



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 17th October 2018 at 6.00pm at 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	Elaine Anning	EA	Co-opted Governor
Tony Treen	TT	Foundation Governor	Jo Stuart	JS	LA Governor
Nick Thwaites	NT	Foundation Governor	Lucy William	LW	Parent Governor
Pat Fowler	PF	Foundation Governor			
Present					
Ann Denner	AD	Clerk			
Apologies	Initials		Absent		
Nick Bladon	NB	Staff Governor	Hilary Russell	HR	
Peter Morris	PM	Co-opted			

Ref	Discussion, Action, Decision	Owner/Decision/Date Due
1	Opening Prayer	NT
2	Apologies for Absence/ Absences Sanctioned Nick Bladon – parents evening Peter Morris	Agreed by all present
3.	To note declaration of interest and Register of Business Interests <ul style="list-style-type: none"> • Jo Stuart – HR One • Penny Hammett – Sits on DAF Executive / Chair of Ottery Learning Community • Emily Meek - Devon Integrated Children’s Services 	Noted
4.	To confirm the minutes of the FGB meeting held on 18th July 2018 Agreed as a correct record of the meeting.	All agreed
5.	To confirm the Part 2 minutes of the FGB meeting held on 18th July 2018 Agreed as a correct record of the meeting.	All agreed
6.	Matters arising from the minutes of the FGB meeting held on 18th July 2018 not otherwise on the agenda. PH to request a copy of the final letter sent out in respect of Grandisson.	
7.	To confirm the minutes of the Annual General Meeting held on 12th September 2018. Agreed as a correct record of the meeting.	All agreed
8.	Matters arising from the minutes of the Annual General Meeting held on 12th September 2018 not otherwise on the agenda Scheme of Delegation – the updated version circulated prior to the meeting was agreed.	

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

	<p>Child Protection Policy – a reference to racism, raised at the previous meeting is now cross referenced to the Behaviour policy.</p> <p>It had been agreed that One Drive is to be used for policies, and governor document. AD/PH to meet to set up and advise governors.</p>	
<p>9.</p>	<p>Items brought forward by the Chair</p> <p>Governor vacancies – EM has met with the new vicar and advised that he does not feel he can sit on the governing body at the moment in the Ex-Officio position. PH said when he was interviewed he advised he would like to sit on the governing body. EM has asked that he let the Diocese know and approaches the teams in Ottery and Honiton to fill the position. He has had the same conversation with the Chair of Governors at Feniton. PF feels that as both schools are Church schools we should have an Ex-Officio. SP said if he doesn't want to do it, it would be better to have someone who does. PH is concerned that he also does not want to commit to the other roles within school such as leading collective worship. Overall the governing body expressed disappointment that there is still no Ex-Officio in place, despite enthusiasm shown for the role at interview. EM will be following up with the Diocese.</p> <p>AD confirmed Diocese position that the vicar does not have to be Ex-Officio, the diocese then need to try to find a suitable substitute.</p> <p>Newsletter, we have previously had a governors' spot in the newsletter. EM will write a piece this week, outlining what happens in terms of governance this half term. JS pointed out that it might be better to do this after each FGB. PC asked if we need to password protect school newsletters and should we have surnames showing? There is no point in having a newsletter if it is not accessible, however surnames and details of forthcoming trips should not be shown. AD to investigate what other schools are doing as DPO</p> <p>Skills matrices - they have not all been received as yet. Those that have are not showing many gaps at present.</p> <p>Sam queried a letter that went out re Exmouth incident, as it went out in book bags and children had sight of some details. In retrospect PH advised that it should have been sent out in an email.</p>	
<p>10.</p>	<p>To receive the Executive Headteachers report including;</p> <p>PH provided a summary of the first half of term.</p> <ul style="list-style-type: none"> • PH has observed every teacher delivering maths lessons. The main areas for development are around differentiation and identifying the more able as well as less able. • Appraisals for all staff are nearly completed and the focus is on maths across the school, incorporating changes to the maths curriculum as well as teaching to all levels in the classroom. • Changes in staffing; the loss of long-term administrator with no replacement for 7 weeks has been difficult at Payhembury. VJ is working hard to cover on top of her own job. JS asked if there is a replacement as yet? Emily Pitt has been appointed. There have also been resignations from a MTA, afterschool club staff and a Yr 5/6 teacher. The teacher applied successfully for the vacant TA position and will start in January when her teaching post ends. There is a supply TA working with 3 x EHCP children until January. An appointment has been made for the Yr 5/6 teaching position from January; a current HoS and SLE with strong links to Church 	

	<p>schools. A challenging interview process was carried out with pupil, staff and governor involvement. MTA resignation at Awliscombe.</p> <ul style="list-style-type: none"> • Further enquiries for school and preschool places across both schools are being received. • Replies to the parent questionnaires are being collated and results will be presented to governors. • Staff morale is good, although the instability in staffing at Payhembury has been challenging. • Analysis of KS1/2 outcomes – School On a Page (SOAP) analysis from Babcock was provided for each governor for each school. It was decided that it is best used to identify trends over time. • HLC have set up a maths forum to look at how schools are working with the current curriculum. • Vulnerable groups low in numbers. PP children are doing well at Awliscombe. • No safeguarding issues this time. Attendance good this term to date. • Update on arrangements for external visit on school improvement – Brad Murray will support the Executive Headteacher appraisal process on 28th Nov. He will also spend half a day at each school in between December and February. EA asked how the visits benefit the schools? He will work with HoS to do observations, he will look at assessment, and give clarification of what a child should be doing at certain points. 	
<p>11.</p>	<p>To receive items to be followed up or reported to FGB from Committee Chairs; Teaching & Learning Committee – 19.09.18. Draft minutes had been circulated previously and there were no items to be reported.</p>	<p>All agreed</p>
<p>12.</p>	<p>To agree a response to the funding consultation EM/PH attended. The main points to report to governors are;</p> <ul style="list-style-type: none"> • Devon gets £304 per pupil less than the national average and attracts less additional needs funding. • There has been an increase in Permanent Exclusions from mainstream education. Due to the costs associated with specialist settings, DCC wants to avoid this. £2.1m has been spent on 21 children. • There were 14 questions to respond to – PH has replied for both schools with comment. • DCC are £5.8m overspent in the higher needs block – therefore want to take £1m out of growth fund to fund this with the possibility that there will compensation through DFE for this? • In addition, DCC want to take £0.9m from the DSG as well to back fill the high needs block. • PH advised that there are concerns that the higher needs budget has not been scrutinised - this is the second year of overspend. • Schools need to vote for the £1.9m movement – if they say no DCC will have to revert to DFe. Central govt will ask where the carry forward is within the schools and could look to use that. PH felt it was in best interests of the school to move the £1.9m. 	

	<ul style="list-style-type: none"> PH agreed to keep the delegated services, this is in the best interests of all children in Devon. 	
13.	<p>To adopt the following policies:</p> <ul style="list-style-type: none"> i. SEN Policy – PF had scrutinised the policy alongside the SEN offer – all agreed. ii. Behaviour Policy/Behaviour Principles – to be taken to the next FGB meeting. iii. Governors’ Allowances & Expenses – all agreed. <ul style="list-style-type: none"> Health & Safety Policy – all agreed. 	All agreed
14.	<p>To receive updates on Governor Visits and training.</p> <p>EM has visited to meet with PH and AD and attended interviews. Level 2 Safeguarding was provided for all governors in attendance prior to the meeting. Feedback to Babcock on training for well-established governors – lacking It was agreed to look at joint training on data/ASP with HLC schools possibly. SIAMs changes – schools are expected to change their vision and values to fit with the SIAMs framework, it was agreed to look at training to fit with this.</p>	
15.	<p>Safeguarding</p> <p>No concerns that need reporting to governors.</p>	
	<p>Impact from the meeting</p> <p>Explored alternatives for the Ex-Officio governor position. Considered impact of funding consultation. Gained understanding of focus of appraisal for this academic year.</p>	
16.	<p>Date and time of next meeting: FGB – Wednesday 5th December.</p>	