

GOVERNING BODY MEETING, Tuesday, 22nd May 2018



Potential Attendees	Initials	Position	Comments
Tracey Amos	TRA	Headteacher	Present
Robert Hemsworth	RH	Parent Governor	Present
Paul Jarrett	PJ	Co-opted Governor (Joint Vice Chair of Governors)	Present
Lucy Meardon	KLM	Parent Governor (Joint Vice Chair of Governors)	Present
Ian Newberry	IN	Parent Governor (Chair of Governors)	Present
Simon Robilliard	SR	Staff Governor (Teaching)	Present
Jacqui Royse	JSR	Deputy Headteacher (Non Governor, SLT Representative)	Apologies
Douglas Smith	DS	Member Appointed Governor	Present
Peter Villiers	PV	Member Appointed Governor	Apologies
Lesley Wall	LW	Co-opted Governor	Present
Lucy Fitzgerald	LF	Member Appointed Governor	Present
Sam Meeson	SM	Member Appointed Governor	Present
Annette Yates	AY	Co-opted Governor	Apologies
Vacancy x 2		Parent Governor	
Vacancy x 1		Staff Governor	
Jo Pateman	Clk	Clerk to Governing Board	Present

MINUTES

2017-18/ GOV/69	Apologies	Apologies had been given by PV and AY; these were sanctioned.	I,D
2017-18/ GOV70	Welcome to new governors	Lucy Fitzgerald and Sam Meeson were welcomed to the meeting. It was suggested and agreed that Lucy would join the resources committee and Sam would join the teaching & learning committee. Lucy Meardon is acting as a mentor to Sam and Paul Jarrett to Lucy.	I, D
2017-18/ GOV/71	Conflicts of Interest	No conflicts declared for this meeting or changes to statements of interest.	I
2017-18/ GOV/72	Minutes of the last Meeting	Minutes, including Part 2 minutes, of the meetings held on 27 th March 2018 were reviewed. The part 2 minutes were signed as a true reflection. The following amendments were raised and agreed:	I,D D

		<ul style="list-style-type: none"> • Pupil premium report – ENI should be E&I. • Outcomes for pupils remain high – should read other pupil premium kids nationally got minus 0.4 compared to GTS pupil premium kids who got 0.02 which is positive. • E&I please ‘a positive is that people other than teaching staff get involved too’. • It was noted that SLT and part time staff were exempt from CDP should be CPD. • CEIAG coordination works with the ENI groupings and hospitality groups are beginning... – please delete whole sentence. • One period of ENI is great for pupils and staff - please delete next sentence as doesn't tie up. • Business manager post update, CW last day isn't needed please remove. • Margaret – amend surname – Cologne-Brookes not Shilstone. • Jon Buss – will become Head of Operations not Operations Manager. • SIP review – now overtaken by the new SIP and a new plan is in the making • SEF – first sentence, draft form, I don't think we should say eventually found on T drive, just found on T drive • Typo – we will input where we assess we are • Next sentence framework for next Improvement Plan is the next step • There will always be issues for individuals – judged on typo • Next tranche of subjects to follow English and Maths (not Science) • We are taking action to provide evidence – please remove ‘to seek’ • Bullying – TRA doesn't recall this, please amend to we don't believe we have a problem but are always looking out for it and will deal with it robustly should it arise • Outcomes – governors take the view that the school will progress during downsizing – not downsizing – change to period of financial constraint (we are now increasing earlier than anticipated with respect of number on roll). • New primary school – 100 number on roll (not PAN), 210 should be number on roll. <p>Governors agreed the revised minutes.</p>	D
2017-18/ GOV/73	Matters Arising from the Minutes	<p>‘Excellence for All’ document needs to be completed following on from the governor’s review. The morning of 18th June was suggested, all governors to confirm with the clerk whether they are able to attend.</p> <p>Lucy Meardon and Robert recently undertook their D of E aware verifier exam, which they passed. Both were presented with certificates.</p> <p>It was noted that restraint would be covered under the behaviour policy later in the agenda.</p> <p>Ian, Paul and Tracey left the meeting at 9.47am to meet with Devon County Council, Lucy Meardon took over chairing the meeting.</p> <p>MAT update – further update requested from Tracey.</p>	A I I I A

2017-18/ GOV/74	Actions from the last meeting	'Excellent for All' document will be completed during the meeting on the 18 th June 2018.	I
2017-18/ GOV75	Budget 2018/19	This item could not be discussed as Ian, Paul and Tracey were not present.	I
2017-18/ GOV/76	Policies for Review	Andy was unable to attend the meeting due to a medical incident within school, the behaviour policy will be presented at the next resources meeting.	I
2017-18/ GOV/77	Committee Matters	Nothing from Teaching & Learning and nothing from Resources apart from the budget, which was an agenda item above. Will governors attend the Year 7 parents evening? This isn't until next year, as governors we have agreed to attend parents' evenings – to be added to the next FGB as an agenda item.	I Q, I, A
2017-18/ GOV/78	Business Manager Update	Susanne Kiff from the Dartmoor MAT, has been 'brought in' to cover Chris' finance.	
2017-18/ GOV/79	Clerk vacancy update	We had several applicants and after interviews last week, Jo Pateman was appointed as the new clerk to the governors.	I
2017-18/ GOV/80	New Primary School	Ian, Paul and Tracey are meeting with Devon County Council at the same time as full governors, more information to follow.	I
2017-18/ GOV/81	Items Brought Forward Through the Chairman	Governors discussed and agreed that the clerk is to send all governor agendas and minutes should be emailed to the governors' GTS email accounts. Any governor unable to access their GTS account were advised to speak with Ben in IT. GDPR - Doug reported that Jon Buss is currently doing a lot of work on GDPR within school. Safeguarding – Lucy reported that she undertook an audit in school on Friday 18 th May and met with 8 support staff members. The full report has been sent to Ian, Tracey and Andy. Lucy is hoping to repeat this on an INSET day so that she can meet with teaching staff. Lucy reported that she was very pleased with the responses, there had been a few anomalies, but generally all were very aware of what they needed to do and how to do it. No concerns were raised. Every staff member spoken to said they felt very confident and supported by the school with regards to safeguarding and that it was a very high priority in school. The governor's folder on the T drive was discussed and it was agreed to have one folder for each committee. Within that folder a file for each meeting which would contain the agenda, minutes and any corresponding documents. The clerk advised that Ian had already requested that a hyperlink be added for any policies to be discussed/approved. This was agreed. Simon updated the governors on the visit to GTS on Friday. 15 teachers from Hong Kong visited GTS organised through the Exeter University and Tara Neve-Scott in school. GTS had been selected as an excellent STEM School. Visitors were shown around in trios, went into lessons and did a learning walk. They asked lots of questions. The visitors were positive and impressed with our LBacc, one visitor has already contacted SIMS as she would like to put together an LBacc style project in her own school. This was an exciting visit which made very useful links between the schools.	I, D, A I I, D, A I

		The meeting adjourned at 10.35am as no further agenda items could be discussed with Ian, Paul and Tracey. At 10.35am Simon apologised and left the meeting as he was due to teach. Robert apologised and left at 11.15am and Doug at 11.25am as both had other appointments to attend. At 11.30am, Ian, Paul and Tracey had not returned and the meeting ended.	I
2017-18/ GOV/82	Dates & Times of Meetings	2017 – 2018; Meetings will normally be held in the Board Room Teaching & Learning, Tuesday 3 rd July, 9.30-11.30am Resources, Tuesday 10 th July, 9.30am -12.30pm – in B5 Full Governors' Meeting, Tuesday 17 th July, 9.30-11.30am	I

The meeting closed at 11.30am

Action Log

WHO	WHAT	BY WHEN	Reference
Clerk/ ABL	Behaviour Policy to next Resources meeting	10 th July 2018	2017/18/GOV76
Clerk	Parent Evenings to next FGB agenda	17 th July 2018	2017/18/GOV77