

	<p>resting alongside the side that could be put back?</p> <ul style="list-style-type: none"> • New governor emails: CD is having a few issues but the office is looking into. • Email resignations forms to SS & DM: BD to do. 	
3	<p>Set date of next meetings: FGB: 28th November 2018 @ 6:30pm Pay & Performance: 12th November 2018 @ 6:30pm</p>	
MONITORING		
4	<p>Policies, Statements & Provisions for review:</p> <ul style="list-style-type: none"> • Lettings Policy (DCC): WHPS do not have any lettings but are required to have this policy. WASPS use the field but there is no formal agreement. Governors to consider formalising the use. Defer item to consider revisions. • Draft Admissions Policy (2020-2021): CB explained this is an annual requirement. It needs to go on the website as a draft document for consultation between 1st November 2018 and 4th January 2019. Once responses are considered the Policy is to be formally adopted at the next FGB. CB will refer to the Ethos statement – need to add ‘Let’s Shine Together’ to this. Governors happy to have this added. CB to respond to Admissions confirming are happy with PAN and provide a date that the FGB will ratify the policy. <p><u>Governor challenge, comment and question:</u> Governors questioned the removal of part 2 (pg 2) and the whole section ‘Exceptional Need’ (pg 5&6). CB confirmed that this is the most apparent change to the policy. Once CB explained, Governors confirmed they are happy with the removal. Governors wondered if the Home School agreement was a statutory document. CB confirmed that it was not. Governors were surprised that fair access protocol was not mentioned more. Governors wondered what would happen if a child was within the catchment area and wished to join the school but the school was at PAN; were they put on a waiting list, and what is the actual significance of the catchment area? RR explained that it is historic and it is not necessarily as the crow flies, they have to be <u>within</u> the catchment area, and the closer to the school, the bigger chance.</p> <ul style="list-style-type: none"> • Maternity Policy (DCC): Adopted • Redundancy Policy (DCC): Adopted • Pay Policy (DCC): Just received the policy and need to update to be specific to WHPS. To be added to the P&P agenda. CB to email the 2017 policy to the P&P committee and clerk to compare. 	<p>Defer Lettings</p> <p>Send 2017 Pay policy to P&P committee. Add Policy to P&P committee</p>
STRATEGIC		
5	<ul style="list-style-type: none"> • Headteacher’s Verbal Report: CB discussed the English report which had been omitted from the last meeting but has since been circulated to governors. (JS had asked if staff should like feedback from governors, which he did, only to realise that English was missing). <p>CB advised governors that the whole school had had a good first half term. There has been two parents’ evenings, both of which were positive. The reception children have settled in well. They were in school full time by week 3 and have now started to come to assembly. They are tired. There have been no staff sick days to date. The new TA in year 2 has settled in well. It is Katie in the office’s last day, Jo, her replacement has been in the office 3 days shadowing her this week. There is a full complement of staff and teachers.</p> <p><u>Governor challenge, comment & question:</u></p>	<p>Find a list of acronyms to forward to all governors</p>

	<p>Governors requested a list of acronyms of school/governor data. BD to organise.</p> <ul style="list-style-type: none"> • School on a Page data sheet: Guidelines and FAQ were issued to governors prior to the meeting. The report was tabled. CB to email the SOAP to those governors who were not present as well as JP and BD. (GLD – Good Level of Development. EYFSP – Early Years Foundation Stage Profile). • Devon Quintile; EYFSP GLD: 2018 Disadvantaged; there are only 2 pupils in the cohort so results are swayed with a very small cohort. • Devon Quintile; KS1 Phonics: 2018 results have dropped – now lower than Devon average. There was a large dip last year. CB is hoping for better results next year. Well above average in all other areas. Disadvantaged: Only one PP child. CB is satisfied that there are valid reasons for the disadvantaged results, there is not a teaching issue. • National Quintile; KS2: Progress. Progress is calculated using SAT results at the end of Year 6 compared with SAT results at the end of KS1. A high percentage of pupils have a greater depth at the end of KS1 than they do at end of KS2. <p>The whole of the KS1 teaching team have phonics as part of their school development targets within their performance appraisal targets. In KS2, the teaching team have writing progress i.e., those achieving greater depth at end of KS1 to be greater depth at the end of KS2. All teachers have a group of children to ensure this continues, tracking as the year goes on. All of the above is part of the Headteacher appraisal.</p> <p><u>Governor challenge, comment and question:</u> A governor wondered what happened if the make-up of the cohort changed between the KS1 & KS2 SATS. CB confirmed that results will be skewed but that is irrelevant as the reasons for the difference can be justified as there would be records to confirm the changes.</p> <p>Governors asked if the pupils at a lower level made more progress, and was it harder for higher level pupils. CB advised that it really depended on the pupils involved, those in the higher level still have to reach the greater depths.</p> <ul style="list-style-type: none"> • SMILE AGM feedback: RR, SP & LJ attended the AGM held on 27th September 2018. We are going to start to do more joint working as a Trust. Have some dates set for subject leaders to work together. <p><u>Governor challenge, comment and question:</u> Governors wondered when the elections for staff and parent governors were going to take place. CB confirmed the staff nominations would begin shortly. The parent nominations will be held off whilst the governing board consider reconstitution.</p>	<p>Email SOAP to MF, LJ, JP & BD</p> <p>Add Reconstitution to next agenda</p>
6	<p>Safeguarding & Child Protection:</p> <ul style="list-style-type: none"> • Keeping Children Safe in Education: All governors present signed to confirm they have read the new KCSiE document. • DCC Safeguarding Audit: Document had been forwarded to all governors prior to the meeting. JP is lead governor. No areas of weakness. May need a LGBTT policy and staff champion in the future, will await advice from DCC/Babcock. <p><u>Governor challenge, comment and question:</u> Governors wondered if it was not already a statutory requirement to have a LGBTT champion. JP confirmed that it is not yet, but asked if WHPS had one anyway. JP asked governors if anyone had attended sexual abuse training. No-one had done any specific training. CB advised that once all governors were in post she would arrange a</p>	<p>LF & MJ to sign KCSiE at next meeting</p>

	<p>safeguarding session which would include this. CB is level 3 and able to train others.</p> <ul style="list-style-type: none"> • Update on Community use of school field: <i>Part II confidential minutes</i> • Air Ambulance Landing Site – update and decision: <i>SP advised at this point that he is on the committee of one of the clubs who proposed the idea so did not vote on this decision.</i> Paperwork had been issued prior to the meeting to all governors for consideration. The size of the field is just within the dimensions required. There will need to be a large lighting tower erected, although this would only be used during practices (There will be two practice flights) and actual events. There is already a landing site field allocated in Ottery St Mary. Helping to save lives in this way is a good idea, and it is also good for the children to learn about. <p>All governors able to vote agreed with the plan, it will help the community. Letter to be written from SMILE trust to confirm decision.</p> <p><u>Governor challenge, comment and question:</u> There was concern about how it may affect the neighbours abutting the field as there are houses on three sides of the field and governors are not aware of the neighbours having been consulted. Governors wondered how long the contract with the DAAT would be valid for. It was confirmed that the contract is open and can be stopped at any time. Governors felt that it was up to West Hill Parish Council (WHPC) to consult the local residents.</p>	<p>Draft letter from SMILE Trust to be agreed by SMILE and governors</p>
7	<p>GDPR</p> <ul style="list-style-type: none"> • GDPR SLT report: All 26 GDPR targets are now built into CB’s performance appraisal. There have been 2 minor breaches since the introduction of the GDPR but there are currently no issues. 	
9	<p>Financial Monitoring:</p> <ul style="list-style-type: none"> • Budget Monitor: Defer • PTFA Funding requests: CB reported that the PTFA have been very generous and agreed to funding requests totalling over £5k including items such as reading books, Forest School equipment and Interventions for SENCo. Governors should like to thank the PTFA for their generosity. 	<p>Add to next agenda</p> <p>RR to write to PTFA</p>
10	<p>Lead Governor/Classroom visit reports:</p> <ul style="list-style-type: none"> • Lead Governor Report – Curriculum including extra-curricular clubs: Reports had been circulated to all governors prior to the meeting. <p><u>Governor challenge, comment and question:</u> Governors raised concern over the football posts and nets being used by local football team on Saturday. They are anchored down correctly during school use however the PE subject leader will not leave the anchors out as they get vandalised or are stolen. Extra-curricular clubs will need to provide their own anchors to comply with Health and Safety. Governors wondered if it was possible for clubs to borrow them but they play out of school hours so it will not be possible.</p>	<p>Extra-curricular clubs to be advised to obtain their own anchors for the football goals and to not use goals without them</p>
11	<p>Governor Training Reports:</p> <ul style="list-style-type: none"> • Headteacher Performance Management: has taken place. 	
12	<p>Matters brought forward at the Chair’s discretion:</p> <ul style="list-style-type: none"> • Position of Chair and Vice-Chair: RR has put herself forward as Chair, CD seconded. JP has put himself forward for Vice-Chair, SP seconded. All in favour. CB thanked them for putting themselves forward for the posts. 	<p>Approved Chair and Vice-Chair</p>

	<ul style="list-style-type: none"> • Membership of Pay & Performance Committee: The P&P committee are due to meet to discuss the possible pay awards of the teaching staff but following the recent resignations of governors, there is only one member of the committee remaining on the board (MF). It was agreed that AP, CD & JS join the committee. • DAG Conference: RR and SP planned to attend – need to register. 	positions P&P committee membership agreed
13	<p>Impact of meeting:</p> <p>Healthy debate with challenge whilst respecting others views. DAAT discussions have moved forward. Discussed safeguarding measures for the children. Ratified Policies. Understand SOAP and how it has been blended with the SIP. Restructured the P&P committee and set the meeting date.</p>	

Meeting closed: 8:47

ITEM	ACTION	WHO	DUE BY
1	Sign Code of Conduct	LJ & MF	28.11.2018
2	Add 'MF to track the cohorts re ARE data'	BD	12.11.2018
2	Send resignation letters to SS & DM	BD	12.11.2018
4	Add Lettings Policy to next agenda	BD	12.11.2018
4	Add Pay Policy to P&P agenda	BD	05.11.2018
4	Send 2017 Pay Policy to P&P committee members and clerk	CB	05.11.2018
5	Find a list of acronyms to forward to governors	BD	21.11.2018
5	Email SOAP to MF, LJ, JP & BD	CB	05.11.2018
5	Add Reconstitution to next agenda	BD	12.11.2018
6	Sign KCSiE statement to confirm have read the new document	LJ & MF	28.11.2018
6	Draft letter from SMILE Trust to be agreed by SMILE and governors	SP	21.11.2018
6	Check that WHPC would not be able to lay claim to the land if they were to be	RR	21.11.2018
9	Add Budget Monitor to next agenda	BD	12.11.2018
9	Write to PTFA	RR	12.11.2018
10	Extra-curricular clubs to be advised to obtain their own anchors for the football	CB	21.11.2018
12	Register interest in attending DAG conference	RR & SP	12.11.2018

Signed: _____ (Chair)

Date: _____