

**St. Andrew's Chardstock Primary Academy
Mrs Ethelston's Primary Academy**

Governors Meeting

Thursday 8th October 2015
Mrs Ethelston's Primary Uplyme 6.30 p.m.

MINUTES

Attendance	
Mrs Judy Chisholm (JC) Chair St A.	Miss Debs Kellaway (DK)
Mrs Corinne Hales Chair Mrs E's (CH)	Mr Morris Castro (MC)
Mrs Katherine Mansi (KM)	Ms Michaela Kite (MK)
Mrs Sarah Ellis (SE)	Mr Gerard Rourke (GR)
Miss Ruby Radcliffe (RR)	Mr Bob Pringle (BP)
Mr Nigel Whitaker (NW)	Mrs M D'Albertanson
Mrs Mandy Slingsby (Clerk)	

Item No.	Item	
	Prayer and Welcome	
41.15	To receive any apologies for absence MR CHU	
42.15	To receive any declarations of interest relating to items on the agenda None	
43.15	To confirm the minutes of the last meeting and consider any business arising Minutes signed for 11 th June and 17 th September inc .Part II	
44.15	To consider any items which the chairman thinks should be dealt with as matters of urgency because of special circumstances. (Note: such circumstances need to be recorded in the minutes; any individual wishing to raise a matter under this item is requested to notify the Chairman before the meeting) None	
45.15	To agree any items to be dealt with as confidential (part 2) Staffing – DK and RR left room	
46.15	Minutes from Directors Meetings Circulated prior to the meeting for information only. <i>Governors queried if this was a typical meeting but advised that it was not as it was the end of year meeting to which the Heads of School had attended.</i>	
47.15	Review ToR for Portfolio Holders – circulated prior to meeting Once all the LGBs have agreed any changes these will be inserted into new documents and distributed to all governors. <i>Governors queried need for two separate ToR for H&S and Premises now that LT overseeing and one governor has portfolio for both. These will be amended to take into account the above.</i> Any further comments to be emailed to the Clerk asap.	All note

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48.15	<p>Review results from previous year Feedback previously given at Directors meeting in June. Information to be circulated to governors again. Chardstock – one appeal upheld and so increased level 5 by 12% Uplyme – still awaiting appeal result</p>	
49.15	<p>SEF Graham Jones (external advisor) working with Heads of School on SEF. He is working with them on style of content to ensure that it is in 'OfSTED speak'. Heads are advised to include positive comments and highlight strengths. <i>Governors queried the purpose of the exercise and timeline. GR advised that once the individual schools SEFs have been written GJ will then compile a MAT SEF. GR to re-visit schools again after Christmas so SEFs should be ready before end of term.</i></p>	
50.15	<p>Development Plans</p> <ul style="list-style-type: none"> • Evaluation of previous year 2014/15 – previously sent Presented at the previous meeting in September. No further comments received so meeting agreed to now publish on website. • Draft Governors Development plan 2015/16 First Draft circulated prior to meeting. Meeting discussed possible staff questionnaires. <i>Staff governors expressed concern about the need to ensure anonymity and to ensure broad questions only. Would be good to gain feedback since conversion to MAT. Scale indicators could be used instead of specific answers. Also need to ensure that the information is useful to Directors. KM to investigate with MK possible questionnaires Staff to be asked for suggested questions as well. Need to ensure all staff, teaching and support staff, are included. CH JC SE KM D'A to form working party to compile Development Plan using Draft Review of Governance (previously circulated) .</i> • Draft School Development Plan MK/GR Draft of new School Development to be written for each school following on from conversations with GJ using specific wording on outstanding criteria from Ofsted. Each document will have the same format but will be but will be tailored to each school. Draft to be presented to governors for comment. 	
51.15	<p>Governors Briefing – GR</p> <ul style="list-style-type: none"> • Assessment without levels GR explained to the meeting that assessment has changed completely now that the new National Curriculum is in place. Levels are no longer used and schools can decide how they will be assessing in year progress. MAT looking at Pupil Tracker's objective tracker as a system to use. There will be no age related level and reporting to parents will be completely different. Criteria will now be similar to that used in Early Years i.e. below expected, expected or above expected level. Children will need to have mastery of a skill for assessment. Need to review the way in which the children are taught as this will need to be formative and not rely on tests. This year the pass mark of SATs will be set after the test has taken place. New system will make staff appraisals harder and need to ensure that new targets are under constant review. Samples of the new tests were available for governors to view. • LGB Business Cycle – circulated prior to meeting 	

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	This will be reviewed throughout the year. Need to ensure portfolio holder reports are sent to directors in timely manner. Clerk to Directors to be asked to send reminders to send in reports in time.	
52.15	Premises Review inc H&S Issues – circulated prior to meeting Mrs E – <i>governors queried changes to outdoor area and Mk confirmed that school will ensure that any changes do not have a detrimental impact on continuous provision.</i>	
53.15	Governor Visits Timetable for Year – to be agreed at the meeting Areas to be advised from Heads. One area to be SEN for EY across both schools by SEN and EY portfolio holders. Once these have been received Clerk to send out timetable for governors to complete. School councils to be done at beginning of year and to try to attend first meeting of the year. Governors were impressed with school council board at Mrs E's. As previously minuted it had been agreed to Mentor governors from Axminster and Membury Academies in connection with visits. Once visits have been booked individual governors to send offer to them through clerk. <i>Heads highlighted need to ensure teachers are made aware that there may be more than one governor attending for visits.</i>	Heads to advise Clerk of areas by end of half term
54.15	Governor Training <ul style="list-style-type: none"> • Child Protection – 20th October 4 – 6 p.m. Chardstock 	All note – please advise MS
55.15	Policies to Review <ul style="list-style-type: none"> • Child Protection – circulated prior to meeting. Need to confirm deputy for Chardstock. Policies accepted • Draft Admissions Policy 2017/18 inc oversubscription criteria Draft policies circulated prior to meeting. On advice from Andrew Brent meeting agreed to remove criteria for St. A concerning attendance at pre-school. Draft policies accepted. • Behaviour Policy – draft circulated prior to meeting. Accepted • SENd – to follow 	Next meeting
56.15	Date of next meeting – 19 th November 2015 – St Andrew's	

Chairman Date