

## Taw Valley Federation



Minutes of the meeting of the Full Governing body, held on Monday 16<sup>th</sup> November 2015 at 7.00pm at Witheridge Primary School.

Present: Heather Dunn, Rob Norton, Amy Suchacki, Helen Carn, Sue Wells, Sally Anoyrkatis (chair), Mike Clark, Verity Lunn (clerk).



Meeting started at 7.03pm.

### MINUTES

#### 1. Opening Prayer & Welcome. (AW/SA)

In Adrian Wells' absence, MC led the opening prayer. SA welcomed all to the meeting.

#### 2. To receive, and if appropriate, approve apologies for absence.

Apologies received from Jane Adams and approved as agreed at September meeting.

Apologies received from Adrian Wells, Peter Lake and Rob Foster.

*NB: Apologies had been sent by Colin Parsons prior to the meeting, but the e-mail was not seen until after the meeting.*

#### 3. To declare any business interests arising from the agenda and remind governors of meeting confidentiality.

No interests declared.

#### 4. To approve minutes of previous meetings (19.10.2015)

Minutes were agreed and signed as an accurate record of the meeting.

#### 5. Matters arising from the minutes.

Governor vacancy – still a vacancy for a parent governor.

#### 6. Update from SIAMS inspection (RN)

RN reported on SIAMS inspection (for church schools) from Tuesday at Witheridge. The inspector had observed two RE lessons and two collective worships, and had talked to children. The inspection did not give a grading as would have done if a VA school.

The inspector had judged the school as satisfactory, with some areas of concern so a 'low' satisfactory – had evidence to show how improvement plans will be in place and how governors will be improving. Charlotte Wannell was now the member of staff overseeing collective worship across both schools.

SA stated that there was still quite a lot of work to do towards getting 'good'. RN agreed, and stated that although there were some areas where it would be a long term improvement, others (such as encouraging children to write their own prayers) would improve an area very quickly. The inspector had said that the use of family groups was very successful. SA stated that she felt that although it was a tough inspection, it was also very constructive.

RN talked about the setting up of an ethos group over federation/to include other church schools within TMLP.

HC: Does Witheridge have an equivalent of the 'Open the Book' scheme at HB?

RN: Have a 'visitor' collective worship on a Wednesday, where they have an external person coming in to give a collective worship, which also provides material for the rest of the week's collective worships.

AS reported that there had been a change in the children's attitude towards collective worship, as they were now talking about it throughout the week, and talking to their teachers about their thoughts on the subjects raised.

RN talked about what had been done to make collective worship area 'special' (candle, cloth on table etc to make distinct difference to other lessons) also the creation of a quiet contemplative space within the school that children would be able to use independently. Importance of visiting synagogue/mosque/cathedral discussed.

**7. Update from LA Review Inspection/Staffing changes (RN)**

RN gave synopsis of the 'mock Ofstead' inspection at Witheridge. He explained it had taken a snapshot of current state as baseline, rather than where the school has progressed from already. He talked through the report, explaining how the required improvements were going to happen.

Governors asked questions when they needed further explanation.

The report had judged that the likelihood of achieving a 'good' judgement by July 2016 was 'amber-red'. This meant that they had started going down the right track, but needed to keep forging ahead to achieve it.

RN explained how the current staffing had been organised, and the effect on the children. Plans for staffing moving forward were also discussed. Further discussion to follow at the end of the meeting (part two minutes).

**8. Portfolios: Achievement and standards (SA, PL), SEND (AS, HC) and Pupil Premium (HD, CP)**

Governors had all read the reports from the portfolio holders.

SA stated that she felt they were very clear reports.

HC stated it had been very constructive process.

SA asked how having one SENCO across both schools was working. AS reported she was working on booking time in advance to go over to HB to be able to get to know children, so that she would know how they would react to different strategies etc.

SW said she felt the SENCO was meant to be one step removed from the teaching anyway, so giving advice to teachers on how to teach children rather than teaching all of them herself.

AS agreed that this was the case.

**9. Report from governor visit, feedback from monitoring committee, governor training updates (governor feedback from any training undertaken – including online. Please bring copies of any certificates/feedback forms).**

Governor visit reports were acknowledged. SA gave brief feedback from the monitoring committee. SA and HD reported on the GEL modules they had completed.

**ACTION:** All safeguarding to have been done by next meeting if possible. Governors to read Devon governor magazine for Babcock courses.

**10. Approve policies**

The following policies were approved by the governors:

Administration of medication

Appraisal for teachers

Bullying

Charging and remissions

Safeguarding (replaces child protection)

Governors' expenses

The lettings policy was approved, with updates to the scale of charges to bring this in line with other local venues.

The teaching and learning policy had been included on this agenda in error – policy to be reviewed at next month’s meeting.

**8.43 – HD and SA left the meeting at this point. Minutes moved to part two.**

**9.01 – minutes moved back to part one.**

**11. Matters brought forward by the chair.**

None.

Meeting finished 9.02.

**Dates of future meetings (and associated portfolio)**

**14<sup>th</sup> December 2015 (HB)** - Wellbeing and Christian Care

**18<sup>th</sup> January 2016 (W)** - Learning and curriculum

**22<sup>nd</sup> February 2016 (HB)** - Achievement and Standards/Mini report covering everything, including SEND and Pupil Premium

**21<sup>st</sup> March 2016 (W)** - Finance

**18<sup>th</sup> April 2016 (HB)** - Learning and Curriculum

**16<sup>th</sup> May 2016 (W)** - Wellbeing and Christian Care

**20<sup>th</sup> June 2016 (HB)** - Finance Leadership/management part of SIP. {Use of outside space/environment within school.}

**18<sup>th</sup> July 2016 (W)** - Achievement and Standards, SEND, Pupil Premium and overall.