

Minutes

GOVERNING BODY OF SOUTH MOLTON COMMUNITY PRIMARY SCHOOL

Wednesday 5th July 2023 at 6.30pm South Molton Community Primary School

Action list for 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	Signs in use
Disability drop/parking obligations	Requirement for disabled parking/drop off	TP/ TS	Before 5th July	TP to investigate further
Letter from governors/SLT	Letter to parents about attitudes and social media abuse regarding staff	CB	End of term	Done. BA requested letter circulated to FGB (5/7/23)
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	AQ was happy to sign off on

				budgets as recorded at F&R 9/5/23
External advisor report	David Chaplin report to be sent to FGB	TP	End of term	Report to be sent to FGB (5/7/23)
Behaviour policy	FGB to read behaviour policy (in FGB folder)	FGB	ASAP	Done

MEETING					
Date/Time: Wednesday 5th July 2023 at 6.30pm			Location: SMCPs		
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Ex-officio	Rhoda Bailey	RB	Co-opted (via Teams)
Chris Brown	CB	Co-opted (Chair)	Glenys Laws	GL	Co-opted
Rosie Warrington	RW	Deputy head	Beverly Adams	BA	Local Authority
Toby Shaddick	TS	Parent			
Laura Tandy	LT	Parent			

In attendance	Initials	
Liz Shaw	LS	Clerk

Apologies	Initials	
Ivor Smith	IS	Co-opted

	Item	Sub-item	Leader	Minutes
Procedural Items				
1	Welcome and Apologies		Chair	

2	Update Business Interests			Clerk	None
	Minutes		Receive reports from committees and action and ratify policies.	Clerk/ CB/BA	Minutes from previous meetings included in the folder. All minutes agreed and signed off.
3	Actions from last meeting		List above.		List above TP - Behaviour policy - this is a working document for any school. SLT have been thinking about amendments, the document is likely to change over the course of the year. Policy to be reviewed by governors annually. BA - letter to parents about social media to be circulated to FGB
4	Receive correspondence			Chair	None
5	Items brought forward		News about the board	Chair	Up date on board members - AQ has formally resigned as a governor. He has said he will 'cast his eye' over the accounts of MATs.
Safeguarding					
6	Safeguarding		CB - any updates	CB	<p>CB - termly safeguarding meeting with TP - minutes to be circulated</p> <p>Ongoing concerns with one pupil - may not remain on roll. The pupil needed a lot of additional support. Parent made complaint to Ofsted - county visited the school and met with TP & CB. County concluded the school had acted correctly, was a positive meeting. Good record keeping.</p> <p>TP - after dealing with the complaint the local authority suggested a 2 day review, to get to know the school. As a school we employ David Chaplin to review school/teacher work. The LA have not yet given us any dates. Aware that other schools have found LA visits to be very negative and not supportive at all.</p> <p>CB - can you decline the visit?</p> <p>BA - ask the subject leads what they want?</p> <p>CB - we will stand by TP and SLT after the recent inspection tragedy. Inspections need to be professional and supportive.</p> <p>TP - David Chaplin will challenge us, but he is supportive too. We want to make the teachers work better for the children.</p> <p>CB met with school business manager and completed check of Single Central Record (check of DBS records). One item had been missing, business manager aware and now advised all up to date.</p> <p>One of MATs under consideration will be coming to visit and will check the SCR - likely another report for FGB to read.</p>

					ACTION: CB & TP to catch up before the end of term.
7	KCSiE		KCSiE – updated version available now to come into circulation September 2023	CB/TP	All governors to read part 1 - CB, LT, GL, BA & RB all confirmed read the policy. TP - monitoring is a big change for schools in part 2. Schools also need to ensure sufficient and effective ‘filters’ for websites. Will need to ensure the ICT providers are up to date with the KCSiE too. ACTION: clerk to ensure all governors have read by September.
Health and Safety					
8	Health & safety report		Report from TP and school business manager	TP	TP completing visit for this term with business manager and site manager. Report in folder. TS - any resolution regarding the windows in Exmoor building TP - the contractor visited the site. Need to chase. TS - Pearce, as the contractor will have a legal duty to rectify the problems. Issue will fall under the Latent Defect Act - massive material defect. TS - drainage outside EYFS classroom - flooding TP - will check if anyone has been out to look at it ACTION: TP to check drain at EYFS
9	Mobile phone proposal		Proposal in folder	TP	TP - Proposal in folder. TP & business manager use their own phones alot for work. Looking at a contract phone - likely to go for the cheapest option. TS - shouldn't take work home with you more than you do.
Monitoring and accountability					
10	Receive headteachers report			TP	TP - report in folder. Wrag rated school priorities, with 2 red and one amber - priorities for next year. Parental engagement will be a big priority for us next year, we really need to improve this. We need to consider engagement before starting with us, having parents engaged in their child's education improves attainment. We need to have greater expectation of parents - hold to account i.e. why they do not attend parents evenings, sessions about transition etc. Staff Walkthrus continue and are going well. Looking to develop these in more detail, making small edits to teaching practice. Staff update: SB is leaving at the end of the term. New teacher appointed MG. BA was part of the

				<p>interview process. The site manager is leaving on 14th July, after 9 months in the job. It was a hard position to fill last year.</p> <p>CB - had a serious impact on you.</p> <p>TP - yes for half a term site management fell to me. Looking at SLT working more together to support this. No applicants for the role so far. Looking at amending the start time, as currently split shift role, this may help recruitment. Hoping to have someone on site all day.</p> <p>CB - would there be enough work to fill their day?</p> <p>TP - lots of jobs occur through the day and can plan larger jobs</p> <p>TS - could they be offered a higher wage?</p> <p>TP - would need to go back to DCC as they decide personnel gradings.</p> <p>TS - could look at an agency, at least to begin with</p> <p>TP - did find an agency. Will ask business manager to investigate further.</p> <p>CB - TAs leaving?</p> <p>TP - a number of TAs are leaving, moving onto better opportunities - university, academy for the deaf.</p> <p>CB - have you been able to recruit?</p> <p>TP - we've had interviews this week, none of the applicants have any previous experience. We have very high levels of need in the school. We will appoint some of the applicants and there will then be a period of training.</p> <p>The school has gained for the fourth year the School Games Award - huge achievement.</p> <p>Gained Green Flag award - huge amount of work involved</p> <p>The wildflower meadow at the school entrance looks amazing.</p> <p>CB - North Devon Biosphere award.</p> <p>TP - really good for our work to be recognised</p> <p>CB - very positive</p> <p>TP - trim trail in place. Need to remind parents that this is not supervised at the start and end of day.</p> <p>ACTION: TP signs for trim trail - no supervision start/end of day</p> <p>TS - when do you think the EYFS playground will be refurbished?</p> <p>TP - the PTA have a substantial amount of money that has been allocated towards the playground. We need to sort the drainage in that area first.</p> <p>A job for the new year.</p>
--	--	--	--	---

11	Receive SATs results (if available)			TP	<p>SATs data not available until 11th July - will advise FGB. EYFS scores and phonics - indication that scored above the Devon average. Phonics - 77%, which is a big improvement from the year before (64%). Average point score of 33.8 out of 40, encouraging that our passes are secure (knowledge embedded). Key Stage 1 reading - slightly below Devon average writing - in line with Devon average maths - above Devon average</p> <p>ACTION: TP to send SATs data to FGB</p>
12	School Improvement Plan		Consider items for next phase of SIP	TP/All	<p>TP - amending phonics to include more parental engagement. Action plans are being amended. ACTION: TP will be ready for the AGM.</p>
13	Approve Statement of Internal Control		No longer statutory - seen as good practice	TP	Signed at meeting by CB, TP and TS
14	Receive reports on Governor visits			CB	<p>Learning visits reports in folder from BA - positive morning and catch up plans made for autumn term. GL - positive meeting with S&L specialist TA CB to update on meetings with ECT - very positive meeting. Praise for RW and her support/mentoring. The ECT staff are thoroughly engaged with the programme, committed and positive. Minute thanks to RW. TP - people want to work here and stay. CB - talking to the MATs they do not appear to be getting the same support for/from their ECT. Highlights why people want to work here.</p>
15	Review schools admission procedure and review county admission policy			TP	<p>Policy to be reviewed by GL - see policies. Admission policy is from DCC and used by school (review of school and county admission policy is one and the same) GL - confirmed policy</p>
16	Agree processes for next term's appointment of chair and vice chair, including term of office		Vice chair required	CB	<p>Committee chairs to support in vice chair role as required - BA & TS confirmed Finance lead - TS as finance lead to take on role. TS to chat with CB about this.</p>

					ACTION: clerk to send ToR for finance lead to TS.
17	Feedback on training undertaken and required			CB/All	<p>Training register in folder.</p> <p>BA - attended training looking at attendance, hoping it might give ideas to encourage attendance, but really only discussed reasons why children don't attend, which we know. Not helpful.</p> <p>TS - repetitive courses</p> <p>CB - it is useful to be reminded about roles and responsibilities for lead roles.</p> <p>TS - OfSted ready training</p> <p>TP - have spoken with many heads about OfSted and those first conversations are so important. We are trying to prepare for the visit. Attendance will be a focus for next year.</p> <p>BA - it is a figure that sticks out. Will starting earlier have an effect on attendance figures</p>
18	Review benchmarking from T&L		Information had not been available for the T&L meeting - brought for to FGB	TP/RW	<p>ACTION: TP to check if this is still available</p> <p>TS - numbers for next year</p> <p>TP - about the same. It is useful to know about other schools in the area. The LA have been calculating numbers for the next few years and in our catchment we see growth - lots of new builds</p>
19	Review members of FGB - develop strategy for filling vacancies			CB/TP	<p>FGB to encourage recruitment</p> <p>Governors to participate at parent events. Governors invited to summer fete. GL and LT already offered to help on the day.</p> <p>TS - is low engagement linked to rural poverty, why are parents not engaging in their child's education</p> <p>TS - use LinkedIn to recruit potential governors</p>
20	Agree dates for AGM/FGB (and all committee meetings) for the coming year			All	<p>Possible meeting dates in folder (2023-24)</p> <p>BA - amended T&L meetings via clerk</p>
21	Review progress school has made, recognise and celebrate			TP/All	<p>CB - already talked about sports and eco recognition</p> <p>TP - Little Wandle phonics programme new for this academic year has been a success.</p> <p>TS - Track it light behaviour system - my girls talk about it positively</p> <p>TP - it has been useful in recognising good behaviour</p>

22	Website update		Review governance and policy areas of school website to ensure compliance	TP/RW	<p>RW - updating the website. Curriculum pages are all correct. Ensuring statutory information is correct and available on the site BA - looking at other school websites some things are hard to find i.e. have been looking for SATs results. A website needs to be straight forward. The school site looks good TP - we do get good feedback about the website. We need to develop the sustainability and environment areas so it reflects the grounds and work we do. TS - we do need to highlight the grounds - great selling point Drone footage would be good - videos/pictures CB - may be able to help, have recently invested in a drone LT - my dad has a drone and maybe able to help too CB - governor team section doesn't feel integrated with the school feel it needs to mirror the staff page - any thoughts? BA - everyone's profile should be the same CB - will send a template to FGb for all to add a profile. ACTION: CB to create template and send to FGB</p>
23	Receive budget monitor			TP	<p>In folder CB - can the business manager set up freeze panes so the heading don't move when reading the spreadsheet? TP - holiday club is losing money from the extended school budget. Breakfast and after school care are well used and currently subsidising the holiday club. Not enough parents are using the holiday club. The club requires 2 staff members and not making enough revenue to cover costs. TS - can we offer it to other schools? TP - we already do LT - can it be offered to younger siblings not at school? TP - previously had issues with younger behaviour and unknown family events We do not have enough staff to cover the last two weeks of the holidays. Thinking of moving away from holiday cover to more focused/themed weeks i.e. sports week with more activity based events TS - may get more uptake. What are half term breaks like compared to longer holidays? TP - need to look at this LT - parents have learnt to cope at home whilst working.</p>

					<p>TP - finance rep from DCC advised us that our holiday club was too cheap</p> <p>LT - are they any child care vouchers that families can use? Advise parents of tax free schemes.</p> <p>TS - the kitchen took quite a loss</p> <p>TP - not many children taking up meals. Think the hall experience is not positive.</p> <p>RW - some children order certain food to get out to play quicker</p> <p>BA - noticed that some children sit on their own, while friends have packed lunch outside.</p> <p>TP - from Sept everyone will be eating in the hall, with a member of SLT present each day.</p> <p>BA - could school dinners eat outside?</p> <p>TP - on sunny days it could be offered outside</p> <p>LT - have had parents talk to me about lunches and want to know what's wrong with just sausage and mash? Any more feedback on meat free?</p> <p>TS - always had one day a week vegetarian.</p> <p>TP - school dinners are still low cost</p> <p>RW - never worked in a school with 4 options a day.</p> <p>TP - hoping all dinners in the hall have a better experience.</p> <p>TS - would cutting options cut costs in the kitchen?</p> <p>TP - we are working with kitchen staff</p> <p>LT - eating together could encourage those with packed lunch to try school dinners.</p>
24	Return skills audit forms			All	<p>LS to collate ready for AGM in Sept.</p> <p>Returned skills audit: BA, GL, LT & CB</p> <p>ACTION: TS, IS, RB to return audit before AGM</p>
25	Update on MAT process		Visits/responses	CB	<p>CB - Reach South due to its location and information received from questionnaire will no longer be considered.</p> <p>Remaining two MATs are based in North Devon. After a meeting last week it appears that mega MATs may be favoured (MATs of 15 schools plus). We may find due to our location that one of the two MATs being considered may 'consume' the other. We continue with the process, with no big decisions made yet.</p> <p>TP, CB & BA visited Orchard Vale school (Ventrus). Positive visit.</p> <p>TP has been invited to attend head meetings.</p> <p>TP - Ventrus came into school today to meet teaching staff.</p>

					<p>Ventrus CPD is good, the finance & curriculum set up is more controlled</p> <p>Tarka MAT appeared to have more freedom with curriculum and finances</p> <p>BA - Orchard Vale did feel able to challenge Ventrus when required</p> <p>RW - may get some push back from staff if the curriculum is prescribed</p> <p>TP - will continue to consider both MATs at present. Tarka has just appointed a new CEO</p> <p>TS - changes to a CEO can change the whole set up. Can they retain their identity? How quickly do heads change?</p> <p>TP - there are benefits to both MATs. It remains our decision as governors and SLT, but if teachers don't want the move we would need to consider this as we don't want to lose staff.</p> <p>TS - will DCC force trust status on all schools?</p> <p>TP - Get the impression from both MATs they would be happy for us to join.</p>
--	--	--	--	--	--

Policies & Documents

26	Disciplinary policy			IS	Updated from HR system	
27	Ethical Code of Conduct			IS		
28	Health & safety policy			TS		
29	Lockdown policy			CB	(safeguarding) - agreed	
30	KCSiE 2023 version			All	All to read before September	
31	Volunteers in school policy			IS		
32	Admissions policy - see agenda item			GL	Agreed	
33	Impact		What have we discussed today that impacts on the children's education?	All		

Next meetings: