



<b>Date</b>	Tuesday 8 <sup>th</sup> July 2014		<b>Time</b>	7.00 –9.30 pm
<b>Potential Attendees</b>	<b>Initials</b>	<b>Position</b>		<b>Comments</b>
Mr Geoff Allix	GA	Parent Governor (T&L Committee Chair)		Apologies
Mr Toby Barnes	TB	Parent Governor (Res. Committee Chair)		Present
Mr Martin Beck	MB	Community Governor		Present
Mrs Christine Briggs-Wilson	CBW	Parent Governor		Present
Mr Alun Dobson	HT	Staff Governor (Headteacher)		Present
Mr Dave Thubron	DT	Community Governor		Present
Dr Simon Jones	SJ	Authority Governor		Present
Mrs Corinne Lethaby	CL	Staff Governor (Non-Teaching)		Present
Mrs Barbara Nicolson- Martin	BNM	Staff Governor (Teaching)		Present
Michelle Rose	MR	Parent Governor		Present
Mr Peter Silveston	PS	Authority Governor (Chair of Govs)		Present
Mrs Rose Elliott	RE	Clerk		Present

## MINUTES

C = Challenge, D marks a Decision, I Information shared, R denotes a Recommendation T is for Thanks

			Action
2013-14/ GOV/102	<b>Apologies</b>	Apologies had been received from GA, these were sanctioned.	<b>D</b>
2013-14/ GOV/103	<b>Conflicts of Interest</b>	None stated.	<b>I</b>
2013-14/ GOV/104	<b>Minutes of last meeting</b>	Minutes of the meeting held on 20 <sup>th</sup> May 2014 were reviewed and agreed as a true record.	<b>D</b>
2013-14/ GOV/105	<b>Matters Arising</b>	None. Mrs Christine Briggs-Wilson, the new Parent Governor was welcomed to the meeting and introduced to those present..	<b>I</b> <b>I</b>
<b>Teaching &amp; Learning</b>			
2013-14/ GOV/106	<b>Report of the Headteacher</b>	AD presented his report which had been sent out in advance of the meeting. Particular attention was given to a review of the data on the <b>achievement of pupils</b> . Overall the data presents a profile of a good school looking to be outstanding. The first Level 6 has been achieved. <b>English</b> will continue to be a focus as we narrowly missed all pupils making at least 2 levels of progress. Phonics results are higher but will continue to be a focus. At least one pupil will need an intervention next year. In answer to a question from PS AD advised governors that the Early Years outcomes are good in a national comparison. KS1 is a stronger cohort than last year. Current Yr.3 73% on track, this is a low figure and interventions are planned. Current Yr.4 2 or 3 for interventions here dependant on those on roll next year. Although there are in year variations AD responded to the question; yes this is a normal profile; such variations are common. Yr.5 will be the last group to sit the current format of National Curriculum SATs. Yr.6 attempted achievement of 10 Level 5s got 9. <b>Maths</b> . Yr.3 are stronger in Maths than in reading. Yr.4 Really strong.	<b>I</b> <b>I</b> <b>I</b> <b>C</b> <b>I</b> <b>I</b> <b>I</b> <b>I</b> <b>C</b> <b>I</b> <b>I</b> <b>I</b>



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## Full Governing Body Meeting

		<p>Yr.5 Really strong in both Maths and English. However 1 pupil is not on track for required progress. Closing the gap means that we are aiming for Level 5 and continue to work towards outstanding.</p> <p><b>Behaviour &amp; Safety of Pupils.</b> AD reported there has been a permanent exclusion against which an appeal is still possible so no detail can be imparted at this stage to retain impartiality.</p> <p>The <b>quality of teaching and learning</b> is high. There is evidence of both good and outstanding T &amp; L.</p> <p><b>Pupils on Roll.</b> This currently shows a drop from 119 to 115.</p> <p><b>Premises.</b> Brought in meals will be a saving on the URC option but this was not the reason for the decision. The contract needs to be signed within the next 10 days PS/AD will liaise. Community Hall see Minute 116 below. TB asks if there is any more news on the septic tank? AD says NPS are due to be in touch next week.</p> <p><b>Access.</b> During the building of the new Hall there will be access problems into Classroom 1. AD explained the problems. It was proposed, seconded and agreed to open up the door at the end of the corridor to minimise the problem.. This had been researched for an earlier plan and provided benefits irrespective of whether the Hall is being built or not Funds will come from revenue.</p> <p><b>BLC.</b> This will now take place on 17<sup>th</sup> September.</p> <p><b>Residential</b> for 2015, note change of venue.</p> <p><b>Personnel.</b> Thanks were given to the staff leavers for their contribution to school life.</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>PS AD</p> <p>I</p> <p>I</p> <p>D</p> <p>I</p> <p>I</p> <p>T</p>
2013-14/ GOV/107	<b>School Improvement Plan 2013-14</b>	The final review will be made when we receive our RAISE Online Data.	I
2013-14/ GOV/108	<b>School Improvement Plan 2014-15</b>	<p>AD presented version 1 of the evolving Plan for 2014-15. This will be further revised to respond to on-going assessments.</p> <p>The amount for the hall floor should state £7,000.</p> <p>Broadband. Research shows the web security of a new contractor (Wild West) is more than adequate..</p> <p>It was proposed, seconded and agreed that the 2014-15 Plan be accepted and adopted.</p>	<p>I</p> <p>I</p> <p>I</p> <p>D</p>
2013-14/ GOV/109	<b>School Visits</b>	<p>BNM reported that several visits had been made and a few reports are outstanding.</p> <p>Coming dates are Sports Day, Open Afternoons 21<sup>st</sup> and 22<sup>nd</sup> July [Governors are reminded to visit all classes] and Yr.6 Leavers Assembly 2pm 24<sup>th</sup> July.</p> <p>Governor allocation to classes for visits in 2014/15.</p> <p>CBW to link with Class 4.</p> <p>MB to Class 4.</p> <p>SJ to Class 1.</p>	<p>I</p> <p>I</p> <p>I</p>
		<b>Resources</b>	
2013-14/ GOV/110	<b>Budget/ Finance Issues</b>	<p>PS showed the 3 Year Budget Model on the whiteboard screen. The reduction of four pupils has a £14,100 impact on our 3 year plan. Fortunately our carry forward is sufficient to avoid the need for any drastic changes. However, it did highlight how financially vulnerable we are as a school to a drop in pupil numbers.. AD adds that 59 is the lowest roll during his tenure.</p>	I
2013-14/ GOV/111	<b>Teaching School Review</b>	Scheduled for handover on 18 <sup>th</sup> July 2014.	I



2013-14/  
GOV/112  
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2013-14/ GOV/112	<b>School Improvement Plan</b>	Having no SCITT trainees this coming year will allow us to focus on the challenge of embracing the changing curriculum.	I
		<b>General Governance</b>	
2013-14/ GOV/113	<b>School Council Views</b>	AD showed governors the film produced by the School Council. Thanks and well done from the Governors to those involved. The Council would prefer to have a greater number of meetings especially as the membership changes each half year.	I T
2013-14/ GOV/114	<b>Website</b>	Sports Premium and pre-school amendments had been made. Further amendments were needed by September to take account of the new SEN regulation requirements.	AD GA
2013-14/ GOV/115	<b>Cloud Storage</b>	PS explains this for the benefit of the new governor. This would be a useful tool once all have resolved their access issues. GA would be asked to email everyone again as to how to access the files..	I PS G A
2013-14/ GOV/116	<b>Community Hall</b>	PS explained that the Hall Committee are still waiting on signed agreements; it seems each time an issue is resolved another is raised. There is a two week window to sort these and remain on schedule. There have been issues with securing a bond. The final cost amount is expected next week; this is a critical time.	I
2013-14/ GOV/117	<b>Governor Training</b>	TB reported he had attended a finance update session for governors. He learned that meal numbers for free school meal and early years meals would be collected at two specific data gathering dates in September and January for use by Devon and the EFA to calculate funding. CL and PS had attended SEN training which went over the things Margaret Greenslade had advised us of in her report. Three points of note were that the website needs to have a link to the local offer; there is an SEN link to teacher appraisal and the term behaviour will be replaced with the use of mental health. AD added that teachers will have training next year in the new method(s). Virginia Pearson will spearhead a project with Devon schools. There was concern that there are backlogs in the system which will need to be worked through before the new system can be fully effective.	I  I  I
2013-14/ GOV/118	<b>Review of Committee/ Meeting Structure</b>	It was proposed to continue with two Full Governors meeting each term and the two finance monitoring sessions. PS also proposed that we reintroduce a termly meeting to focus on an overview of Teaching and Learning and tracking of pupil data. This meeting will not be decision making, will be in the second half of the term and will be open to all Governors to attend. See item 121 below. This structure was agreed.	I  D
2013-14/ GOV/119	<b>Election of Committee Chairs and Vice Chairs</b>	TB proposed PS to continue as Chair of the Governing Body for the forthcoming academic year. This was seconded [BNM] and agreed unanimously. TB proposed SJ to continue as Vice Chair of the Governing Body next year. This was seconded [CL] and agreed unanimously.	D  D



## Full Governing Body Meeting

2013-14/ GOV/120 SCHOOL	<b>Individual Governor Responsibilities</b>	Responsibilities for 2014-2015 were discussed based on the current situation. It was decided there was little need to change what is working. GA will be lead for T&L and pupil tracking and PS will continue as Finance Lead. Additions were CBW will join MB on premises. There will be a lot of assessment needed for Health and Safety during the build involving liaison with pupils, staff and contractors. The review of "Think Sheets" would be added to SJ's Safeguarding responsibility.	D D D D
2013-14/ GOV/121	<b>Calendar of Meetings for 2014-2015</b>	Days of the week and meeting times were discussed. The draft calendar of meetings sent in advance was proposed, seconded and agreed as the Calendar of Meetings for 2014-15.	D
2013-14/ GOV/122	<b>Annual Cycle 2014-2015</b>	Deferred to next meeting.	D
2013-14/ GOV/123	<b>Governor Skills Audit</b>	PS had sent out the new NGA framework and five governors had responded so far. It was felt the new system is more user friendly and is simple to use so please send your data as soon as possible and PS will then complete the matrix for the whole FGB and send out to all..	PS All PS
2013-14/ GOV/124	<b>Annual Governance Review</b>	<p>The Governors discussed whether or not we should remain an LA school. Having partnerships was the key issue and we remain in partnership as a Teaching School, with SCITT and with The Braunton Learning Community. Also we are in a position to offer assistance to a neighbouring school should they need assistance due to the experience and training of our staff. Overall it was agreed that it was appropriate to remain an LA school.</p> <p>We are on our way to overcoming the only negative section of our last Ofsted report with the proposed building of the Community Hall on our site which will enhance our PE provision and our community liaison.</p> <p>We have retained the facility for school meals to be cooked on our site, although it is ironic to be saying this as we make plans for a temporary alternative provision.</p> <p>We have striven to resource the school putting the building to best use for effective teaching and learning at the same time as we have improved computing.</p> <p>We have discussed with our HT whether we have given support and asked challenging questions in the correct proportion and at the right times. A good balance had been achieved between challenging and support.</p> <p>We have had a significant involvement in pupil numbers [PAL] and enrolment issues with a view to seeking the correct balance between viability as a unit and the provision of high quality education.</p> <p>We are organised to keep abreast of changes [e.g. SEN curriculum, safeguarding, meal provision] and review how we organise ourselves regularly as well as keeping a regular schedule of policy review.</p>	I  D  I  I  I  I  I  I



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## Full Governing Body Meeting

		We visit sufficiently often to know our school but not to the extent of being “in the way”. The session time visits are not possible at present for all governors but we believe we are genuinely engaged with our school.	I
2013-14/ GOV/125	<b>Policies for Review today</b>	AD put the current Staff Handbook on the screen for review. He stated that this was regularly reviewed. Items that will need to be revisited are Safeguarding and Code of Conduct. Also fire drill appendix will need an update during the building works. A process for a signature to show that the Staff Handbook has been received by a new staff member will be instigated. AD will send a revised master copy to PS. PS recommended that the current Lettings policy should be readopted un-amended and then updated ahead of the new Hall becoming operational.. This was agreed. It was proposed, seconded and agreed unanimously that the Governor Visits Policy should be readopted un-amended.	AD AD  D D
2013-14/ GOV/126	<b>Policies for Review at July Meeting</b>	These will be reviewed as follows: TB - Governor Allowances and Expenses CL - Governor Code of Practice AD/PS - Pay PS - Committee Terms of Reference	D
2013-14/ GOV/127	<b>Matters Through the Chair</b>	Cookie Day is at risk. It seems that new school food guidance suggests that sweets or chocolate should not be sold apart from at meal times. AD will research and report at next meeting. CBW asks when will we know about the build? PS stated that we are pushing for a start date of 28 <sup>th</sup> July; but if this date becomes unlikely to be met then we could push back the start date by no more than 2 weeks without having to re-tender. This could have cost implications which could jeopardise the whole project. CBW referred to the last Ofsted report about outside space. AD responded by saying we now have improved access onto outside space and the decking is new since that report. Post build outdoor space will diminish but will be balanced by space available elsewhere. The surface of the trim trail is under review. DT asks if there have been any issues with the i-pads since they have been in use. AD says not now that the broken cable has been repaired so all classes can project. DT and AD will liaise on cyber training to involve parents. This will take place next term.	I  I  I  I  DT AD
2013-14/ GOV/128	<b>Meetings</b>	The next meeting of the FGB is proposed for <b>Tuesday 14<sup>th</sup> October 2014</b> 7.00 – 9.30 pm.	I

The meeting closed at 9.30 pm.