

WILLAND SCHOOL
GOVERNING BODY MEETING
 MINUTES OF MEETING 17th SEPTEMBER 2015

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

Mrs A Hills Clerk to Governors

Absent: Mrs Baxter

Item Discussed	Action/Resolution	Gov Action Prop/Sec
1. Apologies for Absence	Mr White, Mrs Nisbet	
2. Declaration of Interest	Governors completed their declarations	
3. Items from the Annual Cycle		
Election of Chair and Vice Chair	Mr Carswell was nominated by Anne Hawkins and seconded by Sarah Manley. He was unanimously elected. Mrs Jagger was proposed by Mr Cottrell and seconded by Mrs Upham. She was unanimously elected.	
Committee members and Governor Curriculum Responsibilities	The committees were re-elected. A further Governor position of Disadvantaged Children was proposed and Ms Leach accepted the position.	
Objectives of the Governing Body	The Governors approved the objectives	LC/WU
Standing Orders	The Governors deferred this until the next meeting as some of the information contained needs to be updated.	
4. Minutes of the meeting held on 9 th July 2015		
5. Matters Arising		
DAF	Mrs Telling will present an SEN update to Governors	
6. SEN Update	Mrs Telling explained the DAF process and showed Governors blank examples of the paperwork that needs to be completed for each meeting and the evidence that is required to support it. Mr Cottrell asked what would trigger a DAF. Mrs Telling explained that it could be concerns about the child in school or about the family situation. He asked who makes the decision. Mrs Telling said that it is often her decision and although there is a threshold tool she is still refining the criteria. A Family Support Advisor has been appointed by the school to support the pupils and families in the school. She will be taking an active role in leading DAFs. Mr Cottrell asked whether the levels of DAFs here are similar to other schools. She said that there is no specific data available from DCC but talking to other schools the levels are representative. Miss Leather explained that all children in Devon are now put on a DAF from birth. This information will then be available if necessary to inform decisions when they are at school. Mr Cottrell asked how much time the DAFs are taking up. Mrs Telling said that it is about 80% but it is useful. She is hoping that with the support of the	

	<p>FSA she will also be able to get into class more often. Mrs Jagger asked whether if there are older siblings at other schools they are included. Mrs Telling confirmed that it is rolled out to other children and this has been very useful. She explained that it involves the whole family and there are often targets to be completed at home as well as at school. Miss Hawkins explained that this information also feeds into other monitoring systems. Mr Cottrell asked why there were no DAFs in the spring term last year. Mrs Telling said that this was probably an error in the information as there would have been some ongoing from the Autumn term. Mrs Jagger asked whether this was the same system for statemented children. She said that it is similar but their needs have been recognized in the statementing process. Mr Cottrell asked if there was enough support for such an important role. She said that since the FSA has arrived and with her additional day the whole system is now manageable and adequately resourced. Mrs Telling showed the procedure to access extra money to support children. Mrs Manley asked what made the difference between a successful and unsuccessful claim. Mrs Telling said that she is learning the language and evidence that is required. Dr Santos asked whether it is being effective for the children. Mrs Telling said that she is seeing results with the children, although it is not always quick. Also parents like the system.</p>	
<p>7. Review EYFS, KS1 and KS2 Results</p>	<p>The data for EYFS is poor, due to the cohort of pupils, the variety and complexity of the additional needs within the group and the changes of staff within the Foundation stage. An action plan is being drawn up for Year 1 to support this group. Extra teaching was put in place at the end of their Reception year when the needs were identified which has had some effect. An early Baseline assessment will be completed and progress will be determined from that point. The teachers are still assessing the full extent of the needs so that the correct support can be put in place. The transition between Reception and Year 1 is a huge leap. There are three teaching assistants now across the classes. The level of the new Reception intake is also causing concern. The aim is to respond swiftly to the problem that has been identified. Mrs Pearce is spending an extra day working within Reception. Mr Cottrell asked how the Baseline is completed. Miss Hawkins said that is done through conversations with the children and careful observation. The KS1 is much better than last year and now is broadly in line with the national average. This is an improvement on the data expected from this cohort. The phonics data is disappointing and there still needs to be more work in this area. The KS2 data is good overall but the data for Pupil Premium is exceptional. The results are a credit to the teachers involved. The cohort for Year 6 are the group that did exceedingly well in Year 2 so it will be important to ensure that they make the required progress.</p>	
<p>8. SEF</p>	<p>The Governors looked at the Action Plan for last year showing what had been put in place for the issues that had been identified. It will be put into the Governors library. This year's SEF is still in progress.</p>	<p>AHi</p>

9. Safeguarding Update	Miss Leather gave all the Governors safeguarding training. Packs of information were given to all Governors.	
10. Staffing Issues	The meeting moves into Part II	
11. Parental Engagement		
Consultation feedback		
Survey results	<p>Mr Cottrell said that the four issues that had been most raised were the website, eating meals in class rooms, the path around the back of the building and not knowing who the Governors are. He said that the rest were largely positive. Miss Hawkins said that in the response to not knowing the Governors pictures will be sent out with the Willand Word. Mrs Jagger asked what was happening about any extension to the hall. Miss Hawkins said that she has had a meeting with Simon Niles, Councillor Radford and Councillor Evans to discuss the issue. He said that with the advent of Free Schools many of the statutory requirements have been removed. He said that it may be feasible to help with funding towards a second 'studio' space. This would ease the pressure with PE and also could be used for packed lunches. He had suggested getting a survey completed to look at possible options.</p> <p>The path will be extended at half term.</p> <p>The website is still in the process of being updated. It is hoped that it will be live by 5th November.</p> <p>Mrs Manley said that it was clear the parents were pleased with the excellent levels of teaching. Mr Carswell wanted to recognize the many comments praising the assemblies, the election and the dinners.</p>	
12. Policies		
Committee Terms of Reference	The terms of reference were read and unanimously agreed.	LC/MJ
Pay policy	The policy was approved	MJ/RC
SEN Policy	The policy was approved	WU/LC
Safeguarding Policy	The policy was approved. This must be read by all Governors before the next meeting	MJ/AH
13. Register of Pecuniary Interests	The Governors completed these at the start of the meeting.	
14. Formula Funding Consultation	Miss Hawkins and Mrs Hills attended the consultation meeting yesterday. Miss Hawkins explained that there is very little left to consult on but the services that are left are vital. With the permission of the Governors she will complete the consultation form asking for the services to be retained.	MJ/RC
15. Village Hall Committee	Mrs Manley has not been able to attend recent meetings but is happy to continue	MJ/RC
16. Governor Visits		
Report of Governor Visits	Mr White has completed a Safeguarding visit and will report to the next meeting.	
Timetable for Governor Visits	<p>Mrs Baxter will complete an SEN visit</p> <p>Mrs Jagger will complete an NQT visit in the Spring term</p> <p>Ms Leach will complete a maths visit</p>	
17. Chair's Correspondence	Mr Carswell has received an email about Excellence for All. It is a lengthy document which includes details of the results for the school. The deadline for the completion has been moved to the end of September.	
18. Date of Next Meeting	3 rd December 2015	