

WILLAND SCHOOL
GOVERNING BODY MEETING
 MINUTES OF MEETING 6TH DECEMBER 2018

Present: Mr R Carswell Chair of Governors
 Miss A Hawkins Headteacher
 Mr. T Child
 Miss F Lewis
 Mrs S Manley
 Dr. E Santos
 Rev. S Talbot
 Mrs. W Upham

Miss A Leather Deputy Headteacher

Mrs. A Hills Clerk to Governors

Absent: Mr L Cottrell
 Mrs L Cole

Item Discussed	Action/Resolution	Gov. Action Prop/Sec
1. Apologies for Absence	Mr Cottrell, Mrs Cole	
2. Declaration of Interests	Mr Child has business dealings with Devon Norse on some sites that he manages.	
3. Welcome to new Governor and resignation of Governor	Mr Carswell welcomed Miss Lewis as Staff Governor to the Committee. Mr Carswell informed the Governors that Mr White has resigned. Mr Carswell has written to him to thank him for all the time and effort that he has given over the years that he has been a Governor.	
4. Election of Vice-chair	Rev. Talbot was proposed and seconded. He was unanimously elected.	WU/SM
5. Minutes of the meeting held on 18 th October 2018	The Governors read the minutes	
6. Matters Arising	None	
7. Headteacher's Report	Miss Hawkins explained that this has been an exceptionally hard term with some long-term staff absences. With fewer TAs and more children with additional needs, resources are being stretched to the limits. Mr Child asked whether there was the possibility of this changing in the future. Miss Hawkins said that we are trying to mitigate this by using temporary contracts to cover additional workload and secondments with supply TAs to support children, but improvement in funding for the future is currently unlikely. Dr. Santos said that what is happening in effect is that staff are trying to give pupils the same support with less funding, the result of this is stress for staff. She asked how the low morale was being alleviated within the staff. Miss Hawkins said that we are trying to support staff and give them extra help and resources where possible. Rev. Talbot asked whether the non-pupil days could be used to help. Miss Hawkins said that they are used in some cases to have Inset that is uplifting and promotes team building such as supporting children with 'Reading for Pleasure' and PE. Dr. Santos asked	

	<p>how the impact of the stress on children is being assessed and managed. Miss Hawkins said that behaviour is monitored through recorded incidents, which have reduced this term. Dr. Santos said a strength of the school is high expectations which must not be lost but with fewer resources less activities will be able to take place. Mr Child asked whether more volunteers could be recruited. Miss Hawkins said that we have been proactive in getting trainee teachers and work experience students into class. He then asked if more parents could be encouraged to volunteer. Miss Leather confirmed that we do have several parents already volunteering or in the process of becoming volunteers. Mr Child asked if the hours that are voluntarily given are tracked to determine the trend. Miss Leather said this is not done at the moment but the data is accessible through the Entry System. Mrs Manley asked whether we could use an apprentice. Miss Hawkins explained that this is not practical, as due to the financial constraints we cannot at present guarantee to offer a job at the end of the apprenticeship.</p> <p>The broader curriculum is one of the School Development Plan priorities. Miss Hawkins and Miss Leather have attended an OFSTED briefing where they were told that there will now be more emphasis on the broader curriculum in the new OFSTED evaluation criteria. Many enrichment activities have taken place to support the curriculum. This needs to be better communicated to parents.</p> <p>Mr Child asked why the attendance for statemented children is lower than the national average. Miss Hawkins explained that this is a small group so the data is easily skewed.</p> <p>Mr Child asked about progress towards the building of Phase VI. Miss Hawkins said that the planning permission is all in place but we are still awaiting funding. She told the Governors that the school is now desperate for the studio space and that the time is coming when the Governors will need to start pushing for this funding. This will be discussed further at the next Sites and Buildings Committee meeting.</p> <p>Miss Hawkins explained that the number of extra-curricular clubs have been further increased using the Sports Premium Grant.</p> <p>Mr Carswell thanked Miss Hawkins for such a comprehensive report.</p> <p>The Governors asked Miss Hawkins to express their gratitude to all staff for their hard work and commitment. Mr Carswell will write to thank them.</p>	
8. Attendance		
Review of Pupil Attendance	Miss Hawkins and Mrs Howard have had a meeting with the EWO, who is very pleased with the figures throughout the school. The figures are shown in the Headteacher's Report.	
9. Safeguarding		
Appointment of Safeguarding Governor	Rev. Talbot will be the new Safeguarding Governor. Mr Child will become the Deputy Safeguarding Governor.	
Annual Audit and Action Plan	Miss Leather said that the audit has now been sent. The previous action plan has been completed and a new plan has been drawn up. It is a requirement to appoint an Early Help Governor. Mrs Rose will be asked to come and talk to the Governing Body so that they are aware of what this will entail.	

	The Governors looked at the safeguarding data collection. Rev. Talbot noted the reduced number of referrals and requests from MASH. Miss leather explained that staff were continuing to discuss any concerns with her and many families are being supported through the Early Help provided by our Family Support Advisor and other staff.	
10. Pupil Premium	The documents both for last year with the impact and for the intended use this year are on the document library. Rev. Talbot asked whether the strategies for identifying Pupil Premium children were being effective. Miss Hawkins is considering methods of incentivising parents of new pupils to apply.	
11. SEF	This will be uploaded to the Governor Library.	
12. Parental Engagement	This is in the Headteacher's Report	
LPPA	Miss Hawkins and Mrs Hills are spending a day next week starting to evidence practice for the award.	
13. Reports of the Committees of the Governing Body		
Curriculum	These are available on the Governor Dropbox	
Finance and Personnel	These are available on the Governor Dropbox	
Sites and Buildings	These are available on the Governor Dropbox	
14. Governor Visits	Mrs Manley is visiting Mrs Telling to monitor SEN. Rev. Talbot is arranging a visit to Foundation and will meet with Miss Leather before the end of term.	
NQT visit	Dr. Santos has met with the new NQT who is settling in to his new role. The report will be put into the Governor Dropbox.	
15. School Council Minutes	There are no minutes from this committee	
16. Eco School Committee	There are no minutes from this committee	
17. Cleaning Contract	The Governors considered all the available quotes and decided that subject to satisfactory references and satisfactory terms the contract will be awarded to Churchills.	ST/ES
18. Policies		
Confidentiality	Deferred until the next meeting	
Data Protection Policy	The Governors approved the policy	SM/WU
Data Subject Rights Procedure	The Governors approved the policy	RC/TC
Governor Code of Conduct	The Governors approved the policy	WU/FL
Information Assurance Policy	The Governors approved the policy	ST/SM
Outdoor Education Policy	The Governors approved this policy	FL/RC
Privacy Impact Assessment Procedure	The Governors approved the policy	ES/TC
Security Incident Management Policy	The Governors approved the policy	WU/ST
Security Incident Management Procedure	The Governors approved the policy	ES/SM
19. Date of next meeting	17 th January 2019	
20. Approval of minutes	The Governors approved the minutes	ES/WU