

WILLAND SCHOOL
GOVERNING BODY MEETING
 MINUTES OF MEETING 16TH DECEMBER 2019

Present: Mr R Carswell Chair of Governors
 Miss A Hawkins Headteacher
 Mr. T Child
 Mrs. L Durovic
 Mrs. S Manley
 Dr. E Santos

Miss A Leather Deputy Headteacher

Absent: Rev. S Talbot
 Dr. R Collins
 Mrs L. Cole

Item Discussed	Action/Resolution	Gov. Action Prop/Sec
1. Apologies for Absence	Rev. Talbot, Dr. Collins, Mrs Cole	RC/ES
2. Declaration of Interests	None	
3. Minutes of the meeting held on 17 th October 2019	The Governors reviewed the minutes	
4. Matters Arising		
Data	Miss Hawkins gave the Governors the data for the next meeting. This consisted of the Arbor report and ASP. She requested that questions should be submitted before the meeting in January.	
School Uniform	The reply will be sent to the parent who enquired about the uniform.	
Staff Handbook	This is nearly complete. The safeguarding section is being reviewed.	
5. Head Teacher's Report	Miss Hawkins said that there has been a focus on the broader curriculum. Mrs Manley asked what DELP was . Miss Hawkins explained that this is Devon Enhanced Language Programme. This is to help with early language and looking at the learning environment. There has also been an increase in children using speech and language programmes which have been identified at the Pre-school stage. The school is saddened by the departure of Mr Cawthorne who is leaving education to pursue other interests. Mr Carswell commented on how much work is going on throughout the school especially with special needs. The overall attendance is 96.2% which the Educational Welfare officer considered to be very good. There have been two reported bullying incidents that have been investigated and resolved. The children involved will continue to be monitored. Mrs Manley asked how the Achievement for All is progressing . Miss Hawkins said that the structured conversations are going well and the advisor is supporting several of the Middle Leaders. She has also led INSET. Mrs Manley asked whether the harder to reach parents are engaging with the process . Miss Hawkins said that the reception has been mixed but there have already been some positive outcomes. This will be an ongoing process but has been worth doing. Mr Carswell thanked Miss Hawkins for the report.	

6. Safeguarding update	Miss Leather gave the Governors two One Minute Guides, No 22 Ready for Anything and No 29 Sections of the Children's Act 1989, to update their safeguarding training. The Ready for Anything guide is particularly relevant in view of the recent evacuation following a fire emergency at a neighbouring property. This will inform the procedures that we have.	
Annual Audit and Action Plan	These have both been completed. Rev. Talbot and Mr Child have had a safeguarding meeting with Miss Leather to look at the audit and Single Central Record. There has been a large increase in VIST and OE reports in this term compared to the same period last year. Miss Leather shared the action plan with the Governors.	
7. Pupil Premium	The final document showing the expenditure and impact is on the school website. The new assessment tracking system, Insight, has now been purchased. Pupil Premium children cannot be tracked in quite the same way but staff are still becoming familiar with the system and over time the attainment and progress monitoring will be further improved. Mrs Manley asked whether historic data can be transferred. Miss Hawkins explained that the data has already been imported. Mr Child asked whether the reporting on this system is enhanced. Miss Hawkins confirmed that this would be easier and much of the data would be available straight from the system rather than exported and interrogated.	
8. SEF	Miss Hawkins and Miss Leather have been working on this but it is not yet complete. They will be working with advisors from Babcock to produce a revised format against the latest OFSTED framework. It will be brought to the Governors next term.	
9. Parental Engagement	This is in the Headteacher's Report. It is hoped that the Leading Parent Partnership Award will be completed next term. Mr Carswell asked whether a video of a BSL signer attending an assembly could be uploaded on the website. Miss Hawkins confirmed that some of the KS1 school play will be videoed.	
10. Curriculum Intent	The Curriculum Intent was taken to the Curriculum Committee last year. Miss Hawkins explained the great importance of the information included in this document to the Governors as it shows the aims and intent for learning throughout the school. This has been developed by the whole staff as a result of consultation and discussion.	
11. Reports of the Committees of the Governing Body		
Curriculum	The minutes are available on dropbox.	
Finance and Personnel	The minutes are available on dropbox.	
Sites and Buildings	The minutes are available on dropbox.	
12. Governor Visits	There have not been any visits since the last meeting. Mrs Manley will attend an Achievement for All meeting. She will liaise with Miss Shapcott.	
13. Minutes of the School Council	There have not been any meetings this term.	
14. Policies		
Data Protection Policy	The Governors approved the policy	SM/LD
Data Subject Rights Procedure	The Governors approved the policy	LD/RC
Freedom of Information, Guide to Information	The Governors approved the policy	RC/SM
Freedom of Information Request Handling Policy	The Governors approved the policy	SM/ES

Freedom of Information Publication Scheme	The Governors approved the policy	ES/TC
Governor Code of Conduct	The Governors approved the policy	TC/LD
Information Assurance Policy	The Governors approved the policy	LD/RC
Privacy Impact Assessment Procedure	The Governors approved the policy	RC/SM
Security Incident Management Policy	The Governors approved the policy	SM/ES
Security Incident Management Procedure	The Governors approved the policy	ES/TC
15. Chair's Correspondence	Mr. Carswell has received a letter of resignation, with immediate effect, from Miss Lewis. Miss Hawkins will speak to the staff to find a candidate to replace her. Mr White has volunteered to return to the Governing Body. The Governors approved this unanimously.	SM/LD
16. Date of next meeting	16 th January 2020	
17. Approval of minutes	The Governors approved the minutes	ES/LD