

**WILLAND SCHOOL**  
**GOVERNING BODY MEETING**  
 MINUTES OF MEETING 30<sup>TH</sup> NOVEMBER 2017

Present: Mr. D White Vice-Chair of Governors  
 Miss A Hawkins Headteacher  
 Mrs H Baxter  
 Mrs. L Cole  
 Mr L Cottrell  
 Rev. S Talbot  
 Mrs. W Upham

Miss L Shapcott Deputy Headteacher

Mrs. A Hills Clerk to Governors

Absent: Mr R Carswell  
 Mrs S Nisbet  
 Mrs. S Manley

Item Discussed	Action/Resolution	Gov Action Prop/Sec
1. Apologies for Absence	Mr R Carswell Mrs S Nisbet Mrs S Manley Ms Leach has stated her intention to resign due to personal commitments. The Governors accepted her resignation and thanked her for all her hard work.	
2. Declaration of Interest	None	
3. Minutes of the meeting held on 28 <sup>th</sup> September 2017	The Governors approved the minutes.	<b>LC/ST</b>
4. Matters Arising	None	
5. Headteacher's report	<p>The values have been revisited and are being re-enforced with the children. A great deal of work has been done with maths. Mr Cottrell asked what the difference is between White Rose and Rising Stars. Miss Hawkins explained that White Rose is used for maths planning and is helping with reasoning. Rising stars is a teaching resource.</p> <p>The redevelopment of the grounds is still on going and quotes are awaited. Mr Cottrell asked what the plans are. Miss Hawkins explained that there will be a garden on the grass beside the PE shed and re-development of the environmental area to include a pond.</p> <p>Mr Cottrell was impressed by the number of pupils attending Science Club.</p> <p>Miss Hawkins highlighted the high level of support that is taking place in the school for mental health. Mrs Baxter said that she had discussed the mindfulness sessions with Mrs Telling and she felt they were still proving valuable to the children involved. There are also Balloons workers supporting several children. All TAs have been given bereavement training and staff are very good at identifying needs.</p> <p>Mrs Telling and two Teaching Assistants have been on training to identify and support children with for dyslexia. This will enable early identification and intervention. Rev Talbot asked how the TAs will be used. Miss Hawkins said that they will be</p>	

	<p>using specific resources with the identified children and they will disseminate the training to other TAs. There will also be one-to-one work with some children who have been identified.</p> <p>Nessy and Nessy Fingers have been bought for SEN use.</p> <p>Mr Cottrell was impressed with the good sport results this term.</p> <p>Mr Cottrell asked whether the 212 behaviour incidents were from 65 children. Miss Hawkins confirmed this.</p> <p>Mr Cottrell asked why staff training was less than last year. Miss Hawkins explained that this was due to reduced budgets. She said that, as a result of information from staff consultation process, extra time is being given after training courses to allow the staff to assimilate the information and amend the planning.</p> <p>Also one member of staff will go on a course and they then pass the information to other teachers. Rev Talbot asked whether it is the cost of the course or the supply that is the issue. Miss Hawkins said that it is a bit of both but where the training can be accessed for free or where supply can be covered in house it is. Training courses are being picked carefully where they will have most impact.</p> <p>Mr Cottrell was impressed that the choir has 62 members.</p> <p>Miss Hawkins said that everyone is working as hard as they can across the school. Mrs Baxter said that from her visit the collaboration between staff and TAs was making everything run smoothly.</p> <p>Miss Shapcott and Mrs Telling are looking at the specific progress of SEN Pupil Premium children.</p> <p>Mr White thanked Miss Hawkins for her comprehensive report.</p>	
6. Data Review	<p>Miss Hawkins explained that the Arbor Report is available for Governors in Dropbox but it does not have the phonics results yet. Today she has received a Data Dashboard. As RAISEOnline has now been removed and training on the new system, ASP, is still to be organised with Brad Murray she suggested that this was deferred until the training has taken place.</p>	
7. Attendance	<p>The attendance data is given in the Headteacher's report.</p>	
Review of Pupil Attendance	<p>The figures are lower this year across all groups. The national average has also reduced. Miss Hawkins suggested that this is in part due to the publicised court case about taking holidays in term time when no fines were issued.</p>	
8. Safeguarding		

Annual Audit and Action Plan	<p>Miss Hawkins showed the Governors the annual audit. There is one remaining signature for reading KCSiE. The new Single Central Record is now being used with any uncompleted boxes annotated with current action. <a href="#">Rev Talbot asked whether volunteers are being treated in the same way as staff.</a> Miss Hawkins confirmed that any new volunteers are completing an application form and references are sought. They are receiving the appropriate training. Current volunteers have been assessed for the need for references based on whether they are undertaking a regulated activity. <a href="#">Rev Talbot asked how we ensure that safeguarding training is topped up throughout the year.</a> Miss Hawkins said that there are termly staff training meetings and Babcock's provide 'one minute briefings' that are given to staff. The levels of top up are different for different staff roles. <a href="#">Mrs Baxter asked whether this extends to the MTA's.</a> Miss Hawkins confirmed that it does. There is a safeguarding log to record what is done and is looked at by SMT every week. If issues arise within the school then extra training is done. <a href="#">Rev Talbot asked whether the audit questions are the areas that OFSTED will look at.</a> Miss Hawkins said that they are.</p> <p><a href="#">Mr White asked what PANTS is.</a> Miss Hawkins explained that it is an NSPCC initiative.</p> <p>Miss Hawkins showed the Governors progress on the action plan. <a href="#">Mr Cottrell asked whether there will be different coloured lanyards for different people.</a> Miss Hawkins explained the 'traffic light' system for staff and visitors.</p> <p><a href="#">Mrs Baxter asked where the positive handling training came from.</a> Miss Hawkins said that it was from Babcock and the parents are informed if this has taken place and sign to say that they know it has happened. <a href="#">Mrs Baxter asked how often this is updated.</a> Miss Hawkins said that she had not been given any guidelines on re-training, but she will find out.</p> <p>The Governors approved the action plan.</p>	AH
Operation Encompass	<p>Miss Hawkins has attended training. This is to provide prompt information in cases of domestic abuse where a child has been affected. If the police attend an incident the school will be informed the next morning so that things can be put in place straight away for them. The aim is to support children better. Several practical measures have already been organised but there is more to do. <a href="#">Rev Talbot asked how it will be decided if a MASH referral is required.</a> Miss Hawkins said that there is a flow chart to follow to ensure that the process is correct.</p>	
9. Pupil Premium Plus	The meeting moved into Part II	
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	<p>Mrs Baxter has carried out a visit to Mrs Telling for SEND. Her report is in Dropbox.</p> <p>Mrs Telling has a huge amount of extra work but she is receiving support from Miss Hawkins and the rest of the staff. She has been writing EHCPs in a very short space of time as there is a tight deadline. She also has other commitments as DSL and NQT Mentor.</p>	

Reminder of the timetable	Science and Maths visits are needed in the Spring and Summer term. Ms Leach's responsibilities will be re-allocated.	
12. Minutes of the school Council	The Governors read the minutes and were impressed by the amount raised for Children in Need.	
13. Minutes of the Eco Schools Committee	<a href="#">Mr Cottrell asked how the powersavers collect data.</a> Miss Shapcott said that they go around the classes checking the lights and computers are switched off. They then take the results to assembly on a Friday. The Governors looked at the waste audit results.	
14. Equality Objectives	These need to be revisited by a working party with Governors next term.	
15. Policies		
Governor Code of Conduct	The Governors approved the policy	<b>DW/WU</b>
Preventing Radicalisation	The Governors approved the policy	<b>LC/HB</b>
Supporting Children with Medical Needs	The Governors decided that only prescribed medicine will be given in school. They approved the policy	<b>WU/DW</b>
16. Chair's Correspondence	None	
17. Date of Next Meeting	22 <sup>nd</sup> March 2018	
18. Approval of Minutes	The Governors approved the minutes	<b>LC/DW</b>