



Withycombe Raleigh C of E Primary School

Full Governing Board Meeting – Part A Minutes

Date/Time	Tuesday 4 February 2020, 7pm	Location		Community Room			
Attendees		Attendees		Attendees		Attendees	
John Maxell-Batten (JMB)		Clare Hollingsworth (CH)		Will Newport (WN)		Fr Robert Sellers (FrRS)	
Antonia Burrows (AB)		Jenny Hooper (JH)		Nick Pearce (NP)	Chair	Mike Smith (MS)	Assoc. Member
Alison Cooper (AC)		Sue Humphries (SH)		Alison Rich (AR)		Audrey Williams (AW)	
Andrew Holden (AH)		Emma Jones (EJ)	Head Teacher	Emma Rogers (ER)		Lea Dempster	Clerk
						Nicola Hart	Clerk

Apologies

Helen Fenner

Agenda			
27	Apologies	33	Committee Reports
28	School Vision and Values / SIAMS	34	Committee Membership
29	Declarations of interest	35	Headteacher's Report
30	Approve minutes of the previous meeting	36	Governor monitoring
31	Matters arising	37	Chairman's business
32	Correspondence	38	Date and time of next meeting

Ref	Item	Action / Decision	By whom
27.19.20	FrRS opened the meeting with prayers Apologies: apologies from HF were received and sanctioned. NP welcomed Emma Rogers, new Staff Governor, and Sue Humphries reappointed Foundation Governor.		
29.19.20	Declarations of Interest – none declared for the meeting.		
30.19.20	Approve minutes of 3 December 2019 – the minutes were agreed as an accurate record.	Decision	
31.19.20	Matters arising 22.19.20 Safeguarding training – NP, WN and JMB attended training for Governors at the Community College. NP reminded all governors of the responsibility to read Keeping Children Safe in Education. 21.19.20 Skills Audit – await audit from HF and AW		

Ref	Item	Action / Decision	By whom
28.19.20	<p>Updating the school vision and values / SIAMS – Kathryn Lee, school strategic lead for collective worship and RE, presented the updated School Vision and Values for the board to agree.</p> <p>KL explained that she had attended SIAMS training with Tom Overton, Anna Warren and Fr Robert – the group had then begun work on updating the school vision and values in consultation with staff, governors and children.</p> <p>The vision was agreed - Growing Happy Caring Hearts and Minds, underpinned by a biblical scripture John 15 V12.</p> <p>It was agreed to reduce the number of values to 5 key values – Generosity, Respect, Agape, Courage and Empathy.</p> <p>KL reported that the children have been introduced to each value at each half term, and the new vision and values have been communicated to parents and the wider community. Children are grasping the updated values really well and have produced new displays of work all around the school. FrRS agreed that collective worship has been transformed – the children really know their stuff and enjoy listening and talking about it.</p> <p>KL explained that the Diocese have provided support, Tatiana Wilson visited last term. Governors discussed the updated SIAMS inspection. Understanding Christianity is now fully embedded across the school, the new RE curriculum has been introduced; Spiritual Development is our current focus.</p> <p>AC asked if we are linking with our partner church schools for this work?</p> <p>KL explained that in this instance she had not met with the partners but had met with other church school staff. We are also linking with Woodbury Church to support a charity, Chimera, who support a secondary school in Kenya.</p> <p>NP thanked KL, on behalf of the board, for the presentation. Lead governors will be monitoring the areas of SIAMS Inspection, RE and collective worship.</p>	<p>Decision</p> <p>Decision</p>	
32.19.20	<p>Correspondence EJ reported that a phone call had been received from the neighbouring pub, parents are still parking there at pick up and drop off time. EJ will remind parents that the car park is for pub customers and ask that they do not park there.</p>		
33.19.20	<p>Committee Reports:</p> <p>Resources - 21 January 2020. AH introduced the draft minutes. Governors commented on the positive budget and thanked AP and everyone at school for their hard work in maintaining that. There were no questions.</p> <p>Teaching and Learning - 14 January 2020. FrRS introduced the draft minutes. Governors asked for an update on the nurture room pilot – EJ reported that it is going well; the Behaviour Support Team observed a child in that room this week and gave good feedback, there have been good breakthroughs with children already. MS explained that hopefully the pilot can be expanded, particularly with a focus on children’s mental health, and we will investigate funding streams.</p> <p>Performance & Pay – 4 February 2020. NP reported that the committee met this evening and recommended that the board adopt the updated Pay Policy. The board agreed the new policy.</p>	<p>Decision</p>	
34.19.20	<p>Committee Membership</p> <p>LD confirmed that the diocese had reappointed Sue Humphries as a Foundation Governor to the Board – the board appointed Sue to the T&L Committee.</p> <p>ER had been elected as Staff Governor, the Board appointed Emma to the T&L Committee.</p> <p>The Board agreed that Jenny Hooper would move to the Resources Committee.</p> <p>The Board appointed Mike Smith as an Associate Member to sit on T&L committee</p> <p>SH reported that a colleague, a retired Speech and Language advisor, is interested in becoming a governor. NP will get in touch.</p>	<p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Decision</p> <p>Action</p>	<p>SH/NP</p>
35.19.20	<p>Headteacher’s Report and Safeguarding Report: governors received EJ’s written report in advance of the meeting.</p> <p>Exclusions (not permanent) 8 – governors asked if this is above average?</p> <p>EJ – yes, they are all KS2, we are working with the children and families.</p>		



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	<p>Attendance – EJ reported that the EWO had visited this week; there are 47 children with persistent absence and we will be tightening up on attendance overall. General requests for absence during term time will not be agreed and we are being encouraged to issue penalty notices where appropriate.</p> <p>Nature School – lots of classes are using the areas now, a bid has gone to the Town Council for £1k</p> <p>Staff Workload and Wellbeing Group – staff discussed strategies at the recent Inset day, we now have a Wellbeing Group; staff have lots of ways to contact the group and we were encouraged by the open and transparent discussion. Recent Lesson Observations were well received by staff.</p> <p>SIMS will be used for registers after half term.</p> <p>Staffing – Mr Jones, Caretaker for 15 years, has decided to retire. We will look at the structure for premises and cleaning staff. We have appointed a new office assistant who is doing very well.</p> <p>Safeguarding – areas for development include updating staff around Child Sexual Exploitation, and we will revisit the staff safeguarding questionnaire.</p>		
36.19.20	<p>Governor monitoring</p> <p>Recent governor visits included AW attending the SIAMS meeting, JMB has attended to discuss SEN provision with CH and another meeting is booked in; FrRS has attended for collective worship and the SIAMS group meetings.</p> <p>Governors also agreed to monitor the following curriculum areas:</p> <p>AR English and Modern Foreign Language SH Maths and Collection Worship NP Science, Computing and Design and Technology AB – Geography and History AC – Religious Education FrRS – Physical Education AW – Art and Music HF – Physical, Social, Health and Economic Education WN – Early Years Foundation Stage JMB – Special Educational Needs and Disability AH – Environmental/Nature area</p> <p>NP asked that governors visit once per term in line with the circulated action plan, and note the visit on the Monitoring Form to provide evidence. SH reminded governors to familiarise themselves with the governor visits policy.</p>		
37.19.20	<p>Chairman's business – NP reported that after shortlisting, there are 3 candidates for interview for the post of Headteacher. All have accepted and interviews are going ahead this week. The meeting on the 7th February, 6pm will ratify the recommendation of the interview panel.</p>		
38.19.20	<p>Date and time of next meeting</p> <p>Extraordinary Board Meeting Friday 7 February 2020 6pm Full Board Meeting Tuesday 28 April 2020, 7pm The meeting ended at 8.30pm</p>		