

	<p>1.1 Welcome back – including New Staff Governor KK welcomed everyone back. Introductions were given for the benefit of new members. Caroline Callaghan introduced as the newly elected staff Governor and Charlene Marston as the new Deputy Head.</p> <p>Confirmed that CN would be moving out of the area now that Lockdown restrictions have been eased.</p> <p>TP expressed his desire that CM attend Governor meetings. Agreed that CM should become an Associate Governor and attend regularly. In the absence of TP, CM would attend the meeting as Deputy and provide a Headteachers update.</p> <p>Proposed by KK, seconded by CL, agreed that CM become an Associate Governor.</p> <p>1.2 Housekeeping – agreement of terms of reference etc Clerk reminded Governors that the paperwork distributed had been discussed at length this time last year. If Governors were still happy with the agreements the paperwork just needed to be agreed and signed.</p> <p>KK asked the group if it was still the general consensus that meetings were held as Full Governing Board meetings with no sub-committees unless specifically needed.</p> <p>CN agreed that this was the preferred meeting style. As a fairly new Governor this had been more helpful than the initial arrangement she'd joined which had committees.</p> <p>CC also agreed. Seems sensible to have one meeting that everyone attends rather than committees where items get re-discussed. CC asked if there were enough Governors. KK responded no, we have vacancies. But with the recent situation at school we have taken a quality over quantity approach. Parent election now needed with CN going. CN added that hopefully this was a good time, new academic year means new parents. TP also added, that recent school visits by potential new parents had indicated that West Croft's reputation was improving so hopefully this would also be a factor.</p> <p>Agreed that Clerk would approach local businesses to see if any other interest could be generated.</p> <p>KK asked if Governors would like to discuss responsibilities.</p> <p>Agreed that the following responsibilities would be allocated: Safeguarding Governor – M. Mills Finance Governor – C.Callaghan SENd Governor – M.Mills Pupil Premium Governor – K.Kelly Health and Safety Governor – J.Ebsworthy Curriculum/standards Governor – C.Ley</p>	<p>Clerk to write a letter and approach local businesses to see if any other interest could be generated for potential Governors.</p>
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	<p>Following items were unanimously agreed:</p> <ul style="list-style-type: none"> - Record of Decisions 1.1 - Election of Chair and Vice Chair 1.2 - Meetings of the Governing Body 1.3 - Before and After Meetings 1.4 - Principles of Delegation 1.5 - Staff Record of Decisions 1.6 - Governor Code of Conduct - Terms of reference for a standards committee 	
	<p>2. Budget</p>	
	<p>2.1 Budget Monitoring Budget monitoring notes for August 2020 were distributed to Governors prior to the meeting.</p> <p>WM explained that the finance officer was due tomorrow for next months budget. The budget provided shows July salaries. Next budget monitoring would show August. Salaries are always retrospectively. Each pupil on roll with West Croft is worth £4,000. Marketing ourselves is worthwhile for this reason. More pupils we have, the better the budget looks. CL - so school is not full? WM responded no. JE asked who are we second choice to. WM replied, at the moment, East the Water and Abbotsham. But all schools are cyclical. Unfortunately, has just been a while since West Croft was top choice. CC - how many vacancies do we actually have? WM replied, 92 not including Nursery. JE noted that Governors have discussed the importance of Nursery before. Nursery is our feeder to the main school. If that's right, pupils will work their way through all the school years with us. Do we provide wrap around care at Nursery? TP answered, not at the moment. Difficult because of Covid restrictions. We've had to remove breakfast club and Can Play, although back operating, have limited numbers for after school club. There is a waiting list. JE noted that might be a limiting factor for our Nursery and working parents. DF added that Nursery wrap around provision had been available for the past two academic years and had generated a huge loss in both years. 52 weeks for both years, with extended hours had been available and both years had made a loss. CC asked if typically, all pupils from Nursery came up to Reception. WM responded not always, on average half a dozen of each.</p> <p>DF added that Governors could be shown the refurbished Year 6 classrooms at the end of the meeting. New selling point for us that we can market. MM questioned whether we marketed the Nursery properly though when wrap around was available. TP added that a marketing push will go ahead this term. Postponed because of lockdown. New leadership, new look</p>	

	<p>classrooms to come etc all selling points. Word of mouth on these changes seem to be working so let's utilise that.</p> <p>WM continued by explaining that the high needs block funding seems to be one in and one out.</p> <p>Three sets of maternity cover to come. One teaching position is covered but other two have been left in the budget so there's not a big difference that we get excited about.</p> <p>£11,500 Government funding due for Covid lockdown expenses. We should get 50% at least. Claim made for postage which was astronomical. Yearly budget is normally £700 and 3 month period of lockdown was £XXX alone.</p> <p>Mutual fund being claimed for 3 members of staff. We try to claim for everything we can to help balance the budget. Doesn't cover the full costs but at least helps towards.</p> <p>Census day is the 1st October. We budgeted for 520 children but currently have 532 on roll. As many as we can get for this day is the ideal scenario.</p> <p>People's circumstances changed during lockdown so we have had an influx of Pupil Premium eligible children. Also, lots of additional claims for free school meals which equates to £1320 extra each year. Might make a difference initially for this year but next year is looking difficult.</p> <p>Governors will receive budget monitoring at most meetings as we need to report 6 times a year.</p> <p>CL - what is UIFSM?</p> <p>WM explained that it stands for Universal Infant Free School Meals. Reception to Year 2 receive universal free school meals funded by the Government.</p> <p>CC commented that school dinners are down at the moment. Packed lunches in our class. Questioned whether parents need reassurance that school dinners are safe to order in the current climate.</p> <p>CN questioned if it was also related to the amount of time they were now getting for lunch. My child wants packed lunch so that it can be eaten quicker and more time spent outside with friends.</p> <p>CC added, that perhaps weather depending, we could do more picnic lunches to combat this.</p> <p>DF noted that kitchen numbers weren't currently a million miles away from normal. Today had good numbers. Issue is limiting bubble mixing at the moment.</p> <p>DF wanted Note 60 on the budget monitoring notes brought to Governors attention. Suspended lettings until further notice. Review after October half term. Current letting is only Can Play and his after school club provision.</p> <p>Supply teaching spend also decreased by a third in notes but it's been a busy start to the week so perhaps we shouldn't get ahead of ourselves on that note. Especially given current guidance for isolating.</p> <p>KK commented that although the picture can seem depressing, currently every school must be in the same position. Lockdown wasn't specific to us so budgets must look similar across the board.</p>	
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	<p>WM added that we've done well to balance this year. Some schools can't even do that. 5 years budget is unrealistic anyway. I budget hard. Minimise income and maximise spending and the budget ends up a nice average in the middle.</p> <p>WM left the meeting at this point.</p>	
<p>3. Headteacher Update</p>		
	<p>3.1 Return to School after Lockdown update TP gave a verbal update, having only been back at school for 6 days.</p> <p>Explained that as a school we've tried to make return as easy as possible. Listened to parent feedback and have changed staggered start and finish times. Hopefully not so long a wait for a good portion of parents. Has been a little bit of backlash but won't be reviewed again until October Half Term. Parents appear to be glad to have a sense of normality back. Children have been brilliant.</p> <p>CM added that staggering start and finish times has made a huge difference to behaviour. Atmosphere very calm in school. TP agreed, free time is tagged on to the end of the day rather than during the lunch time.</p> <p>CM added further that lots of incidents happen at the end of the day. Pupils have got less time to hang around and the leaving at different times means less opportunity for issues.</p> <p>KK asked CC if she agreed. CC responded yes, incidents do seem less on return from lunch. Children were definitely glad to come back.</p> <p>TP added, children are talking with excitement about the curriculum as well. Asked CN and MM what parents' perspective was. CN replied that her children are arriving home saying they've had a brilliant day. Don't know if it's just because they've been away for so long as well though. A trip so soon in the term is good though. Year 2 Burton Art Gallery trip was great.</p> <p>CM added that it's about the hook of the curriculum. Hook them in early. Trips so soon help do that.</p> <p>MM commented that it had been a similar experience with her children. Specific lessons being remembered and talked about at home.</p> <p>TP continued that Covid is having an effect on staffing. Year 1 teacher signed off until half term due to vulnerability related to Covid. Pregnant teacher covering that class until on maternity leave. One NQT and new KS1 Lead so brand-new team in KS1 really. Good starts for new staff all round, including NQT in KS2.</p> <p>MM asked if there were additional needs for pregnancy including due to Covid. TP replied yes, do fall in to one of the more vulnerable groups. Risk assessment has been completed for all three of our pregnant staff. Risk assessment would have been completed anyway but Covid guidance was taken in to account.</p>	

	<p>TP explained to Governors that monitoring of teaching and learning has started already. Have started with generic feedback from around school to begin with. Each teacher has been observed around 3 times. Positive feedback given 2nd time round for year groups. Individual feedback will follow after that.</p> <p>JE asked what timescale we were looking at for improvement in T&L. Term? Year? OFSTED are due after all.</p> <p>TP answered to shift to good would be too far a leap for next e-visit. Requires improvement is realistic. But we need to show we know the school and this is our plan for rapid improvement.</p> <p>CC - have we got the capacity for that at the moment?</p> <p>TP – in terms of leadership?</p> <p>CC – in every area really. Will we get there or not?</p> <p>TP – won't get to good by next OFSTED but can show improvement.</p> <p>KK added that we now have capacity in TP and CM in terms of leadership. Best we've had for a while. Ability to follow up on inadequate teaching. Lacking clarity of leadership in this school previously. No 'get out' option available now.</p> <p>CL agreed, expectations going forward are clear.</p> <p>TP added that some support plans will be in place by the end of this week so feedback is moving quickly.</p> <p>Meeting became Part II Item DF and CC left the meeting.</p> <p>DF and CC returned.</p> <p>TP clarified for DF and CC that rapid improvement is in progress and Governors discussed in the Part II item specifically how this is happening.</p> <p>KK noted that these conversations bring confidence to Governors but also staff on the ground. Teaching is being tackled to move this school forward.</p> <p>CC added that lots of visits to classroom has been nice. Doesn't make it such a big deal.</p> <p>TP thanked CC for that comment. Trying to change the culture to that attitude.</p> <p>CM added that teachers aren't forewarned of visits to class because it needs to be realistic view.</p> <p>TP - to summarise we are here for the children and rapid improvement. Good teaching here will be celebrated and used as examples.</p> <p>TP continued with a thanks to the site team who have worked really hard over the summer. Aiming for a new 'Gold standard' for West Croft. Working on a Year group at a time, so in 6 years every classroom will look the same.</p> <p>As mentioned Year 6 are first Year Group to be done. Children have responded well to the classroom, respect it more, raised expectations. We will cost out to see if we can do two year groups at a time to speed up the process.</p> <p>JE asked what feedback we had received from the roof survey.</p> <p>DF replied that it had been an intense survey so we'll give them a few weeks to settle in and then up the anti about hearing back and moving it forward.</p>	
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	<p>KK added that really, we need a new school. Perfect site to build on and then knock this down with minimum disruption.</p> <p>TP noted that he had started asking that question. 10million for whole new school. 4 million is average given to a school. Main issue is access. Dream for West Croft is new school.</p> <p>JE asked if there had been any indication at all from roof survey. Really could be an issue with the state of it. Might help cause.</p> <p>TP replied that they will base their response from the survey on the risk to the school. Patch current roof or complete new one is conversation needed.</p> <p>DF added that we need to have a stronger voice to get the issue sorted.</p> <p>JE agreed, seems other schools get money and improvement.</p> <p>TP added that we now have a long-term vision of what school is going/should look like. Not had that previously.</p> <p>DF questioned if new build money could be tapped in to. New schools proposed at East the Water and near Abbotsham – spend that here instead.</p> <p>CC commented that West Croft is the only school in the area to have such a big playing field. Selling point for the school. Don't want to sell too much land off and lose unique selling point.</p> <p>DF commented that a two storey building could be built to save space. That way we could still keep lots of land.</p> <p>CL questioned if an ego school route would help with getting more funding.</p> <p>JE noted that we don't want school to go up in quality but the building starts to let you down and doesn't provide same level of quality.</p> <p>DF thanked the site team, particularly P.Sargeant given his personal circumstances. Has been amazing, couldn't have done it without him.</p> <p>TP informed Governors that he has received W.Mackie's resignation for end of this term. Has been coming for a while so not necessarily a shock. Succession planning has started, looking at what office team can do.</p> <p>DF noted thanks to staff covering lunchtime. 70% of staff working at lunchtime with their class. Making a difference to the children. Appreciated.</p> <p>TP added that we will also review at Half Term but go with it for next 6 weeks.</p> <p>DF added that Bideford College have a confirmed case of Covid in a family member.</p> <p>TP expressed concerns about momentum of improving the school and then stopping because of Covid lockdown. Will just have to adapt if and when things happen.</p>	
	<p>4. Policies</p>	
	<p>4.1 Child Protection Update to staff details and policies included within the policy. Proposed, seconded and unanimously agreed.</p> <p>4.2 Keeping Children Safe in Education (KCSiE)</p>	

	<p>Governors to read Chapter 1 before next meeting on the 20th October.</p> <p>Governors will sign to confirm they have read.</p> <p>4.3 Ready for Anything Policy</p> <p>TP explained that a working party had meet during the Summer and put the policy together. Minutes from that meeting are available.</p> <p>Policy had been sent to John Gallon at Babcock and the feedback was that a lot of thought and care had gone in to it. Staff feedback, provided from a survey was fed in to the policy. The policy would be talked through with the children via assemblies. One of the key things now is to practice and have a drill. This would be planned, so unlike a fire drill the staff would know in advance.</p> <p>KK and MM are going to join the drill so that as part of the working party then can see if it works. After the first practice we will review again to make sure everything is accounted for. Policy was shared this morning at the SENd review and again feedback was positive.</p> <p>MM expressed a want for walkie talkies to be part of the process.</p> <p>Discussion around the use of walkie talkies. Children might hear things they shouldn't, might run out of battery etc.</p> <p>KK noted that although paper does seem primitive, it does make the new process very clear. Perhaps the practice will help persuade MM.</p> <p>TP added that following the meeting this morning, which had adapted to not just include SENd, the policy seems to have been fully accepted and given a seal of approval.</p> <p>KK agreed, adding that it is clear what has been changed since the day of the event. Clear what would happen differently now.</p> <p>CN questioned that there was only a small medical section. Is that because medical policy has also been amended?</p> <p>TP replied yes, and also an evacuation procedure for each child (medically vulnerable) sorted as a result too.</p> <p>CN – it is nice and short. Policies often aren't.</p> <p>CL – it's very clear! Totally understandable, including for the children. Don't think the children will be freaked out by the process.</p> <p>CC added that her only concern was that the policy is vague about who the key people are.</p> <p>TP responded that there were enough people out of classrooms to choose from. Would nine times out of ten be the same people from SLT and office.</p> <p>CC asked what about the teachers out of class. Walkies would work better for them?</p> <p>TP replied that key person 5 is always responsible for this. That persons only responsibility so should work ok.</p> <p>Policy agreed with potential amendments after practice.</p> <p>JE asked what the arrangements were for Governor visits at the moment under Covid restrictions.</p>	<p>Governors to read Chapter 1 of KCSiE before next meeting on the 20th October.</p>
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	<p>TP replied absolutely fine for Governors to visit. We have started to have external visitors again. Social distancing and hand washing as per national guidance please.</p> <p>TP finished by explaining that he would like to launch the new curriculum to Governors in a 1 hour meeting. TP and CM to check dates and email Governors.</p> <p>Meeting finished and Governors were given a tour of the refurbished Year 6 classrooms and the newly relocated library. Governors were impressed and pleased with the changes.</p>	<p>TP and CM to check dates for a Curriculum meeting and email Governors to arrange.</p>
7.30pm	Meeting ends	

Key :

Green = decision

Red = challenge

Blue = action