

WILLAND SCHOOL
GOVERNING BODY MEETING
 MINUTES OF MEETING 1ST DECEMBER 2016

Present: Mr. R Carswell Chair of Governors
 Mr. D White Vice-chair of Governors
 Miss A Hawkins Headteacher
 Mrs. H Baxter
 Mr. L Cottrell
 Mrs. S Manley
 Mrs. S Nisbet
 Mrs. W Upham
 Rev. S Talbot
 Mrs. L Cole

Dr. E Santos Associate Member

Mrs. A Hills Clerk to Governors

Absent: Ms. S Leach
 Mr. Cottrell

Item Discussed	Action/Resolution	Gov Action Prop/Sec
1. Apologies for Absence	Ms. Leach	
2. Welcome to Mrs. Cole	Mr. Carswell congratulated Mrs. Cole and her election and welcomed her on behalf of the Governing Body.	
3. Declaration of Interest	Mr. Carswell declared that he is a Director of NMC Design	
4. RAISEOnline Training	Mr. Brad Murray, Devon Babcock LDP Advisor led a training session for the Governing Body on RAISEOnline.	
5. Appointment of Associate Member	Mr. Carswell recommended the appointment of Dr. Santos as an Associate member of the Governing Body. She will be given full voting rights on the committees that she sits on. This was proposed by Mr. White and seconded by Mrs. Upham and she was unanimously appointed.	
6. Minutes of the meeting held on 29 th September 2016	The Governors read and approved the minutes.	DW/WU
7. Matters Arising		
Website	Mrs. Owen has been working hard on the website and it is nearing completion. The suggested transfer date is 4 th /5 th January 2017	
8. Headteacher's Report	<i>Dr. Santos saw that there was a lot of support for younger children with additional needs. She asked what was in place for the children who do not have these needs.</i> Miss Hawkins explained that these are often short term interventions and that Mrs. Pearce works for extra time in Foundation to support this. This therefore should not impact on the other pupils. Mrs. Baxter said that from her Governor visit she had asked about the spread of SEN children and that it is fairly equal throughout the school. <i>Rev. Talbot asked whether there was any training that we could give to the Pre-school staff.</i> Miss Hawkins explained that Mrs. Pearce is already working with them to support and advise them especially with the boy/girl attainment differences. Miss Hawkins said that the attainment levels of some of the children coming in to school had also been impacted by the absence of a SALT since February. Several pupils now have plans in place. <i>Mr. White asked why so</i>	

	<p>many pupils required Speech and Language Therapy. Miss Hawkins said that the staff had been surprised by the amount and there was no obvious explanation.</p> <p>Mrs. Upham commented that there were 200 behavioural issues and asked what constituted an issue. Miss Leather said that it was things that resulted in a consequence. Miss Hawkins also said that this was a reduction from last year at this point.</p> <p>Mr. Carswell asked what internet training PCSO Sims had carried out. Miss Hawkins said that it was following a Year 6 assembly to try to target as many parents as possible.</p> <p>The Governors thanked Miss Hawkins for her hard work in producing such a thorough report.</p> <p>Miss Hawkins was also delighted that the school has received the International Award thanks to the hard work of Mrs. Phillips. It will be presented by Neil Parish MP in January.</p>	
9. Attendance	This is in the Headteacher's Report. The attendance is now at such a good level that the EWO is no longer required to set targets for the school.	
10. Safeguarding Update		
Annual Audit	<p>Miss Leather presented the audit. She said that one of the major considerations is that a Deputy Safeguarding Governor should be appointed. Rev. Talbot offered to take this position.</p> <p>Mr. White and Miss Leather have graded the school as 'good' rather than 'outstanding' because there are some areas that are 'in part'. Mrs. Cole asked whether any of these areas were in part last year. Miss Leather said there was one training element on completing the Threshold tool for the MTA's which will be completed in January. Rev. Talbot said that he had seen a question about the use of mobile phones in school and that he has never been asked about his phone. Miss Leather said that there is now information on the entry system. There is going to be training rolled out across the school about the use of media devices. Miss Leather said that there needs to be detailed discussion about the many issues surrounding this area.</p> <p>Mr. White asked the Governing Body to approve the Terms of Reference for the Safeguarding Governor and Deputy Governor. This was unanimously approved.</p> <p>Mr. Carswell asked whether there was new training that the Governors should receive. Miss Leather said that regular updates are necessary but there is nothing to be done at the moment.</p> <p>Miss Leather said that there are no children in school at the moment on Child Protection although the thresholds for referrals seem to have been raised. Mrs. Rose is a great asset in supporting families in the school and in many cases preventing many issues from escalating.</p>	SM/HB
11. Reports of the Committees of the Governing Body		
Curriculum	The minutes for the Committees are on Dropbox	
Finance and Personnel	The budget will be restricted next year by several extra deductions that are being made by DCC. The minutes for the Committees are on Dropbox	
Sites and Buildings	The Governors proposed that Steve Eastland should be appointed as the architect for the proposed building. There has not been a tendering process as he was already known to the	

	<p>school when he was commissioned to do on the feasibility study. The designs that he produced were excellent and the Governors decided that he now has detailed knowledge of the school which would have to be reproduced if an alternative architect was appointed incurring further expense.</p> <p>Miss Hawkins and Mrs Hills have visited Steve Eastland to discuss further progress on the proposed building. He will be asked to proceed to planning. The minutes for the Committees are on Dropbox</p>	SM/RC
12. Governor Visits		
Safeguarding	Mr. White met with Miss Leather for the termly visit. He walked around the school without a badge to test the security and awareness and was challenged by one pupil. As he was not challenged by more people, pupils or adults there will be more work to raise awareness. He thanked Miss Leather for her work as everything was in place or on the Action Plan.	
SEN	Mrs. Baxter has completed her termly visit. She investigated the spread of DAFs and My Plans across the school. There is a fairly even distribution. She also asked about the Mindfulness sessions and how the effect was being monitored. The evidence is gathered from the reduction in incidents involving these particular pupils together with pupil and parent questionnaires. Miss Leather said that mindfulness training has been given to the teaching staff to help them reduce their own stresses and to recognise needs of pupils.	
Timetable	<p>New Governors to have an induction visit</p> <p>SEN and Safeguarding visits termly</p> <p><u>Spring Term</u></p> <p>English AG&T PSHE</p> <p><u>Summer Term</u></p> <p>Maths Pupil Premium Computing</p> <p>Mrs. Cole was appointed to be the Literacy Governor</p>	
13. Minutes of the School Council	The Governors looked at the minutes and were impressed with their ideas.	
14. Minutes of ECO School Committee	Miss Hawkins said that the waste audit had taken place and we are awaiting the results.	
15. Equality and Equality Objectives	<p>The Governors read and approved the objectives.</p> <p>Miss Hawkins asked for a committee to look at the objectives for 16/17. The Governors will be Ms. Leach and Dr. Santos. A meeting will be arranged.</p>	DW/WU
16. Policies		
Intimate Care	The policy was approved	HB/SN
Preventing Radicalisation	The policy was approved	SM/LC
17. Approval of the minutes	The Governors approved the minutes	DW/ST
18. Date of Next Meeting	26 th January 2017. Questions for the meeting should be submitted by 16 th January 2017	