

**WILLAND SCHOOL**  
**GOVERNING BODY MEETING**  
 MINUTES OF MEETING 25<sup>TH</sup> MARCH 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  
 Dr. E Santos  
 Mr M Stocks  
 Mr D White  
  
 Miss A Leather Deputy Headteacher

Absent:

Item Discussed	Action/Resolution	Gov. Action Prop/Sec
1. Apologies for Absence	None	
2. Declaration of Interests	None	
3. Welcome to Mark Stocks	Mr Carswell welcomed Mr Stocks to the Governing Body as a Co-opted Governor.	
4. Minutes of the meeting held on 3 <sup>rd</sup> December 2020 and 4 <sup>th</sup> March 2021	The Governors approved the minutes	LR/DW
5. Matters Arising		
Promotional video	This has been very successful and new parents are still being directed to it as they are unable to visit in person at the moment. It has been effective in increasing the new intake numbers. Mr Carswell said that further videos should be considered on an ongoing basis to keep promoting the school.	
6. Adoption of the budget for 2021/22	Mrs Hills explained the budget. Mr Carswell proposed that the budget should be adopted. The Governors unanimously agreed	RC/TC
7. Whole school data from the Autumn Term	Miss Hawkins and Miss Leather explained the data from the end of the Autumn Term. To obtain the data for Years 2 and 6 the pupils sat the end of year papers from the previous year. This was challenging for them, particularly the Year 2 pupils who had not previously had tests in this way. The results have highlighted gaps in Reading and Maths so these will be the focus going forward to ensure that the children have the key knowledge that they need to move through the school. <a href="#">Mr White asked how these results compared with previous years.</a> Miss Hawkins said that In Year 4 and 5 the reading had been higher previously, but in some other year groups it had been lower. Last year the current Y4 cohort were assessed at 17% at expected or above, at the end of the Autumn term they were at 61% at expected or above. Miss Hawkins emphasized that to maintain this focus reading is the only English homework that will be given for the time being to reinforce the good habits. In Reception and Year 1 there has been progress although not as great as would have been expected if the children had been in school. <a href="#">Rev Talbot said that the figures showed that on average there are 3-4 children</a>	

	<p>per class who are well below expectation and asked what interventions would be happening to support these pupils. Miss Leather said that Read, Write Inc. phonics catch up is being given across KS2 and additional reading support is being targeted at year 5 and 6. Miss Hawkins said that the focus will be quality first teaching. Mr White asked what the levels would be expected for Y2 and Y6. Miss Leather said that last year for Y2 75% were at or above expected compared with 75% below expected this year however, the current Year 2 cohort were below expected in Foundation Stage. The Y6 level are more comparable. The school has four student teachers who are working in Y1 and Y2 who are enabling extra support within the class and with interventions. The school is hoping to secure more students to train higher up the school next year.</p> <p>Year 2 pupils sat the phonics test in December as the Year 1 tests had not taken place during the Summer Term. They had been tested in October when 33% had achieved the required level. At the end of December they had made such progress that this had increased to 81%.</p> <p>Mr White asked why the results for Y6 maths show that pupils either above or below expected, but nothing in the middle. Miss Hawkins said that it was due to the scaled scoring that is used by the Insight tracking system. The levels in maths are more of a concern, so extra training has been organized for both teachers and teaching assistants. Extra resources have been purchased to ensure that the children have the physical representations to support their learning.</p> <p>Progress meetings were held before the children returned from lockdown, discussing whole class strategies and individual programs.</p> <p>Miss Leather said that the demographic shows that we have 2.7% of EHCP pupils against the national data of 1.8%, with another 4 applications in process which will increase this further. The national average for SEN pupils is 12.8% but the school has 19.6%. Miss Hawkins and Miss Leather have met with Brad Murray to discuss the targets and the action plans going forward. He was very reassuring and was satisfied that the targets and actions were challenging but achievable.</p>	
8. Headteacher's Report	<p>Miss Hawkins presented her report.</p> <p>Several members of staff have still not been able to return to school for a variety of reasons. Mr Carswell said that shielding in many cases will be stopping from April and would this mean that some staff would be returning. Miss Hawkins confirmed that this would be the case.</p> <p>Mrs Manley asked how behaviour had been affected by the return from lockdown. Miss Hawkins said that the children are getting very tired by the end of the week. Some of the children that had been in throughout found it hard to adapt to the other children returning and many of the SEN children have found it challenging. Some children have regressed in their independence. Typically children at home have worked in the morning and then had free time resulting with them struggling with stamina in the afternoons. Also having staggered lunches affects how long the afternoons are. Rev Talbot asked whether there could be a week A and week B timetable for lunches to vary the times. Miss Leather said that it would be hard to organize and the routine is probably better. Miss Ruffle said that</p>	

	<p>for her class it is only 15 minutes earlier than usual which is easier to manage than having it at differing times. The Year 6s have a later lunch, which will lead into their transition to secondary school. <a href="#">Dr Santos asked whether the behaviour issues were proportionately greater and was this due to reduced staffing.</a> Miss Leather said that it was unlikely to be due to staffing as the children are more closely monitored with staff with them all the time to maintain the integrity of the bubbles. The incidences reported were for the whole term, not just since the full return, and during that time there were still a significant number of children in school. <a href="#">Mr Carswell questioned the Devon Live Cricket challenge.</a> Miss Hawkins said that it was an activity from to get children sport ready, improving skills like catching and throwing.</p> <p><a href="#">Mr Child asked about the increase in numbers due to in-year admissions and whether this would be a concern.</a> Miss Hawkins said that although the school is near to capacity it is manageable. The PAN is 60 per year group, but under Fair Access this can go up to 64 per year group. <a href="#">Rev Talbot asked whether admission could be refused to ensure social distancing can be maintained.</a> Miss Hawkins said that this would not be a valid reason. The school receives very little information about pupils who apply for admission, this includes any SEN information, so there are very few grounds for refusing entry.</p> <p>Mr Carswell thanked Miss Hawkins for her report.</p>	
9. Safeguarding Update	<p>Miss Leather explained the safeguarding data and action plan. There have been fewer MASH referrals this term but there has been an increase to 35 TAFs. There have been no exclusions so far this term. Mrs Rose has been working exceptionally hard to support families. Miss Leather meets with her once a week to discuss her case load.</p> <p>The staff training from the action plan has not been fully completed as they have been working on other priorities.</p> <p><a href="#">Mr Child asked why one induction was missing.</a> Miss Leather said that she had not been back to follow up but will do.</p>	
10. Pupil Premium	<p>The Achievement for All Program has had to be paused, as the advisor was furloughed, but will be restarting shortly. Skipping ropes were delivered to all Pupil Premium children to help with physical activity. Mrs Telling has done training with staff to reiterate the importance of the relationships with the children. The investment in Quality First Teaching will be the focus to supporting these children. <a href="#">Mr Stocks suggested that parents of Pupil Premium children could be surveyed to gather their views about how their children could be best supported.</a> Miss Hawkins said that she would like to meet with him and Miss Shapcott to discuss this further.</p> <p>The Government devices were distributed to support Pupil Premium children who were remote learning.</p>	
11. Parental Engagement	<p>See Headteacher's Report.</p> <p>There has been a huge amount of parental engagement with emails, texts, phone calls, TAFs and zoom meetings. A strategic survey was sent to all Year 6 parents to gain opinions about the Dartmoor Residential.</p> <p>Tomorrow Miss Hawkins and Mrs Hills are meeting with an assessor from the LPPA to have the final assessment. The most important outcome of undertaking this award has been that</p>	

	<p>when the pandemic hit we were in an excellent position to communicate with the parents and to move to remote learning. Miss Hawkins said that many of these innovations will be retained including having staggered break times and wearing kit to school on PE days. Due to the staggered starts Miss Hawkins, Miss Leather and Mrs Rose have been welcoming the children each day and have been very visible to parents. Miss Ruffle said that the starts to the day feel more ordered and organized which has been beneficial. Mrs Jacob said that dropping off and picking up is much quicker for parents. Rev Talbot said that he had noticed the parking issues have been eased by having staggered starts. Mr Carswell said that analysis would be needed to decide what should be retained.</p>	
12. Reports of the committees of the Governing Body		
Curriculum	The minutes of the meetings are available in Dropbox. Dr Santos wanted to share with the Governing Body that the Curriculum Committee had looked at the teaching that had been happening during lockdown, with face to face and remote learning. The teachers had been working very effectively to support all the children.	
Finance and Personnel	The minutes of the meetings are available in Dropbox.	
Sites and Buildings	The minutes of the meetings are available in Dropbox.	
13. Governor Visits	<p>Miss Leather and Dr Santos were not able to meet due to other responsibilities. Miss Leather has applied for the Science mark and will share the report for this with Dr. Santos by email.</p> <p>The Governors discussed the system for allocation of curriculum subjects to Governors, looking at the level of involvement to even out the level of responsibility. Mrs Hills will email the current list of subject Governors with the co-ordinator email addresses. The Governors will consider where their strengths are and which subjects they can contribute to best. The Governors will then be able to discuss the timing of visits with the relevant staff. Mr Carswell said there is an expectation from Brad Murray that there should be an annual visit for each subject.</p> <p>Miss Hawkins and Miss Leather will look at the visits that are needed for the Summer Term.</p>	
14. Policies		
Acceptable Use (IT) Staff (Volunteer)	The Governors approved the policy	<b>DW/SM</b>
Capability Procedures	The Governors approved the policy	<b>DW/TC</b>
Disciplinary	The Governors approved the policy	<b>TC/ST</b>
Looked after Children, now Children in Care	The Governors approved the policy	<b>DW/ES</b>
Pupil Premium	The Governors approved the policy	<b>DW/TC</b>
Relationships and Sex Education	The Governors approved the policy	<b>LD/SM</b>
Safeguarding Appendix	The Governors approved the policy	<b>ST/TC</b>
15. Chair's Correspondence	None	
16. Date of next meeting	15 <sup>th</sup> July 2021	