

**WILLAND SCHOOL**  
**GOVERNING BODY MEETING**  
 MINUTES OF MEETING 2<sup>ND</sup> DECEMBER 2021

Present: Mr R Carswell Chair of Governors  
 Rev. S Talbot Vice-chair of Governors  
 Miss A Hawkins Headteacher  
 Mr. T Child  
 Mrs. L Durovic  
 Mrs J Jacobs  
 Mrs S Manley  
 Miss L Ruffle  
 Mr D White

Miss L Shapcott Acting Deputy Headteacher

Absent: Dr. E Santos  
 Mr. M Stocks

Item Discussed	Action/Resolution	Gov. Action Prop/Sec
1. Apologies for Absence	Dr E Santos Mr M Stocks	LR/ST
2. Declaration of Interests	None	
3. Minutes of the meetings held on 21 <sup>st</sup> October 2021	The Governors approved Part I of the minutes. The Governors approved Part II of the minutes.	LR/DW ST/LR
4. Matters Arising		
OFSTED	<p>The Inspector phoned Miss Hawkins to discuss the queries that she had raised. There was no change made to the report apart from a grammatical error, but Miss Hawkins and Miss Shapcott will make a response before the end of term. Miss Hawkins said that morale within the school is low with the challenges from the OFSTED report and with COVID. There is currently a high level of staff absence. Mrs Manley asked whether there are supply teachers available to help. Miss Hawkins said that the agencies are also struggling for teachers. Miss Hawkins had provided a press release which had been used in part by Devon Live and the Mid Devon Gazette.</p> <p>Mr Carswell asked what the progress has been on the action plan. Miss Hawkins said that phonics training has been completed for the staff and following the assessment of phonics at the end of last half term nine phonics groups have been established, to allow for the different levels of progress, taking children from KS1 and Y3. Extra resources have been ordered including extra Read Write Inc books and furniture to allow other work areas to be set up. The Y2 teachers have been completing testing this week and provisional results show that 90% will pass. Miss Ruffle said that from seeing the phonics in practice every day the consistency is evident. The Y2 children are moving to banded books to continue to promote their reading. Rev. Talbot said that it was impressive that so many changes have been brought in in a short space of time and that the benefit is being seen.</p> <p>Mrs Godfrey is leading spelling. She has been into class to look at the current teaching practices and will be leading an INSET session at the beginning of next term.</p>	

	<p>Mrs Telling will be having additional support with SEN from Miss Lewis one day a week. Miss Lewis has been checking that the children have the resources that they need and supporting the teachers. Mrs Telling will then also be able to spend more time in class. She is meeting with Mr Stocks on 11<sup>th</sup> January to look at the SEN system.</p> <p>There will be some extra capacity next year to provide additional individual tuition.</p> <p>Mr Child asked what external validation was available to ensure that the extra provisions are being effective. Miss Hawkins said that she is considering asking a Literacy Advisor or a member from the English Hub to look at the practices that are now in place. She will pursue this. In the new year it is planned for staff to visit other schools in the area to see how they approach reading. Mrs Jacobs asked whether the schools that would be visited had also had OFSTED visits recently. Miss Hawkins said that this was the case. Rev Talbot asked whether payment was being made to the English Hub. Miss Hawkins explained that the payments had been for resources, and the hub was tasked by the Government to support phonics and reading. Unfortunately, this was disrupted by COVID and the support provided was not as it should have been. Rev Talbot recommended having advisors from different places to provide different perspectives. Mrs Jacobs asked whether the progress will be reported to parents. Miss Hawkins agreed that this would be very beneficial. Mr Carswell asked whether the English Governor visit has taken place. Mrs Manley said that she was waiting for a response from the Co-ordinators.</p>	
5. Headteacher's Report	<p>There has been a small amount of competitive sport which the children have enjoyed.</p> <p>There has been a further exclusion since the report was written. The attendance is lower this term than usual. Rev Talbot commented that this must be affected by the levels of COVID. Miss Hawkins agreed and said that there is currently an outbreak in Year 3. She said that at the present time punctuality is concerning and new systems are now in place to improve this. Mr Child asked how home learning is progressing. Miss Hawkins said that the teacher phones first to see whether the child is well enough to work and if they are then the teacher sets appropriate work. Following recommendations from the Curriculum Meeting Miss Shapcott has created a pro-forma to capture the needs of the children on their return to school, academically and emotionally. Mr Carswell asked whether having 4 bullying incidents was high for this time in the school year. Miss Shapcott said that the KiVa programme is identifying incidents, but it also helps to repair these relationships. Behaviour is being affected by having fewer staff. Mr Childs asked whether the children's anxiety is high around COVID. Miss Hawkins said the anxiety is more about the people who are around them rather than COVID, it has become 'normal' for them.</p> <p>Mrs Manley in view of the lack of supply teachers could any other staff be employed. Miss Hawkins said that it is the Teaching Assistants that are being more affected at the moment. Three extra TA staff are starting next week. Miss Hawkins and Mrs Hills will look at options to increase the teaching capacity.</p>	

	Mr Childs said that it is obvious from the report that school life is continuing under very difficult circumstances and asked Miss Hawkins to thank all the staff on behalf of the Governors for their hard work and commitment. Mr Carswell thanked Miss Hawkins for a very comprehensive and informative report.	
6. Safeguarding update	Mrs Rose is heading safeguarding this term.	
Annual Audit and Action Plan	This has not been completed. A dispensation has been received because of Miss Leather's absence.	
7. Pupil Premium	See Headteacher's Report	
8. Parental Engagement	See Headteacher's Report Mr Carswell reiterated that it is important for the parents to be kept informed about progress. Miss Hawkins agreed.	
9. Data Protection	The annual audit will take place next week.	
10. Reports of the Committees of the Governing Body		
Curriculum	The minutes are available in Dropbox	
Finance and Personnel	The minutes are available in Dropbox	
Sites and Buildings	The minutes are available in Dropbox	
11. Governor Visits	Mr Stocks will visit to monitor SEN in January Mrs Manley will visit to monitor English	
12. Policies		
Acceptable Use – Staff and Volunteers	The Governors approved the policy	<b>RC/DW</b>
Data Protection Policy	The Governors approved the policy	<b>LR/JJ</b>
Data Subject Rights Procedure	The Governors approved the policy	<b>DW/SM</b>
Freedom of Information, Guide to Information	The Governors approved the policy	<b>LD/TC</b>
Freedom of Information Publication Scheme	The Governors approved the policy	<b>RC/DW</b>
Freedom of Information Request Handling Policy	The Governors approved the policy	<b>JJ/ST</b>
Governor Code of Conduct	The Governors approved the policy	<b>ST/TC</b>
Information Assurance Policy	The Governors approved the policy	<b>LR/DW</b>
Pay	The Governors approved the policy	<b>ST/SM</b>
Privacy Impact Assessment Procedure	The Governors approved the policy	<b>SM/TC</b>
Records Management	The Governors approved the policy	<b>LR/SM</b>
Security Incident Management Policy	The Governors approved the policy	<b>JJ/SM</b>
Security Incident Management Procedure	The Governors approved the policy	<b>SM/TC</b>
Special Categories of Personal Data	The Governors approved the policy	<b>JJ/TC</b>
13. Chair's Correspondence	The Governors asked Miss Hawkins again to pass on to staff their sincere thanks for coping with very difficult circumstances.	
14. Date of next meeting	13 <sup>th</sup> January 2022	