

# Minutes

## GOVERNING BODY OF SOUTH MOLTON COMMUNITY PRIMARY SCHOOL

Wednesday 8th March 2023 at 6.30 pm South Molton Community Primary School

### Action list for Autumn term FGB meeting

Action	Action description	By who	By when	Complete
Safeguarding	Meet to look at any concerns, SCR/audit	TP/CB	ASAP	22/3/23
Signage for grounds	TP to investigate signs and decide whether appropriate	TP	Before 5th July	
Disability drop/parking obligations	Requirement for disabled parking/drop off	TP/ TS	Before 5th July	
Letter from governors/SLT	Letter to parents about attitudes and social media abuse regarding staff	CB	End of term	
SFVS	Send to DCC	clerk	31st March	Done - sent to KH 16/3/23 to be sent to DCC
Signatories	Authorisation list - seek additional staff signatures	clerk	End of term	Done
Budget monitor	Scan paper copy to FGB folder	clerk	End of term	Added to folder 16/3/23
PP report	move to autumn term agenda item	clerk		done
Review final budget	Review final budget	AQ/TP	End of term	
External advisor report	David Chaplin report to be sent to FGB	TP	End of term	
Behaviour policy	FGB to read behaviour policy (in FGB folder)	FGB	ASAP	

<b>MEETING – Part I</b>					
Date/Time: Wednesday 8th March 2023 at 6.30pm			Location: SMCPS		
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Ex	Rhoda Bailey	RB	Co-opted (via Teams)
Chris Brown	CB	Co-opted (Chair)	Glenys Laws	GL	Co-opted
Rosie Warrington	RW	Deputy head	Andrew Quayle	AQ	Co-opted
Toby Shaddick	TS	Parent			
Laura Tandy	LT	Parent			

In attendance	Initials	
Liz Shaw	LS	Clerk

Apologies	Initials	
Ivor Smith	IS	Co-opted
Beverly Adams	BA	Local Authority

	Item	Sub-item	Notes/Papers Provided	Governor Notes
<b>Procedural Items</b>				
1	Welcome and Apologies		BA & IS send apologies LL - resigned as governor 6th March 2023	Please send apologies and reason if not able to attend
2	Update Business Interests		None	
	Minutes	Receive reports from committees.	Minutes from term meetings in folder and agreed by chairs	
3	Actions from last meeting	1. extraordinary meeting arranged to elect LT to board - done		

		<ul style="list-style-type: none"> <li>2. KCSiE questionnaire/link re-sent to FGB - done</li> <li>3. Safeguarding governor (LL) to meet with TP - governor resigned, item outstanding</li> <li>4. SFVS agreed - to be sent to DCC</li> <li>5. Governor training opportunities sent to FGB - done</li> <li>6. Annual cycle of business to be reviewed - outstanding</li> <li>7. School emergency plan to be reviewed by SLT - done</li> </ul>		
4	Receive correspondence		Two items passed to CB at meeting (one item an advert for Lion King)	
5	Items brought forward			
<b>Safeguarding</b>				
6	Any concerns		<p>CB - LL has given her resignation, 6th March. Have made contact with her and would like to thank her for her support and time as a governor.</p> <p>CB to temporarily step into safeguarding lead governor, will arrange to meet with TP/KH for safeguarding updates/audit etc</p> <p>CB - any concerns?</p> <p>TP none at present. Ongoing concerns with social care, very hard to get hold of, a lot of agency staff supporting the area with heavy workloads. Concerns that children are moved to quickly from child protection to Early Help. Trying to make our concerns known to line managers.</p> <p>AQ - we do need to ensure we raise our concerns, need to safeguard our staff and pupils, in a system under immense pressure.</p> <p>CB - are there new criteria?</p> <p>TP - the government has raised the bar, so criteria are harder to meet. No resources in social care or CAMHS. The principles</p>	<p>ACTION: CB/TP to meet look at safeguarding needs SCR/audit etc</p> <p>Ensure concerns are raised at the appropriate level</p>

			of the care system are right, but in reality the system is not working.	
<b>Health and Safety</b>				
7	Site visit - any issues?	Visit completed by TS - report included in FGB folder	<p>TS completed a site visit with TP on 30th Jan 2023. Report included in the FGB folder. Notes include remedial works, monitoring to be carried out by estate/site manager. Further site visit to be arranged for the spring term.</p> <p>CB - anything of significant concern?  TS - nothing major.  TP - trim trial being erected from 8th March. Site looks well. Leak in roof, known about and under control.  CB - no crisis point?  TP - no</p>	
		7.1 Gate & roundabout/community	<p>TP - aware there would be some backlash to the installation of the gate, but not the level of abuse received, some of it quite personal. Happy to receive feedback, but not when it is unfair i.e. consultation period, notice of installation etc.</p> <p>Local residents met with TP and KH. The residents were trying to say that the gate made the area more dangerous. Our responsibility is to keep children safe and that is what we have done. The road to the school has always been unsafe and this is why we have installed the gate which has reduced traffic significantly and made it safer. The residents are now blocking the entrances of their roads to prevent cars parking, turning around in them.</p> <p>Trying to establish/convince them a school safe road. DCC are coming out to view the situation. Long term we need to think about how we respond to social media issues.</p> <p>Discussion amongst governors about the gate, road ownership, signage and accessibility. The chair of governors explained that the residents have been advised that this situation was anticipated when planning applications were submitted for the new housing estates, but no remedy was received from DCC. The Chair of Governors remains in contact with the residents. The governors considered accessibility. Disabled access/parking to be investigated.</p>	<p>ACTION: TP to investigate about signs for the gate &amp; grounds and decide if to go ahead</p> <p>ACTION: TP to find out about disability parking/drop off obligations</p>

			Governors discussed managing unacceptable behaviours (social media) and will refer to school and local authority policies. The board of Governors and SLT to issue a joint letter regarding unacceptable behaviours.	ACTION: CB draft letter from governors regarding attitudes to staff & online abuse
Monitoring and accountability				
8	Headteachers report	Receive headteachers written report.	<p>CB - assessment data raises points about the challenges in some year groups. Years 1-3 figures are falling</p> <p>TP - Year 3 large numbers of pupils joining from other schools, this has had a massive impact on the school.</p> <p>Yr 3 - pandemic impact on their learning. High SEND needs in the year group.</p> <p>Specific cohorts need additional interventions.</p> <p>CB - why was the year 6 assessment/data done differently?</p> <p>TP - Year 1-5 have termly assessments. Year 6 tend to use SATs papers, so pupils are undertaking assessments aimed for the end of the year, with knowledge still to be gained. Will look to change for next year.</p> <p>CB - benchmarking for previous years. Is it meaningful to compare against other years?</p> <p>RW - not meaningful currently with 18 months of disruption and children coming and going.</p> <p>TP - could look to compare next autumn term.</p> <p>CB - need to see progress.</p> <p>AQ - can we compare with just those pupils that have been at the school since reception and then look at those joining the school. Look at trends?</p> <p>CB - query about the number of pupils having school dinners, 45% down?</p> <p>TP - currently only 45% of pupils are having school dinners.</p> <p>CB - there were glowing reports about the company and the quality of the food, what's the problem?</p> <p>TP - can't blame the company, as other schools use them and have greater numbers of pupils having dinners. Other issues within the school - presentation, where and how the pupils eat. We are trying to make lunch a nicer experience.</p> <p>TS - do pupils with packed lunch sit with those having hot food?</p>	

			<p>TP - no. Packed lunches can sit outside weather permitting. We are aware that location/seating is an issue.</p> <p>CB - do you have any feedback from parents?</p> <p>TP - seeking feedback.</p> <p>GL - are there vegetarian options?</p> <p>TP - there is a vegetarian option every day, meat free Mondays.</p> <p>RW - pupils have a choice of 4 options every day.</p> <p>TP - the kitchen is offering taster pots to pupils with packed lunch, so far positive response. The kitchen initially struggled to offer the taster pots, Dart Fresh visited and chatted to the staff about the taster pots, and the kitchen is more confident in offering these now.</p> <p>CB - the kitchen manager needs to be more flexible, is this a training issue?</p> <p>TP - the school business manager is now meeting with the manager weekly.</p> <p>TP - staffing update regarding the temporary SENCo position. This has become a little bit more difficult than expected so I am investigating other options for cover.</p> <p>SENCo needs to be a qualified teacher. SENCo works with teaching and learning, observing pupils in class, to know the pupils and their needs, particularly those with EHCPs. Looking for non teaching staff to support in meetings. Rosie and I are supporting EHCP.</p> <p>RW - from Sept will only be supporting one ECT teacher, will have more time to support SEND.</p> <p>CB - have you reached out to any of the MATs?</p> <p>TP - currently attending head teacher meetings and other meetings with Tarka as part of the agreed working alongside them this year, I will look to attend a head meeting with the other MAT if possible. Location is an issue, as one MAT in South Devon and another has its meetings in South Devon.</p>	
		8.1 Subject lead reports	Reports in folder. No questions from FGB	
		8.2 Industrial strike action - impact at school	TP - have attended meetings with Tarka MAT, interested to hear how other schools have been managing. So far we haven't had	

			<p>to close. Had one teacher on strike for the 2nd wave of strike action, was able to cover this.</p> <p>Next week strike action - no striking yet but not all confirmed. I expect to stay fully open even if we do have a teacher striking.</p> <p>CB - can you set work?</p> <p>RW - not supposed to, as should be supporting striking members by not setting work.</p> <p>TP - all schools are managing strike action differently.</p> <p>Likelihood we will be open.</p>	
9	SFVS	Review and agree SFVS for submission	<p>AQ explained that he had made minor adjustments to a copy of the SFVS, thought the file had been sent, but not received by the clerk. AQ confirmed he was happy with the SFVS as it stands, and was being pedantic. Happy for the SFVS to be sent.</p> <p>ACTION: clerk to send SFVS before 31st March 2023</p>	ACTION: SFVS to be sent to DCC by clerk
10	Review signatories authorisation list	Update signatories list.	<p>Due to changes in staffing, an updated copy of the authorisation list is required. TP, RW &amp; CB signed form at the meeting</p> <p>ACTION: clerk to ensure other signatories are added - Mrs Kingdon (administrator) &amp; Mr Young (site manager), Mrs Herbert (school business manager)</p>	ACTION by clerk: ensure other signatories are added
11	Budget monitor	Review budget monitor	<p>Budget monitor not in folder, paper copy available.</p> <p>£30000 carry forward for next year.</p> <p>ACTION: clerk to scan copy and add to folder for this meeting</p>	ACTION clerk: scan copy for meeting folder
		11.1 PP report/update including info for website (brought forward from F&R meeting)	<p>Report in folder.</p> <p>TP - would be good to change this item to autumn term</p>	ACTION clerk: amend autumn agenda to include PP report
		11.2 Quotes for any purchases that are likely to carry forward into new financial year (brought forward from F&R meeting)	<p>TP - Fascia boards - ongoing. Should now be completed in the summer. Small increase in cost from the original quote.</p>	
		11.3 Staffing numbers and projection for budget setting (brought forward from F&R meeting)	<p>TP - pupil numbers likely to be similar to this academic year. 40 pupils will transition to secondary school from year 6, with approx 30 pupils joining in reception. We are likely to gain other pupils across year groups as we have this year. Currently</p>	

			<p>looking at the same number of staff as the current academic year.</p> <p>DCC budgets released last week - information in folder. DCC has to break even by year 2. No school is looking at an under spend for year 3.</p> <p>Unexpected support staff pay rise last year, that was not accounted for in budgets. A further pay rise is expected again in April.</p> <p>DCC is recouping money from SEND and school improvements.</p> <p>CB - the long term budgets are a 'horror show'.</p> <p>AQ - flat income and not accounting for inflation costs, zero increase in budgets is not realistic. A plan is needed with a projected £55000 deficit in year 2 of the released budget forecast. Will you look not to replace support staff who leave?</p> <p>TP - need to get more out of support staff roles/how they are used</p> <p>Happy for a governor to come in and look at the budget.</p> <p>AQ - happy to look at the budget in the next couple of weeks.</p>	
12	Approve final budget	Receive final budget to review	AQ - to look at final budget	ACTION: AQ to review final budget
13	Governing	Receive reports of any visits	TP - met with LT & GL for an induction tour of school, answering questions during the visit.	
		13.1 Draw-up programme of visits for the term	<p>RW - visits have been arranged for the summer term for BA and GL. Please make contact with RW to arrange visits.</p> <p>CB - each governor should complete at least one visit per academic year with a focus on their role responsibilities.</p>	
14	Governor training	Report on any training undertaken or identify need/desire for training.	<p>Training ongoing as required.</p> <p>LT - to complete induction training 9th March</p> <p>GL - completed SEND governor training</p>	
15	SIP	Termly report on progress of SIP and identify next steps.	<p>TP - contact updated. Added priorities (top 5).</p> <p>CB - gives focus.</p> <p>TP - action plan for each of the five years. Staff and governors to know what the priorities are and work towards. Need to understand how we are meeting the priorities.</p>	



		15.1 Review school aims and vision	Completed at previous meeting	
		15.2 Report on school performance - ASP	<p>Reports in folder. Discussed data regarding last year's year 6 at a previous meeting.</p> <p>AQ - one of the scores was above 100%?</p> <p>RW - scaled score. A score of 100 equates to a pupil meeting expected standard, if the score is below 100, the pupil is not meeting their age expected standard.</p> <p>TP - consider all SATs scores and then scaled</p> <p>LT - not expected against what?</p> <p>TP - expected standards for the curriculum.</p> <p>AQ - do pupils arrive/transition with data?</p> <p>TP - yes, although due to the pandemic some data is missing.</p> <p>RW - benchmarks could become bigger as schools will be recording foundation assessments.</p>	
16	Feedback from visit(s) from external adviser(s) and action		<p>Report from David Chaplin due next week.</p> <p>ACTION: TP to send out report</p>	ACTION: TP to send out David's report
17	Update on MAT discussions - online meets, dates of proposed visits		Part 2 meeting minutes	
18	SEND update	SEND report included in folder	<p>CB - wanted to check on how GL was with the role, received training, met with AQ and SENCo?</p> <p>GL - completed SEND training, met with AQ and SENCo.</p> <p>SENCo and I are unsure how to support each other, what information each needs.</p> <p>High SEN needs in years 1,3 &amp; 5. How do you manage?</p> <p>TP - SENCo is now working on a list of year 5 pupils, observing them in class and creating plans.</p> <p>GL - who do I contact in the future?</p> <p>RW - me. Can look at support levels and needs.</p> <p>AQ - are there specialists out there to support?</p> <p>RW - yes. School will refer to specialists for support when required. Waiting lists are long.</p> <p>TP - SEND is a focus for OfSted.</p>	

**Policies & Documents**

19	Flexible working policy			Updated from HR One	Policy read and agreed via email. Ensure dates are added to policy
20	Emergency management plan				Agreed
21	Whistleblowing			Updated from HR One	Policy read and agreed via email. Ensure dates are added to policy
22	Adoption policy			Updated from HR One (last reviewed Feb 2019 FGB)	Policy read and agreed via email. Ensure dates are added to policy
23	Confidentiality policy				
24	DBS			Updated from HR One	
25	Lockdown policy				
26	Managing Information Disclosed during Employment Policy			Updated from HR One	
27	Managing unreasonable behaviour				Policy read and agreed via email. Ensure dates are added to policy
28	Social Media policy			Current according to HR One	RB - Agreed. Logical & common sense. Use it well
29	Maternity and adoption support policy			Updated from HR One	Policy read and agreed via email. Ensure dates are added to policy
30	Whole school food policy				CB - Agreed
31	Behaviour policy			<p>RW - completely new policy.            TP - would be good for all governors to read the policy            GL - how often are pupils reminded about the Track it Light system?            RW - display in class, staff all using the same language and children are reminded regularly, linked to school values.            TP - nice to celebrate good behaviour with parents            RW - picks up those pupils who maybe overlooked and just get on with things.</p>	<p>GL - Comprehensive. Agreed            ACTION: FGB to read behaviour policy (in folder)</p>

32	Impact	What have we discussed today that impacts on children's education?	<p>TS - importance of looking after staff and positive impact on children of walking to school safely</p> <p>TP - Walk to School week in a fortnight.</p> <p>It would be nice to lock the gate at lunchtime in good weather so the children can play with scooters and bikes at the roundabout (with staff cover).</p> <p>RB - entrance is safer with the gate. Sorry to hear about the abuse TP received. Important to sort access/disability parking.</p> <p>AQ - would like to remain part of the board in some capacity, particularly interested in MAT and finances, but not able to attend all meetings (have campervan, will travel).</p> <p>TP - suggested associate member</p>	
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Meeting closed at 8.40pm

Next meeting: FGB Wednesday 5th July at 6.30pm: