

**WILLAND SCHOOL**  
**GOVERNING BODY MEETING**  
 MINUTES OF MEETING 26<sup>TH</sup> SEPTEMBER 2019

Present:	Mr R Carswell Rev. S Talbot Miss A Hawkins Mr. T Child Mrs. L Cole Dr. R Collins Dr. E Santos	Chair of Governors Vice-chair of Governors Headteacher
	Miss A Leather	Deputy Headteacher
	Mrs. A Hills	Clerk to Governors
Absent:		Miss Lewis Mrs Manley

Item Discussed	Action/Resolution	Gov. Action Prop/Sec
1. Apologies for Absence	Miss Lewis Mrs Manley	
2. Declaration of Interests	None	
3. Items from the Annual Cycle		
Election of Chair and Vice-Chair	Mr Carswell was nominated as Chairman by Rev. Talbot and seconded by Mr Child. He was unanimously elected. Rev. Talbot was nominated as Vice-chair by Mr Carswell and seconded by Dr. Santos. He was unanimously elected.	
Committee members and Governor Curriculum Responsibility	Rev. Talbot nominated Mr Child as Chair for the Sites and Buildings Committee, Mrs Manley as Chair of the Finance and Personnel Committee and Pay and Performance Committee, and Dr. Santos as the Chair of the Curriculum Committee. Mrs Cole seconded the proposals. All were unanimously elected	
Objectives of the Governing Body	The Governors approved the objectives	LC/TC
Procedures for the Governing Body workings	The Procedure document was completed	
4. Minutes of the meeting held on 11 <sup>th</sup> July 2019	The Governors reviewed the minutes	
5. Matters Arising	None	
6. Safeguarding Update	The KCSiE has been circulated to all Governors. They were also given One Minute Guides on KCSiE and County Lines. There have been an unusually high number of safeguarding issues so far this term. Miss Hawkins and Miss Leather explained the pressures that the staff are under when dealing with these. Mr Child said that the Governing Body should ensure appropriate support is provided for the staff. Miss Hawkins explained that until more funding is available there is not much that can be done. <i>Rev. Talbot asked whether support could come from a 'hub' with other local schools.</i> Miss Leather said that she and Mrs Rose have different hub meetings that they attend where they can find support. The four DSL's support each other within school. <i>Mr Child asked whether the staff concerned have the opportunity to say that they no longer wish to be a DSL so that they do not feel trapped in the role.</i> Miss Hawkins said	

	<p>that the four have discussed it together but have decided that this is the best option as it keeps the teachers in the classrooms and are happy to continue at this current time. Mr Carswell asked whether this was a usual trend at the start of the year. Miss Leather said that other years have been similar but not to this level. Dr. Collins asked whether it was pupils who were here last year. Miss Hawkins said that it is a whole range. Dr. Santos asked how this is impacting on the rest of the school. Miss Hawkins said that it is having a huge effect as there has not been enough time for documenting the strategic planning for the school yet. Time has been set aside next week for Miss Hawkins and Miss Leather to work together. There has been some excellent work going on but the documentation to back this up is not currently complete. It is not impacting on the teaching at all as the teachers are remaining in class with the children. The Governors recognise that this is an area that needs more investment if the funding becomes available. Rev Talbot suggested that supply teachers should be used to reduce the pressures and manage the workload for the DSL's who have some teaching responsibility if needed. The Governors asked Miss Hawkins to tell them that they appreciate all that they do for the pupils and families at school.</p>	
7. School development Plan Update	<p>Due to prioritizing Keeping Children Safe the School development Plan has not been finalized but there have been many practical steps to progress the three priorities. Miss Leather and Miss Ruffle have met to look at the long term planning for D&amp;T. Miss Leather is having her first meeting with the Primary Science Quality Mark next week. The teaching staff have been looking at behaviour in the school and there are now three rules for the children using consistent language across the school. There are recognition boards throughout the school to reward positive behaviour. The early indications is that the new systems are having a positive effect. Achievement for All has now started and things are being put in place for next term. Dr. Santos asked whether this was being reflected in CPOMs. Miss Hawkins said that they have not taken an overview of it so far this term but they will when the system have been embedded. There will be a further update at the next meeting.</p>	
8. Parental Engagement	<p>LPPA is ongoing and the advisor is coming next month for an interim meeting. Meet the Teacher went well this year and was well supported across the school. Mr Child asked why it was more successful this year. Miss Hawkins said that they had more notice this year and also it was spread by word of mouth from last year.</p>	
Consultation Feedback	See below	
Survey Results	<p>The Governors looked at the survey booklets. Miss Hawkins said that it was disappointing that some of the results were down on last year. There are however some strong positives. The new electronic communication systems have been well received. The change in assembly time has also seen as largely positive. Mr Child said that he was concerned that the survey responses showed that some parents do not feel comfortable approaching a Governor. The photos of the Governors will be sent out with the Willand Word to help with visibility. Dr. Santos suggested that a couple of Governors could be at the plays to meet with parents socially. Rev. Talbot suggested regular bulletins in the</p>	

	<p>Willand Word to remind parents what the Governors have discussed and how they can contact them.</p> <p>The children gave generally positive responses across the board. The themes from the parent comments are: -</p> <p>Home School books – they would like more interaction between the parents and teachers.</p> <p>Safety in the playground – there is a comment about debris being on the playground. This is checked by the caretaker every morning. Parents will be reminded to report anything to the school office and the systems can then be reviewed if necessary.</p> <p>Communication between teacher and parents – if a child is hurt during the school day it is reported to parents if it is in any way significant, for example a bumped head but it is not being done consistently.</p> <p>Communication from the school – this has been improved by introducing electronic systems.</p> <p>Salad Bar – this has been seen as a good addition to the meals ‘Happy children’ are mentioned many times.</p> <p>Excellent teachers and teaching</p> <p>Sports Day – many parents felt that it should be arranged differently. There had been a great deal of discussion about how it should be run. It is done on one afternoon as it stops working parents having to have a whole day off work and it is one of the few occasions when the whole school can be together. The Governors discussed whether it should be changed.</p> <p>Voluntary Contributions – Parents are concerned about ‘threats’ of visits being cancelled. A response will be put in the Willand Word.</p> <p>Classroom doors being open during the school day – this is only done if an adult is in the class.</p> <p>There will be a full response to the survey with the Willand Word.</p>	
9. Policies		
Committee Terms of Reference	The Terms of Reference were approved	<b>TC/RCo</b>
Pay Progression Policy	The policy is not yet available from DCC	
Safeguarding Policy	The Governors approved the policy	<b>ST/RCo</b>
SEND Policy	The Governors approved the policy	<b>LC/RC</b>
10. Register of Pecuniary Interests	The Governors updated their forms	
11. Governor Visits		
Report of Governor Visits	The Governors thanked Mrs Manley for her comprehensive report. They took on board her recommendations for more toilets and to be aware of possible trends in non-attendance.	
Timetable for Governor Visits	D&T Summer Term RE Spring Term Computing Autumn Term Art Summer Term English Spring Term SEN Autumn Term Science Summer Term H&S Summer Term Safeguarding Every Term NQT Autumn term	

12. Chair's Correspondence	We have received a letter from a parent concerned about school uniform. They feel that the uniform should be more strongly enforced with formal proper shirts and ties and grey not black trousers and skirts. The Governors are mindful that the uniform at Primary level cannot be enforced. The uniform list in the prospectus will be changed to read grey or black and shirts or polo shirts. Miss Hawkins will respond to the letter.	
13. Date of next meeting	17 <sup>th</sup> October 2019	
14. Approval of minutes	The Governors approved the minutes	<b>ST/RCo</b>