

Meeting – Part 1 Minutes							
Date/Time		Monday 13 January 2020.		Location		Ide Primary School– 17.30.	
Governors Attended.		I		Governors Attended.		Initials	
Ann Boyce		AB	Chair – Co-opted	Alice Purcell		AP	Head Teacher
Maggie Parks		MP	Governor – Co-opted	Seann Williams		SW	Dep Head Teacher
Amanda Pujol		APu	Governor – Parent	Jemma Webb		JW	Governor-Co-opted
Liz Mundy		LM	Governor – Parent	Ian Guy		IG	Governor-Co-opted

Apologies	Initial	Reason (Category of Governor)	Absent without Apology	Initials
Dawn Chapman	DC	Governor – Co-opted		
Stephen Mosedale	SM	Governor – Co-opted		

In Attendance	Initials	(anyone who is not a governor/associate)	Minutes to
Phillippa Lane	PL	Clerk	Attendees
Rachel Shaw	RS	CEO	Apologies
Debbie Buckingham	DB	Director: Teaching & Learning	Academy Website
			Trust Board.

No	Agenda	Led by
1	Welcome and Apologies	Chair
2	Declaration of Interests	Chair
3&4	Minutes of the previous meeting 9 December 2019, matters arising	Chair
5	Head Teacher's Report	Head Teacher
6	Policy Review – SEND Policy	Chair
7	Finance Update	Chair
8	Safeguarding update	Chair
9	Governor Visits	Chair
10	MAT Matters	Chair
11	Communication to the Trust Board	Chair/Clerk
12	Matters brought forward by the Chair	Chair
13	Spring term meeting dates	Clerk

Agenda Number	Details of discussion	Decision or Action
1	Welcome & Apologies AB opens the meeting at 17.30, apologies from SM and DC.	
2	Declaration of Interests None recorded.	
3&4	Minutes from the previous meeting 9 December 2020, matters arising. - JW and IG sign the Keeping Children safe in Education (KCSIE) safeguarding register, this is now complete. - Clerk to chase up remaining skills audit forms. - Equalities statement – complete. - Clerk to update Governors with annual cycle of business. Ongoing. - A Librarian from Westexe School will be helping with the school library. - Time table of spending window was circulated to Governors. - APu researched the funding formula from property developers providing funding to schools. The funding from the proposed development is nominal and Devon County Council (DCC) could take receivership of the funding. RS explains the section 36 funding possibility. Development is still awaiting planning agreement and the funding could take up to 2 years to receive. It is suggested the LGB speak to Simon Nialls at DCC. Other issues that were discussed: Details of the newly appointed Trustees will be circulated to the LGB's after the Trust Board meeting on 20 January. The school has appointed a temporary business manager and a temporary admin/reception support, who will start on Wednesday 15 January. The minutes were agreed as a true and accurate record of the meeting.	
5	Head Teachers Report AP informs the LGB of the new reporting format and asks the Governors for feedback at the end of the report. AP highlights the key priorities. Parental involvement: The recent parental survey was successful and overall very positive and identified issue which require further attention. These include, increased feedback on child's attainment in the spring term. Extra parental feedback will now take place in the spring term and reporting/ parents evening to take place in the summer term. Extra-curricular activities such as arts and drama as well as sporting activities. The issue with the quality of school lunches and the negative responses from parents were investigated further. Responses from parents concerning bullying were raised and work to address these issues has taken place and further investigation with the parents has taken occurred. More information regarding the curriculum has been issued to parents and Special Education Needs (SEN) booklets have been given to parents who have SEN children.	

	Investigations re a change to the catering provision are ongoing. Fresha, have made an offer to the school have offered to revamp the school kitchen, but the school would have to sign up for a 5-year contract. Other providers to be scrutinised before any decision is finalised. First Friday in the month there are now drop in sessions for parents in the hall, governors are asked to come along and support this. APu and LM confirm they may be able to assist. Exciting displays are planned to make a link between home and school. Displays will promote the curriculum focus and will show the adults representing these focuses in their daily lives. Art and science clubs are in place for this term and a drama club is planned. AB raises the subject of filming the parental workshops, it is decided that another parent could film the workshops on an iPad or other device. The general consensus is that behaviour is good within the school and is reflective of the work put in last term. The language that teachers' use towards children regarding their behaviour is a focus and a card has been developed to aid staff in this area. DB suggests mentioning this at the start of a staff meeting to discuss incidents and to learn from each other. Discussion takes place regarding behaviour management. APu asks should the governors have an overview or a monitoring role regarding behaviour management? AP replies all incidents are recorded on C-POMS including reflection time. RS suggests after one term asking a selection of children what their views are on the new behaviour management. Adaption of the behaviour plan in place for SEN children and staff are aware of the adaptations. The school have a protocol in place to ensure all accidents and incidents are reported to parents/carers immediately. The curriculum ethos is in place, but more work is needed with the actual implementation but, progress has been made. Information is available on the website. RS asks a question regarding the teachers and their subject knowledge of the curriculum subjects. AP confirms that the core subjects are secure, but further work is required on subjects such as history, geography and the arts. Subject knowledge in the arts requires development. RS makes a suggestion that subject expertise regarding art and design technology (DT) could be sourced from another school. Senior leadership are currently looking at the early years and foundation stages (EYFS) and observing these children as part of the main school and not as a separate entity. Phonics, blending and segmenting are being brought into pre-school and all foundation children now have book bags with reading books. Pupil engagement in reading has improved. A different approach to the teaching of reading has been successful and feedback is positive. A test on the reading strands take place at the end of each term. The testing enables teachers to see what reading strands some children may find challenging. Investment in new books has been made. Use of the York system for reading comprehension (YARK) is being used for SEN and pupil premium (PP) children the system looks at the speed, accuracy and comprehension according to age. RS asks if there could be some data for the governors regarding reading progression. A discussion takes place regarding the book ladder system, AP to look into how reading progression is effectively recorded. AB and IG recently came into the school to monitor reading a	Action: AB to obtain 2 further quotes for solar panels. RS to find information regarding a Salix loan. Action: PL to update the Governor dates calendar with the Friday drop in sessions. Completed. Action: Lead governor re behaviour to conduct the pupil interviews re behaviour policy. Action: RS and DB to follow up with Westex School re subject development in art and DT. Action: AP/SW to provide data re reading progression for
--	--	--

	report was presented to the LGB at the previous meeting. APu asks is there anything not already contained in the HT's report that could be picked up in an OFSTED inspection? RS explains that a great deal of the work has taken place and the delivery of the curriculum has been progressed, further work to take place on monitoring and consistency. AP and SW have a good system of monitoring in process to make sure the curriculum is being well delivered. IG asks who are the reading volunteers, are they trained and who do they give feedback to? There are 5 volunteers made up from parents, community and governors. All have undertaken a safeguarding induction, they have prepared questions they can ask if any of the children are struggling with any of the reading strands, volunteers report to the teacher. Enrichment activities include a Shakespeare play, theatre and extra-curricular sports activities. RS asks does the school ask the children what after school clubs they would they like? AP reiterates that there will be an arts and drama extra-curricular clubs this term. Predictions for 2019-20, APu comments that the maths results have dropped slightly from last year in year 2 and 6. RS comments that the data across all 4 schools is being currently securitised. AP confirms that the focus regarding pupil progression are the children who are not reaching their age related expectancy (ARE). Mock Standard Assessment Tests (SATs) are taking place for year 6. Attendance is currently at 98%. Attendance protocol – robust system still in place to deal with persistent non and late attendance. One referral made to the Local Authority Designated Officer (LADO). The LADO have advised the school to follow school procedures. Staffing absence and turnover was discussed. There is a vacancy for a breakfast club manager. Health and Safety, APu has a question regarding risk assessments and are they up to date? and is training up to date? AP will undertake Head's health and safety training. RS will develop a Trust risk register which will feed into the LGB's. Certain roles within admin support are being reviewed this includes Health & Safety accountability. Feedback from the LGB regarding the HT's report, was positive, governors found the report clear and easy to interpret.	the next meeting. Action: AP to look into how reading progression can be effectively recorded. Action: AP to undertake H&S Head's training. Risk register to be developed by RS. Decision: Governors approve the 2019-20 SIP.
6.	SEND Policy. To be circulated to AP, MP and JD to review the SEND Policy. Brief discussion takes place regarding this to become a MAT policy. RS explains there are plans to have an online 'hub' for children with Individual Health Care Plans (IHCPs) which the Special Educational Needs Co-ordinator (SENCo) can add to and can see which agencies are involved.	Action: SEND Policy to be circulated to AP, MP and JD to review.
7.	Finance. RS explains the issues with iTrent (pay roll system) and this in turn affecting the budget reporting. RS has met with Dawn Stabb (Head of Education for Devon)	

	earlier today to discuss her concerns with her as the Trust was not compliant with the Education and Skills Funding Agency (ESFA) with regard to the submission of data. DCC cannot as yet give a firm date when these issues will be resolved. The Local Authority want to use the 0.5% of school funding to provide facilities for Higher Needs (HN) children as this budget is in a huge deficit. This will impact on the school's budget and could potentially lose a percentage of funding for each child. Schools can vote either yes or no. This has made future budget planning very challenging. APu seeks clarification on the staffing costs and the iTrent issues, and have the other system issues encountered last year been resolved? RS replies that general budget reporting is still available, but not the staffing costs which is the main expenditure. APu explains the difficulties encountered last year, due to the failure of the financial reporting system. This resulted in the school under spending their budget and not over spending as they were led to believe. APu raises the subject of the new payment system for after school club and breakfast club and the issues parents have encountered using the new system. Problems such as, no facility to account for school vouchers as these are taken in arrears not in advance and no way to cancel places. Parents were not consulted before the payment system was implemented.	Action: RS to investigate the payment system for breakfast and after school club.
8.	Safeguarding All training is up to date; the safeguarding audit was submitted. A 'lock down' procedure to be arranged.	
9.	Governor Visits AB to circulate her monitoring report for science and asks for volunteers to conduct monitoring visits for history and geography.	Decision: APu – history monitoring, LM geography monitoring.
10.	Communication to the Trust Board. As RS and DB attended the meeting, they were able to answer questions directly from the LGB. A brief discussion takes place regarding the timetable for spending. AB feels that the timetable should be more flexible and should stretch further into the summer term than June. RS explains that June is later than other MAT's allow and if consumables are needed then petty cash should be used, but a cost sheets must be used to record expenditures. JW suggests Friends of Ide School (FIS) could donate £20.00 to each teacher for incidental spending.	
11.	Matters Brought Forward by the Chair. No matters were recorded.	
12.	Future Meeting Dates. Resources: 10 February, FGB: 23 March, P, T&L: 27 January.	

The meeting closed at: 19.20.

Date/Time of next meeting	23 March 2020 at 17.30.	Location	Ide Primary School.
---------------------------	-------------------------	----------	---------------------