






Date	30.11.23	Location	West Down Primary School		
Governor name	Initials		Present	Apologies (Sanctioned)	Apologies (not sanctioned)
Su Carey	SC	Co-Head	Y		
Faye Poynter	FP	Co-Head	Y		
Allie Barnett	AB	Staff	Y		
Sian Jenkins	SB	Co-Opted Chair	Y		
Chris Galloway	CG	Co-Opted		Y	
David Richardson	DRi	Co-Opted		Y	
VACANT	-	Co-Opted	-		-
VACANT	-	Co-Opted	-		-
VACANT	-	Foundation	-		-
Caroline Raby	CR	Foundation		Y	
Campbell Orr	CO	LA	Y		
David Chugg	DC	Parent	Y		
Debbie Radley	DRa	Parent	Y		
In attendance:					
Jo Williams	JW	Clerk			

Being the best we can be, committed to making a difference

1	<p>Welcome, Apologies and Prayer There were apologies as above. The meeting was quorate.</p> <p>Sian arrive 715pm</p>	
2	<p>Declarations of interest There was nothing new to declare.</p>	

3	<p>Agree the minutes of the previous meeting</p> <p>W 19 October 2023 FGB Minutes.docx</p> <p>Governors approved the minutes as an accurate and true record.</p>	
4	<p>Review Actions from the last Meeting and Matters Arising</p> <ul style="list-style-type: none"> - CO would like to include more Children Voice evidence in his future reports. CO and SJ to work on a monitoring form to cover this. CO and SJ to arrange time to work on this. ONGOING but no longer needed as an action. - Curriculum Governors to meet with Sam Henderson (Lead on Literacy) to discuss subject monitoring. ONGOING ACTION DR sent SH questions as was unable to meet in person. DR will share answers when SH replies. - SJ and JW to create a parent survey in time for parent meetings to gauge parent opinions of the school. JW to share the surveys with Governors. Surveys were shared with Governors. Governors discussed if the surveys should record names of respondents as HTs feel having names would mean they could respond to comments and address any issues. Governors decide that the surveys will give respondents the option of adding their names if they would like to and explain that this will help HTs to follow up any concerns. ACTION JW to update surveys and arrange with HTs to send them out to staff and parents. - All Governors to read KCSiE and confirm their understanding to the Clerk before 30 September. Keeping_children_safe_in_education_2023.pdf All Governors to confirm to the Clerk if they haven't done so already. Reminder sent 24.11.23 ACTION CG and CR - All Governors to complete Level 2 Safeguarding training before the next FGB meeting - The National College Governors Safeguarding training - send their certificate to the clerk as soon as possible or proof of equivalent training if they haven't already done so. ACTION SJ, CG and CR Ongoing action - Tandy Ruoff from the Holy Trinity church is interested in joining the Governing Board. SJ to contact TR. ONGOING ACTION SJ - All governors to add dates when monitoring is to be completed by on the attached planning sheet - W 2023-24 Annual Planner - Governor Visits and Reports.docx ONGOING ACTION All Governors - FP to let JW know when the Information Report is completed - Academy Conversion - The Risk Register is a live document from the Diocese - Tarka conversion (West Berry) Risk Register August 2022 . Governors are to read the risks and add to the document before it goes back to Tarka for them to consider. Tarka have not worked with a church school before so these requirements are new to them. W Joint submission August 2022 TLP started.docx This document is in draft and needs to be submitted to the Tarka Trustees and then to SOGG. - JW to add "Volunteers to be treated as staff except where the law explicitly excludes them" to the Personnel and Safeguarding Policies. Completed - JW to ensure school dates are added to the newsletter and website. Completed - Policies See point 7 	<p>ACTION DR</p> <p>ACTION JW</p> <p>ACTION CG and CR</p> <p>ACTION SJ, CG and CR</p> <p>ACTION SJ</p> <p>ACTION All Governors</p>
5	<p>Business brought forward by the Chair</p> <ul style="list-style-type: none"> - Marwood's Co-Chairs would like to observe a Governors meeting at WBF. Governors agreed to invite them to observe the next meeting in January 2024. 	

6	<p>Head Teacher Update</p> <p> HT Report - Autumn 2023</p> <p> 30.11.23 question for FGB.pdf</p> <p>Behaviour - There have been three suspensions for a child since writing the HTs report. How many suspensions can take place before it would become an exclusion? There would have to be 15 suspended days in a school term for an exclusion to be issued. Five days have been missed so far. Is there external support available for this child? The school is currently seeking Early Help support. SC is also speaking to the Inclusion Officer. An EHCP is already in place.</p> <p>A racial incident has taken place and there has been a case of bullying since the report was written. The racial incident will be reported to DCC. Both these incidents have been evidenced in CPOMS.</p> <p>The SDP updates are here  SDP 2023/24</p> <p>Helen Eversett (HE), the School Effectiveness Officer from the LA, visited the schools. She took Learning Walks around both schools. She updated the information she held about the school and is ready to support the school in the event of an Ofsted inspection.</p> <p>HE stated schools should be working on children's handwriting and spelling. Governors should be looking at examples of good modelling by teachers who are clear with their expectations. Governors should check if milestones are being met by children and school targets are being met.</p> <p>Could Governors find a better/quicker way to check children's work books? Teachers bring work books to meetings occasionally for 'Book Looks'. Governors are welcome to attend these meetings so they can see lots of books at the same time and can compare across the two schools at the same time.</p> <p>Staffing - Staff attendance has been challenging as there has been a lot of sick leave. It has been very difficult to cover. The school is currently recruiting new Teaching Assistants as two Teaching Assistants have recently resigned (one to spend more time with family, one has relocated). One of these TAs was also the Pastoral Support at West Down. Another TA is on long term sick leave. The HTs are interviewing tomorrow morning. The Pastoral role has been advertised internally as it is just a five hour role which therefore would benefit from someone who already knows the children and families.</p> <p>Some intervention work has been unable to take place due to lack of staff.</p> <p>The new West Down Kitchen Manger has settled into the school very well.</p> <p>Isobel Fowler has returned to work. Jade Rendle, who has been covering IF, will stay with the school until the end of term to help with the hand over and it has been helpful to have JR as an extra to help cover absences.</p> <p>Are you waiting for any more EHCPs?</p>	
---	---	--



	<p>Two are outstanding at the moment but they should be coming through eminently. The school has just received the income for one which was agreed in August.</p> <p>A new EHCP was just agreed, but the amount awarded is nowhere near the amount needed for the plan subscribed. Lucy Jones has queried this, which means the money granted will be even more delayed while this is resolved. It is difficult to know whether the school should start to follow the plan and hope the money will come through or work out how to cover the costs.</p> <p>Are children still arriving into school too early? This has improved since a communication was sent out to families.</p> <p>Given our small numbers which makes analysis of aggregate attainment data for those disadvantaged kids / PP almost impossible to interpret - what do you think is the best way of evidencing improved attainment as a consequence of what we're doing in the schools for those kids? Individual children are spoken about in case reviews so the school has these available and will discuss them with Ofsted inspectors.</p> <p>Do we have a / more than one union rep that you could introduce Governors too? We have one. HTs will introduce Governors to them.</p> <p>Who is the pupil premium staff champion? Su Carey.</p> <p>Could we / should we have a paragraph of explanation for the website in the statutory documents section that explains the schools meeting the public sector equality duty. Something like "Our school staff and governors work to eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited under the Equality Act 2010. We do this by having a clear and well embedded vision and values that underpin all that we do - confidence, curiosity, truth, compassion, respect, courage, and endurance. We have robust policies in place that are followed that support us in living our values. We monitor how we advance equality of opportunity – between people who share a protected characteristic and people who do not; and those who are disadvantaged and those who are not. We work to foster good relations between people who share a protected characteristic and those who do not and will consult and involve those affected by inequality, in the decisions our schools take to promote equality and eliminate discrimination". Yes this should be added to the website. ACTION JW to add to the website.</p> <p>Do you have any thoughts about how we can evidence the diversity data for governors and staff - or would it be reasonable to state for the minutes that " considering the requirement to ensure that individuals cannot be identified through the publication of data, the close knit nature of our communities, the small numbers of governors and staff it is not appropriate to publish diversity data". Yes, this should be added to the Governors page on the school website. ACTION JW</p>	<p>ACTION JW</p> <p>ACTION JW</p>
--	--	-----------------------------------

7	<p>Policies</p> <ul style="list-style-type: none"> - Finance Policy W Finance Policy 2023-2024.docx ADOPTED - After School and Breakfast Club Booking Procedures - E After School Registration and Booking Procedures Oct 23 ONGOING ACTION JW to ask Louise Richards to review this. - Emergency Management Plan - W Emergency Management Plan.doc ONGOING ACTION SC - Life Curriculum Policy W Life Curriculum Policy (Relationships and Sex Education Policy).docx - ACTION SC to send to clerk and add to the next agenda. - SEND Policy W SEND_Policy_2023-2024.docx - ADOPTED. <p>ACTION FP to let JW know when the Information Report is completed.</p> <ul style="list-style-type: none"> - Collective Worship Policy W Collective Worship Policy 2020-2022.docx - ONGOING ACTION CR - Lettings Policy W Lettings Policy Sept 2022-2023.docx - ONGOING ACTION SC - Staff Leave and Absence Policy W Staff Leave and Absence Policy 2023-2024.docx - ADOPTED - Online Safety Policy and Mobile Phone Use in School Policy W Online Safety Policy.docx W Mobile-technology use in school policy.docx ONGOING ACTION SC - Health and Safety Policy W Health and Safety Policy April 2023-2024 - ADOPTED with - ACTION JW to update first aider list. 	<p>DECISION</p> <p>ACTION JW</p> <p>ACTION SC</p> <p>ACTION SC and JW</p> <p>DECISION</p> <p>ACTION FP</p> <p>ACTION CR</p> <p>ACTION SC</p> <p>DECISION</p> <p>ACTION SC</p> <p>DECISION</p> <p>ACTION SC</p> <p>DECISION</p> <p>ACTION JW</p>
8	<p>Budget Monitor</p> <ul style="list-style-type: none"> Cover page 16.11.23.pdf G120 Detailed BM 16.11.23.pdf G121 Detailed BM 16.11.23.pdf <p>The budget is very challenging at the moment. DC reviewed the budget with the Business Manager, Louise Richards. LR will run another report in January for DC to look at again. Schools in Devon are likely to go into a deficit budget as funding is lacking for the South-West.</p> <p>LR has shared access to the budget with Tash Brown, CFO at Tarka Trust who will be coming to look at the budget soon. The school budget could cause issues for the conversion although the trust is not currently concerned.</p> <p>The budget is a prediction at the moment as there are some unexpected costs to still account for. The staffing costs have increased with the teachers pay award and the support staff backdated pay award just going through, as well as a change in the holiday pay due to support staff. There are unknown costs due to the high needs of some children which EHCPs are not completely covering. Energy costs are still high.</p> <p>What happens if the federation goes into deficit? They would have to go in front of the Financial Intervention Panel. Before this took place Governors would need to be assured that all remedial actions have been taken to help the budget.</p> <p>The After School and Breakfast Clubs are in profit. LR will try to move some of this money to the main budget, but some of it has to stay in the After School and Breakfast Club budget to allow for any unexpected costs.</p>	



	<p>The federation has received a grant to fund LED lights which may have an impact on the energy costs.</p> <p>LR is going to ask all teachers to order supplies by February 2024 and they won't be able to order again until the new financial year.</p> <p>The federation cannot cut staffing as this is already stretched already. The level of need that children have is unusually high at the moment.</p> <p>Are the children who need more support known to staff and do they have plans in place? Yes but due to the amount of staff illness so staff are exhausted so this is difficult at the moment.</p> <p>The federation is saving where they can. LR is very careful with the budget. Berryarbor cannot take full classes as there is not enough space to accommodate them and it also runs as a split site with the top classroom being so far away from the main school which causes more staffing costs.</p>	
9	<p>Governing Monitoring Updates</p> <ul style="list-style-type: none">- Safeguarding Report W Safeguarding Report to Governors November 2023.docx W Safeguarding data 23-24.docx <p>CO completed the monitoring by email due to time constraints/lack of time available at school due to staff shortages.</p> <ul style="list-style-type: none">- Curriculum Monitoring W Curriculum Monitoring Autumn 2023.docx <p>Curriculum Governors to monitor handwriting work books. ACTION DC and DR to organise having books in one place for monitor.</p>	ACTION DC and DR
10	<p>Ethos and Vision</p> <p>CR, SC and SJ met to consider Ethos and Vision. SJ was impressed with the work that is taking place in both schools around this.</p>	



	<ul style="list-style-type: none">• Overseeing the financial performance of the organisation and making sure its money is well spent. A Budget Monitor took place.
13	Date of next meeting - 5pm, 11th January 2024. WB Meeting Dates 23_24.docx Speed Dating Evening - 16th January 2024