



Awliscombe C of E (VA) Primary School
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 Head of School: Mr Nick Bladon

Minutes of Meeting

Full Governing Body Meeting held on
 Wednesday 13th February 2019 at 6.00pm, Awliscombe C of E (VA) Primary School

Attendees	Initials		Attendees	Initials	
Penny Hammett	PH	Executive Headteacher	Emily Meek	EM	Foundation Governor
Paul Cann	PC	Foundation Governor (arrived 18.22)	Elaine Anning	EA	Co-opted Governor
Nick Thwaites	NT	Foundation Governor	Jo Stuart	JS	LA Governor
Pat Fowler	PF	Foundation Governor	Sam Pollard	SP	Parent Governor
Nick Bladon	NB	Staff Governor			
Present					
Ann Denner	AD	Clerk	Sue Tucker	ST	Potential Gov
Apologies	Initials				
Tony Treen	TT	Foundation Governor	Lucy Williams	LW	Parent Governor
Peter Morris	PM	Co-opted			

Ref	Discussion, Action, Decision	Owner/Decision/Date Due
1	Opening Prayer	PH
2	Apologies for Absence/ Absences Sanctioned Tony Treen – illness Lucy Williams – childcare Pete Morris - work commitment	Agreed
3.	To note declaration of interest and Register of Business Interests <ul style="list-style-type: none"> • Jo Stuart – HR One & NHS CCG • Penny Hammett – Sits on DAF Executive / Chair of Ottery Learning Community • Emily Meek - Devon Integrated Children’s Services – Honiton School nurse 	Noted
4.	To confirm the minutes of the FGB meeting held on Agreed as a correct record of the meeting by all present. AD to pursue Diocese for removal of HR as a governor.	All agreed
5.	Matters arising from the minutes of the FGB meeting held on 5th December 2018 not otherwise on the agenda. Website - SP and AD met to look at current compliance of the Fort website. SP advised that there is inconsistency in the details showing across the 2 schools. PH advised that Claire Hulbert will be looking at the website and is talking to Spiderweb to make some changes. PH advised that governors should let Claire know of any suggested changes or improvements; Claire is pro-active and would appreciate input. SP feels it needs to be a simple format. AD will contact Claire re compliance. PH has not yet received Brad Murray’s visit note. Clerk advised visit notes form part of triangulation of evidence for governors. PF added that a written report is needed for school to follow up on.	AD to contact CH

Signed by Chair:..... Date:.....

<p>6.</p>	<p>Items brought forward by the Chair</p> <p>EM advised that the result of the recent SEN Ofsted for Devon was not good. EHCP and information going into them was particularly criticised. Devon overspent in Higher needs block on EHCP's – however Fort has managed to get 6 with funding attached.</p> <p>EA asked if there is funding for a TA with each EHCP – no the funding level depends on the needs of individual children which do not always warrant an extra person.</p> <p>NT – will funding for EHCP's be reduced? EM explained that they are wanting more information before approving applications.</p> <p>JS – it is likely that the threshold for required expenditure from the school budget will rise before extra money is provided.</p> <p>PH advised that the issues arise as there is no alternative provision for children with complex needs (Schools Co in Special Measures), WAVE is the new provider with 3 sites in Devon, part of a Cornwall MAT.</p> <p>Exclusions are increasing as there are fewer agencies and resources for schools to manage the children.</p> <p>EM -governors need to be aware of the potential reduction in funding for pupils with special needs.</p> <p>ST asked will a child with complex needs coming into Yr 6 affect the data for outcomes across the school? PH advised that a child in this position cannot be disallowed.</p> <p>ST asked if the school receives support from DIAS (with parents) – no, this can be difficult as they are so stretched.</p>	
<p>7.</p>	<p>To receive the Executive Headteachers report;</p> <p><u>Administration update.</u></p> <p>Resources committee looked at updating systems around collecting monies into school and PM has been in to look at this.</p> <p>Processes are being put into place to ensure full compliance with GDPR.</p> <p>PH is considering an online system for all payments into school from parents.</p> <p><u>Staff</u></p> <p>There are now TA's employed across both schools with temporary contracts to support pupils with EHCP's, experienced with Attachment issues and Autism.</p> <p>At Awliscombe there is now someone to cover MTA duties, afternoon sessions and afterschool club.</p> <p>There has been a resignation from the Yr 3/4 class teacher at Awliscombe, this will be with effect from Easter. A replacement has been appointed already (taken from the field interviewed prior to Christmas). He has the added advantage of being a forest school practitioner.</p> <p>A long serving MTA (25 years), Mrs Marks will be leaving at half term. A Kids Café event will be held for her.</p> <p><u>SEN</u></p> <p>The number of pupils on the SEN Register has increased and there are now 6 pupils with EHCP's.</p> <p>Fort pay into Somerset CC for Educational Psychologist (EP) services, this was originally done to secure the services of Cathy Lowden. There will now be another EP who will work alongside Cathy, however Fort will continue with Somerset.</p> <p>The Fort Senco is in the process of completing the SEN audit at present – she leads on @ 15 TAF cases at present. All staff are having half termly meetings with her to look at plans and review them.</p>	

Safeguarding.

CPOMS is fully operational now. It does not include nursery children which is frustrating for staff.

External visits (Brad Murray, Babcock).

HoS's lead the visit time and will include what they feel is needed. Brad then feeds back to staff. From the latest visit;

Awliscombe – some inconsistencies in teaching highlighted and strategies for support were suggested. Science teaching across KS2 flagged as high quality.

Payhembury – in stable position with standards in Yr 5/6 being raised quickly, this was evidenced in books.

School Development Plan.

Ofsted have changed the framework, governors will need to read around the changes from Amanda Spielman (Ofsted) and be able to articulate how this will affect the Federation.

There is a lot for schools to consider and put into place and time is an issue for Heads.

SIAMs framework changes also need to be put into place. SRE changes from September 2019. There is a new RE syllabus from September 2019.

The new SDP will reflect all of these changes, it will need to prioritise changes so that staff are not overwhelmed.

PH wants to be able to combine the Ofsted and SIAMs requirements into one document; Ofsted do not require a SEF but SIAMs do need a framework.

Cornerstone fits well with new framework and the 3 I's, Intent, Implementation and Intent.

Standards.

Assessments are being carried out at present and the data can be discussed at the next T&L meeting. There is evidence of progress from the last data point.

Pupil numbers.

6 children from 2 families have moved out of the area and left Payhembury.

However, there is a family that cannot be accepted as there are no spaces in the Yr group required.

September forecast – Awliscombe is likely to be full and there will be a couple of spaces at Payhembury.

There is a concern within Honiton Learning Community around the LA actions in providing spaces across the schools. Honiton Primary will have an increased PAN from Sep 19 of 90 with a new build to accommodate the increase, despite only 44 in the current reception year. There are implications as at present the small schools take from outside of own catchment and from HPS catchment.

PH – numbers are so important to budgets and there is a need to be aware of what can happen.

The Awliscombe premises cannot accommodate more growth. Last time we had the current pupil numbers we didn't have a pre-school. PH will approach Simon Niles (DCC) to consider expanding the building.

There has been successful bid for windows, doors and roof from Diocese.

200 Year celebration (Awliscombe).

There are ideas from the leadership team for a celebration and PH would like ideas from the governors. PH wants to include old alumni from the village to attend – so the event will have to reflect the age range. EM suggested a working party – PH will need to find a date to ensure NT can attend.

Opening of the new Payhembury building will be on 24th May, the school will be open to village.

	<p>30th March is Payhembury village day and Fort will be represented as one of the village organisations. PH has been asked to open the new path from Colstock to Payhembury on same day.</p> <p><u>Admissions policy – 2020/2021</u>. Priority for admission is based on the following and in this order - CIC /Adopted, SEN, Catchment, Siblings, Members of staff, all other. The requirement of attending Church has been removed.</p> <p>PF asked about the catchment and siblings criteria – as it is not clear.</p> <p>PH will ask if we can look at this with an a & b scenario; In catchment – with siblings/without sibling and out of catchment – with siblings/without siblings.</p> <p>Subject to above being looked at – governors agreed to adopt the policy presented.</p> <p><u>Dates for 2021/2022</u></p> <p>Dates have been tied in with local secondaries. Governors were happy for PH to go ahead with dates she is looking at.</p>	
8.	<p>To receive items to be followed up or reported to FGB from Committee Chairs;</p> <p>No questions from the T&L minutes.</p> <p>Resources (meeting took place prior to FGB).</p> <p>The new model Pay policy was looked at and is now brought to FGB for ratification based on Option 1 specified in the DCC model. All agreed.</p>	
9.	<p>To adopt the following policies:</p> <p>Exclusions Recruitment & selection for schools Whistleblowing Volunteers in schools guidance Disclosure & Barring</p> <p>All are based on model DCC policies. All agreed.</p>	
10.	<p>To receive updates on Governor Visits and training.</p> <p>LW – visit note to be circulated and discussed in detail at the next T&L meeting.</p> <p>SP - IT with VM. The note provides an overview from where we were until now. It was noted that huge improvements have been made and identified where more can be done. Note to be circulated.</p> <p>PF – has made 2 visits looking at the SEN audit with EP and observing a breakfast club booster maths session. Observed one child working with Claire and Looked at her assessment where, from a Dec baseline shows progress.</p> <p>SP has also been in as a volunteer, commenting on the insightful questioning for their age group.</p> <p>PH commented on performance of Awliscombe youth speak team at the Exeter round at Maynards.</p> <p>ST has met with both HOS – as a general introduction to the federation. Could see the consistency of approach and collaboration across the schools</p> <p>EM has had regular visits with PH.</p>	
11.	<p>Safeguarding</p> <p>See above (Executive Headteachers report)</p>	
	<p>Impact from the meeting;</p> <p>Possible impact of HPS growth Improvement to premises Admissions policy agreed Difficulties of changes to Ofsted, SIAMS, SRE. Verbal feedback from BM</p>	
13.	<p>Date and time of next meeting: Wednesday 3rd April - Payhembury</p>	