



ILSINGTON PRIMARY SCHOOL

Governing Body

Meeting – Part I Minutes

Date/Time	Wednesday 11 th July 2018 at 17:00	Location	Ilsington C of E Primary School				
Attendees	Initials			Attendees	Initials		
Tammy Docking	TD	Head of School, Ex-Officio		Amber Place	AP	Staff	
Sarah Parker-Khan	SPK	Chair, Foundation		Georgie Hart	GH	Co-opted	

Apologies	Initials	Reason (Category of Governor)
Carmel Brady	CB	Work – Co-opted
Andrew Faulkner	AF	Work – Parent Governor

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/associate)
Rachel Hill	RH	Clerk

Minutes to
Attendees
Apologies
School Website

No	Agenda Item	Led by
1	Welcome and Apologies	SPK
2	Declarations of Interests	SPK
3	Minutes from the last meeting	SPK
4	Chair's Bring Forward Items	SPK
5	Head of School's Written Report	TD
6	Budget	SPK
7	Staffing	TD
8	Additional Provision	TD
9	Health, Safety & Environment	TD
10	Safeguarding	TD
11	SIAMS	TD/SPK
12	Governor Monitoring Reports	All
13	External Reports	TD
14	Governor Recruitment	All
15	Governor Training	All
16	Date of Next Meeting	RH



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Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed all those present to the meeting. Apologies from CB and AF were sanctioned.</p>	
2	<p>Declarations of Interest</p> <p>There were none.</p>	
3	<p>Minutes from last meeting</p> <p>The minutes from the last meeting were not available (not minuted by the Clerk). SPK to follow up whereabouts.</p>	SPK to follow up whereabouts of May minutes.
5	<p>Headteacher's Written Report</p> <p>T Docking spoke to her previously emailed written report to Governors.</p> <ul style="list-style-type: none"> • There are 54 pupils on roll. • There are 10 pupils on the SEN register. • There are 4 statemented/EHCP pupils • There is 1 EAL pupil • There are 3 PP pupils <p><u>School Improvement Priorities</u></p> <ul style="list-style-type: none"> • Mathematics leader took responsibility for leading the new White Rose Curriculum/monitored data and feedback to Governors and identified future areas for development. Progress in all year groups has improved. • English leader took responsibility for Teaching Sequences and the introduction of non-negotiables – progress in writing all positive in all year groups/In Y6, 27% children achieved greater depth in writing, 91% achieved expected plus. • RE co-ordinator leader ensured that we achieved Outstanding in our most recent SIAMS inspection. <i>To ensure that all new and existing governors provide a balance of challenge and support to leaders and that all governors understand the strengths and areas needing improvement at the school (partly achieved)</i> • SIAMS reported 'The dedicated leadership of the Executive Headteacher and the head of school, supported by an experienced and committed Chair of Governors and staff, ensure an exceptionally clear vision is continually moving the school forward as a Church school. • Governor monitoring occurred in writing, maths, RE, collective worship – identifying strengths and areas to develop. This needs to be more precise next year. • Governors are asking more challenging questions linked to data/HOS reports. <p><u>Quality of Teaching, Learning and Assessment</u></p> <ul style="list-style-type: none"> • Clear formative and summative assessment procedures in place in RE and Science. Target achieved for RE but too ambitious to do both. The decision was made to concentrate on Curriculum planning in 2018-2019. • There is high quality teaching and learning in RE which expects children to use the skills they have acquired in English and mathematics. All children make expected progress from their starting points. This was achieved. Staff meetings around RE has helped teachers plan high quality lessons that 	



ensure progress is made.

- To create an outdoor curriculum which encourages children to apply their knowledge from core subjects to real life situations. Plus to help children develop good social, moral, physical and emotional skills within a natural environment. This was achieved. All children participate in one session of outdoor learning per week. The outdoor curriculum has developed throughout the year to practice core skills. Spiritual development has been a focus in the woods.

Personal Development, Behaviour & Welfare

- Attendance is good and parents value the importance of their children being at school. This was nearly achieved. Attendance at the end of the summer term was 96.74% (excluding Reception) and 96.06% including Reception. The school was only slightly under the target of 97%.
- To continue to develop our PSHE curriculum so that the Sex Education/Healthy Relationship programme of study is up to date with current safeguarding issues/procedures and policies. This was not achieved due to the SDP having too many objectives and so did not become a priority. This will be added to our 3 year rolling programme.

Outcomes for Pupils

- To increase the percentage of pupils achieving Expected/Greater depth in writing in all year groups and to make sure that all pupils have made expected progress from starting points. This was partly achieved. 98% of pupils made expected progress from their starting points in writing. In Y6, 27% of children achieved greater depth in writing. However, only the Y5 cohort had over 20% greater depth, the remaining cohorts averaged 12% achieving GD. This will need to be developed further to ensure all year groups have a higher % of children achieving GD.
- To increase children's fluency in the fundamentals of mathematics to improve their ability to recall and apply knowledge rapidly and accurately. Daily EMT of arithmetic has ensured all children's fluency has improved. GD achievement still needs to improve; children need more practice in using and applying their skills.
- Disadvantage pupils continue to make good progress in writing and maths and are achieving above their peers nationally. This was achieved. All Disadvantaged pupils made at least expected progress in 2017-2018. 33% are above ARE in R/W/M. 66% are above AGE in reading and mathematics. All children were closely monitored throughout the year and extra support put in if they were at risk of falling behind.
- Y4 cohort are monitored closely and supported when required to ensure that 91% of them are securely at age related in mathematics and writing (0partly achieved). 83% are ARE in writing. 74% are ARE plus in Mathematics and 16% GD. This cohort performed well in the arithmetic papers but struggled with problem solving and reasoning. This is a general pattern in the school.

End of Year Data – as per the Headteacher's report.

- Progress from KS1 for Y4 is good.
- Y6 Sat results. Reading has not met the standard of 91% expected with 9% not reaching this target. It was recognised last year that writing was an issue. Good progress has been made in attainment this year.
- 36% achieved greater depth.



	<ul style="list-style-type: none"> • 4 children scored 109. • The average score in reading is 108. • Progress is plus 4.9 which is above average. • Maths is 82%. Only 9% of pupils are greater depth. There is a similar pattern across the Academy. Reasoning and problem solving to get more pupils to greater depth needs to be concentrated on next year. Schools that started White Rose have more greater depth. • KS1 data is 60 in combined reading/writing and maths which is below national average. Interventions for some children have been put in place. SENco and teachers are working together for one student. • One area that could need pushing is greater depth and Y2 reading and writing but not maths. <p><u>School Development Plan Action Points for 2018-2019</u></p> <ul style="list-style-type: none"> • TD suggested that these are very precise and not too many to ensure they are firmly embedded. • Reasoning and problem solving in mathematics. • % of pupils across the school achieving greater depth in writing. • The development of the Executive Head role across two primary schools. • The development of the foundation subjects/Curriculum. • Teaching, learning and Assessment. Quality of teaching, learning and assessment in science. • Community & Environment. Extend children's experiences of Christianity as a world faith by further developing global partnership. • English, PE and Mathematics leaders will still have individual plans for the their subjects to ensure high quality teaching and learning in their subjects. <p><u>Admissions</u></p> <ul style="list-style-type: none"> • Forecast for next year (Sept 2019): 3 Y6 pupils will be leaving and 10 new Reception children could be starting taking the roll back up to over 60 pupils. <p><u>Staff Absence</u></p> <ul style="list-style-type: none"> • Teachers 1 day and Support Staff 27 days. <p><u>Health & Safety</u></p> <ul style="list-style-type: none"> • Playground equipment on the lower playground has failed the H&S checks. Friends are looking at raising funds to replace it. • Shelters have been provided by friends to help protect children from the sun on the field. • The school's minibus has been SORN and the school is waiting on further decisions on whether it can be used in the future. SPK has spoken to Chris Daniel (CD) to see if the certification can be made compliant and will follow this up next week. • The boys toilets are smelly. TD recommended that the urinals are removed and replaced with 3 cubicles. The area also requires ventilation and more regular deep cleans. • The Accident Report Log since Jan 18 was handed to Governors together with a report on medicines/inhalers administered. <p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> • TD handed the PP report to those present. All PP actions have been achieved. Targets for next year will include social development and outdoor learning. 	<p>SPK to follow up on mini bus certification compliancy with CD.</p>
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	<p><u>EYFS</u></p> <ul style="list-style-type: none"> There are currently 10 children. Current baseline testing requires improvement. Headteachers met together Academy wide to standardise this. Imagination is an issue. Part of the baseline now is 'can the children tell a story'. Ilsington children are read stories by teachers in the morning. Good practice is seen at Ashburton where all reception children are writing a full page. GLD is 70%. <p><u>Safeguarding</u></p> <ul style="list-style-type: none"> Safeguarding – there have been no incidents, no MASH, no Encompass calls. Level 2 safeguarding training will have to be done in the Autumn term for Governors and staff. <p><u>SIAMS</u></p> <ul style="list-style-type: none"> The school achieved outstanding in the SIAMs inspection. The Archdeacon of Totnes presented the school with the Outstanding Certificate. Mr Stokes will receive all appropriate training from the Dioces to be a church school leader. 	
6	<p>Budget</p> <p><u>Income/Expenditure 2017-2018</u> The income/expenditure report to April 2018 had been emailed to Governors prior to the meeting. The current deficit to date was £1317.</p> <p>The PE funding is assured for next year and will be spent on continuing outdoor learning. The funding report for 17/18 is on the website. £4k is received from the School Sports Partnership and this is really useful. It seems as if the Morning Mile will be made compulsory by the Government and could be tied in across the curriculum. SPK asked if there was any unusual expenditure that hadn't been accounted for. TD replied no.</p> <p><u>Budget: 3 year forecast</u> Figures are based on 55 pupils but it is looking more positive than that number. The 3 class structure is important at the school. The School functions well at 68 children.</p> <p>The main issue will be to look at staffing levels in depth for Y2.</p> <p>There were no questions for TD about the budget. TD advised that Des Stokes had seen the budget. Governors agreed the 2018-2019 budget subject to approval by Directors.</p> <p>SPK asked if there were any pupils who could be identified for additional support? TD advised no. The school has 1 EAL who achieved greater depth at KS1. PP's are at 50% greater depth.</p>	<p>Sports Grant to be an agenda item for next year along with report for this year.</p> <p>Governors agreed the 2018-2019 budget subject to approval by Directors.</p>
7	<p>Staffing</p> <p>There are 5 TA's for the Autumn term, not all are linked to an EHCP. TD has gone through the staffing structure with staff. Friday afternoons should now be less busy.</p> <p>Rosie has been appointed across both Widecombe and Ilsington as a teacher. The</p>	



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	<p>School Council chose her. She has been Deputy Head of small school. Rosie has years of experience and has always worked in church schools.</p> <p>There will be a SENco across both schools. TD thought she would be employed for half a day over two schools per week. She would be capable of taking on more pupils. SENcos will be meeting regularly.</p> <p>Academy Headteachers have firmed up Hubs and will visit other schools as critical friends. The Hubs are Ilsington, Widecombe, Buckfastleigh and SDCC. And Ashburton, Moretonhampsted, Broadhempston and Atrium.</p> <p>The school buys into Outdoor Education for insurance purposes. EWO is good to buy into. The School also buys into the Educational Psychologist but this is outside of the Academy. The school has to pay Babcock to send data to them. They are OK as moderators. Additional Services have been useful and are beneficial to carry on with.</p>	
8	<p>Additional Provision</p> <p><u>Pre-School</u> Pre-School is offered to 2 year olds as well. If only 3 year olds can attend it limits numbers to 8. Numbers are low at the moment. TD has talked with Des Stokes about this. TD is currently working on and creating a pre-school policy and procedure document. The main development points are the environment and curriculum link in with EYFS. School pupil tracker will record learning journeys and parents will be able to receive updates for their child. Pre-school is not making a surplus. It might be possible to increase the school budget if numbers go up. It can take a maximum of 10 children.</p> <p><u>Breakfast Club and After School Club</u> Currently there are 12 to 13 attending both. TD suggested that both clubs should continue.</p>	
9, 10 and 11	<p>Agenda items 9, 10 and 11 were dealt with in Headteacher's written report above.</p>	
12	<p>Governor Monitoring Reports</p> <p>GH was coming in to monitor outdoor learning but an organised beach clean had taken place instead. TD apologised for this and said that it would not happen again.</p> <p>Children are back on a healthy snack drive. The new catering has been a huge success with a lot less food waste, better portion control and quality of food.</p> <p>GH is still not receiving any comms. from the school. RH to email Mandy and ask her to email all Governors the weekly newsletter and provide her with governor email addresses.</p> <p>TD advised that robust monitoring at Governor level needs to take place to move the school forwards. CB has recently undertaken New Governor training and is keen to share what she learnt with other Governors. GH suggested Governors meet again before September to work out how to better govern. TD suggested that this could be done as a sub-committee if this was the only agenda item. Governors could then report back to Des Stokes. It was agreed that monitoring will be on the Autumn Agenda.</p>	<p>RH to ask school administrator to email all Governors the weekly newsletter. RH to furnish Mandy with Governor email addresses.</p> <p>Monitoring to be on the Autumn Agenda.</p>



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13	<p>External Reports</p> <p>The SIAMS report is discussed under Headteacher's report above. Janet Ross will come in for a SIP visit next year.</p>	
14	<p>Governor Recruitment</p> <p>The up to date Skills audit was handed to those present.</p> <p>SPK reported that she had spoken to someone who was interested in becoming a Governor and that it would be beneficial to co-opt at local level. GH has data skills but someone with strong IT skills would also be useful. SPK said that she would go to the Ilsington Flower Show to advertise the governor vacancies and asked for support from other Governors on the day if possible.</p>	
15	<p>Governor Training</p> <p>CB has attended new governor training and would like to share what she has learnt with other governors. GH will attend data and new governor training in the Autumn. Level 2 Safeguarding training needs to be taken by governors in the Autumn term.</p>	

The meeting closed at: 18:45.

Detail of next meeting

Date/Time	Monday 8 th October, 6pm	Location	Ilsington C of E Primary School
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