

**CLAWTON PRIMARY SCHOOL**  
**MINUTES OF THE GOVERNING BODY MEETING HELD ON**  
**WEDNESDAY 3<sup>RD</sup> OCTOBER 2018 AT 6.30PM**

<b>Present:</b>	<b>In Attendance</b>
Simon Forbes (Chair), Sandy Brown (Interim Head - HT), Amanda Allin, Sue Bailey, Steve Baber, Lorna Bowden, Steve Gardner, Steve Isaac, Jaime Paget, Lydia Rowe, Alison Sharp	Alison Skinner (Clerk)

	<b>Action</b>
<b>1. Apologies/Absence/Welcome:</b> Apologies were received from Mike Dart, whose absence was sanctioned. SF welcomed Steve Isaac to the GB as our new Parent Governor. Steve Baber was formally appointed as a co-opted governor, in the place of Rosemary Jones who has just resigned – she was thanked by SF for her years of dedicated service on the GB.	
<b>2. Opportunity to Declare any Interests:</b> None.	
<p><b>3. (a) Minutes of meetings held 10<sup>th</sup> September 2018:</b>  Part I - these Minutes were previously circulated and confirmed as read: they were unanimously agreed to be a true record of that meeting and duly signed by the Chair. Part II – There were circulated at the meeting and also agreed and signed as a true record.</p> <p><b>(b) Matters Arising not dealt with elsewhere on the agenda:</b>  (i) Feedback on Action Points:  Security fencing &amp; gates - MD met with HT and fencing &amp; gate contracts have been actioned – we are awaiting dates for commencement of the works.  Single Central Record – LB met with ASk on 14/9/18 to scrutinise this document, she reported that it is comprehensive, fit for purpose, current and accurate.  Broadband - SF/HT/AS met and wrote a letter re the broadband issue to various parties; several responses have been received backing the school and trying to push things forward but the timeline remains at March 2019. SF/HT will meet to discuss responses.  Website: HT reported that the new school website <a href="http://www.clawton-sch.org">www.clawton-sch.org</a> is now live. Currently the old website is also live and needs to be taken down by SWGfL. HT will action.  SG queried whether it was now compliant – HT confirmed she has added some essential information and is continuing to populate the new site. There remains some work to review and update a range of school policies and this is a key priority. One of the advantages of the Management Partnership is the relationship with the South West Schools Federation and the adoption of many of their policies as a framework for Clawton Primary School.  <a href="http://swsf.org/policies/">http://swsf.org/policies/</a>.</p> (ii) Change to the school day: HT reported that she had spoken to parents about this proposal at her initial parents meeting; bus times won't change until after half term but she wanted to have a transition period. The HT reinforced a key principle that every minute of learning was important and to maximise opportunity she introduced the changes to the school day on Monday (1/10/18). A few parents had been worried about the short notice and raised their concerns with HT but the actual response has been good with parents on time and the start of the day is calmer with positive feedback from teachers. HT intends to have as many clubs running as possible but we can't use the Sport Premium Fund for after school care – there will need to be a minimum cost to cover expenses. Clubs will also help the car park situation by staggering the leaving time of pupils. There will be further reporting and discussion at future meetings about HT's intended use of Pupil Premium and Sport Premium.	<p>SF/HT</p> <p>HT</p>
<p><b>4. Committee Matters:</b>  <b>Draft Minutes of the Finance &amp; Personnel meeting held 28/9/18:</b>  Drafted Minutes were circulated. SBab asked AS to clarify the deficit position. There will be a projected deficit this year if all identified expenditure is actioned as we will use all our carry forward, in subsequent years we will build up a deficit which KMB (senior finance officer) confirms we can. He has reassured governors about the situation. The Committee have</p>	

<p>approved the financial aspects of the MP and SF is now in a position to sign the formal MP Agreement on the GB's behalf – this will then go to GH for signing and then to JD (School Improvement). Governors have recognised the interim HT's travel situation and her request for a contribution towards those costs – subject to the suggested approach being legal (KMB is seeking advice on that) governors will support this position. It was considered to have been a very useful meeting and good to have KMB there – SF has sent thanks to his line manager for his attendance at the meeting and his ongoing support.</p> <p><b>Decision &amp; action:</b> <i>The formal MP Agreement will now be signed by SF on behalf of the GB. Subject to KMB's confirmation that it is legal to pay travel, this is agreed at 50% of DCC mileage rate.</i></p>	<p>SF ASk</p>
<p><b>5. Headteacher's Report:</b> SF thanked HT for her Report which he considers to be very useful, detailed and a good help. Governors' questions:</p> <p><b>Attendance:</b> SBab- Is HT satisfied with the current position as this was a key focus at the last Ofsted? HT: It is too early in the year to predict; there will be a couple of Persistent Absentees for specific/known reasons and these will be monitored. Lateness is much improved with some families for whom this was a problem having left the school. HT will target those who are consistently late. This was supported by the GB. The HT will apply sensible discretion in response to the change of the school day time and limited car parking space at critical times.</p> <p><b>CPD/Data:</b> SF – Noted that there is lots of CPD activity and asked how/when are we going to see the impact of CPD and the benefits to pupil achievement? He raised the expectation that Governors will need evidence of impact and will clarify how we evaluate it? HT - There will be 3 summative assessment points per year and the GB will be fed that data. She is hoping to start assessment next week with feedback to parents during Parent Consultation Week (w/c 15/10). Data will be available to the GB at their November meeting. HT thanked JP who has now completed Reception Baseline Assessment so that data is now available.</p> <p>SF emphasised that some things have been hidden and previously governors perhaps couldn't always trust the data so this has to be robust going forward. This will be the central issue for the next Achievement Committee meeting – how data is being monitored, tracked, formative assessment. This will be reported back to FGB so all governors can understand how children are being monitored and the impact on the development of pupils.</p> <p>LR queried whether the KS1 results could still be used and HT confirmed 'yes'. We need to track reliable data and triangulate that with what the children are learning every day in class.</p> <p><b>Pupil Premium:</b> SBab queried the use of Pupil Premium and whether a policy and plan was now on the website, confirming a plan has to be in place for the school to be compliant. HT has produced the Pupil Premium Report for 17/18 which is on the new website; the school is working on the 18/19 plan which is on the website.</p> <p><b>Safeguarding:</b> SF raised an expectation that LB/AA give an update at the next FGB on safeguarding progress already made and how our children are safer now than before. SF &amp; HT will assist them with this and will wait for the report from today's safeguarding audit and then organise a meeting. LB queried the MASH referral and whether SF is informed when there is an issue/what is the protocol? HT confirmed that there is a current issue which is a matter of enquiry at the moment; the HT confirmed that she will inform SF on any issue when appropriate and necessary to do so. <b>Staffing:</b> KS is absent for 4 weeks currently and we won't know till nearer her return date what is going to happen.</p>	
<p><b>6. Future Sustainability of the School – receive &amp; discuss document from SF circulated with the agenda:</b> SWSF has become the Alumnus MAT wef 1/10/18; regardless of this, the MP can remain in place for anything up to 2 years. The GB have accepted that we need a quality collaboration to take the school forward and SF was asked to explore options – Julie Stuchberry-Utah from Babcock has produced a list and we now need to put together a working group to establish a timeline and how to explore the best partner for Clawton Primary School. There also needs to be a MP committee to monitor the work of the MP for the benefit of this school and it would</p>	

<p>make good sense for them to research/explore future collaborative partners. An initial meeting will work out a timeline and rearticulate our vision so we can ensure any prospective partner shares our aspirations. What questions do we want to ask future partners, who do we invite to talk to us? If we want this to be in place by September 2019 we need to get moving on it and take it to the parents for their input so they can trust the GB on this. Moving from a maintained school to a MAT is significantly different in terms of accountability but we have to consider the benefits of it as well. After discussion, it was agreed:</p> <p><b>Decision &amp; action: SF/SBab/LR/AA (with support from HT) will form the working group – SF will coordinate a meeting and they will report back to the next FGB.</b></p> <p>(Possible conflicts of interest: it was noted that AA works for the Dartmoor MAT and will remove herself from any discussion about that organisation; also that HT is associated with Alumnus MAT but does not work for them).</p>	
<p><b>7. Parent Governor Vacancy:</b> This has now been filled by Steve Isaac; he gave a short introduction about himself (he has 2 children at the school and his partner is a TA in E/Yrs and associated with the Preschool; he has previous experience as a governor in a Federation). Skills Audit responses are still needed from JP &amp; AS.</p>	JP/AS
<p><b>8. Governor Learning Walk:</b> SF reported that the first Learning Walk had taken place with a focus on Organisation of the School and Pupil Safety. He found the visit to be very good, both powerful and helpful in his understanding of the school. Staff had been welcoming. HT appreciates feedback and has received 2 written reports, with 2 to follow – templates can be completed manually if necessary. Governors need to know all about the school and need to collate evidence. The visit after half term will focus on looking at books. SF emphasised that he wants teachers and staff to know that the GB are appreciative of the additional work they have done in response to the challenges and changes at the school. On the visit children were cheerful and purposeful – there was a good atmosphere and SF found the experience reassuring; children were constructive and supporting each other.</p>	
<p><b>9. Governance Review Report:</b> SF attended the feedback following the Governance Review. The report has a RAG rating and SF proposes that we pick out the ‘reds’ (those needing urgent addressing) and develop an Action Plan which he is happy to lead.</p> <p>Positive feedback had been received on:</p> <ul style="list-style-type: none"> <li>• the strong commitment of the GB</li> <li>• the exceptional Clerk</li> <li>• increasing use of resources eg the NGA skills audit</li> </ul> <p>Areas to work on are:</p> <ul style="list-style-type: none"> <li>• the vision for the school (started in Feb ’18 but stalled)</li> <li>• how the GB evaluates its own performance (some monitoring has taken place with benchmarking, SFVS skills matrices and an agenda item at more recent meetings)</li> <li>• increased knowledge of PM objectives for teachers/targets and how they relate to school improvement (HT will provide this information going forward).</li> </ul> <p>SF stated that Governors must be relentless in assuring the quality of teaching and learning and the impact on pupils. How do we know? There will be more of an educational focus now we have more of those skills &amp; experience on the GB. The Achievement Committee will be more involved and policies will be streamlined and more manageable. The next meeting will be challenging but SF is confident the GB has got the foundation to meet that challenge.</p> <p><b>Decision &amp; Action: SF/SBab will produce an Action Plan on Governance by the end of half term to bring to the next FGB meeting.</b></p>	SB/SF
<p><b>10. Governor Training:</b></p> <p><b>(a) ASP training:</b> to be led by Suzie Winter, 1/11/18 5.30pm at Broomhill (venue may change) – Clerk to book SF/AS/AA/SBai/LB/JP onto the training – SF will provide transport.</p> <p><b>(b) Better Governor:</b> Safer Recruitment etc – Clerk will circulate an email from Fiona Collier with instructions on how governors can register</p> <p><b>(c) Other Requirements:</b> Safer Recruitment – Clerk is attending training on Part 3 KCSiE in November and will feedback to LB/AA. On line training is available via SCR bureau etc.</p>	<p>SF/AS/ AA/SBai/ LB/JP</p> <p>Clerk Clerk/LB/ AA</p>

<p><b>11. Correspondence:</b>  <b>Weekly Governor Updates:</b> Governors to look at these when received as they contain useful and topical information/links  <b>Clawton Parish Council:</b> School hazard warning lights are flashing continually – ASk will follow this up with DCC who do the programming.  <b>Governor Emails:</b> These will be reset and new links sent to governors – there is only 48 hours when the logon stays active so this needs to be actioned upon receipt.</p>	<p>All govs  ASk  All govs</p>
<p><b>12. Policies:</b>  <b>(ii) Reviews in accordance with the schedule:</b> HT confirmed we need to focus on those policies that are absolutely necessary and a legal requirement. She will be emailing Code of Conduct/Keeping Children Safe in Education for governors to read, this will also go to staff who have to sign to say they have received and read it. This was adopted, any queries to come to the next FGB meeting.  <b>(ii) Adopt new/amended policies:</b> <b>Child Protection &amp; Safeguarding Policy 2018</b> had been circulated with the agenda and was duly adopted. <b>Finance Policy</b> was recommended by Fin. Committee for adoption with new levels of delegation (agreed); <b>Pay Policy 2018</b> is currently out for consultation and will come to the next meeting.</p>	<p>HT       Clerk</p>
<p><b>13. Urgent Business brought forward by the Chair:</b> None</p>	
<p><b>14. Dates for next Governors meetings etc:</b>  Learning Walk (allow 1.5 hours) 17<sup>th</sup> October at 9.30am  Achievement Committee – Thursday 18<sup>th</sup> October at 3pm  Finance/Personnel/Premises/Resources – Friday 2<sup>nd</sup> November at 9.30am  FGB – Tues 6<sup>th</sup> November at 5.30pm  New MP committee – TBC  SF will work with HT on a schedule of meetings for the year for next FGB meeting.</p>	<p>All govs       SF</p>

There being no further business the meeting closed at 8pm