



WEST CROFT SCHOOL



'Enjoy Learn Achieve'

MINUTES FOR FULL GOVERNING BOARD MEETING

Spring term 2020

3rd March 2020 5.30pm – 7.30pm

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

Visitor: Hazel Fox (Dartmoor Multi Academy Trust) and Carol Ley (new 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.

Key :

Green = decision

Red = challenge

Blue = action

ITEM NUMBER	NOTES	ACTION
A. Apologies for absence	Received from L Davies, M Mills and A Hoare. Apologies sanctioned.	
B. Declaration of Conflict of Interests		
C. Minutes of the last meeting	21 st January 2020 Proposed, seconded and unanimously agreed as a true record by those present.	
D. Matters arising	Chair introduced CL to members present. Chair and Clerk had met with CL who was interested in joining the Board. CL had come along to the meeting to introduce herself and to see how things work. Clerk to follow up on officially joining CL to the Board.	
E. Any actions completed/not completed/next steps	Clerk to continue compiling list of policies clearly showing delegated responsibility	Ongoing task

	<p>1. OFSTED preparation</p>	
	<p>Agenda Item 1 was discussed at the beginning of the meeting before any other items to allow HF to just be present for her section of the meeting.</p> <p>HF introduced herself and gave a brief overview of her experience and professional history.</p> <p>HF explained that the purpose of her visit was to deliver a presentation on the new Ofsted Framework and expectations of Governors. This presentation had also been delivered to staff today.</p> <p>Presentation was talked through by HF and key areas and thoughts for consideration highlighted.</p> <p>Note that lead safeguarding Governor should review single central record as this is a big part of the safeguarding checklist during an inspection.</p> <p>JE asked if consideration will be given to the short time TP has been in post.</p> <p>HF responded that the inspectors visiting will be aware but consideration will be given more to TP's potential and the impact already shown by his appointment.</p> <p>Presentation included key questions that Governors should be considering in preparation for inspection.</p> <p>HF suggested rehearsing the conversations from these questions at the Governor meetings already planned. Good practice and will provide confidence. Crib sheet to provide prompts is allowed and not frowned upon by inspectors.</p> <p>KK questioned why she couldn't find minutes from Governor meetings on other local schools websites. Had tried to look to compare as part of the recent Governance review. Thought that this was an OFSTED requirement?</p> <p>HF replied that it is and so minutes should be provided. Some schools may be behind on this for whatever reason.</p> <p>CN added that our website is good. Having recently compared it to others, ours really provides good information and a positive image of the school.</p> <p>All agreed with this comment.</p> <p>HF will email presentation to TP so that it can be distributed to Governors.</p> <p>HF left the meeting at this point.</p>	<p>MM to visit school and check single central record as part of safeguarding lead duties.</p> <p>Clerk to distribute presentation to Governors once received.</p>
	<p>2. Headteacher report</p>	
	<p>Report was circulated to Governors prior to the meeting and no comments or questions were received in advance.</p> <p>TP explained that going forward he will provide a 'Headteachers' update' followed by a 'Headteachers' report'.</p>	

	<p>Update will be given half termly and full report termly.</p> <p>Governors were in agreement with this arrangement.</p> <p>TP highlighted from the report the various external visits that have happened. External visits help validate what we are doing and make improvements. External visits verify where I am saying the school is via SEF. Adds weight to the validation.</p> <p>SEF (Self-evaluation form) is about where you are; strengths and weaknesses and SIP (School Improvement Plan) is strategically where you want to go.</p> <p>KK commented on the positivity of having external visits reported on, is a good indicator for Governors. Also validates what TP is telling Governors.</p> <p>KK questioned whether the recent surveys completed by TP provide evidence of engagement with parents and staff for Governors or just SLT. Linking back to OFSTED and key questions.</p> <p>Agreed that Governors will do a survey to see how parents and staff feel about recent changes at West Croft including the appointment of new Headteacher.</p> <p>TP, KK and Clerk to meet before end of term to organise.</p> <p>Comparison to previous surveys will show any progress and improvement.</p> <p>CN will analyse previous staff survey which is in paper form in preparation to be compared to new electronic survey.</p>	<p>Clerk to arrange date with Headteacher and Chair for survey to be organised.</p> <p>TP to provide CN with paper copies of previous staff survey.</p>
<p>3. Governance Review</p>		
	<p>Feedback/report from recent audit will be circulated to Governors now that it has been received.</p> <p>KK explained the format of the review to Governors.</p> <p>Review from March 2018 was compared to now and new report has been produced.</p> <p>KK commented that a few points were worthy of discussion so that Governors can agree.</p> <p>Main comments were regarding:</p> <p>Pay committee – suggestion that pay committee should definitely be a separate committee with a specific term of reference</p>	<p>Clerk to circulate Governance Review feedback/report.</p>

	<p>School vision – needs reviewing as hasn't been done for a while. Needs to still be relevant to where the school is now.</p> <p>Minutes – suggestion that they don't contain so much conversation and just statements confirming facts and challenge.</p> <p>TP commented that the school vision is in the pipeline to be discussed but now is not a suitable time. After OFSTED visit would be sensible. Too much currently to be concentrated on and with all the other changes now wouldn't be good for the community. Would muddy the waters and potentially cause confusion amongst everything else.</p> <p>Clerk to do an analysis against old review of percentages of RAG ratings.</p>	<p>Clerk to do an analysis against old review of percentages of RAG ratings.</p>
	<p>4. Policies</p>	
	<p>4.1 Charging and Remissions To be on next agenda. TP and Clerk to meet, review, update and distribute to Governors before next meeting.</p> <p>4.2 Code of Conduct for Staff Policy to be de-personalised and not include staff names just staff job titles. Policies referenced to be checked as still relevant. Proposed, seconded and unanimously agreed with amendments above.</p> <p>4.3 Probationary Policy for School Support Staff Proposed, seconded and unanimously agreed.</p> <p>4.4 Whistleblowing Proposed, seconded and unanimously agreed.</p> <p>4.5 School Emergency Plan School emergency plan has been reviewed and distributed to KK as Chair, JE as Health and Safety Lead and DF and TP. Agreed that the plan shouldn't be distributed to everyone due to the nature of some of the content. Policy was recommended by DF, proposed by JE, seconded by TP and unanimously agreed.</p> <p>4.6 First Aid To be on next agenda. Currently being reviewed and updated by 4 members of staff including DF and TP.</p> <p>4.7 Safeguarding Policy Proposed, seconded and unanimously agreed.</p>	<p>TP and Clerk to meet and review policy.</p> <p>Clerk to make amendments to policy.</p>

	<p>4.8 SEND Policy Proposed, seconded and unanimously agreed.</p> <p>SEND Review was also circulated to Governors. Review had prompted some of the updates in the SEND policy and supports school self-evaluation.</p> <p>AOB Clerk to provide a template for Governor visits which can be completed for Learning Walks.</p> <p style="text-align: center;">Meeting closed at 7.10pm</p>	<p>Clerk to distribute template and add to One Drive</p>
7.30pm	Meeting ends	

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