

**WILLAND SCHOOL**  
**GOVERNING BODY MEETING**  
 MINUTES OF MEETING 17<sup>TH</sup> MARCH 2016

Present: Mr R Carswell                      Chair of Governors  
 Miss A Hawkins                      Headteacher  
 Mrs H Baxter  
 Mr L Cottrell  
 Ms S Leach  
 Mrs S Manley  
 Mrs S Nisbet  
 Dr E Santos  
 Mrs W Upham

Mrs A Hills                      Clerk to Governors

Absent:                      Mr D White

Item Discussed	Action/Resolution	Gov Action Prop/Sec
1. Apologies for Absence	Mr. White	RC/WU
2. Declaration of Interest	None	
3. Resignation of Governor	It is with regret that Mr. Carswell has received a resignation letter from Mrs. Jagger. He wanted the thanks of the Governing Body for all her hard work and dedication during her time with the school to be recorded. Mrs. Hills will write a letter expressing our thanks.	AHi
4. Election of Vice-Chairman and Finance Committee Chairman	Mr White is willing to stand for these positions. He was nominated by Mr Cottrell and seconded by Mrs Upham. He was unanimously elected. The LEA Governor role is now vacant. The Governors discussed the skills required and will email Mrs Hills with any proposals.	
5. Minutes of the meeting held on 3 <sup>rd</sup> December 2015	The minutes were approved	SN/WU
6. Matters Arising		
Standing Orders	Mrs. Hills has spoken with Devon Governor Services. They no longer produce model standing orders as the information as they are not a legal document and the information they contain duplicates of what is written in the minutes. If Governors wish to continue to use standing orders to keep all the information together that is their choice. Mrs Hills will update them for the next meeting.	AHi
7. Staffing Issues	The meeting moved into Part II	
NQT Governor	An NQT Governor is needed to replace Mrs Jagger. Mrs Baxter agreed to take this role.	SL/ES
8. Items from the Annual Cycle		
Adoption of the budget for 2016/17	Miss Hawkins and Mrs Hills explained the changes that had been made since the committee reviewed it last week. The Finance Committee recommended that the budget should be accepted by the Governing Body	HB/ES
9. School Development Plan Priorities	The priorities for next year will soon need to be decided. The SMT have been discussing possibilities and their first thoughts are the more able groups, assessment in more subjects across the curriculum and lunchtime provision. Miss Hawkins will be sending out the consultation document to	

	Governors shortly for their suggestions and ideas.	
10. Action Logs	Miss Hawkins reminded Governors to look at the logs relevant to their curriculum subjects in the Governor library on Dropbox and asked them to email the Co-ordinators with any questions.	
11. Headteacher's Report	<p>Miss Hawkins presented her report. She highlighted the problems of assessment throughout the school but particularly in Year 6 and Year 2. Dr Santos asked whether there was anything that the Governors could do to support staff at this time. Mrs Nisbet thanked her and said that the pressure is being felt across the board but she could not think of anything specific at the moment. However if anything becomes apparent from the staff she will let the Governors know.</p> <p>An architect has been engaged for Phase VI to conduct a feasibility study for a multi-purpose studio space on the garden.</p> <p>There are no children on Child Protection at the moment. Miss Leather, Miss Hawkins and Mrs Telling have trained the majority of staff in Prevent and radicalization.</p> <p>Mr Cottrell asked who Clara Rose is. Miss Hawkins explained that she is the Family Support Advisor.</p> <p>He also asked what Mindfulness is. Mrs Telling told him that it is to support children in learning to relax and give them strategies to remain calm. At the moment it is being used with specific children but may well be rolled out further across the school.</p> <p>Mr Cottrell asked whether Miss Hawkins has time to replace Miss Leather as the safeguarding lead. Miss Hawkins explained that it has increased her workload she is working with Mrs Telling and Mrs Rose as a team so it is being shared.</p> <p>Mr Cottrell observed that the pupil numbers were still increasing. Mrs Manley asked whether capacity had been reached. Miss Hawkins said that the numbers are increasing but the capacity is 417.</p> <p>Mrs Manley asked what the new target setting process is. Miss Hawkins said that the targets are individual and stuck inside pupils English and maths books. Some of these are a bit wordy and need to be made more child friendly. They are signed off as they are reached. Mrs Manley said that this sounded very time consuming. Miss Hawkins agreed but it is in order to make them more personalized and to ensure they can be changed more frequently as the children achieve them.</p> <p>Mrs Manley asked what Project X is. Miss Hawkins explained that it is a reading programme from OUP that is science fiction based and ensures good phonic development. It is designed to appeal particularly to boys and is proving very successful across KS2.</p> <p>She also asked why the girls were having maths intervention separate from the boys. Miss Hawkins explained that the girl's attainment in maths is an emerging issue. They lack confidence and are often less keen to take risks. and by having girls only groups they are more likely to have a go and feel more confident to experiment with using and applying situations.</p> <p>She then asked what the high needs money is and what it is</p>	

	<p>used for. Mrs Telling told her that it is money that is awarded for individual children following an application to give them additional support. It is given for one year and has to be reapplied for. The need for additional funding has to be in excess £6000, the first £6000 must be provided from the schools budget. Mr. Cottrell asked whether children were still <b>stated</b>. Mrs. Telling said that this had now disappeared.</p> <p>Mrs Manley said that she wanted to congratulate all the staff on the many great things that all the staff do including all the sporting activities, the SATs explanation sessions and the small things that they do for each child, that although small are very important to the individuals.</p> <p>Miss Hawkins had had a complaint about dressing up for World Book Day. The Governors agreed that these events should still take place as long as the parents are given sufficient notice.</p>	
12. SEF	<p>Miss Hawkins presented the SEF to Governors for their consideration and contributions. Governors will email Miss Hawkins with any responses.</p> <p>Mrs Manley asked what Mosaic data is. Miss Hawkins explained that it is data concerning the local community produced from the Data Team at DCC.</p> <p>Mr Cottrell asked what GLD was. Miss Hawkins explained that this is Good Level of Development and it is what pupils in Foundation are expected to achieve by the end of Foundation Stage.</p>	
13. Safeguarding	See Headteacher's Report above. There are now 30 DAFs. Mr White and Miss Hawkins will meet early in the Summer Term for the Governor Safeguarding visit.	
14. Pupil Premium	Miss Hawkins presented the Pupil Premium funding document to the Governors and explained how this is broken down. Mrs Manley agreed to become the Pupil Premium Governor. Miss Hawkins presented the figures showing how the gap is being closed. This is being done termly and is showing good progress across most areas. These are in the Governors Library on Dropbox	
15. Sports Premium	Mr Cottrell asked who Dan James is. Miss Hawkins said that he is the football coach. She presented the breakdown of funding so far. There is still some money remaining in the budget. There will be a taster session for Gymnastics for Year 2, t-shirts are being bought for the swimming gala team and Cullompton Cricket Club will be running a club after Easter and giving training to staff.	
16. Social, Moral, Spiritual and Cultural Development	Miss Hawkins gave the Governors information on how these areas are being covered in school. The evidence of all of the development has been assembled by staff and was presented. She suggested that a Governor should come and discuss with some of the pupils how this is approached in lessons. Mr. Cottrell volunteered to do this.	
17. SFVS approval	The Finance Committee have looked at the document and recommend it to the Governing Body for their approval	LC/SN
18. Quotes for purchase of items		
Teacher laptops	The Governors accepted the quote from CCS unless a lower quote is obtained from PC World	SM/ES
iPads and iPad minis	Miss Hawkins explained that further ICT equipment is	SM/ES

	needed. Mrs. Owen has obtained quotes for these. The Governors approved the quote for PC World.	
19. Parental Engagement	See Headteacher's report. SATs meetings Phonics meetings Parent walk-ins Parenting Classes Willand Word Family Support Advisor Parent Consultations	
20. Phase VI	The feasibility study is now underway. The plans should be available by the next Sites and Buildings meeting. Miss Hawkins will email Flic	<b>AH</b>
21. Academisation	Following the budget Mr. Carswell told the Governors that it would be better to do this on our own terms. Miss Hawkins explained that at a recent meeting she was told that this now has to be done as an academy Trust, with 5000 pupils as the optimum amount. Miss Hawkins and Mrs. Hills are attending a meeting in April to gain further information.	
22. Pre-school building	Mr. Maynard has been in touch with the school as they want to extend the building at the front. The Governors had no objections.	
23. Governor Action Plans	Each sub-committee will complete their action plan at their next meeting.	
24. Reports of the Committees of the Governing Body		
Curriculum	The minutes are available in Dropbox	
Finance and Personnel	The minutes are available in Dropbox	
Sites and Buildings	The minutes are available in Dropbox	
25. Village hall Committee representative	Mrs. Manley has attended the meetings but there is nothing that directly affects the school.	
26. School Council Minutes	The pupils are undertaking a survey to choose the topping for the pizza on the latest menu. They chose to support the local food bank in Tiverton. Each class is sending in different items of food.	
27. Eco School Committee Minutes	There have been no meetings. Green Week was very successful.	
28. Governor Visits	Mrs. Baxter has made two SEND visits. Her reports will be presented to the next meeting. She was impressed by the interaction between teachers, teaching assistants and pupils and also by the creative use of space. The time is well utilized and the provision is completely pupil oriented. Mrs. Nisbet said that the staff would be very happy to welcome Governors to school. Mrs. Manley suggested that brief visits could be made by all Governors each term according to a loose timetable.	
29. Policies		
Assessment Policy Statement	The policy was approved	<b>WU/HB</b>
Charging and Remission	The policy was approved	<b>WU/HB</b>
Finance	The policy was approved	<b>WU/HB</b>
Governor Allowances (Expenses)	The policy was approved	<b>WU/HB</b>
Grievance	The policy was approved	<b>WU/HB</b>
30. Chair's Correspondence	None	
31. Date of Next Meeting	7 <sup>th</sup> July 2016	
32. Approval of minutes		