

WILLAND SCHOOL
GOVERNING BODY MEETING
 MINUTES OF MEETING 17TH OCTOBER 2019

Present:	Mr R Carswell Rev. S Talbot Miss A Hawkins Mr. T Child Mrs. L Cole Dr. R Collins Mrs. L Durovic Mrs. S Manley Dr. E Santos	Chair of Governors Vice-chair of Governors Headteacher
	Miss A Leather	Deputy Headteacher
	Mrs. A Hills	Clerk to Governors
Absent:		Miss Lewis

Item Discussed	Action/Resolution	Gov. Action Prop/Sec
1. Apologies for Absence	Miss Lewis	SM/LC
2. New Governor	Mr Carswell welcomed Mrs Durovic to the Governing Body.	
3. Declaration of Interests	None	
4. Minutes of the meeting held on 26 th September 2019	The Governors reviewed the minutes	
5. Matters Arising		
School Development Plan	Miss Hawkins presented the new SDP to the Governing Body and explained the new format.	
Survey Results	These have now gone out to parents.	
School uniform	Miss Hawkins and the Governors have received further feedback about the uniform, hoping that the Governors would reconsider their decision and only allow grey trousers and skirts. The Governors again discussed the uniform choices and decided that they would change it to be grey or black as this is more accessible for parents. Miss Hawkins will reply to the email.	TC/ST
6. Data Information	Miss Hawkins showed the Governors the data for this year and explained that the full data has not yet been received and case studies need to be completed. New data will be put into the Governor Dropbox when available. She recommended that the Governors looked at the data so that they could be prepared for the data meeting in January. Mr Child requested paper copies for this meeting. Miss Hawkins suggested that any questions should be sent in in advance so that she can have all the information available.	
7. Safeguarding update	Miss Leather reported that the KCSiE has been updated. There are only minor amendments. This will be put into Dropbox.	
8. Staffing	The meeting moved into Part II	

9. Parental Engagement	The parent survey results have been sent out to parents. Miss Hawkins and Mrs Hills had a productive meeting with Steve Bassett, the LPPA Advisor. Much more has been already achieved towards the award than was previously thought. There has been progress on the electronic communication and the physical environment, but it has shown that many of the things we are already doing but needed to evidence. The interim report has now been received. Miss Hawkins and Mrs Hills will review this before the next LPPA group meeting. Mr Carswell asked whether there are any major actions that need to be addressed. Miss Hawkins said that there are a few items that need to be completed, particularly the Staff Handbook and the procedure for pupils joining school during the year. Mrs Manley suggested that a video of the signing interpreters working in school could be put on the website to show other parents what we do.	
10. Policies		
Pay Policy	The Governors approved the policy	TC/RCo
Preventing Radicalisation	The Governors approved the policy	LC/SM
11. Chair's Correspondence	Mr Carswell received an email from a parent concerned that they had been sent information from the PTFA through the school email system. He thought that there had been a data breach, but following discussions with the Data Protection Officer it was confirmed that no breach had occurred. A reply was sent to confirm that he would no longer receive emails from the PTFA. The DPO recommended that nothing should be included in the Willand Word from commercial organisations or businesses and this has been communicated to parents. It will be made clear to parents in the Willand Word that items will only be included if they are a registered charity and non-profit making organisations at the discretion of the Headteacher.	
12. Date of next meeting	5 th December 2019	
13. Approval of minutes	The Governors approved the minutes	RCo/SM