

Shebbear Community School  
Minutes from the Part One Governing Body Meeting  
Monday 20<sup>th</sup> May 2019 at 7.00 p.m.

43/2018 Present:

Mr N Alford (Head Teacher), Mr B Bowler (Chairman), Mr A Goode, Mrs C Coward, Mrs G Fowler, Mrs P Kirby, and Mrs L Marshall, Mrs S Hawker (clerk). The meeting was quorate.

44/2018 Apologies:

Mr J Franklin, Mrs G Cooper, Miss R Curtis and Mr J Quance (Associate Member) sent their apologies; governors were happy to accept and sanction these.

45/2018 Declaration of Pecuniary Interests:

No new declarations were made

46/2018 Minutes:

The Part One minutes of the meeting held on the 25<sup>th</sup> March 2019 were agreed by governors present and signed as correct by the Chairman. It was noted that the Key Questions had not been taken to the last School Improvement meeting and these will be taken to the meeting on the 14<sup>th</sup> June.

**ACTION: KEY QUESTIONS TO BE TAKEN TO SIC MEETING ON THE 12<sup>TH</sup> JULY 2019.**

47/2018 Matters Arising (that are not covered by further agenda items):

There were no matters arising from the previous minutes; all actions had been undertaken with the exception of the Key Questions, above.

48/2018 Head Teacher's Report (circulated previously to the meeting on OneDrive):

Mr Alford advised that we currently have 69 children on roll as a new family has recently joined us.

He said that there is still room for improvement with regard to the attendance figures, but he is pleased to see there are fewer children with under 90% attendance.

He has received one Operation Encompass call since the last meeting.

He revisited the Educational Visits training, discussed at the last meeting, confirming that ongoing risk assessments have been looked at with a view to creating one good, robust risk assessment rather than spending time writing one for each individual event. Mr Goode commented that this would then need to be tailored to suit individual and particular circumstances; Mr Alford agreed.

He said that there is good behaviour throughout the school community with the exception of one individual.

SATS - he commented that the KS2 tests had gone well and without mishap. The children all displayed a good attitude. Mr Bowler viewed the administration of the first test paper to ensure that the school was adhering to the strict guidelines. The KS1 tests are being administered this week. He advised that the Early Years Foundation Stage were being moderated later this week, and that we had recently been notified that KS1 would also be moderated after half term. Mrs Evans will be attending the relevant training course to help her with this.

Mr Alford told governors that he can see some improvements in the presentation of the children's work in handwriting etc. He is continuing to work on a positive ethos across the school and wants the children to come in with the attitude that school is to be enjoyed but also a place where you come to work. Mrs Coward commented that this applies to all subjects and not just the core subjects and Mr Alford agreed with her, his mantra is 'every lesson, every day', and this is what we need to embed across the school community.

He referred to the OfSTED notes that were taken to the School Improvement committee and advised that these had been updated and there will now not be any on site preparation before a visit

and 'Good' schools Section 8 inspections will continue to remain as a one day inspection.

He reiterated that inspections will be focusing on the curriculum and children retaining their knowledge. He acknowledged that for a small school this will present challenges as primary teachers are not history, geography etc specialists. When asked how we will be able to overcome this, he responded that he intends to have more collaborative working with other schools. He has put together a curriculum document that went to the School Improvement committee and the key challenge is to match OfSTED expectation with our capacity to implement the new curriculum and achieve results.

He said that the SSSG had recently had a really productive day tidying up the school grounds and thanked them very much for all of their hard work and effort - it looks so much nicer now.

He concluded by reminding governors that Jo Dymond, our School Improvement Partner (Babcock), is visiting immediately after half term and he was confident that she would be able to see improvements have been made. He asked if any governors would be available at midday on the 3<sup>rd</sup> June to come in and meet with her to receive some feedback.

49/2018 Matters Brought Forward by the Chairman:

**a) Safeguarding:**

The updated terms of reference were tabled, following Mr Franklin's appointment as Safeguarding Governor for the rest of this school year. There is also a space available for the Deputy Safeguarding Governor and Mrs Coward kindly agreed to act in this capacity.

Mrs Kirby, Mrs Coward and Mr Goode had all attended a Governors' Safeguarding training session at Halwill Primary School; Mrs Kirby provided a written report which was circulated to governors which highlighted the areas that OfSTED will focus on, for example mobile phones within school and contractors being issued with blue cards. Mr Alford expanded on the culture of safeguarding within the school and the governors were confident that the school is fulfilling its safeguarding requirements in relation to this training. He will address the items on the list at future staff meetings and implement as necessary.

**b) Family Questionnaire:**

This had been updated and circulated before the meeting; questions regarding internet safety and relationships and sex education had been included. Mr Alford asked to amend Q15 to show that this question relates to internet safety at home and not at school. Alongside this questionnaire, it was agreed at the School Improvement Committee meeting that the new curriculum topics should also be circulated to parents to see how much of this is being covered by home and by what percentage of families.

**c) Complaints Toolkit:**

The Unreasonable Behaviour by Adults policy has been put into the school format and we also need to adopt the model Complaints Procedure. Mrs Kirby proposed the school adopt both of these policies, seconded by Mrs Fowler and agreed by all.

Mr Goode asked if there was an internal way of communicating between the school office and the Head Teacher's office. It is possible to use the telephone. Mr Goode suggested that we consider putting in an alert bell, at minimal cost, as a safety precaution. This advice followed an incident at his previous workplace when a parent assaulted a staff member.

**ACTION: SCHOOL TO INVESTIGATE INSTALLATION OF ALERT SYSTEM BETWEEN THE SCHOOL OFFICE AND THE HEAD TEACHER'S OFFICE.**

**d) GDPR:**

Mr Alford and Mrs Hawker have been exploring options and have received two quotes: one from the Dartmoor MAT which is nearly £1000 and one from GDPR Sentry for £595. Both will act as DPO and carry out an audit, plus the Dartmoor MAT will provide some on-site time too. The clerk reminded governors that legally we are supposed to have an 'experienced' DPO appointed. After much discussion, Mr Goode who has experience as a Data Protection Officer at his previous employment, offered to undertake some training and to act as DPO. This would be the most cost effective way for us to adhere to these regulations and Mr Bowler proposed that we do this, reviewing annually, and this was seconded by Mrs Fowler and agreed by all. Mrs Kirby commented that governors were happy that all procedures are in place and the clerk confirmed that there have been no breaches since the last full governing body meeting.

**ACTION: TRAINING TO BE SOURCED FOR MR GOODE WHO WILL BE APPOINTED AS OUR DPO.**

**i) Strategic direction - what have we done for our children at this meeting?:**

- We have ensured that the safety of the children is secure;
- The SSSG have improved and enhanced the grounds for the children with the garden clearance;
- We have significantly moved forward with teaching and learning and are looking forward to implementing the new curriculum;

**50/2018 Correspondence:**

Devon Governor Services - Summer Checklist.

**51/2018 Matters Arising from the School Improvement meeting held 10<sup>th</sup> May 2019:**

The minutes from these meetings had been circulated to governors before this meeting and contents noted. They were signed as correct by the chairman.

The Attendance and Behaviour policies have both been made more robust by the Head Teacher and were presented to the governors for approval. Mrs Kirby proposed that these be adopted, seconded by Mr Goode, and agreed by all on the understanding that they may be slightly 'tweaked' as they have also been circulated to the staff for their comment and input.

The Equality Act report annual review will be taken to the next meeting - Mr Alford apologised for not being able to bring it to this meeting.

**ACTION: EQUALITY ACT REVIEW TO COME TO NEXT FULL GOVERNING BODY MEETING**

**42/2018 Dates and Times of Next Meetings:**

Full Governing Body: Monday 8<sup>th</sup> July 2019 at 7.00 p.m.

School Improvement: Friday 12<sup>th</sup> July 2019 at 9.30 a.m.

Resources: Monday 10<sup>th</sup> June 2019 at 7.00 p.m.

Pay: Monday 8<sup>th</sup> July 2019 before/to follow the full Governing Body meeting

These are available as separate files on OneDrive and will be populated with paperwork nearer the time of each meeting. The clerk will email governors a reminder approximately one week before each meeting.

Mrs Kirby proposed that we move into the Part Two section of the meeting, seconded by Mrs Marshall and agreed by all. The Chairman declared the meeting closed at 9.05 p.m.