

## Taw Valley Federation



Minutes of the Full Governing Body meeting held on Monday 21<sup>st</sup> September 2015 at 7.00pm at Witheridge Primary School.

Present: Rob Norton, Colin Parsons, Amy Suchaski, Heather Dunn, Sally Anoyrkatis (chair), Adrian Wells (vice-chair), Sue Wells, Peter Lake, Verity Lunn (clerk)



Meeting started 7.00pm

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

AW gave the opening prayer. SA welcomed those present to the meeting.

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

Apologies received and approved from Jane Adams, Mike Clark, Helen Carn and Rob Foster.

JA had given notice that she would be unable to attend meetings for an expected three months due to personal circumstances, although she wished to continue as a governor. Governors agreed to accept apologies for this time, and to review at the end of three months, with further communication with JA.

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

None declared.

### **4. To approve minutes of previous meetings (20.07.2015)**

These were agreed and signed as a true record of the previous meeting. Part two minutes were circulated, read, agreed and signed.

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

None

### **6. Update register of business interests if necessary.**

Governors' business interest forms were circulated, updated where necessary and signed.

### **7. Governor vacancy**

It was reported that Susie Kevern had resigned her position as parent governor due to work commitments meaning she could no longer fulfill her role. It was agreed to ask for nominations for this role

**ACTION:** VL to ensure notice goes into next school newsletter.

### **8. Timetable of responsibility for portfolio holders (RN)**

RN explained which FGB meeting would focus on which portfolio area:

19<sup>th</sup> October 2015 - Finance

16<sup>th</sup> November 2015 - Achievement and standards; SEND and Pupil Premium

14<sup>th</sup> December 2015 - Wellbeing and Christian Care

18<sup>th</sup> January 2016 - Learning and curriculum  
22<sup>nd</sup> February 2016 - Achievement and Standards/Mini report covering everything, including SEND and Pupil Premium  
21<sup>st</sup> March 2016 - Finance  
18<sup>th</sup> April 2016 - Learning and Curriculum  
16<sup>th</sup> May 2016 - Wellbeing and Christian Care  
20<sup>th</sup> June 2016 - Finance Leadership/management part of SIP. (Use of outside space/environment within school)  
18<sup>th</sup> July 2016 - Achievement and Standards, SEND, Pupil Premium and overall.

RN stated that all governors would be expected to take full part in discussion at meeting even if the meeting was not that associated with their particular portfolio.

SA asked how this would work – what would the portfolio governors actually have to do for these meetings?

RN: They would need to work out what focus will be (governors to consult with RN prior to meeting) and have to prepare enough time for this – would need to start planning after previous meeting if not before. Governors would need to be proactive, not just relying on the headteacher to steer everything.

**ACTION:** RN to e-mail out SIP to all.

**ACTION:** VL (and RN) to e-mail out timetable to those absent.

RN stated that a governor audit should happen at some point. Agreed that this would be useful, and it is recommendation to do so after federation.

**ACTION:** RN to find out about this in the next term.

## **9. School vision (presented by SW)**

SW explained that she and MC had got together the previous visions from High Bickington and Witheridge to try to combine the two, along with items raised in discussion at the previous FGB meeting. Copies of the result were handed out, and time given for reading. The governors had many positive comments.

Values – SW explained about ‘the hand’ – each finger represents a value, the palm being ‘love’. She stated that even small children can remember a word for each finger, which become embedded, and can be used in many situations in school. She showed governors a list of values, with ‘values for life’ (diocesan collective worship) and those values taken from Galatians highlighted. The idea behind the hand is that the values chosen for each finger are chosen by all stakeholders.

SA thought this would be a good idea to get moving quickly if possible. AW stated it would be good to produce by Christmas to get embedded in the schools.

AW questioned whether it would be discussed in year groups in school.

RN recommended it being discussed in family groups.

AW asked how it was possible to get parents involved.

RN explained the schools were currently trying to get good interaction between parents and children about school, so would do as a thing for them to ask their children about.

**ACTION:** RN to take on from here.

The governors thanked SW and MC for their work on this.

## **10. To receive head teacher's report/data (RN)**

The data was looked at. RN commented on how in small schools percentages can be a bit hard to view as meaningful, as some groups can only include one pupil. Focus on individual children is more meaningful.

The governors discussed the data. RN stated that traditionally there had been a lot of children working above age related expectation

**SA: Is this based on old levels of assessment?**

RN: Data for Y2 and Y6 based on old 'level' system, other groups on the new curriculum. New curriculum is a step up giving some poor percentages – eg year four is the end of a two year cycle, but these children have only done one year of new curriculum. 'Above age related expectation' will drop as new curriculum does not have so much of a capacity for this – expected to broaden a child's knowledge rather than push up all the time. Need to get children to value the idea of challenge, and to want to push themselves. Need to not to coast. Class structure/staff changes for this year looking promising to encourage this.

**AW questioned the new data with regard to children being expected to reach 'mastery' - what is the evidence going to be to be able to prove this?**

RN: Still looking at data, but governors would be able to go in and monitor the monitoring – collecting evidence of learning (eg examples of where children have applied their learning – eg use of literacy in written science report.)

**AW: How can show evidence to others?**

RN: Will talk to children, look at books/marking/feedback for evidence. Non written evidence of progress/achievement needs recording. Recording appropriate evidence at any opportunities, staff keeping a watch out (eg in playground for Christian values). Need to see mastery in everything within a year to declare child has 'mastery'. Staff need to make sure opportunity for children to show evidence and make sure recorded.

**SW: If two year cycle will there be no children at age related expectation at end of first year of these years?**

RN: Will be monitoring if children are on track for this throughout the year.

**CP: KS1 data is good, however it still shows KS2 (Wetheridge) having issues. How is that being dealt with?**

RN: Need to keep working on understanding as staff. With current data there is possibility an element of misunderstanding about the new assessment levels. Already massive change in teaching Y5/6, which will help with next set of data at end of year, also improvement of attitude to learning being taught lower down the school.

**AW: Is it possible for next governors meeting to have examples of what considered to be mastery/emerging e.g. books?**

RN: Yes, may just need criteria.

**SA: Not a huge amount of difference from level system in how operated to present to governors – governors do not need to be able to assess the level of a child's work, but they need to be able to see evidence of a child making progress.**

AW: RN had stated to see books.

SA: The governors wouldn't actually assess work themselves.

RN: What monitoring would be is that teacher would know how a child was doing, and seeing evidence of their records of child's evidence of achievement.

HD: as a teacher, they would be showing to governors what their system is for monitoring/collecting evidence.

SW: Will be an amount of adjusting to new system. Need to understand not to interfere or make operational judgements, but to understand so as to tell someone else what was going on.

SA: [How will governors be able to see progress?](#)

RN: Possibly need to split attainment into smaller chunks for monitoring purposes.

SA: [Specific to transition between old and new system?](#)

HD: Have done some assessment of children on old system whilst using new so that can measure progression from that point/compare the two.

RN: Some progress will look bad as curriculum is more difficult, also not best fit anymore but have to achieve everything. Lot of effort being put in to make sure KS2 better (W)

AW: [Have enough resources been put in to KS2 as governors?](#)

RN: Can't put anything more in resources, it is now about learning attitudes of the children. Staff doing all possibly can.

SA: To sum up – staff are going to look at how can present data to governors so they can understand children's progress.

**ACTION:** PL/SA as relevant portfolio to look at transition data.

### **11. Receive report from governor visit.**

Governors had all read the report.

**ACTION:** VL to e-mail out JA's visit report (came after minutes went out)

### **12. Review of the healthy eating guidelines at WPS**

RN stated that previously the school had been rigorous in its implementation of its ban on chocolate at school. However there was an issue in that the Devon Norse recipes for school dinners is currently having to be changed to remove chocolate from recipes. The replacements that the cook has had to make have actually been worse in terms of sugar content. RN proposed that the rules were relaxed to allow chocolate within reason in packed lunches – ie not whole bars of chocolate.

AW stated he thought that the original ruling was operational and not made by governors. The governors agreed that they were happy as a governing body for the rule to be removed.

### **13. Approve policies:**

Equality policy – governors approved this policy.

AW stated the need to prove the policy was being included in SIP. RN agreed every action plan in SIP needs to be mindful of equality policy.

**ACTION:** RN to monitor this.

### **14. Matters brought forward by the chair.**

SA stated that reading through minutes of the last meeting had realized Peter had been said to be the governor with safeguarding training, but was not present at the meeting, and he needed to agree in a meeting to be the safeguarding governor. PL agreed.

Meeting ended 20.29.

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

**19<sup>th</sup> October 2015 (HB)** - Finance

**16<sup>th</sup> November 2015 (W)** - Achievement and standards; SEND and Pupil Premium

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

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