



## Withycombe Raleigh C of E Primary School

### Full Governing Board Meeting – Part A Minutes

Date/Time	3 December 2019, 7pm	Location		Community Room			
<b>Attendees</b>		<b>Attendees</b>		<b>Attendees</b>		<b>Attendees</b>	
John Maxell-Batten (JMB)		Jenny Hooper (JH)		Steve Powley (SP)	Head	Lea Dempster	Clerk
Alison Cooper (AC)		Emma Jones (EJ)	Assoc Member	Alison Rich (AR)			
Antonia Burrows (AB)		Will Newport (WN)		Fr Robert Sellers (FrRS)			
Helen Fenner (HF)		Nick Pearce (NP)	Chair	Audrey Williams (AW)			

<b>Apologies</b>	
Andrew Holden	
Clare Hollingsworth	

	<b>Agenda</b>		
13	Apologies	20	SEN annual report
14	Declarations of interest	21	Skills audit
15	Approve minutes of the previous meeting	22	Training and Safeguarding
16	Matters arising	23	First aid policy
17	Correspondence	24	Term dates
18	Committee Reports	25	Chairman's business
19	Headteacher's report	26	Date and time of next meeting

Ref	Item	Action / Decision	By whom
13.19.20	<b>FrRS opened the meeting with prayers</b> <b>Apologies:</b> apologies from governors were received and sanctioned.		
14.19.20	<b>Declarations of Interest</b> – none declared for the meeting.		
15.19.20	<b>Approve minutes of 24 September 2019</b> – the minutes were agreed as an accurate record.	Decision	
16.19.20	<b>Matters arising:</b> <b>Vice Chair</b> – there were no additional nominations for the position of vice chair. Alison Cooper was reappointed as Vice Chair until the first board meeting of autumn term 2020. <b>Headteacher appraisal</b> governors – NP and AC were appointed as HT appraisal governors. The HT appraisal meeting will be on the 10 <sup>th</sup> December. <b>Foundation Governor vacancy</b> – we await confirmation from the Diocese	Decision  Decision	

Ref	Item	Action / Decision	By whom
	<p>that Sue Humphries has been appointed.</p> <p><b>Staff Governor vacancy</b> – following an extension of the date to receive nominations, one nomination was received from Emma Rogers. Emma is therefore appointed as staff governor from 1 Jan 2020 for 4 years.</p> <p><b>Our vacancies</b> are currently one LA governor and one Co-opted governor.</p> <p><b>Skills Audit</b> – NP reminded governors to submit their Skills Audit. LD will email a reminder.</p>	Action	Clerk
17.19.20	<p><b>Correspondence:</b></p> <p>There was no correspondence for this meeting. EJ invited governors to the staff Christmas celebration on the last day of term after school finishes.</p>		
18.19.20	<p><b>Committee Reports:</b></p> <p><b>Resources</b> 19 November 2019: HF introduced the draft minutes, there were no questions.</p> <p><b>Teaching and Learning</b> 26 November 2019: JMB introduced the draft minutes, there were no questions. JH will produce the annual report on our Children in Care for the final FGB meeting in July.</p>	Action	J Hooper
19.19.20	<p><b>Headteacher's Report:</b> governors received SP's written report in advance of the meeting. SP started by thanking the Board for their support during his time as headteacher and by wishing the Board and the School continued success after his retirement.</p> <p>SP reminded governors that the next key areas for school development are <b>Curriculum Design, Reading, Maths reasoning and problem solving, Sports and PE grant, Strengthening the whole school vision</b>, including an enhanced vision for collaboration with our East Devon Church School Partnership.</p> <p>FrRS wished to thank KL and all school staff on the huge amount of work that has been done towards enhancing our vision and values.</p> <p><b>Action – School Development Plan areas/subject areas will be allocated to governors at the next FGB meeting.</b></p> <p>SP discussed with governors the work being done in school to provide some children with '<b>readiness to learn</b>'. A <b>pilot nurture class</b> is being set up for Spring 2020 for a small number of children who need extra support, to attend first thing in the morning. <b>Governors asked if those children will still have additional support when they return to their classes after the nurture class</b> – SP explained that for those who have funding or for whom we are seeking funding, they will still have their allocated additional support; for some children, that time and space in the morning might be all they need to feel more relaxed and ready to learn when they return to class.</p> <p><b>Governors asked who will staff the nurture room?</b> EJ explained that two skilled TAs will work an hour each day together. CH will oversee the group and Jackie Bradford will support with planning. We are currently identifying those children that we feel this will help; we want to reduce their anxiety at the start of the school day.</p> <p><b>Governors asked if the hope is to reduce demands on staff during the day?</b> EJ explained, yes, we aim to reduce incidents and disruption where staff have to leave what they are doing.</p> <p>SP reported that he and Colin Butler (Otter Valley Federation) have offered their support to St Martin's while Tania the head is on bereavement leave.</p> <p>Pupil numbers are currently 625.</p> <p>EJ reported on changes to staffing from January 2020; we are short-listing for the Office Administrator vacancy today.</p>	Action	Next FGB meeting



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20.19.20	<p><b>SEN Annual Report:</b> JMB introduced the annual SEN report for governors.</p> <p><b>Governors asked how can we evidence that EHCP funding is having an impact?</b> SP explained that the school has purchased Provision Map software to assist with our SEN administration and this, coupled with the new tracking system that will replace Pupil Tracker, will be able to provide evidence.</p> <p><b>Governors asked if, as well having data, we will be able to provide the 'back stories' for these children?</b> EJ confirmed that staff team leaders and year group teams meet regularly to discuss the data and yes they will know the history behind each child and why they may or may not be able to make age related expectation.</p> <p><b>Governors asked if the number of children on roll, for whom English is an additional language, is growing?</b> EJ confirmed that the number is steadily increasing.</p> <p>Governors examined some KS1 and KS2 Reading attainment data by pupil group including for SEN and SEN EHCP groups.</p> <p>The board adopted school <b>SEND policy</b> and agreed the SEN Information Report for the school website.</p>	Decision	
21.19.20	<p><b>Skills Audit:</b> See matters arising. Clerk to remind governors to submit a skill audit.</p>		
22.19.20	<p><b>Training and safeguarding:</b> NP reminded governors that we aim for everyone to have some safeguarding training. There is local safeguarding training at the Community College in the new year. Clerk will send a reminder around.</p> <p>EJ will invite governors to staff training in the spring term 2020.</p> <p>Clerk will investigate some Safer Recruitment training for NP.</p> <p>FrRS will attend Headteacher Appraisal training.</p> <p>Clerk will resend the details of online Prevent training.</p>	Actions	Clerk & Govs
23.19.20	<p><b>First Aid/Administering Medicines Policy:</b> EJ introduced an additional protocol to add to our existing policies; the use of emergency asthma inhalers and Epi-pens; the school can now hold these items for emergency use. The board agreed the addition to policy.</p>	Decision	
24.19.20	<p><b>Term Dates</b> – the board approved the term dates for the 2020-21 academic year.</p>	Decision	
25.19.20	<p><b>Chairman's business:</b> <b>Pay Policy</b> – SP summarised discussion at the recent Pay Committee Meeting where the committee had been looking at defining criteria for staff to move through to the Upper Pay Range (previously Upper Pay Spine). The Board received a proposed appendix to the policy. It was agreed that the <b>Pay Committee will meet on the 4<sup>th</sup> February at 6.15pm</b> to finalise the updated Pay Policy to recommend to the full board.</p> <p><b>Headteacher recruitment</b> – NP confirmed that the pack is complete; the advertisement will go live on the 16<sup>th</sup> December, closing date 16th January.</p>	Action	FrRS, NP, HF, AH, WN

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	<p><b>Clerking</b> – NP informed the board that Lea Dempster has given her resignation and will be finishing on the 28<sup>th</sup> February 2020. External expressions of interest have been invited in the first instance.</p>		
26.19.20	<p><b>Date and time of next meeting</b> –  Full Board Meeting Tuesday 4<sup>th</sup> February 2020, 7pm.  Extraordinary Board Meeting Friday 7 February 2020 6-7pm (no staff governors)</p> <p>The meeting ended at 8.35pm</p>		