

# Minutes

## GOVERNING BODY OF SOUTH MOLTON COMMUNITY PRIMARY SCHOOL

Wednesday 13th December at 6.30 pm South Molton Community Primary School

<b>MEETING</b>					
Date/Time: Wednesday 13th December 2023 at 6.30pm			Location: SMCPSS		
Attendees	Initials	Category	Attendees	Initials	Category
Tom Parkin	TP	Ex-officio	Beverly Adams	BA	Local Authority
Chris Brown	CB	Co-opted (Chair)	Toby Shaddick	TS	Parent
Rosie Charles-Jones	RW	Staff (Deputy head)	Karen Humber	KH	Proposed new governor (co-opted)
Laura Tandy	LT	Parent			

In attendance	Initials	
Liz Shaw	LS	Clerk

Apologies	Initials	
Ivor Smith	IS	Co-opted
Glenys Laws	GL	Co-opted

	Item		Sub-item	Leader	Minutes
<b>Procedural Items</b>					
1	Welcome and Apologies			Chair	Apologies from Ivor Smith and Glenys Laws
	Voting of new Co-opted governor Governor intros		Vote KH to the board Governors introduce themselves and roles		CB: introduced Karen Humber to the board. KH - keen to volunteer, interested in helping school life. A few changes to life this year and what I want to do. CB: proposed KH TS: seconded the proposal FGB: all voted for KH to join the board FGB: welcomed KH to the team

2	Update Business Interests	2.1	Business Interests - any updates?	Clerk	No updates. BA & TS to sign forms at next FGB
3	Minutes	2.2	Minutes agreed	TS/ BA	Agreed by chairs and available to read in FGB folder
	Actions from last meeting	3.1	See front sheet attached. Chairs to give a brief review of their meetings.	TS/ BA	All actions completed. BA to arrange visit with RW
4	Receive correspondence	4		Chair	None
5	Items brought forward	5		Chair	None
<b>Safeguarding</b>					
6	Safeguarding		Safeguarding audit Any concerns raised? KCSiE - have all governors completed the online quiz?	TP	DCC safeguarding audit for TP to complete. FGB - all read and completed KCSiE quiz CB - LT & CB visited with school business manager (SBM) and completed Single Central Record (SCR) data. Tarka Academy had been to school to view SCR and compile a report - good review report. Met with TP to go the safeguarding record. Escalating SEND levels and needs, pulling on SLT time, currently looking at ways to tackle this. Nothing extreme or out of the ordinary. Safeguarding lead is now LT KH - are there a number of SEN? TP - higher than the national average of SEN & EHCP children in the school. TS - see from folder a racial incident occurred at school TP - child with an EHCP used inappropriate language. Parents of both children were involved in the resolution of the incident, the matter is concluded.
		6.1	LT to arrange a meeting with SBM - review of SCR/records Any concerns?	LT	Handover completed 16/11/2023 LT now safeguarding lead
<b>Health and Safety</b>					
8	Site visit report		Receive H&S report from last term.	TS/T P	TS - have been unable to meet to complete a visit so far this term. <b>ACTION: TS &amp; TP to arrange a visit date</b> CB - how is the new site manager getting on? TP - very good, thorough and proactive TS - has there been flooding in the reception playground? TP - the new site manager has looked at the edge of the property and cannot

					find an issue. Now need SW water to investigate.
<b>Monitoring &amp; Accountability</b>					
9	SIP		Bring together separate committee discussions on SIP	TP/ TS/ BA	<p>TP - Estate/grounds planning is underway working with the new site manager</p> <p>Curriculum plan is coming on: impact - what a successful subject looks like and how we know what a child has learnt</p> <p>BA - anything that Ofsted brought up?</p> <p>RW/TP - what is in place is good, but not in a position to fully assess impact</p> <p>BA - knowledge trail of a subject</p> <p>RW - assess knowledge and not skills, need to evidence responses and skills</p> <p>KH - was writing mentioned?</p> <p>TP - we mentioned it and had already identified it as an area for improvement</p> <p>RW - its an element of the SIP</p> <p>TS - general feedback for improvement</p> <p>TP - they were really pleased with the curriculum.</p> <p>TS - any issues with access on site?</p> <p>TP - high handles have been added to some internal doors in the Dartmoor building &amp; this has prevented pupils from leaving their classrooms unsupervised</p> <p>A new fence is required for part of the EYFS boundary - new site manager will build the fence. Costs unlikely to need approval from FGB.</p>
10	Admission arrangements		Update on admission arrangements and PAN (published admission numbers)	TP/ R C-J	<p>TP - DCC set a limit of 45 children for reception entry. The birth rate has declined over recent years. Admission may become more competitive for schools with fewer numbers.</p> <p>CB - a good Ofsted report will help when parents are applying. How many children are leaving in year 6?</p> <p>TP - about 40</p> <p>LT - do you have a catchment?</p> <p>TP - yes, through the middle of town</p> <p>TS - any movement of children recently?</p> <p>TP - no</p> <p>KH - word of mouth and parental recommendations</p> <p>BA - convenience for most parents, nearest school, after school care etc</p> <p>TP - we need to celebrate the year 6 data and Ofsted report</p> <p>TS - will information go on social media etc?</p> <p>TP - yes, once we are able to publish results.</p> <p>CB - any more homes/building in the town?</p> <p>TS - Wainhomes &amp; Tilia Homes are building a further 400 homes. Tilia Homes are nearer the other primary school.</p>

11	Headteachers report		Receive written report from TP	TP	<p>TP - assessment data in folder.          KS2 league tables should be out soon, can then compare results with other schools. SMCPs combined score results are very good at 70%, this is above the national average.          We were doing assessments last week, but due to our visitors, now completing this week.          CB - will the data be available for the T&amp;L meeting?          TP - yes          TP - Walkthroughs continue - teachers developing their own areas. The coaching programme was discussed last week and received well. The teachers have received support. Different staff are accessing support from Tarka MAT i.e. kitchen staff, TAs - SEN &amp; behaviour training          Rosie will be starting a management course in the new year.          Staff training is good and all have the opportunity to participate.          CB - ECT staff appreciated meeting them.          TP - from January will have maternity cover - Martin Bailey covering. A new TA has been appointed to Avon class.          Looking at next year, we lose a lot of funding from year 6 EHCP pupils and may have to make some difficult decisions about staffing.          TS - how long does it take for funding to come into the school?          TP - if we apply for an EHCP, it is now taking over 32 weeks for funding to be awarded, not all applications are accepted. This year we have seen EYFS children join the school with EHCP funding.          CB - is recruiting TAs hard?          TP - yes, especially those with experience. Happy with the staff we have.          TS - any news on the running track and money owed?          TP - never heard back from them          TP - Eco news - local MP met to discuss cycle paths in town. She was enthusiastic and said she would write to the council, along with the children.          TS - provision for a cycle shed?          TP - not enough room in current location. We need to organise the current shed and bikes.          TS - could we consider looking for funding of a new cycle shed?          TP - quality of teaching is good (green), writing is an identified area and ongoing (amber), no areas require improvement (red).          TP - we held a parents' forum this term          TS - do people attend          TP - very few.</p>
----	---------------------	--	--------------------------------	----	---

					<p>LT - do volunteers come into school i.e. reading support</p> <p>TP - yes</p> <p>TP - attendance: ongoing concerns, parents do not like to discuss engagement with school. Attendance letters are produced by DCC, we only add individual details i.e. name, contact details, absence dates etc.</p> <p>KH - is there a procedure re:attendance?</p> <p>TP - yes, we try to view it case by case. Our attendance officer works well with families.</p> <p>LT - are most pupils absent due to illness?</p> <p>TP - yes</p> <p>RW - holidays account for a number</p> <p>TP - DCC have questioned why we are not seeking to fine some families</p> <p>BA - does the money/fine go into the school budget?</p> <p>TP - no</p> <p>KH - do you use part time timetables?</p> <p>TP - have started to use p/t timetables this term with a couple of pupils. Trying to use the carrot rather than the stick.</p> <p>LT - holidays - do families give notice?</p> <p>TP - most put in an absence request. Some requests can be authorised, those that are not authorised will still miss school. We try to make families aware of the importance of being in school and how non attendance can impact attainment.</p> <p>KH - is non attendance getting worse?</p> <p>TP - since the pandemic attendance has gone down nationally.</p>
12	External Reports		Receive written reports - David Chaplin - Sept 2023	TP	<p>TP - David's report is in the folder. David meets with subject leads and tries to support their development. David is very helpful.</p> <p>TS - Ofsted feedback rings true about support required for lowest 20% of SEND</p> <p>RW - mixed messages. They are aware we are trying to improve SEND, but did say we were ambitious</p> <p>CB - at meeting with Ofsted it was seen as a positive that school uses external advisers for support and development</p>
13	SFVS		Draft with TS & CB - any amendments to be made in readiness for sign off at spring FGB		<p>TS - not a lot of editing or amending needed</p> <p>CB &amp; TS happy with draft SFVS - bring to March FGB.</p>

14	Budget Monitor		Receive budget monitor		<p>TS - planned £80,000 carried forward, now reduced to £32,000 - where has the money been spent?</p> <p>TP - more money used on staffing levels and salary increases (substantial pay increases across the staffing levels, all to be managed from existing budgets). Will receive funding from top ups. Comfortable with a carry forward of £32,000, not in deficit.</p> <p>CB - is it worth the SBM coming to a meeting to explain the budget etc?</p> <p>RW - the SBM could write a summary for the resources meeting</p>
<b>Strategic Items</b>					
15	School Uniform		Update from TP in light of new provider	TP	<p>TP - this is on the agenda, as secondary schools have to manage costs At school we only have two branded tops. The local provider called to say they wouldn't print the logo as we wanted. We therefore looked elsewhere and found a company that could offer the logo we wanted, better quality and can order online.</p> <p>TS - do you have second hand uniform?</p> <p>TP - yes, PTA trying to manage it. Uniform is put out at events and offered at school - not much uptake.</p> <p>BA - parents don't like buying in front of others</p> <p>LT - do children walk home alone?</p> <p>TP - they can do from year 4, which means less parental engagement</p>
16	Governor visits		Plan governor visits and report on any recent visits.	All	<p>ACTION from T&amp;L - should governors be present at parents' evening? How is this managed, as meetings take place over the course of a week?</p> <p>CB - visits to school this year from CB, LT, BA &amp; GL.</p> <p>CB - governors to visit school at least once a year, particularly those with a lead The visit should ideally link to the lead role and SIP. Since the pandemic visits have decreased, need to get back into the habit of being seen, need to engage with the staff and children.</p> <p>Parents' evening - how would this work? Could governors attend the parents' forum?</p> <p>TS - could governors have information on the noticeboard?</p> <p>CB - anything on Facebook?</p> <p>BA - happy to attend parents' forum.</p> <p>KH - do you talk to the School Crossing person, as see lots of parents talking to her?</p> <p>LT - we need to be more visible - photos of each of us/group photo?</p>

					BA - could governors be asked to attend events, between us, I'm sure a couple could attend. <b>ACTION: update governor section of website with individual brief resume/photo or group photo. Invite governors to events.</b>
17	Governor training - reports and future needs			All	CB - reminder about training, please let the clerk know of any training you wish to undertake. For lead roles it is useful to attend annual updates.
18	Review school performance			TP/ R C-J	Performance data cover in item 11 (Headteachers report)
19	MAT update			CB/T P	<p>CB - subcommittee created to consider school joining a MAT. We initially visited/questioned 3 MATs and then narrowed down to 2 MATs.</p> <p>Met with schools regional director, as government changed their mind about MATs and timeframes. Direction of travel still appears to be to join a MAT.</p> <p>School keen on one particular MAT, Tarka. Tarka had a new CEO this term</p> <p>Met new CEO, impressed with him - has been an Ofsted inspector, head teacher very transparent and honest.</p> <p>Spring 2024 - shake up of MATs in North Devon, smaller MATs will go, larger MATs may join.</p> <p>School is looking to make a decision sooner rather than later. Have spoken with TP about waiting until changes locally are made</p> <p>TP - we already get added support from Tarka, feel we will be better to have a voice at the table.</p> <p>TS - would we get heard?</p> <p>CB &amp; TP - yes</p> <p>TS - was the CEO asked about the amount of schools within the MAT that are Requires Improvement?</p> <p>TP - yes, he brought it up.</p> <p>We can decide to join now, the process takes about 18 months and can still pull out before we sign on the dotted line. We would get support straight away - SEND, teachers, voice in any changes</p> <p>CB - put to the FGB tonight to vote?</p> <p>TS - unless spoken to, IS &amp; GL should be given the opportunity to vote.</p> <p>Aware we want this to move quickly. Teams meeting in new year to vote.</p> <p>CB - ok, arrange an online Extraordinary meeting in new year to vote to join Tarka Academy</p> <p>BA - are we voting to sign up?</p> <p>TS - FGB should have access to all the information gathered by subcommittee to read and consider facts. Online meeting should be to vote, not question.</p>

					<p>KH - you are already working with them?  TP - we have been able to access some support already  CB - will speak with Fiona from DES about phrasing the email to FGB  TS - do staff and parents get involved?  TP - teachers are on the same page  TS - TA heavy, fixed term contracts could be in jeopardy  TP - we will hold our own budget, another reason we liked Traka.  BA - will staff be TUPEd across  TP - yes, all staff TUPEd across  LT - what about governors  TP - T&amp;L committee likely to stay the same.  BA - resources and finance committee would change - more local governing board  TS - question directed to RW - her experience of working within a MAT  RW - very positive, collective support  KH - when investigating MATs did you hear from parents?  BA - no. Did speak with all staff levels. Didn't see governors either.  <b>ACTION: create MAT folder on Governor drive and add all information. Send folder link to FGB to read through information gathered. Arrange EGM for the new year.</b></p>
20	Equality policy		Current policy due for renewal Dec 2024	CB/clerk	<p>New model policy produced by DES - review/adopt with sub committee &amp; plan objectives  <b>ACTION - discuss at committee meetings</b></p>
<b>Policies &amp; Documents</b>					
21	Child Protection & Safeguarding policy			LT	Agreed
22	Administration of medicines			CB	Agreed
23	Freedom of Information policy			LT	Agreed - query from LT - how long do we keep records and confirmation of data logs - should this be added to the policy?
24	Probationary policy for support staff			IS	Checked HR One - updated July 2022 - Ivor confirmed/agreed policy 10th Jan 2024
25	Impact		What have we discussed today that has impacted upon children's learning?	Chair	MAT - a lot of work and coming to a conclusion. Good Ofsted report - team was amazing.

Close: 8.40pm

Next meetings: Resources meeting - Wed 24th Jan 2024 - TBC  
T&L meeting - Feb 2024 - TBC  
FGB - Wed 13th March 2024