

**WILLAND SCHOOL**  
**GOVERNING BODY MEETING**  
 MINUTES OF MEETING 3<sup>RD</sup> DECEMBER 2020

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 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 Joanna Jacobs	Mr Carswell welcomed Mrs Jacobs to the Governing Body as a Parent Governor.	
4. Reappointment of Rev Talbot	Rev. Talbot agreed to be appointed to a second term. This was proposed by Mrs Durovic and seconded by Miss Ruffle and the Governing Body unanimously agreed	<b>LD/LR</b>
5. Appointment of Mr Mark Stocks	Mr Carswell recommended that the vacancy for a Co-opted Governor was filled by Mr Stocks. This was proposed by Mr White and seconded by Mr Child. It was unanimously approved	<b>DW/TC</b>
6. Minutes of the meeting held on 15 <sup>th</sup> October 2020	The Governors approved the minutes	<b>TC/DW</b>
7. Matters Arising		
Video for new parents	This has now been filmed and is being edited. It should be with the school tomorrow.	
8. Headteacher's Report	Miss Hawkins said the gender gap on entry baseline should read 10.5%. Updated data for attendance has been received. For Primary schools in Devon is now 96% with our school attendance at 97.4%. This is higher than for the same period last year. An action plan has been written for spending the Catch-up premium to ensure it is effectively used. An advertisement has been placed for a TA to support a child with SEN and to help with the catch-up. The behaviour figures are showing a decrease on this time last year. There are thought to be several contributing factors – the new policy, staggered break times and more continuous contact with the teaching staff. Dr. Santos asked whether once the factors have been identified they will continue to be used after COVID. Miss Hawkins said that there are several areas where changes that have been made because of COVID will be continued as they have proven to be beneficial and the SMT discuss each week which these will be Mr Carswell asked how Miss Ruffle was anticipating holding School Council meetings. She replied that she is looking at	

	<p>hosting a Zoom or TEAMS meeting if pupils can access it from home.</p> <p>Mr Carswell thanked Miss Hawkins for her comprehensive report.</p> <p>Dr. Santos thanked all the staff for all that they have achieved this term with the stresses both in and out of school. Miss Hawkins said that she would pass this on</p>	
9. Safeguarding Update	<p>CAP will be coming into school again. They will do training with the staff and hold workshops for the pupils.</p> <p>The meeting moved into Part II.</p>	
Annual Audit and Action Plan	<p>Miss Leather has completed the online audit. She will meet with Rev Talbot to finalise this. The action plan is also nearly finished. Last year's action plan was not fully completed due to COVID so some of the points may go forward to next year</p>	
10. Pupil Premium	See Headteacher's Report	
11. Parental Engagement	<p>See Headteacher's Report</p> <p>Miss Hawkins and Mrs Hills are intending to have the Leading Parent Partnership Award signed off next term.</p>	
12. Reports of the committees of the Governing Body		
Curriculum	The minutes of the meetings are available in Dropbox.	
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>Mr Carswell asked whether these can take place. Miss Hawkins said that these might have to be via TEAMS at the moment. She asked whether there could be a virtual meeting between Miss Leather and Dr. Santos to discuss Science in the school. This will take place at the start of term.</p> <p>Miss Hawkins asked Mrs Durovic to undertake a visit to look at the impact of the new Jigsaw resources.</p> <p>She suggested DT and Art visits should take place in the summer term.</p>	
14. Policies		
Data Protection Policy	The Governors approved the policy	<b>TC/DW</b>
Data Subject Rights Procedure	The Governors approved the policy	<b>ES/ST</b>
Freedom of Information, Guide to Information	The Governors approved the policy	<b>LD/LR</b>
Freedom of Information Request Handling Policy	The Governors approved the policy	<b>SM/LR</b>
Freedom of Information Publication Scheme	The Governors approved the policy	<b>ST/DW</b>
Governor Code of Conduct	The Governors approved the policy	<b>DW/TC</b>
Information Assurance Policy	The Governors approved the policy	<b>SM/LR</b>
Privacy Impact Assessment Procedure	The Governors approved the policy	<b>LR/ES</b>
Security Incident Management Policy	The Governors approved the policy	<b>SM/ST</b>
Security Incident Management Procedure	The Governors approved the policy	<b>RC/DW</b>
Supporting Children with a Medical Need	The Governors approved the policy	<b>TC/ES</b>
15. Chair's Correspondence	None	
16. Any Other Business	<p>The meeting moved into Part II.</p> <p>The Committees were adjusted because of the changes to the Governing Body. Mr White will join Finance and Personnel</p>	

	<p>Committee and Mrs Jacobs will join the Sites and Buildings Committee. She will also become the Art Governor.</p> <p>There has been notification that Primary Assessments have changed for this year. There will be no tests in KS1, only teacher assessment, no SPAG in Year 6 and the multiplication test will be optional. OFSTED has also been suspended for another term.</p> <p>Mr Child thanked the school for their communication during the recent closure of the Year 1 bubble. Miss Hawkins said that she was pleased to report that there had been no cases arising from that one.</p> <p>Mrs Durovic thanked Miss Hawkins and Miss Leather for all that they have done to keep everyone within the school safe.</p>	
17. Date of next meeting	<p>The next meeting is scheduled for 14<sup>th</sup> January. This is set to discuss the ASP report which is based on the assessment and test data from the previous academic year. This year there is no report as there has been no formal testing. The Autumn term assessments have been delayed to allow the children to settle back into school, so have taken place in week commencing 30<sup>th</sup> November. Therefore no in depth analysis will have taken place before the scheduled meeting. The Governors decided to cancel this meeting but discuss the data from the Autumn term assessments at the next regular meeting on 25<sup>th</sup> March 2021.</p>	