



Full Governing Board Minutes

27th November 2023 held at Willand School commencing at 6.30pm

Our Vision: Our shared vision is that Willand School will be a happy, inclusive environment with high expectations and standards in which all children can become:

- Successful learners who enjoy learning, make progress and achieve.
- Confident individuals who are able live safe, healthy, and fulfilling lives
- Responsible citizens who make a positive contribution to society

Our Aims: The aims of the Governing Board are to:

- To set high standards for all children and clear targets for improvement
- To be a critical friend in this process
- To help the school be responsive to the needs of children, parents and the community

Our Ethos: At Willand School we stand against all forms of discrimination on the grounds of ethnic origin, religion, socio-economic background, sexual orientation, gender, age, disability or ability

Agenda Item	Discussion and actions from the meeting	Sanctioned/ proposed by
Present at the meeting	Louisa Ruffle, Jo Jacobs, Sarah Manley, Tim Child, Laura Jonker, Amy Leather	
Apologies For Absence	Email ahead of meeting with reasons for absence	
Declaration of Business interests for this meeting	None declared at this meeting	
Minutes from the previous meeting	Minutes and Part 2 minutes 18.10.23 Approved and agreed by governors present at the meeting.	All present
Reports from committee meeting	Minutes from committee meeting 13.11.23 Approved and agreed by governors present at the meeting	All Present

Actions for the previous meeting	<p>Photos of governors to website – Laura and Jo to send photos</p> <p>Parent engagement survey – agenda item</p>	
Matter's arising	<p>Health and Safety</p> <p>Regarding the Legionella inspection - I met with David Lewis, from DCC H&S team, on the 5th December and we went through the latest report line by line.</p> <p>Quite a few issues raised by Churchills are not DCC policy so they've been crossed out. The report highlighted problems with the boiler/ water heater in the basement, but this has now been solved because we have a new water heater and David was more than happy that it is compliant.</p> <p>We need a new TMV in the Y6 girls toilet which I have contacted MS Heating about and am awaiting a date from them. Because it is a high use area, it is low risk.</p> <p>The expansion vessels under the sinks in the classrooms are mainly horizontal. In an ideal world they should be upright, but there is a lack of space in the cupboards. David suggested that I ask a plumber to come in and check. Churchills are here on Wednesday to complete their Annual Audit of the water system. When I have their report and the latest monthly legionella report David is going to come back and we are going to go through it. There were inconsistencies that could be explained by the time of day that Churchills come in and check the taps. Also, not having the water heater / boilers caused many hot water issues.</p> <p>David suggested that I monitor things myself and as mentioned, when the reports are ready, I will invite him in to go through everything again. When David was here in December we had a good walk around the school checking everything. David is also currently completing an up to date Water Hygiene Log Book for us.</p> <p>Regarding the Fire Policy, Angela will update the plan to allow for the new fence.</p>	
Succession planning	<p>Terms of office update - Resignation from staff governor Staff governor election to be held – clerk to action.</p> <p>Elect new Co-opted governor - Chair proposed Kat scully as a co-opted Kat's skill set; <i>IT procurement lead for Somerset Foundation NHS Trust and I have an IT degree. I also run my own security company and deal with finance daily!</i></p> <p>Approved and agreed by governors present at this meeting.</p> <p>Review vacancies again in the New year</p>	

Attendance	<p>Overall attendance is 95.3% up to and including 23.11.23.</p> <p>Disadvantaged attendance data is 94.8%</p> <p>whole school percentage increase compared to last year.</p> <p>Some reception children are on a phased lead into school which reflects their lower attendance figures currently.</p> <p>Attendance letters have been sent for low attendance</p>	
Pupil Premium Strategy	Approved and agreed by governors present at this meeting.	
Head teachers report <ul style="list-style-type: none"> • No on roll • Progress data Including SEN data/PP data/FSM data • Parental engagement • Staff and Child wellbeing across the school 	<ul style="list-style-type: none"> • Anne thanked Governors and staff in her final head report. • Focus on phonics and early reading. • Continued focus on spelling, learning walk by spelling lead. • Subject review identified writing as a weakness, this is now on the SDP • Spelling leads working on improvements for writing. • Behaviour is a concern in school, 8 suspensions and further internal exclusions. Behaviour incidents have increased compared to last year. <p><i>Governors asked What is the definition of a behaviour incident?</i></p> <p>Anything that is note worthy on CPOMS</p> <p>Anne and Amy both reported that the New head teacher and deputy head have met and are reviewing behaviour within school. Changes are expected to happen in regard to behaviour across the school in the New Year. Covid impact being identified as a contributing factor to behaviour especially in KS1. Cost of living is a contributing factor affecting behaviour.</p> <p>Governors have discussed the increased number of behavioural incidents in the school and will monitor alongside the new head teacher in January.</p> <p>Health and Safey governor will liaise with Ahills regarding legionnaires meeting</p>	
Governor Visits update	<p>Oct 23 Music governor – report received.</p> <p>SEND governor TBC for next week.</p> <p>Safeguarding governor last week of term</p> <p>English and PP lead to visit in January</p> <p>Art lead to visit January</p> <p>Maths lead to visit in December</p>	

Parental survey	Moved to next meeting	
Safeguarding (DSL to lead)	Governor received a safeguarding quiz at the meeting. Discussion was held around the answers. All questions related to KCSiE 2023	
Data Protection	Please complete Data protection training Log onto GDPRis Go to Documents and Training/Training Type Governor in the search bar Complete Part 1 and Part 2 of the course. Download a certificate and email to ahills@willand.devon.sch.uk	
Polices	Acceptable use policy agreement - Approved and agreed by governors present at this meeting. Data Breach Policy Nov23 - Approved and agreed by governors present at this meeting. Data protection policy Now 23 Approved and agreed by governors present at this meeting. Fire Policy – delegated to TC for update then approve at next meeting. Free of publication scheme- Approved and agreed by governors present at this meeting. Freedom of information request handing policy- Approved and agreed by governors present at this meeting. Freedom of information guide to information Willand School - Approved and agreed by governors present at this meeting. Governor Code of conduct - Approved and agreed by governors present at this meeting. Information Security policy - Approved and agreed by governors present at this meeting. Pay Policy Dec 23- Approved and agreed by governors present at this meeting. Records management Policy- Approved and agreed by governors present at this meeting. Prevent Policy - Approved and agreed by governors present at this meeting. Online safety Policy - Approved and agreed by governors present at this meeting.	

	<p>Governors ended the meeting Thanking Anne for her commitment and dedication to Willand School. Anne gave 22 years to Willand School has overcome many changes and challenges in her time as head teacher.</p>	
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	<p>Meeting closed at 7.30pm with a celebration to Anne's service to the school</p>	
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