

FGB						
Date/Time	28.02.19 5pm	Location		West Down Primary School		
Governor name	Initials			In attendance	Absent With apology (sanctioned)	Absent without apology (not sanctioned)
Su Carey	SC	Co-Head		Y		
Faye Poynter	FP	Co-Head		Y		
Sian Barten	SB	Co-Opted	Chair	Y		
Katie Chavush	KC	Co-Opted				Y
Chris Townsend	CT	Co-Opted		Y		
VACANT	-	Co-Opted	-	-	-	-
VACANT	-	Co-Opted	-	-	-	-
David Spelman	DS	Foundation			Y	
Caroline Raby	CR	Foundation		Y		
David Richardson	DR	LA			Y	
Tim Spelman	TS	Staff		Y		
Andy Isaac	AI	Parent		Y		
Donna Wright	DW	Parent	Vice Chair	Y		

In Attendance	Initials	(anyone who is not a governor/associate)
Natalie Stanbury	NS	Clerk

Minutes to
Attendees, apologies, website

Agenda Number	Details of discussion	Decision or action
1.	Welcome and Apologies Apologies as above. The meeting was quorate.	
2.	Declarations of Interest TS noted an interest in an item to be bought under Chair's business.	

<p>3.</p>	<p>Matters Arising</p> <p>ACTION NS - David Lowes visit note to be discussed at the next meeting – to be added to the agenda. This will be discussed along with the HT report in February’s meeting.</p> <p>ACTION - CR to forward her Level 3 Safeguarding certificate to NS. Complete.</p> <p>ACTION – NS to ensure any follow up points as a result of monitoring visits are included in future monitoring visits in the spring term. Ongoing.</p> <p>ACTION - AI to read and report adoption and ensure local arrangements are added by the relevant member of staff to the updated Outdoor Education Policy.</p> <p>ACTION - SB to contact Jackie Eason to arrange a date for monitoring training to take place. Complete.</p> <p>ACTION – HTs to outline the proposed changes to the Ofsted framework and how this is likely to affect the way we are inspected and what the implications are for governors. Report on in year tracking data for pupils and predicted outcomes for KS2 pupils in particular. Complete.</p> <p>ACTION – SB to report any further correspondence from parents/carers and carers on this matter following the letter regarding published data and plans to improve this. No further communication.</p> <p>ACTION – FP/SC to consult with parents and carers regarding the proposed new session times and report the outcome at the March 28th FGB meeting. Ongoing.</p> <p>ACTION – NS to ask Babcock Governor Services to confirm via the legal team whether the heads will have one vote each or one vote between them – the position equates to one full time head only. Complete – each Head has one vote each.</p>	
<p>4.</p>	<p>Business brought forward by the Chair</p> <p>SB drew the attention of Governors to her recent correspondence with North Devon Council regarding complaints from the wider community and the scope of our complaints procedure. Governors agreed to follow the advice of</p>	

<p>5.</p>	<p>Clerks' Update</p> <p>NS reported on her attendance on the Better Governor Governor Update Session. This webinar covered various areas including:</p> <p>HMCI report, Mental Health support, Additional SEND funding, curriculum development, Ofsted consultation launch</p> <p>Information from the session is here: https://drive.google.com/open?id=1AUyI5VRrurVWzXZ3P0ctuL3qEgkLEclu</p> <p>Governors addressed the "HMCI - Questions for Governors section" and could confirm that all areas had already been given the appropriate attention and responses are here:</p> <ol style="list-style-type: none"> 1. Is literacy a focus for my school? Governors agreed this was a focus for the school. There is a literacy School Development Plan. We have scrutinised the data following our data training session with David Chaplin and are assured there is a rigorous plan in place to tackle areas for improvement. Governors have completed monitoring of key performance indicators recently and this report will be available at the next meeting in March. 2. Could we become a stuck school? This relates to schools having had more than 2 continuous requires improvement judgements. Governors agreed this was not the case for either of our schools. We are currently judged as Outstanding by Ofsted and have a plan in place to strengthen our practice in all areas. 3. Is my school still outstanding? Governors discussed this issue and while the school may not be judged as "Outstanding" once again due to the changing shift in the Ofsted inspection framework since the last inspection in 2011 and 2012 – they were confident that once again plans are in place to continue to strengthen our improvements 4. Does my school off roll? The heads confirmed this was not a practice in place at either of our schools. 5. Do Governors know enough about SEND on the ground? Governors are aware of the SEND provision via our SEND governor SB. We have scrutinised the SEND information report and lead governor is aware of the Send Code of Practice. SB meets regularly with the SENDCo Lucy Jones. A future question for focus in visits to school could be "What is it like for a pupil with SEND at our schools?" <p>New complaints procedure guidance</p> <p>NS reported this will be adopted at the next review in September 2019.</p>	
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6.	<p>Succession Planning – to discuss and agree to move to a co-chairing model and invite nominations.</p> <p>If the board are in agreement to move to a co-chairing model – timescales will be agreed for this system to be put in place.</p> <p>This will be revisited in September at the Housekeeping meeting. Co-Chairing will be open to all Governors to consider. (Staff governors and heads are not eligible).</p>	
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7.	<p>New OFSTED framework – now out for consultation – discussion/implications for boards</p> <p>Governors discussed the information provided as part of the HT report. OFSTED will now be inspecting broadly around the 3Is – Intent, Implementation and Impact</p> <p>The 4 new assessment areas are (further information can be found in the links).</p> <p>New judgement category 1 – Quality of education</p> <ul style="list-style-type: none"> • New judgement category 2 – Behaviour and attitudes • New judgement category 3 – Personal development • New judgement category 4 – Leadership and management <p>Safeguarding will continue to be a common thread at inspection and all governors will be expected to be familiar with safeguarding arrangements in school and how we know our children are safe in school. A reminder that we submit the annual safeguarding return in the autumn term, DR conducts the termly safeguarding meeting to ensure we are compliant in reporting of safeguarding procedures and concerns and safeguarding is a standing item on all FGB.</p> <p>Governors should have a clear understanding of the strengths and weaknesses of the school and be able to articulate these with our plan for improvement. See School Development Plan (SDP).</p> <p>Both Heads and Governors discussed the implications of the new framework upon a potential inspection in school. SB reported as curriculum lead there had not been a narrowing of the curriculum in school and we know this through visits to both schools where evidence of a broad curriculum is in place through displays of work, information to parents, information on the website and evidence in children’s work. We have subject specialists in a wide range of subjects and are fortunate to have a broad range of skills within our staff team including science, music and French. We do not teach to test and comments from secondary schools following transition to year 7 by our year 6 pupils would suggest we are developing rounded children with a broad set of skills beyond literacy and numeracy.</p> <p>Governors were impressed by the Heads continuous drive for excellence and their talk of a broad and balanced curriculum leading to better outcomes for children particularly with the use of the words excitement, passion and enthusiasm to be injected into all we do. Long may this continue to drive improvements at our schools.</p>	
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	<p>Governors asked what more can we be doing in terms of staff structure and curriculum intent to further improve our offering to children?</p> <p>Heads reported that careful management of skills across the whole teaching team would further strengthen the experience we offer to our children. This will be in line with our vision “Being the best we can be; committed to making a difference”. Governors asked heads to keep them updated with planned changes in the curriculum offering and how we are further improving this in our offer to children.</p>	
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8.	<p>HT Report</p> <p>To include a short exercise re understanding data. Governors thanked the Heads for the detailed report.</p> <p>Heads talked governors through the internal data sets and how to interpret them meaningfully. Individual governors were given tuition on the matrices and how to interpret them. It was clear that governors fully understood how to interpret the grids and how this leads to meaningful challenge at FGB, ensuring that we can evidence continuing support for children is in place.</p> <p>Governors were pleased to see data grids to include annomyonised data for girls/boys/pupil premium/SEND pupils. This will make the tracking of pupil progress and attainment far easier. Governors commented on the number of children showing in the green and purple areas. This is very encouraging and a testament to the new strategies put in place via the SDP. Governors asked what support was being put in place for those pupils not currently in green and purple. Governors were assured there are plans in place for those children and this will be monitored over the coming term, ensuring that expectations are sufficiently ambitious for all pupils.</p> <p>Mental health training has taken place – this fits with the national landscape for mental health awareness.</p> <p>CR – With regards to the Children in Care (CiC) noted in the HT report, what is being put in place to support these children? There is a plan (PEP) in place and evidence shows they are making progress. ACTION – CR to follow up provision for CiC as described in the Terms of Reference.</p> <p>CR - Could you explain what a PEP is? A PEP is a personalised education plan. Each CiC has one and they are monitored under the Devon Virtual Head. Heads confirmed we are putting in interventions.</p> <p>NS asked if there was a real possibility of exclusion. Heads answered there was a PSP in place and it was hoped that the situation would not escalate to exclusion.</p>	
9.	<p>H&S (Any issues)</p> <p>AI reported a meeting with SC to discuss some matters arising from the Responsibilities of the Health and Safety Lead training.</p>	
10.	<p>To agree the minutes of the previous meeting on 24.01.19</p> <p>These were agreed as an accurate and true record.</p>	

<p>11.</p>	<p>What is the impact of this meeting on outcomes for children?</p> <p>Ensuring clarity of vision, ethos and strategic direction;</p> <ul style="list-style-type: none"> • Governors discussed the new proposed OFSTED Framework in depth and ensured Heads are developing a curriculum with reference to “Intent, Implementation and Impact. We discussed how this relates to our vision “Be the best we can be; Committed to making a difference” • Ensured compliance with a reconstituted governing board to include both Heads and new places for Governors • L3 Safeguarding Training has been undertaken <p>Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;</p> <ul style="list-style-type: none"> • Governors received an update to school life and challenged the Heads in a number of areas including CiC. • Governors received training in the internal data sets and how this information can be used effectively to challenge Heads on education performance • Discussed using skills of the workforce effectively to deliver a broad and balanced curriculum • CPD continues for staff and in particular the free training organised by David Lowes for Maths and Literacy. <p>Overseeing the financial performance of the organisation and making sure its money is well spent.</p> <ul style="list-style-type: none"> • Ensuring the deployment of skills across the teaching staff to good effect across both schools • Budget planning workshop attended by CCSP schools and the cost shared – ensuring financial probity 	
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