



Awliscombe C of E (VA) Primary School
 Awliscombe, HONITON, Devon. EX14 3PJ
 Telephone: 01404 42031
 Email: admin@awliscombe-primary.devon.sch.uk
 Head of School: Mrs Vicky Morris



Payhembury C of E (VC) Primary School
 Payhembury, HONITON, Devon, EX14 3HT
 Telephone: 01404 841291
 Email: admin@payhembury-primary.devon.sch.uk
 Head of School: Mr Nick Bladon

Minutes of Meeting

Full Governing Body Meeting held on
 Wednesday 5th December 2018 at 6.00pm Payhembury C of E (VC) Primary School

Attendees	Initials		Attendees	Initials	
Penny Hammett	PH	Executive Headteacher	Emily Meek	EM	Foundation Governor
Paul Cann	PC	Foundation Governor	Elaine Anning	EA	Co-opted Governor
Tony Treen	TT	Foundation Governor	Jo Stuart	JS	LA Governor
Nick Thwaites	NT	Foundation Governor	Lucy Williams	LW	Parent Governor
Pat Fowler	PF	Foundation Governor	Sam Pollard	SP	Parent Governor
Nick Bladon	NB	Staff Governor			
Present					
Ann Denner	AD	Clerk	Sue Tucker	ST	Potential Gov
Apologies	Initials		Absent		
Peter Morris	PM	Co-opted Governor	Hilary Russell	HR	

Ref	Discussion, Action, Decision	Owner/Decision/Date Due
1	Opening Prayer EM introduced Sue Tucker, a retired parish priest and ex primary teacher, as a prospective Ex-Officio Governor. Sue will be observing the meeting.	PH
2	Apologies for Absence/ Absences Sanctioned Peter Morris – work commitment	Agreed
3.	To note declaration of interest and Register of Business Interests <ul style="list-style-type: none"> • Jo Stuart – HR One • Penny Hammett – Sits on DAF Executive / Chair of Ottery Learning Community • Emily Meek - Devon Integrated Children's Services 	Noted
4.	To confirm the minutes of the FGB meeting held on 17th October 2018 Agreed as a correct record of the meeting.	All agreed
5.	Matters arising from the minutes of the FGB meeting held on 17th October 2018 not otherwise on the agenda. One-Drive for Governor files and information. AD explained that she is in the process of setting up files and PH will offer a drop-in training session in the new year. Ex-Officio position – see item 1 above. Parent Questionnaire - LW suggested it would be useful to have a comparison to the previous year. EA asked if any responses are a surprise – e.g. complaints handling?	

Signed by Chair:..... Date:.....

	<p>PF stated that some responses are due to a parents' lack of experience of a situation rather than a poor experience.</p> <p>EM suggested highlighting the complaints process in a newsletter.</p> <p>Website - responses suggest some issues with it being up to date. SP asked if we need to look at a better website. PH said that the new teacher starting at Payhembury will have a responsibility around ensuring the website content is good quality and keeping it up to date. PH pointed out that schools are spending a lot of money on websites as it is an Ofsted requirement.</p> <p>LW has had further feedback from parents concerned about attendance records – e.g. they feel 48-hour rule for sickness is not fair. Does the certificate awarded motivate attendance? PH advised that yes it does work. The medical issue is a difficult one, however PH feels it is right to celebrate 100% attendance, as making allowances can mean that objectiveness would be lost.</p> <p>PC asked, should we respond to parents about what will be done about the issues raised? JS will undertake the task and will highlight initially the website, and the complaints procedure.</p> <p>EM pointed out that the exercise is useful – e.g. road safety at both sites. PH will look into this again.</p> <p>LW had received further feedback around the use of the reading journal. PH advised that parents need to come and talk to staff about these issues.</p> <p>PF felt that it was an overwhelmingly positive response with a good rate of response also.</p>	
<p>6.</p>	<p>Items brought forward by the Chair</p> <p>Governor Visit Plan, a new schedule has been drawn up by PF, and circulated to all. SP will visit Awliscombe in January to look at ICT and could include a website compliance review.</p> <p>LW will visit Payhembury in December, EM/NT will visit to look at maths at Awliscombe in January.</p> <p>PF reminded governors that visits will need to fit in with staff commitments.</p> <p>EM asked that others look at what they want to do up to March. AD will update the schedule and circulate again.</p>	
<p>7.</p>	<p>To receive the Executive Headteachers report;</p> <p>Pupil numbers: 87 at Awliscombe. Staff numbers in pre-school will increase to support the rising numbers attending. The school will possibly be oversubscribed in September. 100 at Payhembury. Pre-school numbers are positive and there will be 15 in September for the new intake. Parents are looking to stay within Fort Federation with second choices indicating the other federation school.</p> <p>H&S audit took place in November, the school passed with 90% compliance. A new risk assessment was required, and updates were made to the wording on 2 policies. RA22 is the overall Risk Assessment required, with a number of others to complement it. TT was concerned that the overall one covers those no longer there. Copy of the feedback to go to TT.</p> <p>It was also suggested PH attends a senior manager training course for premises.</p> <p>Brad Murray (Babcock) carried out external advisor visits at both schools. Some positive outcomes from observations, and some areas identified for improvement, including differentiation, subject knowledge. The visit provided confirmation of what PH has seen in her observations this term at Awliscombe</p>	

	<p>PH explained that she has 7 days to set herself. 5 non-pupil and 2 occasional and tries to coincide the 2 primaries with the 2 local secondaries. This means we will have an 8-week half term in Oct – 2 occasional days to break this up.</p> <p>All agreed</p>	
10.	<p>To adopt the following policies:</p> <ul style="list-style-type: none"> • Health & Safety. TT is happy with the version previously circulated following the conversation above. • Behaviour Policy/Behaviour Principles – PH has worked on the behaviour principles and amended them to succinct points. Will be emailed to all with a week to be agreed. • Pay Policy – agreed subject to the new pay ranges being applied/added. • Administration of Medicines – amended with the deletion of reference to a spare inhaler. • Disciplinary Policy – updated version of DCC model. • Grievance Policy – updated version of DCC model. <p>The policies were adopted by all in agreement.</p>	<p>All agreed</p> <p>AD to circulate.</p>
11.	<p>To receive updates on Governor Visits and training. Visit notes circulated with the agenda. EM has been making regular visits. DAG feedback to be circulated. EM attended HLC Senco forum.</p>	<p>AD to circulate DAG feedback.</p>
12.	<p>Safeguarding No cases at present. Safeguarding audit now includes LGBT and Early help. PH advised that the school has not covered LGBT as yet and it will be linked to SRE in future. JS is concerned about taking parents views into consideration. EM advised it is already mentioned in Yr 5/6 talk on puberty. PH advised that a meeting/forum for parents for discussion and information on statutory requirements will be arranged. Sue pointed out that there are good resources available.</p>	
	<p>Impact from the meeting; Questions and concerns raised by parents in the recent questionnaire were addressed. Updated policies agreed. Governor visit schedule looked at.</p>	
13.	<p>Date and time of next meeting: Wednesday 13th February.</p>	