

ILSINGTON PRIMARY SCHOOL

Governing Body



Meeting – Part I Minutes

Date/Time	Wednesday 21 March 2018 at 18:00	Location	Ilsington C of E Primary School			
Attendees	Initials			Attendees	Initials	
Carmel Brady	CB			Andrew Faulkner	AF	Acting
Tammy Docking	TD	Head of School		Amber Place	AP	
Sarah Parker-Khan	SPK	Chair		Georgie Hart	GH	

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	Co-Option of New Governor – Georgie Hart	SPK
4	Minutes from the Last Meeting i Minutes Agreed ii Actions iii Matters Arising	SPK
5	Head of School's Written Report	TD
6	Budget i Review Income Expenditure Report ii Receive first draft Budget 2018-2019	SPK
7	Staffing i Staffing structure 2018-2019 ii Staff pay and conditions consultation update	TD
8	Term Dates 2018-2019	TD
9	Disadvantaged Pupils Report	TD
10	Review SEF	TD
11	Health, Safety and Environment i Monitoring of Accident Book	TD/CB
12	Safeguarding i SCR checks	TD/CB
13	Policies	TD

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	<ul style="list-style-type: none"> i Review Behaviour Policy ii Review Outdoor Education Policy iii Review Collective Worship Policy iv Review Teaching & Learning Policy v Accessibility Plan vi SRE Policy Update 	
14	Preschool Update	TD
15	After School Club Update	
16	Governor Monitoring Reports	SPK
17	External Reports	TD
18	Review Skills Audit	SPK
19	<ul style="list-style-type: none"> Governor Training i Receive Governor Training Reports ii Agree Governor Training Requests 	AF
20	Dates of Next Meeting	Clerk

Agenda Number	Details of discussion	Decision or Action
1	<p>Welcome and Apologies</p> <p>The Chair welcomed all those present to the meeting. There were no apologies.</p>	
2	<p>Declarations of Interest</p> <p>There were none.</p>	
3	<p>Co-option of New Governor</p> <p>SPK welcomed Georgie Hart (GH) as a new Governor.</p>	
4	<p>Minutes from last meeting</p> <p>The minutes from the last meeting were signed by SPK as a true and accurate record.</p> <p>(i) <u>Matters Arising</u></p> <p>Mental Health training to be an agenda item for the next meeting.</p>	<p>Mental Health training to be an agenda item for the next meeting.</p>
5	<p>Headteacher's Written Report</p> <p>TD reported. Admissions: there are currently 8 for 1st choice and 10 for 2nd choice. There may be an external element as well. A family from France has visited the school and particularly liked the outdoor learning element. There is little movement in terms of properties and no new build in the National Park which does not encourage new families into the area. It would seem that the advertising campaign for the school is working. A banner is being made and newsletter recipients are asked to share the updates.</p> <p>An Open Day for the Woodhouse Pre-School will take place in the Forest School site.</p>	



	<p>The Ethos Group is currently planning an Easter Service. The recent parents' questionnaire returned strong results. The school is now in the top 1% for reading in the country. A Governor asked how these results were being marketed?</p> <p>There is improvement in Y4 but they will require pushing in the summer term. Preparation for secondary school is stringent at Ilington Primary.</p>	<p>TD to email Governors the Tatty Wilson evaluation report.</p>
6	<p>Budget 2018-2019</p> <p>RH to check with ST whether the Fairer Funding has been capped for Ilington Primary in 2018-2019. TD has worked out on the formula that £38,000 should be received. The class structure will need to change in 2018-2019 in order to offer the highest quality teaching. Continued support of SEND children is also paramount. TD to email the SEND report to all Governors.</p> <p>At present the 2017-2018 budget shows a surplus of approximately £5000 but there is a predicted shortfall of £16,000. TD will work with ST on these figures for accuracy. AF would like ST to attend a Governors' meeting to explain the financial statement. SPK advised that she thought RS would be better suited to this. It was agreed that RH would ask RS to attend a Governors' meeting to look at the budget and higher level strategic matters with the possibility of ST attending the following meeting. TD advised that the MAT is buying a new financial budgeting system which will produce clearer reports and ST is coming in to teach TD how to use this tool.</p> <p>Breakfast Club and After School figures are being checked for accuracy against budget income. Half of the PE funding is yet to come in.</p> <p>A CIF bid has been submitted to upgrade the heating system in the school.</p>	<p>RH to check with ST if the Fairer Funding is capped for 2018-2019.</p> <p>TD to email SEND report to all Governors.</p> <p>RH to ask RS to attend a meeting to advise on higher level strategic matters reference budgeting</p>
7	<p>Staffing</p> <p>The meeting moved to Part II minutes</p> <p>The meeting returned to Part I minutes</p>	
8	<p>Term Dates 2018-2019</p> <p>These dates are now on the website.</p>	
9	<p>Disadvantaged Pupils Report</p> <p>This has been dealt with under item 5 above.</p>	
10	<p>Review SEF (Self Evaluation Form)</p> <p>TD will draw up an executive summary for Governors of what is working within the school and what needs to be developed so that when monitoring visits are undertaken Governors can use the summary to look for evidence and assess impact. This is the 'critical friend' aspect of being a Governor. TD stressed that a broad and creative curriculum is vital and Greater Depth needs to be taught in all</p>	<p>TD to email Inspection Data Summary to Governors.</p>



	classrooms. The next OFSTED visit will be December 2019. Assessing school performance helps identify areas that require development. TD to email Inspection Data Summary to Governors.	
11	Health, Safety & Environment The Accident Form has been rewritten and an excel spreadsheet developed based on the one used by Widecombe in the Moor Primary School. The new sheets are kept in a locked cupboard. The schools is preparing for GDPR with Chris Daniel.	
12	Safeguarding SPK has looked at the SCR and reported no safeguarding issues.	
13	Policies i Review Behaviour Policy ii Review Outdoor Education Policy iii Review Collective Worship Policy iv Review Teaching & Learning Policy v Accessibility Plan vi SRE Policy Update TD was thanked for her work on updating the Polices. TD to email the updated SRE Policy to Governors. All other Policies were signed off by SPK. It was asked if in future TD could track the changes, if relevant, on any policies sent to Governors for reading.	TD to email updated SRE Policy to Governors. In future TD to track changes on Policies being sent to Governors for approval.
14	Pre-School Update Pre-school has recently had a lovely day with a pirate storyteller. When possible pre-school pupils are integrated with the school. Pupils are on the EYFS curriculum.	
15	After School Club Update From Jan-March figures have decreased from 70 to 40. Going forward it looks as if the school will only lose 1 more. Although viable, staffing costs need to be taken into consideration.	
16	Governor Monitoring Reports CB to undertake Governor Monitoring for outdoor learning. TD asked CB to find out how the children feel about it. Monitoring to be undertaken at the outdoor learning site.	CB to undertake Governor Monitoring for outdoor learning.
17	External Reports Nothing to report.	
18	Review Skills Audit GH has completed the skills audit form. AP needs to complete one.	AP to complete the skills audit form.



19	<p>Governor Training</p> <p><u>Governor Training Reports</u></p> <p>SPK has recently completed the Babcock Exclusions Training which was not good. SPK will feed this back.</p> <p>CB has recently undertaken the PIPS training which she found very useful.</p> <p>RH to request Babcock hold Saturday training for New Governors of Academy Schools due to several requests from Governors.</p> <p><u>Governor Recruitment</u></p> <p>It was agreed that two or three further Governors were needed. TD suggested that the school would benefit from committed educationalists, like a retired headteacher. It was agreed that an Action Plan needs to be drawn up. SPK agreed to do this and email it to TD for further comment. SPK agreed to draw up an advert for Governors to be placed in the Parish Magazine.</p>	<p>RH to request Babcock hold Saturday training for New Governors of Academy Schools.</p> <p>SPK/TD drawn up an Action Plan for recruiting new Governors. SPK draw up an advert for new Governors to be placed in the Parish Magazine.</p>
20	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. The annual questionnaire has provided a good response but TD questioned why sharing seems weak. All letters to parents are posted on the website. Lists of dates are printed on the back of newsletters. A Governor asked if dates could be shared on the reverse of the curriculum sheet? A Governor asked how the school communicates with pre-school parents. TD advised that these parents need to be emailed as pre-school data can not be kept on school sims data. TD was of the opinion it would be useful to have a protocol for sharing. 2. Mental Health. Virgin Care are now offering training on site. They have recently held training for staff and explored which 5 things keep you healthy every day. They now can offer this termly to staff at no charge but would require a 2 year commitment. TD advised that she was still looking at Dioces training for mental health and how mental health could be incorporated on the PHSE curriculum in a healthy way. 3. Governors asked TD if she felt that she was receiving enough support from the Academy? TD advised that her mentoring sessions with Broadhempston had been really useful in that any weaknesses identified at Broadhempston could be checked back at Ilsington. It is providing her with career development opportunities and the Ilsington Primary staff are benefitting from it. 4. Advertising to be an Agenda Item for the next meeting. An analysis of strengths within the school is required. This (the strength) could be happy, confident children. The opportunity to make a promotional video was discussed. 	<p>Advertising to be an Agenda Item for the next meeting.</p>

The meeting closed at: 20:10.

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Detail of next meeting

Date/Time	Wednesday 16 May 2018 at 18:00.	Location	Ilsington C of E Primary School
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