

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

**Learning & Wellbeing Committee**

DATE

**17 June 2024**

13/11/2023	11/03/2024	17/06/2024
------------	------------	------------

**GOVERNOR ATTENDANCE**

Paul Evey	<b>P</b>	<b>P</b>	<b>P</b>
Sandra Cartwright	<b>P</b>	<b>P</b>	<b>P</b>
Sally Herbert	<b>P</b>	<b>P</b>	<b>P</b>
Gill Quantrell	<b>S</b>	<b>S</b>	<b>P</b>
Kate Eames	<b>S</b>	<b>P</b>	<b>P</b>
Alexa Gainsbury	<b>P</b>	<b>P</b>	<b>P</b>
Helen Murdoch	<b>P</b>	<b>P</b>	<b>P</b>
James Osben		<b>P</b>	<b>P</b>

**P** – Present

**S** – Sanctioned

**A** – Absent

**L** – Late arrival

Chaired by	<b>Paul Evey</b>	Clerked by	<b>Pete Osborne</b>
------------	------------------	------------	---------------------

Agenda

LW 31/2324 To record those who are present, accept any apologies and welcome any visitors

LW 17 June 2024

- LW 32/2324 Declaration of interests
- LW 33/2324 Division of Agenda
- LW 34/2324 To agree the Minutes of the last meeting and to discuss any matters arising and not on this agenda
- LW 35/2324 Urgent business
- LW 36/2324 School Improvement Plan and School Performance Data
- LW 37/2324 Wellbeing
- LW 38/2324 Governance
- LW 39/2324 Policies
- LW 40/2324 Information provided by the Clerk
- LW 41/2324 Matters for the next agenda
- LW 42/2324 Date of next meeting

#### **ACTIONS TO BE TAKEN**

<b>ITEM</b>		<b>BY WHOM</b>	<b>BY WHEN</b>
34/2324	Minutes to website	Sally Herbert/Clerk	asap
36h/2324	Report from SENDCo and identify actions/issues, review effectiveness of intervention programmes against SIP success criteria. Add to the FGB agenda	Sally Herbert/Clerk	8 July 2024
36i/2324	Agree annual SEND report on SEND provision for school website in line with statutory duties. Add to the FGB agenda	Sally Herbert/Clerk	8 July 2024
392a/2324	Notify the maths governor of the dates of future maths development days	Sally Herbert	On-going
39 3/2324	Add the results of the Staff, Parent and Pupil surveys to the FGB agenda	Sally Herbert/Clerk	8 July 2024
39 3/2324	Make arrangements for a Year 6 exit poll	Sally Herbert/ Simon Barnes/ Sandra Cartwright/Lex Gainsbury	asap
39 4/2324	Notify the FGB of Paul Every's election as Chair of the LW Committee	Clerk	asap
41/2324	Circulate training programme for the Autumn Term	Clerk	asap

	<b>Item</b>	<b>Notes</b>	<b>Action</b>
LW 31/2324	To record those who are present, accept apologies and sanction absences where appropriate and welcome any visitors	The meeting commenced at: <b>1835</b>  Apologies: Ben Twitney and sanctioned  In attendance: Simon Barnes,  Quorum for this meeting is 3 Governors plus the Headteacher.	
LW 32/2324	Declaration of interests.	<b>None</b>	
LW 33/2324	Division of Agenda.	<b>None</b>	
LW 34/2324	To agree the Minutes of the last meeting held 11 March 2024 and to discuss any matters arising from them and not on this agenda	Agreed and signed	<b>Clerk to place on website</b>
LW 35/2324	Urgent business brought forward at the discretion of the Chair	<b>FGB Date.</b> Sally had requested that a further FGB be convened on 22 July to agree the Budget response. It was suggested and agreed by all that the FGB on 1 July should be changed to 22 July. Clerk to notify the Chair of Governors.	<b>Clerk</b>
LW 36/2324	School Improvement Plan (SIP) and School Performance Data	a. Monitor progress of all pupils against SIP and levels of expected progress from entry and the start of this academic year. Sally provided updates on the assessments and the Phonics assessments. SATs results are due to be received on 9 July 2024. <b>A governor asked if we would be meet the 81% phonics target. Sally replied yes and looking into the future, next year we should meet the high 80%. The</b>	

		<p>RAG rated SIP was included in the papers for the meeting and will be updated when results are received.</p> <p>b. Evaluate the success of the SIP. Maths. There are significant improvements in Maths across the school and the taught maths session each day has contributed significantly to this. Well what next is to be improved and a clear maths assessment developed. Marking and feedback requires to be fully in place across the school.</p> <p>c. English. The moderation from the LA commented on writing as being constructed but not over structured. Work needs to be done to improve spelling and grammar punctuation requires extra work. Accelerated Reader has been re-launched and work is to be done to ensure that it being used correctly and effectively. LA and partnership priorities for the next year are around Oracy.</p> <p>d. Curriculum. In place fully across all years and most leaders have had at least half a day for monitoring.</p> <p>e. Development of Middle and Senior Leaders. Four are working on National qualification. <b>A governor asked if car park marking is still planned but Andy the caretaker is currently signed off work.</b></p> <p>f. To receive an update on Sustainability activities. No update was available.</p> <p>g. Ensure National Curriculum is in place and consider any disapplication to pupils, (including part-time timetables). One child on part time timetable.</p> <p>h. Discuss report from SENDCo and identify actions/issues, review effectiveness of intervention programmes against SIP success criteria. To go to the FGB</p> <p>i. Agree annual SEND report on SEND provision for school website in line with statutory duties. To go to the FGB.</p>	<p><b>Sally Herbert/Clerk</b></p> <p><b>Sally Herbert/Clerk</b></p>
LW 37/2324	Wellbeing	<p>Monitor pupil behaviour, including bullying, and trends over time. A report was included in the papers. <b>A governor asked why a safeguarding report was not raised in a particular incident and Sally advised that it was not deemed appropriate at the time as the school was working with the family and the Family Support Worker was also involved. A governor</b></p>	

		<p><b>also asked if there is a particular problem with sexualised comments/behaviour incidents and Sally said that some of the incidents are for the same pupil and there is a particular problem with one year group.</b> It was also pointed out that some incidents are reported by more than one member of staff which increases the total number. Sifting to resolve this is not an easy task.</p>	
LW 39/2324	Governance	<p>The following were considered where visits have taken place:</p> <ol style="list-style-type: none"> <li>1. To consider any Safeguarding matters. None to report</li> <li>2. To receive and consider reports on the following where visits have taken place: <ol style="list-style-type: none"> <li>a. Maths Visit (Kate Eames). A report had been included in the papers. Kate said that a proper system needs to be put in place for assessment. She also commented on the free training available within the County. The following were issues arising from the report: <p><b>Any key issues arising for the governing body:</b> (e.g. the way resources are allocated, the way the school communicates, progress in implementing a key policy, evidence of the impact of the governing body’s work on pupils’ achievement)</p> <ul style="list-style-type: none"> <li>• Can we support the school to search for an effective assessment system which will give necessary information to leaders for forward planning?</li> <li>• Consider accessing fully funded professional development from the maths hub</li> <li>• Would it be useful to invite the maths governor to future maths development days, or is this operational and not strategic? <b>This is to be taken up and the Maths Governor advised of the dates.</b></li> </ul> </li> <li>b. EYFS (Gill Quantrell). Waiting to arrange a date. Gill has provided a list of questions for the Lead.</li> <li>c. Safeguarding Visit (Sandra Cartwright). To be arranged.</li> <li>d. Literacy (Sandra Cartwright/Paul Evemy} 26 June 2024.</li> <li>e. SEND Visit (Paul Evemy/Sandra Cartwright). 9 July 2024</li> </ol> </li> </ol>	Sally Herbert

		<p>f. Pupil Premium Visit (Simon Barnes/Lex Gainsbury). To be arranged.</p> <p>g. Phonics (Gill Quantrell)</p> <p>h. Data Visit. To be arranged. Arranged for 17 July 2024.</p> <p>i. Library. To be arranged.</p> <p>j. Well-being and Diversity. To be arranged for the Autumn Term.</p> <p>k. RE. The report had been included in the papers. The following were recommendation from the report:</p> <p><b>Recommendations from Visit:</b></p> <ul style="list-style-type: none"> <li>• I would like to observe a lesson e.g. discussion etc and be able to talk to some children about their experience of RE.</li> <li>• Has the availability of reference books helped children with independent learning?</li> <li>• Has IT reliability improved?</li> <li>• Any suggestions from SMT to lessen pressure of marking/mark smart?</li> <li>• Are extensive changes required to current RE planning to bring it up to date with new 2024 curriculum?</li> </ul> <p>3. Evaluate responses from the annual Parent/Pupil/Staff questionnaire(s) (as appropriate) and make recommendations to FGB. Sally shared information from the survey with the meeting. Parent and pupil questionnaires are about to be sent out and report will be ready for the FGB. <b>Governors suggested an exit poll for the year 6 pupils which was agreed to take place.</b></p> <p>4. Elect the Committee Chair for the next academic year. The Committee elected Paul Evemy as the Chair.</p>	<p><b>Sally Herbert/Clerk Simon Barnes/Lex Gainsbury/Sandar Cartwright</b></p>
LW 40/2324	Policies and Other Documents	<p>The following Policies/documents were recommended to the FGB for approval where appropriate:</p> <p>a. Online Safety Policy. Deferred to the FGB</p> <p>b. Looked After and Previously Looked After Children Policy. Deferred to the FGB.</p>	
LW 41/2324	Information	<p>The training programme for the Autumn Term has been distributed. Please</p>	

	provided by the Clerk	<p>let the clerk know of your requirements. The following items in Governance Today may be worthwhile reading:</p> <ul style="list-style-type: none"> <li>• Governor and trustee recruitment – some pointers to help</li> <li>• The elephant in the room – the relationship between the board and senior leaders</li> <li>• School policies – busting some myths</li> <li>• Schools support panel – budget recovery plans explained</li> <li>• Championing every voice – why school governors matter for children with SEND</li> <li>• Strategic or operational? Keeping your board on track!</li> <li>• Safeguarding – ready for anything</li> <li>• Training programme for the autumn term</li> <li>• Early years and childcare update</li> <li>• June is Gypsy, Roma, Traveller history month</li> <li>• What's new</li> <li>• Devon Association of Governance</li> <li>• Diocesan news</li> <li>• Clerks' page – a bit of fun for the summer term.</li> </ul>	
LW 42/2324	Matters for the next agenda	<ul style="list-style-type: none"> <li>• Check terms of reference and levels of delegation agreed by the FGB to ensure committee operates within their remit</li> <li>• Agree policy review schedule</li> <li>• Scrutinise Analyse School Performance (ASP) data and challenge progress made for all pupils, including Pupil Premium, SEND, Children in Care, more able and vulnerable groups</li> <li>• Discuss report from Looked After Children staff member and identify actions/issues</li> <li>• To receive an update on Sustainability activities</li> <li>• Analyse performance data and results from SATs and other assessments</li> <li>• Review curriculum development and report to FGB</li> <li>• Review national developments in curriculum and assess impact for the school</li> </ul>	

LW 43/2324	Date of next meeting	<b>Monday 11 November 2024 at 6.30 p.m. on Zoom. To be agreed at the FGB</b>	
------------	----------------------	--	--

The meeting closed at **1950**.

**Signed as a true record.**

Signed: <b>P Every</b>	Date: <b>11 November 2024</b>
------------------------	-------------------------------

### **Collaboration Project**

The primary schools involved are:

1. Abbotskerswell Primary School
2. The Grove School (Totnes)
3. Kingskerswell CE Primary School
4. Denbury Primary School
5. Bishopsteignton Primary School
6. Bradley Barton Primary School
7. Decoy Community Primary School
8. Canada Hill Primary School
9. Chudleigh CE Primary School
10. The Grove Primary
11. Highweek Primary School
12. Haytor View School