



**West Hill Primary School**  
(a partner in the SMILE Learning Trust)  
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Headteacher: Cheryl Boulton



## **West Hill Primary School**

### **Minutes of the Full Governing Body Meeting**

**held on Tuesday July 11<sup>th</sup> 2017 at 6.30 pm at the school**

**Actions (Bold)** GB questions, decision making and challenges (*Italics*)

**Present:** Chair -Sally Sycamore (SS), HT - Cheryl Boulton (CB), Vice Chair - Jonathan Brook (JB)  
Esther Apsy (EA), Dot Bioletti (DB), Matt Fripp (MF), Debbie Hudson (DH), Jenny Meredith (JM),  
Danny Murphy (DM), Simon Pedrazzini (SP)

Associate: Chris Webster (CW)

**Clerk:** Margaret Whitlock (MW)

The Governing Board welcomed Simon Pedrazzini (SP), the new Co-opted Governor and Sarah Woolfries (SW), the new Clerk of Governors joining in September.

#### **PART 1:**

##### **1. Introduction (SS):**

**Apologies** – Hilary Eade, Ian Heard – sanctioned unanimously.  
(DM and JM arrived later due to other commitments)

- **Declaration of Interests/ check RBI:** – none
- **Reminder for the GB from the Governors of Code of Conduct:**

**Establishing the strategic direction, by:**

- Setting the vision, values, and objectives for the school
- Agreeing the school improvement strategy with priorities and targets
- Meeting statutory duties.

##### **2. Confirmation of Minutes of meeting 22.6.17 (Part 1 & 2):**

**Matters arising from Part 1 Minutes:**

MF raised an error in a point discussed under the HT Update - 5d, in which the meal price given for the UIFSM was £2.35, when it is £2.30. This is now amended in the signed minutes and will be altered on the website when the ratified minutes are uploaded.

It was noted that the letter to Parents in Year 1, for which Babcock advice had been taken, had been sent by CB to the Year 1 parents. In it CB and SS have explained the reasons for the increase in the Year 1 class size to 31 and reassured the parents that the necessary support will be put in place to ensure smooth and effective management of the class, which will be provided by the experienced Year 2 team. CB had received two positive responses. As yet, CB has not received a response from the LA to the letter she has sent to them.

The Part 1 & 2 minutes were agreed unanimously and signed by the Chair. Proposed JB and seconded DB

**Actions outstanding from the minutes:**

a.

(4a) CB to arrange for a tab labelled Equality to be included on the school website for the Governor Equality Statement and Equality Policy – ***the tab is being deferred and the Equality Statement is brought to this meeting.***

(4a) JM and EA to work on the Governors Equality Statement to submit at the next FGB meeting – ***done***

(9) CB and CBe to complete the PP and SP Reports, once they have all the information, ready for circulating to the GB and placing on the website – ***deferred to September***

(10) DB and IH are to meet with LD to discuss the issue of meals being designed by Devon Norse, so as to be suited to the process of transportation to Payhembury – ***done. There is now a concern that Payhembury may look to Feniton to produce their school meals, as they do for Awliscombe. The GB will await further information and assess the financial impact on WHPS.***

(10) LD is to communicate with Devon Norse, seeking a response to the suggestions made by IH and DB – ***done, with ongoing discussions***

**Matters arising from Part 2 Minutes:** None

**3. Date of Next FGB Meeting:**

Thursday September 21<sup>st</sup> 2017 at 6.30 pm

**Agreement of the Annual Cycle – 2017/18:**

The GB agreed the Monthly Annual Cycle 2017/18, with a suggestion that the dates of the November and July FGB Meetings be moved to ensure a more even spread of meetings. Governors will be sent an amended copy of the Annual Cycle 2017/18. **(Action – MW to send the amended Monthly Annual Cycle 2017/18 to the GB with the minutes of the meeting.)**

(JM arrived at 6.52 pm)

**4. Policies, Statements & Provisions for review:**

- a. Behaviour Principles – (Statutory & Website) - It was noted that the title for the final paragraph needed to be re-aligned, which will done by MW and sent out again with the minutes.
- b. Pupil Premium Report – (Statutory & Website)- CB will generate this report for the September FGB meeting.
- c. Sports Premium Report – (Statutory & Website) - CB will generate this report for the September FGB meeting.
- d. Vision, Values and Aims - (Statutory & Website) – the graphic work is being done. **(Action – EA to forward complete graphic design for Vision and Values to CB and SS on completion.)**The launch of the Vision and Values will be planned for the autumn.

(DM arrived at 7.02 pm)

- e. Equality Statement - (Statutory & Website) - the GB agreed that the data table at the end of the Statement should be removed, as this would require repeated updating as changes occur in the school. *EA observed that while the practice in Devon schools and the advice from Babcock is in line with this decision, nationally some schools do include a data table of the school population.* **(Action – EA is to get in touch with Babcock to inform them of her observation that a data table of population at the school is included nationally in the Equality Statement in some schools, when their advice has been to not include it.)**The GB were pleased the statement is kept to one page, making it accessible to parents and avoiding duplication with content of the Equality Policy.

The statutory policies were agreed unanimously and ratified by the GB, subject to the minuted changes being made. Proposed SS, seconded JM.

**Non-statutory policies sent to the GB for information:**

- f. Code of Conduct Policy – it was noted that the acronym DSO (Officer) will be changed to DSL (Lead), as used by WHPS in this policy. *EA questioned the reference to confidentiality in the policy (11), which CB confirmed was in line with the school protocol and the relevant forms used by staff. The date for adoption of the policy was amended to 11.7.17 within the Code of Conduct Policy.*
- g. Managing Disclosure Information Policy – there were no comments
- h. Admissions Committee Terms of Reference – the following modifications were discussed and agreed to ensure the Committee functions as agreed by the GB:
  - A member of the Committee will take the minutes
  - The panel will have 5 members, including the HT; there to give key information about the school when considering a case.
  - Jenny Meredith is appointed as the Chair
  - Removal of the line - To publish the school's Admissions Arrangements on the school website, as this does not apply and is the responsibility of the GB
  - Amendment to the second line, which then places the onus on the GB being responsible for reviewing the Admissions Policy, with the Committee making recommendations to the GB
  - Amendment to the second to last line so that minutes are taken for circulation to the GB, but that the final decision with any pertinent evidence is sent to the LA

*Governors were keen to ensure that impartial members of the GB would be available in the case of a further hearing being required for an Admission. Evidence, in the form of the minutes, can be brought to the Hearing so that the process and outcome can be reviewed and a decision made by the impartial Hearings Committee, which should be formed from a group of uncontaminated Governors from either WHPS or OSMPS. It was agreed that the Admissions Terms of Reference would be modified to include these amendments and circulated to the GB. Proposed JB, seconded CB.*

**(Action – MW to amend the Admissions Committee Terms of Reference and circulate to the GB for final agreement.)**

The non-statutory policies had been circulated to the GB for Governor's information only. There were no further questions or challenges from the GB.

#### **5. Head teacher's Report (CB):**

Governors had received the HT Report prior to the meeting. CB noted that an amended report had been sent to the GB with some alterations to the data; which had been read by all.

Questions and challenges were invited from the GB:

- *JB questioned the SEN numbers, which seemed to vary between a total of 13 or 26. CB confirmed that this was due to the change in the list of SEN, which has been reduced and is now 13, with the remainder being in the second group that have lesser needs. For some of the data from April all 26 of the SEND children have been included, hence the bracketed (26/13).*
- *SS observed the excellent results for the SATs data in KS 1 & 2, noting the huge improvement in exceeding pupils, compared with the previous year. There was a concern raised by Governors that the Maths results had been affected by the new pupils, which DH stated was partly the case, though excellent progress had been seen from all pupils and those not meeting the standardised score, had been scored at 99%; just 1% below.*
- *Governors asked if the results for the Year 6 children who were below in Maths and Writing had a recognised pattern or reason. CB stated that this was due to one child who had displayed consistent learning difficulties during their time at the school. She highlighted the improvement in the overall results for Year 6. In the previous year the "below" had been greater, at 10% and is now 3%. Scores in "exceeding" are higher this year, which SS congratulated all staff on, as she had observed very clear progress. CB reminded Governors that the School Pupil Tracker data is not the end of year data; with results being shown for*

the period up to the May half term only. CB highlighted the possibility of those pupils on 2.9 achieving 3 by the end of the year.

- *MF questioned what the national level of GLD is for boys in EYFS, as boys at WHPS had been assessed at 53.3%. (Action – CB to check what the expected National level for GLD is for boys and feedback to the GB.)* CB noted that many of the boys who had not met GLD had met the standard for GLD in most areas of the assessment, but had perhaps missed the expected standard in one area only, such as social needs, self-care etc. because of their specific individual needs. This had meant that they had not met the accepted level of GLD across the board. Governors will have the opportunity to review assessment data in the autumn term, when the full year results will be available.
- *MF observed that some PP children are doing well, while others have a gap, which should be closed.* DH noted that as the cohorts are small, results can be influenced hugely by one pupil and the % attributed to a child therefore becomes greater, the smaller the cohort. Congratulations were extended to DH as the gap has been closed in Year 2, where there had been much input in Maths for the girls.
- *EA questioned the attendance figures noting, the target had been set at 98%. There is a total of 2 % for absences, with 0.4% of unauthorised absences. She asked if the target should change.* CB responded that she had met with the EWO, who had advised that the target for the next year should be 97.5%, as 98% had been considered too optimistic for the year 2016/17. Currently, with families taking holidays towards the end of the term, attendance stands at 96.4 %, though earlier in the term it has been as high as 98.4%. *EA raised the suggestion of Tipton St John's holiday pattern of making the May half term holiday two weeks to combat the holiday problem, by putting all the inset days together.* However, other Governors noted that this had been received with both positive and negative responses from parents and staff, agreeing that it would not be considered by WHPS as it lengthened the working day for staff and caused problems with child care for some parents. It was agreed by the GB that a note with information about attendance for the year would be placed in the last newsletter of the term to give parents a clear view of the impact of taking unauthorised absences on pupils. *JB observed that the SEND pupils had a lower level of attendance,* but CB explained that this due to them needing to attend meetings and external training/support off site, which is recorded as an authorised absence.

CB informed Governors that they are invited to attend the morning of the first inset day of the school year, when their input on the planning of the SDP would again be much valued. This is also a time for Governors to strengthen links with the staff members of the school.

**(Action – Governors are invited to attend the Inset Day – September 4<sup>th</sup> from 9.15 to 11.00 am for an SDP planning session.)**

- *DM asked why marking had been highlighted by Brad Murray (BM) in his verbal feedback to CB.* CB told governors that she is not likely to receive a written report from BM until the end of the term, so had not fed back to staff yet, apart from to inform them of the need to change the timetabling, as this would need to be planned at this stage in the term ready for the next year. Teaching staff will need to ensure that there is an even and balanced teaching of Maths and English throughout the week, rather than condensing this teaching into the first three days of the week; thereby creating a long gap between the Wednesday and the following Monday for pupils to retain and build on their learning. BM had noted that where these subjects were taught across the week and clear progression shown in the content of the teaching, very good progress had been observed. Although pleasing results had been observed throughout the school, BM had felt that these would be further improved by the implementation of a more balanced timetable across the week. CB was also concerned that teachers in a job share could be deskilled if only teaching a limited range of subjects.

*In response to DM's observation,* CB stated that BM had explained that teachers were not complying with the Marking Policy and that often the content and style of marking was not

moving pupils' learning forward. BM had wanted to see marking that is interactive and that develops the pupils' learning. CB informed the GB that there would be a big drive in the autumn, with book scrutinies and discussions to ensure the Marking Policy is being adhered to by all.

- *MF asked CB how her first year had been, which CB found hard to answer as there has been a mix of high and low points in each week over the year. There had been challenges from stakeholders, with whom she emphasised it is important to work constructively. She had had much to learn and discover; some of which had been unexpected and required considerable input. CB and her staff had worked hard to ensure the school is compliant and on track during the year. CB had been careful in her implementation of change to ensure that parents and staff felt comfortable; whilst checking that when change was necessary, the reasons were explained clearly. CB hoped that she had moved the school forward in the past year; though she noted that not everything could be achieved in a year. CB believed that a continual drive is necessary, with priorities being addressed first. She felt that being a HT can be a lonely job and often stressful, but she valued the regular meetings she had held with the Chair of Governors, when there had been an opportunity to discuss many issues and she had received great support.*

*DM agreed, noting the many positives achieved during the year. MF observed that the assessment data illustrated the success of the school, even when difficult issues had had to be addressed. All agreed that CB will be in a stronger position next year, now that she has settled into the school and put many new and important initiatives in place. EA valued her strong presence in the school and her knowledge of individual pupils, helped by the regular contact CB has with parents outside the school gate at the end of the day; which ensures concerns are handled quickly and a close relationship with parents maintained.*

## **6. Safeguarding and Child Protection:**

JM and IH had sent a report of their visit to interview the School Council, which JM described as positive with pupils being confident, articulate and keen to answer questions. They had discussed the use of Whisper, an online safety reporting tool and highlighted areas of concern for safeguarding, such as holes in fencing, which are now being addressed.

IH had attended a Safeguarding course on July 5<sup>th</sup> and circulated a report of his training to the GB, which contains a number of useful Ofsted observations, which are helpful for the GB.

JM and IH had met with Wendy Bowen on July 5<sup>th</sup> to check the Single Central Record and will be meeting CB on July 20<sup>th</sup>.

**(Action – The termly safeguarding data collection is to be brought to the September FGB meeting.)**

A report from JM and IH will be emailed to the GB giving an overview of the whole year and evaluating progress against the points in the Safeguarding Terms of Reference. It will also include the plans for the future safeguarding areas to be addressed by Governors and staff at WHPS. **(Action – JM to send the completed Safeguarding Report to the GB by the end of term.)**

*JM emphasised the importance of keeping abreast of current legislation and guidance for safeguarding and the continued monitoring of safeguarding procedures in the school.*

CB and JM will also be attending a course in October where they will develop a strategy for Safeguarding in the coming year. They will be considering the question Governors will be using on their visits to the school in the autumn term. *SS commended all the staff, JM and IH on the work they had done over the past year, as considerable progress has been achieved that has helped to ensure the school is fully compliant.* CB agreed, adding that she really valued their proactive input and appreciated the considerable amount of work they had done during the year. Particular thanks were extended to Wendy Bowen for her work on the Single Central Record, as she has worked hard to get all aspects of the SCR up to date. **(Action – JM to send Wendy Bowen an email thanking her for all her work on the SCR.)**

## 7. Review and set GB SDP Priorities 2017/18:

SS had asked Governors to consider the SDP Priorities that should be addressed by the GB in the coming academic year 2017/18. A range of suggestions were put forward, from which the GB will create a final list of honed priorities to include a total of perhaps 3/5 priorities:

- EA – closing the gender gap at WHPS
- JM – SEND
- CB – Pupil Premium, with closer monitoring of outcomes and the use of resources and an analysis of the overlap between SEND and Pupil Premium children
- EA – Update of the school website with a focus on populating the Safeguarding tab
- DM – MATs, developing a clear strategy for the way forward at WHPS over the next two years, related to the LLC and the impact on WHPS of local schools' decisions around MATs. *CW suggested a separate meeting be called to focus discussions on this subject. (Action – MW to look at possible dates for a meeting of the GB to discuss MATs in the autumn term and send to CB and SS for consideration.)*
- EA – Ethos, Vision and Values, ensure all stakeholders are on side and these are imbedded at the heart of the school.
- DM – explore ways that the GB can give the SLT and teaching staff support in their stressful and demanding roles. *The suggestion was made that Governors could meet termly with the SLT, attending any staff meetings where their input would be valued; rather than just being there to observe. JB agreed, noting that there should be few decisions where one person was solely responsible and that the aim should be to create an environment where pressure and responsibility is shared.* CB observed that the relationship between Governors and other school stakeholders is developing well with the regular visits and termly newsletters. The Social Event on July 12<sup>th</sup> and the SDP planning meeting on September 4<sup>th</sup> will further grow the relationship with the GB.
- MF - Encourage the whole school and wider community to become involved in the life of the school through the PTFA, so that the load can be shared and attainable tasks taken on by a wider range of people. A stronger link could be forged with the new local Parish Council members, who have been enquiring about how they can support the school. **(Action – EA to get in touch with the West Hill Parish Council as Community and Parent Links Lead to see how they could support WHPS.)**
- JM – Safeguarding

From these suggestions the GB will create a list that will be the basis of the Governor SDP priorities for 2017/18.

## 8. The SMILE Learning Trust Update:

The minutes of the AGM, held on June 29<sup>th</sup>, had been circulated to Governors and questions were invited. *In response to the observation by Governors that OSMPS seems not to view the SMILE Learning Trust (SLT) as the way forward, ultimately, JB agreed noting that both schools need to stay within the Trust at present. However, other options will and are being considered by both schools. JB added that the educational situation that led to the setting up the Trust in 2013 had altered significantly since then and the recent circumstances at OSMPS had not enabled them to contribute to the SLT as had been planned. It was noted that the Chair of Governors at OSMPS was keen to maintain links with WHPS, though the aim seemed to be to grow those links through the termly meetings of the HTs and in the meetings of the LLC.*

## 9. School Improvement:

SS had sent a report to the GB outlining attendance over the past year and future targets for improving attendance.

The GB debated the proposed target of 97.5% for the next year, as had been suggested by the EWO and agreed this should be set for the coming year. Proposed SS, seconded EA.

The GB considered how best to proceed with imposing sanctions for unauthorised absences, as the letter that had been sent out to a couple of parents who had made second requests for holidays during the year had appeared to have had no effect, other than making them feel bad. CB reminded Governors that if a fine of £60.00 per parent per child is imposed, the school does not receive the money. The HT is expected to generate the paper work for any unauthorised absences of 5 working days and over, if a penalty notice is served and DCC will then impose the fine. *JM enquired whether most schools fined.* CB responded that in Devon it is rare (% unknown), though she believed that it is more frequently done in other counties. *JB questioned why anything should change with the current WHPS strategy as it is newly implemented and has yet to show a clear outcome since being introduced.* It was noted that most parents only take their children out once in a year and it was thought unlikely that they would be bothered by a penalty notice or warning letter when they could be making big savings on a holiday during term time. *JB was also concerned that announcing a new strategy to impose penalty notices with fines, either at the end of this year or the beginning of the next year could damage relationships with parents.* CB, however, noted that 20% of children had unauthorised absences last year, which is a serious concern and wanted to ensure this could be improved.

In addition, there had been issues over the earlier finish on the last day of term, which a parent had suggested was inconsistent with the unauthorised absence strategy. *DB asked if it is the same parents with this concern,* which CB stated it could be. The options for dealing with the issue of unauthorised absences included:

- Leave the strategy as it is - A letter is sent from the HT responding to the first request refusing authorisation, due to insufficient or unacceptable reasons, followed by the warning letter from the Governing Board, when a second request is received for an unauthorised absence.
- JM suggested that a letter be written by the HT for the first request for an unauthorised absence and this should be followed by informing the EWO if a second request is made. CB responded that this would not be considered by the EWO if the child usually had good attendance.
- Send a letter from the HT for the first unauthorised absence and then submit a penalty notice for the second unauthorised absence if five days or more are taken.
- Serve a penalty notice for every request for an unauthorised absence that is then taken, as recommended by the EWO.

The GB agreed that the recently implemented strategy needed time to bed in and that there would be a review in the spring term, after the survey in January. This would enable the GB to include a question in the survey to establish what parents thought about sanctions and how they thought unauthorised absences should be handled by the school. *DM agreed, as this would mean that if the strategy required changing, it could be done on the basis of fact, showing that sending the letters had changed nothing and also based on the responses of parents in the survey.* *JM agreed as there would be data available to check after 6 months.* It was also suggested that the teacher's view of the impact of the large numbers of unauthorised absences on teaching and learning could be shared with parents. It was proposed that the data for the past year should be published in the newsletter and that the high numbers of absences would speak for themselves.

**(Action – CB to place the attendance data for the year in the last newsletter, to include the authorised and unauthorised absences.)**

#### **10. Curriculum:**

HE had been unable to meet with CB in the last few weeks of term as a date was not available due to her workload and other HT commitments.

HE will endeavour to meet with CB at the start of next term to discuss Curriculum issues. **(Action – HE is to meet with CB in September to discuss the Curriculum Policy and Statement.)**

## 11. Financial Monitoring:

- a. Budget Monitor – Governors had received the Budget Monitor for Period 2. MF informed the GB that David Dominey will be meeting with Lara Dart (LD) to go through Period 3 and at that point the anomalies with the staffing costs will be dealt with. Pupil Premium figures have been confirmed as £19,360.00, which is greater than the previously estimated figure of £18,040.00.
- b. MF had met with LD on July 7<sup>th</sup> and a report on the evaluation of the success of SDP financial spending and the use of resources had been sent to the GB. *DM asked about the reconciliation of wage costs.* MF stated the discrepancy had come about due to problems with the systems used by the LA. MF explained that there was nothing that could be done by the school other than for LD to endeavour to reconcile the figures. There were no further questions.
- c. PTFA visit by JB and MF – A report of the visit had been received by the GB, which highlighted the way forward for PTFA fund raising and developing projects to support the school. The PTFA had proposed that CB generate a list of short, medium and long term wishes, which they could consider for their fundraising. It was noted that the PTFA had paid for the playground markings, white boards and French teaching in KS1 this year; for which the school was very grateful. It was agreed by the GB that a list of items that would be popular with all stakeholders should be put forward by CB. This list could also include a major fund raising project that would encourage all in the community to get involved, as had happened with the 3 peaks fund raising for the Reception class room building work. *JB wondered if the PTFA had been uncomfortable about paying for French lessons, which could be perceived as being the remit of the school to fund. DB concluded that a mix of short and long term items for the PTFA to raise money for would be helpful so they plan for the next year. MF, however, felt that it is for the HT to make these decisions using her knowledge and understanding of the school and to then present the list to the PTFA to fund. However, he thought costs such as staffing should be met within the school budget, while resources and equipment could come through the PTFA, avoiding the need for the PTFA to have to justify spending on pay. DB suggested that it could be helpful if reasons for requesting items were included in the list to help the PTFA explain the focus of their fundraising.* CB stated that teachers often need day to day items such as books, dictionaries and stationery. She thought the sticker, which could be placed in the front of books, showing they had been donated by the PTFA was a good idea. It was agreed that CB would put together a list in due course. **(Action - CB to create a list of resources that the school would like funded by the PTFA; including items that would require shorter and longer term fundraising ideas.)**

## 12. Premises and H&S :

- a. Report on the premises aspect of SDP – nothing of substance to report
- b. Devon Norse Monitoring – IH gave feedback by email to the Chair and Clerk to pass on to the GB, as he is not able to be present in this meeting. A new staff menu is due out in October, for which staff at both WHPS and Payhembury will be asked for their input, therefore enabling Devon Norse to address some of the problems that Payhembury have raised.

## 13. Governor Visit Reports:

The following reports had been circulated to Governors:

- JB&MF – PTFA
- JB – Computing
- SS – Arts
- HE – Maths
- EA – Ethos, Behaviour and Discipline – *DM noted this report was interesting and questioned the feedback on the religious content of assemblies, as WHPS is a secular school.* CB reassured the GB that the school is meeting the Government's requirements for religious education, which must be 51% broadly Christian in nature. CB reported that when she had focused on the value of caring in her assemblies she used a variety of resources to support this teaching including a bible story for one assembly. The local Vicar also does an assembly

every half term, which is Christian in content. *JM agreed that it is the duty of the school to have religious assemblies, while EA questioned how the needs of multi race communities are met at the school.*

- DM – Environment – *SS was impressed by the feedback in this report and asked how the valuable work Dorn Charles (DC) is doing can be extended to replace the Eco work at the school.* CB explained that an afternoon each half term could be set aside, for which a carousel of activities could be planned by DC, as she has much expertise. Groups of pupils in the school could participate in each session. This could also be linked to Forest School. Governors suggested that either a grant could be sought or the PTFA could fund an external provider for some of these sessions.

The GB will receive the Draft Governor Visits Programme – 2017/18, which all Governors were happy to use as a working document; communicating any modifications or amalgamations of meetings, they wished to make, to the Clerk. **(Action – MW to email out the Governor Visits Programme to the GB.)**

#### **14. Governor Training Reports:**

**15.** The following reports had been circulated to Governors:

- DB – Complaints Training
- IH – Safeguarding Training

There were no questions.

#### **16. Matters brought forward at the Chair's discretion :**

SS informed the GB that this is the last FGB Meeting that MW will be attending and minuting and that her contract finishes at the end of term. Thanks were extended to MW and Governors wished MW well in her new job.

#### **17. Impact of meeting and Annual Governance Statement:**

- The GB had generated a number of ideas for the GB SDP Priorities, which will be honed to form a list for the next academic year.
- The GB had analysed the assessment data provided in the HT report, raised challenges and observed pleasing progress and improvement.
- The new Co-opted Governor had been introduced and welcomed
- A plan has been devised for the attendance strategy
- The safeguarding team had completed a highly successful and productive year, with the GB recognising their thorough and well informed approach.
- The GB had identified the need to arrange a special meeting to discuss the way forward with MATs for the school in the autumn.
- The discussions around the PTFA fund raising, following the attendance of two Governors at their last PTFA meeting, had concluded with a clear plan.
- The inset day for September has been planned to include Governors again in the collaborative and highly useful discussions around the SDP for 2017/18.

SS will be compiling the Annual General Statement of the Governing Board, using the records contained in the Impact of Meeting Reports from the FGB meetings this year. Her report will be placed on the website as a record of the Governing Board's achievements this year.

**The meeting closed at 9.15pm**