

	<p>MM provided reassurance around this.</p> <p>Election of Vice Chair to be moved to next agenda.</p> <p>Thanks to KK for work as previous Chair. Clerk to arrange card and gift.</p>	
<p>E. Any actions completed/not completed/next steps</p>		
	<p>1. Budget Monitoring update</p>	
	<p>1.1 Update given by Finance Manager</p> <p>Finance notes/update circulated to Governors prior to meeting. DW gave overview.</p> <p>No FRS monitoring provided this time. Next meeting/report will be near the year end. Will show budget lines being written off next time for carry forward.</p> <p>Carry forward £200k. Full report next time for end of year.</p> <p>Van purchase has been brought forward, as agreed at last meeting. Wrap around care/provision has started. DCC approved budget plan – monitoring report to be provided in June.</p> <p>Slightly down on numbers budgeted for so office will monitor that over the next term. 50% based on 12 at BC but ASC 14 across the two sessions. Let it settle and parents know there – give time to establish as agreed.</p> <p>CP noted the need to advertise more. Perhaps on Class Dojo? Parents may have made other arrangements prior to club being provided and could now review.</p> <p>MM asked what activities were provided at after school club. DW replied; the children go outside and play, activities given that connect to themes etc. Some structure to the session.</p> <p>CP enquired as to the flexibility to book not a week in advance as per policy. DW explained that the booking system shuts on the Thursday for the following Monday week, but office staff have been adding bookings at the last minute.</p> <p>CP suggested advertising that as an option. Might help get the numbers up, even just one or two.</p> <p>Discussion around the finances of extended provision set up.</p> <p>CL clarified if refunds were received for cancellation. DW replied yes, as per policy, if not sickness or within a time period refund can apply. CP noted that was a positive of the provision.</p> <p>DF noted that W.Joy had been a real asset. Good to have her onboard leading. CC also noted that the children enjoy going.</p> <p>TP expressed thanks to DW and DF for hard work in setting up.</p>	

	<p>Office audit – is overdue. Will take place remotely. Submit documents by 26th, Team’s meeting on 31st. Outcome and review meeting for feedback will involve TP and Governor.</p> <p>School led tutoring fund – Autumn money won’t be taken back if not spent, as long as it is spent by the Summer. Adverts will go live for teachers or tutors soon.</p> <p>CL – just one?</p> <p>TP responded; possibly two based on finances. Combine with covid catch up fund of £47,000.</p> <p>Interventions will happen during the school day, for various reasons.</p> <p>JE clarified that this will happen until the end of the school year.</p> <p>DW - yes.</p> <p>TP added that the position was also about the quality of the teacher, needs to be the right person.</p> <p>CP asked how many children would benefit. Will you also focus on certain year groups?</p> <p>TP explained that it would be based on needs across the school including subject need. Data analysis would drive that decision.</p> <p>CC questioned if the interventions would be in the afternoons if during the school day.</p> <p>TP replied yes, will need to review, but wouldn’t want the children to miss core subjects in the morning.</p> <p>SFVS (Schools Financial Value Standards) – DW will prepare for Governors and will send for reviewing, including latest benchmarking data. Needs to be with DCC by March. Will bring to 15th March meeting for approval.</p> <p>Note that £67,000 extra funding has been given for next year, Devon have been given extra funding through the school budget share.</p> <p>1.2 Agreement of Appledore Catering Contract</p> <p>Overview of the process of providing meals to Appledore. Started when universal infant meals funding was implemented so in theory would stop if that ended.</p> <p>Meal charges increased by 5p and added 3% for everything else in line with inflation.</p> <p>If over 75 meals we charge them a little extra.</p> <p>Finishes 2025 or if the Universal funding stops.</p> <p>Unanimously agreed.</p> <p>CL asked the likelihood of different funding lines being left over.</p> <p>DW replied; possibly gas and electricity because we weren’t sure of the impact in cost rises. Lots of timing issues this year for DF’s budget line for example.</p> <p>CC questioned if there were any projects for sustainable energy that could be utilised and would be a good use of any left over funds.</p> <p>DF explained that Devon County Council would pay for projects of that type, it wouldn’t come out of the school budget.</p> <p>DW added, running cost for school not set up costs.</p> <p>MM clarified that Governor training comes out of the main school budget.</p>	
--	--	--

	<p>DW – yes.</p> <p>DW left the meeting at this point.</p>	
2. Headteacher Update		
	<p>2.1 Assessment update given by Lead (J Smith) J Smith was unfortunately unwell. Will deliver at next meeting.</p> <p>2.2 Pupil Premium Strategy lead by C Marston Circulated in advance of the meeting. CM gave an overview of some of the key points. Format changed this year to be consistent across all schools. Rolling 3 year strategy. CM explained that T.Salvadori had provided support in rewriting the strategy. Historically PP in all schools has not been done well. Is always a lot of money, which previously had to be recorded to the penny. That approach is now gone but we do have to show clear impact of PP spend. 38% officially claim/have provided proof, but work on 70% being PP. Lots of family who earn just above the threshold but are probably worse off because they don't get the extra support. Misconception around the money only being able to benefit PP pupils, can be used for universal provision. TS agreed with our strategy of universal provision. CL submitted a question in advance of the meeting: Disadvantaged pupil progress scores for last academic year. Is there a reason why there are no scores? CM explained there was no disadvantaged scores on the strategy because there is no robust data, no assessments or SAT's. We have some internal data but none that is robust enough. CL questioned if this was a good enough reason to provide OFSTED with. CM replied yes, OFSTED not looking at data. Will be 2 years out of date due to covid/lockdowns. JE clarified that we were trying to show correlation between non-disadvantaged and disadvantaged pupils. CM confirmed just disadvantaged pupil data now.</p> <p>Discussion around the criteria/eligibility for PP.</p> <p>CC asked how long the funding lasts for previously looked after children. CM – entirety of school life. JE verified that there was a clear link between low income and extra support needed. CM responded yes; each strategy for each school can look very different. (example of only 4 children in other school setting) Toolkit used to provide evidence of good strategies. Very selective of what we have chosen to meet the needs of our children. Priority No. 1: Quality first teaching Priority No. 2: Vocabulary, reading and phonics.</p> <p>CP asked CM what she thought defined a good teacher. CM replied; engaging, passionate, broad subject knowledge, delivery of that subject knowledge etc</p>	<p>Add assessment update to next agenda.</p>

	<p>CP agreed, interesting and good, engaging teachers make a huge difference. 'Fun' teachers seem to have previously been removed from West Croft. Recognise data is important but doesn't have to correlate with a strict teacher. Example of her son enjoying learning with Mr Downing because he finds him fun.</p> <p>MM added that the new curriculum also makes a difference. CM noted that herself and TP have completed lots of work and a shift around culture since they first arrived.</p> <p>MM requested clarification around the projected money spent. CM reported that £100,000 was on 3 teachers, which is over our suggested limit. 20 classes instead of 17 with no mixing. Benefits children and helps with good quality teaching. Releases core subject teachers to develop them. AR leader for half a day. Pays for reading lead (CM half a day), release of phonics lead - £160,000 covered there. Subject release for phase leader time, AR cost of £4,000, currently have library service too.</p> <p>CL asked who covers when the leads come out. CM replied; skilled TA's or part time teachers who can overlap. MM asked if AR provide the books for that. CM replied yes; would look for that to go but cost would still be there.</p> <p>MM asked if AR is best resource we can use. CM replied yes; recognised nationally. Expensive but allows us to track the children accurately and provides huge amount of data. TP added, historically haven't utilised and used PP correctly. Making a huge difference now we are.</p> <p>CP clarified that it was used across the school when talking about universal provision. CM advised from Year 2 upwards and continues in Year 6.</p> <p>CL asked if we have books for children reading above their age. CC explained that there were a small number of books available from the library service, but not enough for good readers. Try to encourage reading in general if they love reading, also about pleasure of reading, not just assessment. CM added we have to provide majority and then tailor for small groups.</p> <p>Wider strategies around the curriculum and experiences. Trips subsidised. Forest school offered to everyone not just PP children. One of few schools to offer that.</p> <p>CL clarified that PP pays for the teacher and equipment. CM – yes; lead, TA and resources.</p> <p>Questions raised in advance of the meeting: Do TAs have access to in-house CPD for reading and phonics? Response: Yes</p> <p>AR Training package – is this for the AR lead or everyone? Response: for everyone, training will be available soon.</p> <p>Is AR lead being effective in making sure resource is used effectively? Response: Yes, AR lead being effective in use of resource since being given dedicated time towards it.</p>	
--	---	--

Forest School every 3 weeks – is it more frequent for PP pupils?
Response: Forest school offered to everyone not just PP children.
One of few schools to offer that.

Discussion around some PP children performing highly but wouldn't get the experiences unless we were providing them.

TP thanked CM for her hard work on the strategy.

CC asked how long it would be before national data was accurate.

TP replied; years, no parity across schools and children nationally.
Each child has had a very different experience.

JE commented that OFSTED would surely be the same.

TP explained that OFSTED would consider the remote learning offer.

MM clarified that as a school we are monitoring internal data.

TP replied; yes CM is with AR and would have been part of JS' assessment presentation.

CM noted that reading hadn't 'dipped' as much as Maths and Writing because it could carry on at home.

MM commented that was good, not just for OFSTED, for our reference in school too.

2.3 Half termly Headteacher update

Report circulated prior to the meeting.

TP started with return to school being fantastic. Lots of hook days on first day back.

Lots of resignations from staff – some connected to the staffing restructure.

CP noted that she had attended an exit interview and the main feedback from that was around behaviour. Restructure hadn't been mentioned.

MM added that as she was absent from the previous meeting, feedback from exit interviews hadn't been given. Have been working with EP on key themes to feedback.

TP commented that the need to balance which feedback was followed through was important. Previous term SLT spent a considerable amount of time providing evidence around certain feedback.

MM noted that the example TP was giving was exceptional. Generally, exit interviews can provide helpful ideas for improvement.

CM added that feedback should come back to leadership. Counterproductive exercise otherwise.

MM agreed, but reiterated there was a need to balance. Feedback should be generalised and not specific to staff members.

Discussion around the exit interview form and process in general.

Agreed that Headteacher would not conduct exit interviews.

Agreed that the pro-forma for exit interviews was a good format of questioning and would continue to be used.

	<p>Agreed that it was correct to offer exit interviews with two Governors. One who could fully engage and the other to make accurate notes.</p> <p>Agreed that key themes should be reported to the Governing Board, so agreed the following process: Governor who conducts the interview reports back to Chair. Chair to feedback to SLT in first instance and then Governors with a termly report. Will provide clearer process around exit interviews.</p> <p>Discussion around who staff can talk to if they don't want to go to Leadership right away, perhaps Phase Leaders providing peer support.</p> <p>JE noted that the main objective was to deal with any issues professionally, process needs to be robust and purposeful.</p> <p>Questions raised in advance of the meeting answered: Can you clarify the 4 vacancies that have been advertised? Response: 4 vacancies currently advertised – TA, Nursery TA, SALT and SEN teacher. Only had applications for two posts – 5 in total. Adverts for interventions teachers to go live next week.</p> <p>One Minute Safeguarding Guides – are these still being sent to Governors? Haven't seen one in a while. Response: Yes, Clerk currently emailing when available. Suggestion that CPOM's One Minute Guides go directly to Governors from Inclusion Team.</p> <p>Are you able to share the weaknesses/lack of knowledge on Safeguarding with Governors? Response: breakdown from Safeguarding training provided to L Johnston. Is being targeted to staff based on that knowledge.</p> <p>Where in the school are the teachers on support plans? Response: not appropriate for Governors to know support plans – conflict of interest for example with parent governors.</p> <p>Question Book – is this a set of generic questions that can be used with any book? Possible to see it? Response: can send Question book template electronically.</p> <p>Are stem sentences in Maths being used across the whole school? Possible to see these? Response: yes across whole school, on displays etc</p> <p>Pupil Voice around purpose of passport and knowledge retaining – I'd be interested to hear what pupils have to say about the passport. Is it possible for me to be a part of this and talk to some children when it happens? (CL) Response: TP had interesting conversation with another HT who has been OFSTED'd already – described the experience as 'up and down a ladder'. Checking that all staff had the same message from top to bottom. CL to be part of the process for pupil voice. Governor visits</p>	
--	--	--

	<p>3rd February MM for safeguarding and catch up with LJ. Specific dates to be agreed once subject leaders can be released, once covid cases calms down again.</p> <p>ARE = age related expectations – in context of writing.</p> <p>Confirmed School Development Plan is updated every term.</p>	
3. Policies		
	<p>3.1 Nursery Admissions Policy KK recommended by email to Clerk in advance of the meeting. <i>Policy adopted and unanimously agreed.</i></p> <p>3.2 SEND Policy Model Policy provided by DCC. Adapted to West Croft’s needs - MM recommended. <i>Policy adopted and unanimously agreed.</i></p> <p>3.3 Wrap Around Care Policy JE recommended. <i>Policy adopted and unanimously agreed.</i></p> <p>3.4 Accessibility Plan CP recommended. <i>Policy adopted and unanimously agreed.</i></p> <p>Meeting closed at 7.15pm.</p>	
Meeting ends		