

Minutes of the meeting of the Governors of Woolsery Primary School held on 16th November 2021 at 6.30pm.

1.16.11.21	<p>Attendance: Sarah Broom (Co-Chair), Siobhan Brennan (Co-chair), Emma McGuire, Matt Cole, Sue Kersey, Lizzie Nisbet, Ewan Wallis, Di Bennett (attended virtually)</p> <p>Apologies: None</p> <p>Absence: Ben Trevor (no reason given) and Kathryn Bass (no reason given)</p> <p>Also in attendance: Sue Miles attended as clerk</p>	
FC2.16.11.21	<p>Approve the minutes of the 21st September and matters arising if not detailed below</p> <p>Minutes were approved by the Governors and signed by the Chair as a true and accurate account of the meeting</p>	
3.16.11.21	<p>Policies for adoption</p> <p>Pay Policy - Proposed Siobhan 2nd Sarah, all in favour.</p> <p>Teacher appraisal policy - Propose Sarah 2nd Siobhan, all in favour</p> <p>Support Staff Appraisal Policy - Propose Sara, 2nd Siobhan. All in favour.</p>	
4.16.11.21	<p>Update on Management Partnership</p> <p>Governors resolved to move into part 2</p> <p>Following a very lengthy discussion in part 2 the governors agreed that Federation will provide opportunities for both the children and staff that will be difficult to offer in the future as a stand alone school. The timeline for Federation was originally to go to statutory consultation in January with a view to Federate at the beginning of the Summer Term. The consultation period is 6 weeks.</p> <p>The consultation will be:</p> <ol style="list-style-type: none"> 1 Federation 2 Making a Headteacher Redundant 3 Making a Clerk to Governors Redundant 4 TUPE of all staff 5 Reconstitution of the Governing Board <p>Sarah asked what the new Governing Board will look like.</p> <p>We have been advised that it will consist of 12 governors made up as follows:</p> <p>2 Parent Governors (across all 3 schools) 1 Staff Governor (across all 3 schools) 1 Headteacher or Executive Headteacher 2 Foundation Governors</p>	<p>Sue M to write to Debbie Clapshaw on headed note paper</p>

	<p>1 Local Authority Governor (appointed by GB themselves) 5 Co-opted Governors</p> <p>At the last joint committee it was also discussed about having associate governors who do not have voting rights, but who can bring their expertise to the meetings.</p> <p>Emma: When you consult who are consulted? We have to consult with: Staff from each school, Parish councillors from each parish Local Communities Parents</p> <p>Governors recognise that working collaboratively across the schools has already had a positive impact on children's learning experiences. There was a very successful sports festival for Alminstone and Ashmansworthy Classes with children from Flying Start at Woolsey School, and the school council have met with their counterparts in Buckland Brewer. There are more collaborative projects in the pipeline.</p> <p>Governors recognise the sharing of professional expertise across the federation will allow staff to teach to their strengths, and support other members of staff, and progress their own professional development. It will widen opportunities for staff across all 3 schools.</p> <p>The governing body have resolved to proceed to statutory consultation on forming a new federation with the existing Flying Start schools, commencing start of Summer term 2022, however with the proviso that costs of headteacher redundancy does not fall on either school budget. All in favour.</p> <p>Di asked if we don't federate at the beginning of the Summer Term could we hold off for another 4 terms, or if they want to proceed at a later date, could Flying Start Governors come back to us? Governors felt they would be open to this at the present time.</p>	<p>and Caroline Booher copied into the email for her to advise Flying Start Governors.</p>
5.16.11.21	<p>Safeguarding Siobhan updated Governors on her recent Safeguarding and SEN governor training.</p>	<p>Siobhan to come into school to carry out a check on the</p>

	<p>Every teacher has their provision map for pupil premium children.</p> <p>Safeguarding governor has a very strategic role, and does not get involved in the day to day cases.</p> <p>Lizzie: At the joint committee meeting on the 3rd November Woolsery expressed an interest in registering with CPOMS, and Bridget (SBM at Flying Start) is going to contact CPOMS to see how much the licence would be for all 3 schools.</p> <p>Matt put a warning to parents about the Netflix Squid Games programme in the newsletter last week. The game is marketed to young children, however it is a 15 PEGI rating. Matt has said that if it comes about that our children say they are watching it or playing the games we will have a duty to report it to MASH.</p>	single central record
6.16.11.21	<p>Budget Monitors</p> <p>Monitors were presented to Governors up to and including month 7, with anticipated expenditure/income to the end of the financial year.</p> <p>SBS G120 - Matt asked whether all covid catch-up money had been allocated. Yes it has over the 3 cost centres, Catch up funding, Covid Recovery and School Led Tutoring and Sue Miles explained that we have to report these on the school website.</p> <p>We have had application for admission for 3 pupils in January. 2 have been offered firm places (1 x Yr1 and 1 x Yr 4).</p> <p>Swimming has been built into the budget.</p> <p>Pay increases have still been left in the budget monitors until we receive notification from Devon Finance that they have been agreed, so worst case scenario is given to governors. Pay increases have been allocated at 2.75% across the board, although at the moment the teachers pay has been frozen and support staff offered 1.75%, but it is still going through the unions.</p> <p>Preschool G122 - We have a further 5 children joining in January. Ewan asked if we had sufficient staff to run the sessions due to current staff sickness, and Matt explained that all staff across the school had been covering colleagues absences and part time staff (Mealtimes Assistants) had been able to step up and cover</p>	

	<p>preschool sessions. This has had a knock-on effect with covering lunchtimes though. Many staff given up lunchtime breaks to cover.</p> <p>ACCT G126 - On track</p> <p>DFC - Global voice would like to put a recycling bin on the school,</p>	
7.16.11.21	<p>Headteachers Report November 2021 Sarah Broom ensured everyone had read the report prior to the meeting.</p> <p>Emma: Attendance area of the report - PP children have a lower attendance rate. Why is this? Matt is going to look into this further to find out why. Matt contacted EWO and she confirmed that the covid related absence in the SW is the highest throughout the whole of the UK.Nationally state school attendance is 88.2% and we currently have 94.9%.</p> <p>Sarah: At the start of report talking about needs of the children in relation to the catch-up programme, is the staff absence impacting on progress of the children? Matt explained that covid has hit quite a few members of staff, although this hasn't really affected the children, however, backfilling absent staff is impacting.</p> <p>Sarah: How is this affecting the Staff? Everyone is exhausted, energy levels are on the floor.</p> <p>With the catch-up how is this being assessed? Matt will collect the data from all the staff in about 4wks time.</p> <p>How are teachers assessing the data? Continuous assessment by teaching staff.</p> <p>If there is this pinch with staffing throughout the winter, do you have plans in place? It really depends who it is that is absent and how we can cover the absence. I don't know how we will manage although we have been very lucky so far.</p> <p>Notice that Year 5 maths are quite low. The children who have noticeably slipped further behind are those who couldn't access online learning or who were not in the group entitled to come into school during closures. However, they are all being monitored closely and support to</p>	<p>Matt to investigate why PP attendance low.</p>

	catch up is being provided.	
8.16.11.21	<p>Approve School Improvement Plan</p> <p>The school improvement in its original form was approved by governors Proposed by Sarah, 2nd Emma All in favour.</p> <p>Matt advised however, that it has been updated since last meeting.</p> <p>Also Cathy is updating it with the new phonics. Scheme and resources.</p>	
9.16.11.21	<p>Governor Visits to School</p> <p>Emma McGuire and Lizzie Nisbet visited the school 16th November 2021, so this is a verbal report on their findings.</p> <p>It was lovely to come into school, Emma spoke to a lot of the children and Lizzie spoke to staff.</p> <p>Lizzie spoke to Sarah Oyarzabal regarding the new phonics programme, which is going really well. EYFS and Yr one are using it daily. Lizzie felt that the impact of it on reading was already evident.</p> <p>Phase 1, Kerinda is using her own materials as phase 1 isn't yet produced by Little Wandle.</p> <p>Lizzie spoke to Helen about how she felt about her NQT year so far. She feels well supported. She also spoke about music, and her involvement in this with Choir etc.</p> <p>Lizzie asked whether all children can access peripatetic music teachers, or just parents that can afford it.</p> <p>We can use pupil premium for this. Matt had also sought clarification as to whether we could use some of the Music Education Grant (£300 per school) to provide individual tuition, but was emphatically told no as it is to be used for collaborative projects only.</p> <p>Ewan asked what the definition of collaborative working is.</p> <p>Working with other schools, for music outreach projects.</p> <p>Sarah also said the school production provides an opportunity for children to sing and perform, enhancing their self esteem.</p> <p>Emma said the children were excited to talk about their learning. They said that they all felt safe in school, and if they didn't feel safe they knew who they could tell.</p> <p>The children were very well behaved. Emma also visited Sunflowers and spoke to Kerinda.</p> <p>Lizzie had a look in some English books and progress was really evident, particularly in older</p>	

	<p>children.</p> <p>Di's written report accompanies the minutes. Di: Really impressed with all that Sue K has been doing, the areas that have been covered. She has had a look at Little Wandle. Spoke with Sue about writing initiatives, texts to inspire boys writing. As governors we should be really proud of what the children and staff are doing. Vital that we track EYFS children who would've been above expected at the end of Reception Year.</p> <p>Sarah's written report accompanies the minutes</p> <p>Sarah came into school to play some tag rugby. The focus of the visit was how sports premium is used across the school and the impact of this. Children are very engaged with sport. Children were able to tell Sarah how to play Tag Rugby, then, due to heavy rain, part of the session was indoors in the classroom where they made posters, so it was a cross curricular activity. Children felt very safe changing for PE. Children in class were telling Sarah about the session and were very pleased that they used the word of the week in their description! Carl wants to encourage and expose children to more sports, hence using external coaches to provide sport from different areas. Sarah coming in in the Spring Term to look at the impact of Real PE.</p>	
10.16.11.21	<p>Governor Training Update from all governors who have attended training since last meeting</p> <p>Lizzie and Siobhan both attended HT appraisal training in preparation for HT performance monitoring. Siobhan advised Lizzie that Neil Swait guides governors through the process, although their training will be very useful for the process.</p>	<p>Matt to send Di, Siobhan and Lizzie the report from last year so that they can discuss targets.</p>
11.16.11.21	<p>Date of next meeting 10th January 6.00pm</p> <p>School Christmas Dinner is on the 9th December from 12.00. Governors are invited - please advise the office if coming.</p>	

Signed: _____

Date: _____