

WILLAND SCHOOL
GOVERNING BODY MEETING
 MINUTES OF MEETING 23RD MARCH 2017

Present: Mr. R Carswell Chair of Governors
 Miss A Hawkins Headteacher
 Mr. D White
 Mrs. H Baxter
 Mr. L Cottrell
 Mrs. L Cole
 Ms. S Leach
 Mrs. S Manley
 Mrs. S Nisbet
 Rev. S Talbot
 Mrs. W Upham

Mrs. A Hills Clerk to Governors

Absent: Ms. S Leach
 Dr. E Santos

| Item Discussed | Action/Resolution | Gov Action Prop/Sec |
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| 1. Apologies for Absence | Ms. S Leach Dr. E Santos | |
| 2. Declaration of Interest | None | |
| 3. Minutes of the meeting held on 19 th January 2017 | The Governors reviewed the minutes. | |
| 4. Matters Arising | | |
| Assigning Mrs Cole to a Committee | Mrs Cole was assigned to the Curriculum Committee | |
| 5. Items from the Annual Cycle | | |
| Adoption of the budget for 2017/18 | Mr White told the Governing Body that the Finance Committee had looked at the budget which has been cut back as much as possible. He recommended that the Governors approved it. | LC/LEC |
| 6. Staffing | | |
| Review staffing structure 2016/17 academic year | It is too early to be making any final judgements about the structure but parallel classes will be run in all year groups. Mrs Phillips is leaving and going to Sampford Peverell Primary School at Easter. Mrs Whittaker is returning from maternity leave for two days a week from 27 th March. | |
| 7. School Development Plan Priorities | Miss Hawkins said that the Governors needed to start thinking about possible priorities. The SMM team has been thinking about focusing on Science, improving the grounds, Pupil Premium, and English and Maths. She will soon send the Governor consultation document for completion. Rev. Talbot asked whether further analysis of the data would be possible when the SATs results were known this year as trends might then be visible. Miss Hawkins agreed that this would happen and hopefully be very useful. | |
| 8. Action Logs | Governors have reviewed their relevant logs in the Governor Library. | |
| 9. Headteacher's Report | Mr White said that the report showed that there are two children recorded as 'Missing in Education'. Miss Hawkins explained that one had moved to a different country and has to then be registered as missing. The other has moved in this | |

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| | <p>country but we have not been notified of their new school. The EWO has been involved. Both children have been removed from roll.</p> <p>Mr Cottrell asked, as we now have 386 on roll, what is the highest number we can accommodate. Miss Hawkins said that it is 417, which is based on the physical size of the classrooms.</p> <p>Mr Cottrell asked why the history unit on Baghdad was so difficult to resource. Mrs Nisbet explained that it was difficult to find information as it was based around writing and there were a limited number of resources for that age group. The Shang Dynasty has a lot of interesting information that grabs the children's imagination.</p> <p>There has been a Geography training session on the new curriculum by David Weatherly which has been very useful and informative for staff. He has provided many free resources.</p> <p>Mr Cottrell asked whether Enrichment Activities are only available to Gifted and Talented pupils. Miss Hawkins said that they are. Mr White asked how they are identified. Miss Hawkins explained that it can be by information from the teachers, parents or just by observation.</p> <p>The Governors thanked Miss Hawkins for her comprehensive report.</p> | |
| 10. SEF | <p>Miss Hawkins has given the Governors the most current SEF document for their information. The key elements have been updated but the demographic information has been hard to access. Mrs Cole said that she is able to obtain this information and will forward it to Miss Hawkins.</p> | |
| 11. Safeguarding and SEN | <p>Miss Leather explained the termly safeguarding data to the Governors. The Child Protection Policy has been updated by Babcock. Miss Leather has produced a new version for the school and drawn up an action plan of new points to be covered. There are several anomalies within it and she is taking these to the Safeguarding Forum next week. Mr White asked whether she was fitting in the safeguarding with her teaching commitment. She said that although it is difficult it is having an impact on the pupils and teachers in Year 6. Mr White asked why Miss Hawkins and Miss Leather were in the classroom this term and whether it was because of funding. Miss Hawkins explained that they had looked at the cohort and what would help them towards their SATs. Miss Hawkins had spoken to another Headteacher who had excellent results last year and was told that they had done a lot of conferencing, working with individual groups of children. It was decided that it would be very beneficial but that this cohort needed familiar experienced teachers so it was decided that Miss Hawkins and Miss Leather giving extra support would be the best solution. Mrs Upham asked whether the booster classes in Year 2 would be stopping now that Mrs Phillips is leaving. Miss Hawkins said that it has not yet been decided what will happen.</p> <p>Miss Leather and Mrs Rose have updated their Domestic Abuse training.</p> | |
| SEN | <p>Mrs Telling has included information in the Headteacher's report. Her focus this year is adopted children, ensuring that provision is provided for them and My Plans in place. The other focus is EH4MH, providing support for the pupils in the school setting with emotional difficulties. There is also support for the</p> | |

staff to ensure that they can deal with the issues that can be raised. Mrs Upham has also been on a course for pupils with attachment issues. It is important that children have a place to go to where there is someone that they can talk to. Several pupils now go to the SENDCo room to speak to Mrs Telling and Mrs Rose when they feel that they need support. There has been training in school for teaching staff, teaching assistants and mealtime assistants. **Mr Cottrell asked how the funding for SEN was calculated.** Mrs Telling explained that if a child has special needs she has to apply for funding which has now been reduced from DCC. The maximum has now been capped at £2000 unless the needs warrant an ECHP. Miss Hawkins explained that there has also been a reduction in the overall budget of £33 per child to recoup the DCC overspend. **Mr Cottrell asked why there were over 204 behaviour incidents in the Spring Term.** Miss Hawkins said that there are 389 children in the school so it is proportionate to the number of children. This time last year it was just over 200 incidents. She said that all incidents are monitored on CPOMS. There have been no exclusions.

Mr Carswell asked how many were in Mrs Telling's team. She said that apart from her there is Mrs Rose and all the TA's. **He asked whether there was anything that would help with her work.** She said that they have been using a computer system called Holistix which should have allowed all agencies to access the same information about pupils from their individual locations. It has not worked well and was not universally embraced. A new system is being introduced to replace it which should be a lot better and reduce the workload slightly. **Mr White asked whether parents are happy with the service that the school is providing to support them.** Mrs Telling said that Mrs Rose particularly is available to parents at any time which is helping them to deal with issues before they escalate. Other agencies have said that we are doing everything that can be done to support the parents and pupils in the school. She thanked the Governors for the support that she and Mrs Rose receive. **Rev. Talbot asked whether there are services that the school buys into to help and whether they are value for money.** Miss Hawkins explained that we buy in Educational Psychologist support which good but it is expensive. **Mrs Cole asked why it had to be bought in.** Mrs Telling said that if a child is statemented then it is provided but otherwise she has to prioritise the needs of the pupils. She has to assess whether what is being provided in school is enough or whether more professional input is needed. **Rev Talbot asked whether any of this support is available from GP's.** Mrs Telling explained that they will only provide clinical needs such as CAHMS support. Mrs Telling has very good relationships with many of the professionals and is able to access extra help without always having to pay for it. The licence for Thrive is not being renewed this year as the staff have been trained over the past few years. As economies need to be made we are going to try a year without the software. This will be reviewed next year. **Mr White asked what the difference is between an Educational Psychologist and a Clinical Psychologist.** Mrs Telling explained that an Educational Psychologist deals with educational needs. Miss Hawkins said that Mrs Telling has been very successful in

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| | accessing as many additional needs funding streams. | |
| 12. Pupil Premium | Information included in Headteacher's Report. | |
| 13. Sports Premium | The Governors looked at the interim report. Miss Hawkins explained that there had not been so much spent on Babcock services this year as there has been considerable investment in staff training in previous years. This year any remaining funding will be spent on new equipment. | |
| 14. SFVS Approval | Mr White asked the Governing Body on behalf of the Finance Committee to approve the SFVS document. | LC/HB |
| 15. Parental Engagement | Parent Consultations with a great deal of information about how to support children with the curriculum at home Phonics and Handwriting talk Foundation Fun SATs Meetings Musical Extravaganza Willand Word New Website Class Assemblies Support Group for Parents with Special Needs | |
| 16. Phase VI | The proposed development of 259 houses has been refused so any building here of a studio space has been delayed as there will not be any funding at the moment. | |
| 17. Governor Action Plans | Action plans will be completed by each sub-committee at their next meetings for the SDP from September. | |
| 18. Reports of the Committees of the Governing Body | | |
| i) Curriculum | The minutes are available on the Governor Dropbox | |
| ii) Finance and Personnel | The minutes are available on the Governor Dropbox | |
| iii) Sites and Buildings | The minutes are available on the Governor Dropbox | |
| 19. Village Hall Committee Representative | A member of the PTFA has offered to be the representative. The Governors gratefully and appreciatively accepted the offer. | |
| 20. School Council Minutes | The Governors read the minutes and were very impressed by the ideas given for walking to the hall quietly and for Golden Rules. | |
| 21. Eco School Committee Minutes | The Governors read the minutes and liked the ideas on energy saving and recycling. | |
| 22. Governor Visits | | |
| i) PSHE | The Governors looked at the report. Mrs Nisbet said that she was astounded by the amount of work that was taking place in this area and that Mrs Hamblett was to be commended. | |
| ii) NQT | The Governors looked at the report. Mrs Baxter said that the NQT's all felt well supported and happy at Willand School. They all knew where to go to if they required more help, support or training. The NQT advisor has been in from Babcock LDP today and was impressed by what is happening here. | |
| 23. Policies | | |
| Child Protection and Safeguarding | The Governors approved the policy | DW/WU |
| Equality | The Governors approved the policy | LC/RC |
| Finance | The Governors approved the policy | DW/SM |
| Governor Induction | The Governors approved the policy | LC/WU |
| Governor Code of Practice | The Governors approved the policy | LEC/ST |
| Governor Visits | The Governors approved the policy | LEC/ST |
| Redundancy | The Governors approved the policy | HB/SM |
| Sex and Relationships | The Governors approved the policy | HB/WU |

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| 24. Chair's Correspondence | A query has been received about giving a child unprescribed paracetamol in school. The Governors discussed the situation and unanimously agreed that the policy would remain that only prescribed medication should be given in school. | HB/RC |
| 25. Date of Next Meeting | 13 th July 2017 | |
| 26. Approval of Minutes | The Governors approved the minutes | SM/LEC |