the Behaviour Policy doesn't address response to this sort of behaviour. The Exclusions Policy does. It was agreed that gobs need to look at the interaction between the two. The initial response to staff is that it is very difficult to write a policy that could leave us open to making the right decision for the child. Gobs agreed it would be useful to review this to consider improvements.</p> <p>DP- Is this one of the children at risk of exclusion? PA advised that was irrelevant and it was a policy question. AB advised that if a child was at risk of exclusion they would have Pastoral Support Plan.</p> <p>PA suggested that teaching assistants and teachers look at the policies. PA said it was not a request with a demand that something is done but was to inform. It was agreed it was timely to look at the policies.</p>		
6		<b>Governor Visits</b>		
6	1	Covered within Curriculum meeting and also Headteacher's Report.		
7		<b>SIAMS</b>		
7	1	This was discussed within the Curriculum meeting – although no further information is available.		
8		<b>Update following AB resignation</b>		
8	1	<p>Acting Headteacher update – The advert is now on Devon Jobs (since Tuesday) and the pack has been finalised as agreed at the last extra-ordinary meeting.</p> <ul style="list-style-type: none"> <li>• Examples of AH activities on interview day</li> <li>• Reference request</li> </ul>		
8	2	<p>Expression of Interest (Diocese) – update Following the extra-ordinary meeting, the proforma was completed and sent to the Diocese with a closing date for expressions of 4<sup>th</sup> June. The Diocese accepted the wording and closing date and advised us they would send the email early this week (presumably it has been done).</p>		
8	3	<p>Substantive Headteacher – Dates agreed – 14<sup>th</sup> June – JD to invite Diocese and Babcock Adviser to meeting with gobs at 5.15pm Level of support required by Babcock – core is free Enhanced is £1586</p>	JD	05/18
9		<b>What have we achieved for the children?</b>		
9	1	<ul style="list-style-type: none"> <li>• SEND – support and continuity discussed</li> <li>• Continuity of the school into the future</li> <li>• Value of parent group acknowledged</li> </ul>		
10		<b>Dates of Meetings:</b>		
10	1	<p>Dates for next meetings – It was agreed that the Acting Headteacher is invited to all GB meetings after appointment (not substantive HT meeting) Shortlisting – 6<sup>th</sup> June 2018 – agree activities for letter – AB invited to meeting to support creation of activities of the day of interview Panel Meeting – 12<sup>th</sup> June – AB to attend, not JD Curriculum &amp; Learning – 11<sup>th</sup> July 2018 5.15pm FGB – 18<sup>th</sup> July 2018 5.15pm Resources – 4<sup>th</sup> July 2018 1.30pm (RS apologises)</p>		
11		<b>The meeting finished at 7.02pm</b>		

