



## WEST CROFT SCHOOL



'Discover your Legacy'

### MINUTES FOR FULL GOVERNING BOARD MEETING

Summer term 2021

20<sup>th</sup> July 2021 – 4.30pm – 6.30pm – meeting held virtually

Present: J Ebsworthy, C Ley, C Callaghan, D Ford, T Page (Headteacher) K Kelly (Chair) and E Paine (Clerk)

Visitors: C Marston (Deputy Head), M Taylor (potential new Governor), C Pengilly (new parent Governor) and K Cragg (new parent Governor)

#### NOTES TO MEMBERS:

Chair- Katrin Kelly

**Please note: This is a 2 hour meeting.** Governors cannot leave early as it may affect quorum  
Please send apologies at least the day before as if the group is not quorate the meeting cannot go ahead.

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Red = challenge

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ITEM NUMBER	NOTES	ACTION
A. Apologies for absence	M.Mills – apology sanctioned	
B. Declaration of Conflict of Interests	None	
C. Minutes of the last meeting	Minutes of the last meeting on the 25 <sup>th</sup> May 2021 including Part II item  Unanimously agreed as a true record.	
D. Matters arising	<b>Introduction and election of new Governors</b>  Introduction given to C Pengilly and K Cragg who will be joining Board as Parent Governors.  5 Governors voted for M Taylor to be elected to the Board. 1 Governor abstained.  <b>Agree meeting dates for next academic year</b>  Circulated to Governors prior to the meeting. Unanimously agreed.  <b>Agree OFSTED working party including dates</b>	<b>Clerk to submit forms and complete process for new Governors.</b>

	Agreed that Clerk would start an email group to arrange who was on the working party and the first date.	Clerk to organise OFSTED working party group and date.
<b>E. Any actions completed/not completed/next steps</b>		
	<b>1. Budget Monitoring update</b>	
	<p>Report was circulated to Governors in advance of the meeting.</p> <p>No questions were submitted prior to the meeting.</p> <p>Finance Manager was unable to attend the meeting so Clerk asked if there were any questions to be tabled.</p> <p>Governors had no questions and expressed they were happy with the detailed notes provided. Very explanatory.</p> <p>JE noted that given recent detailed conversations regarding the budget there wasn't anything in the monitoring that was unexpected or hadn't already been mentioned at this stage.</p> <p>Clerk also noted that it was very early in the new financial year. Budget tends to be as expected after discussions at the end of the financial year.</p>	
	<b>2. Headteacher Update</b>	
	<p><b>2.1 Termly Headteacher Report</b></p> <p>Report and connected items were circulated to Governors in advance of the meeting.</p> <p>Included with report was:</p> <ul style="list-style-type: none"> <li>*School e-visit review feedback, staff version and full Governor version</li> <li>*2021-22 staffing structure</li> <li>*2021-22 staff subject leaders list</li> </ul> <p>TP thanked Governors for the questions asked of the report prior to the meeting. Really excellent challenge questions. Everyone received responses provided? Any other subsidiary questions? There were no subsidiary questions and all had received and read the responses.</p> <p>TP again thanked Governors for the challenge questions, really showed understanding. Questions were key to demonstrating good knowledge and challenge by Governors. Has also helped make tonight's meeting more efficient.</p> <p>Clerk will include challenge questions document as evidence for this meeting.</p> <p><b>2.2 E-visit School Review feedback/report</b></p> <p>Feedback circulated to Governors prior to the meeting. Governors received the highlight staff version plus the full version suitable for Governors.</p>	

	<p>TP explained that the overall picture was positive. Almost on cusp of being good. E-visit team have decided no more overall reviews are needed, just focused health checks.</p> <p><b>CL asked how staff felt after the review feedback.</b></p> <p>TP responded that unfortunately given the nature of having to deliver the message via email, it has been difficult to fully gauge. Would have of course preferred to deliver face to face for impact. Acknowledges hard work of staff, which hopefully was conveyed. Long term, review came at the right time, unfortunately Covid related incidents have meant we went in to survival mode to reach the end of the term.</p> <p><b>TP invited CC and DF to comment as staff.</b></p> <p>CC agreed with TP. Difficult to quantify, doesn't feel like a school at the moment, not aware of much wider staff feeling due to bubbles. Not feeling as much of a team as we would like.</p> <p>TP agreed.</p> <p><b>CL questioned if that would be addressed in September.</b></p> <p>TP replied yes, non pupil day will bring everyone back together for the first time. Hope that disconnected feeling will start to disappear from that point.</p> <p><b>JE questioned if the e-visit team suggesting no more whole school reviews were needed, does that mean they/we are confident we will perform well in our next OFSTED visit.</b></p> <p>TP explained that the e-visit team would never say that directly, but yes certainly implies there is confidence in what we are doing as a Leadership team, including Governance.</p> <p>CL noted thanks and a well done to SLT.</p> <p>TP thanked CL for comment. Good outcome and another step in the right direction, very pleased.</p> <p>CM agreed, report/feedback recognises the improvement and progress made in light of covid and in such a short amount of time. Incredibly different to reports received a few years ago.</p> <p><b>2.3 Governor discussion regarding wrap care provision</b></p> <p>TP explained that this item was going to be postponed until the Autumn term. Had hoped to have provision ready for return to school in September, under more normal circumstances. Unfortunate, but just not possible with all the covid related work generated at the end of term. Initial survey completed but need to do follow up survey that involves more detail. Business proposal has to be put forward to Governors, as wrap provision is a Governor responsibility. Want to make sure viable and give Governors all the facts. Only fair.</p> <p><b>CL asked what the response to the survey had been.</b></p> <p>TP replied good, seems like it will be viable at this stage.</p> <p><b>CL asked if the provision would be staff run.</b></p> <p>TP replied ideally yes, would like to be staff but on separate contracts. Provision needs to be separate entity so that it can be closed if becomes financially unviable.</p>	
	<p><b>3. Governor Reports</b></p>	
	<p><b>3.1 SEND Review by MM</b></p> <p>MM has completed a learning walk, but had been able to complete the feedback report for Governors.</p>	<p><b>MM to present learning walk</b></p>

	<p>To be presented at the next meeting.</p> <p><b>3.2 Health &amp; Safety report by JE</b>  Report circulated to Governors prior to the meeting.  JE confirmed he has returned to physically making monthly visits.  In general school looks great. Age and condition of school can be difficult. Really good work from DF and sites team.</p> <p>JE noted that as part of his walk he did a review of Coronation Road. Wanted to gather evidence prior to parking and traffic review in September. As already noted and discussed, it was very chaotic.  KK thanked JE. As already noted, Governors will review in September when returning to a normal school day. Some of the issues may currently be being exacerbated so sensible to wait until Autumn term.  CL noted that a road safety programme was mentioned at the previous meeting – are we arranging this?  CM replied yes, will provide as part of PHSE. Bikeability, road safety etc, all great programmes for us to organise and deliver.</p> <p><b>3.3 Budget meeting review update (working party)</b>  Meeting moved to Part II item.</p> <p><b>3.4 End of year review by Chair</b>  Due to technical issues arising, Chair kept end of year review short and promised to follow up in more detail at first meeting back in Autumn term.  Thank you to all Governors involved this year and to new Governors coming on board.</p>	<p>report at next meeting.</p>
<b>4. Policies</b>		
	<p><b>4.1 Pay Policy</b>  Including agreement of Performance &amp; Pay Committee Proposal to amend policy submitted by TP via email.  Clerk to file proposal and Governor agreement as part of evidence of this meeting.  Proposal to remove awarding of TLR's for CiC, EAL and Refugee Lead and make awarding of TLR's for EYFS Lead, KS1 Lead and Year 3/4 Team Lead and Year 5/6 Team Lead consistent to provide parity.  Unanimously agreed by Governors.</p> <p>Separate email to be sent by TP to arrange performance and pay committee. Will select a draft date based on appraisals being completed.</p> <p><b>4.2 Intimate Care Policy</b>  Clerk explained that LJ has sought advice from Devon Safeguarding Lead around suggestion to include two members of staff when dealing with intimate care issues. Need to get it right for both staff and the pupil. Agreement and wording is key.  Policy has been agreed in principal so can be used whilst this information is clarified.</p>	<p>TP to organise pay &amp; performance committee date.</p>

	<p>Clerk and Chair will meet before end of term to check that no items have been missed due to technical issues.</p> <p>Meeting closed 5.15pm</p>	<p><b>Clerk and Chair to meet before end of term.</b></p>
	<p><b>Meeting ends</b></p>	

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