

DECOY COMMUNITY PRIMARY SCHOOL BOARD OF GOVERNORS

COMMITTEE

Learning & Wellbeing Committee

DATE

17 JANUARY 2022

04/10/2021	15/11/2021	17/01/2022	7/03/2022	9/05/2022	27/06/2022
------------	------------	------------	-----------	-----------	------------

GOVERNOR ATTENDANCE

Paul Evemy	P	P	P			
Simon Barnes	P	P	P			
Sandra Cartwright	P	P	P			
Heather Poustie	P	P	S			
Gill Quantrell	P	P	P			
Ruth Dennis	P	P	P			
Kate Eames	P	P	P			

P – Present
A – Absent

S – Sanctioned
L – Late arrival

Chaired by	Paul Evemy	Clerked by	Pete Osborne
------------	-------------------	------------	---------------------

Agenda

LW 32/2122 To record those who are present, accept apologies and welcome any visitors.

L&W 17 January 2022

LW 33/2122 Declaration of interests
 LW 34/2122 Division of Agenda
 LW 35/2122 To agree the Minutes of the last meeting
 LW 36/2122 Matters Arising and Outstanding Actions
 LW 37/2122 Urgent business
 LW 38/2122 Staff Lead Presentation
 LW 39/2122 Safeguarding
 LW 40/2122 School Improvement Plan and School Performance Data
 LW 41/2122 Governance
 LW 42/2122 Wellbeing
 LW 43/2122 Collaboration
 LW 44/2122 Policies
 LW 45/2122 Information provided by the Clerk
 LW 46/2122 Matters for the next agenda
 LW 47/2122 Date of next meeting

ACTIONS TO BE TAKEN

ITEM		BY WHOM	BY WHEN
35/2122	Minutes to website	Heather Poustie/Clerk	asap
41/2122	Representations to be made to Heather Poustie regarding governors 'concerns arising from the visit reports and the effective usage of funds for library services	Paul Evemy/Simon Barnes	asap
44/2122	Add the following to the agenda for the next FGB: a. SEND Policy – Approved and referred to the FGB for ratification b. SEND Information Report – Approved and referred to the FGB for ratification c. Looked After Children Policy - Approved and referred to the FGB for ratification	Clerk	asap

	Item	Notes	Action
LW 32/2122	To record those	The meeting commenced at: 1832	

	who are present, accept apologies and sanction absences where appropriate and welcome any visitors	Apologies: Heather Poustie and sanctioned In attendance: Sarah Fraser (Staff History Lead) Quorum for this meeting is 3 Governors plus the Headteacher. This meeting was conducted online using Zoom.	
LW 33/2122	Declaration of interests.	None	
LW 34/2122	Division of Agenda.	None	
LW 35/2122	To agree the Minutes of the last meeting held 15 November 2021	Agreed and signed	Clerk to place on website
LW 36/2122	To discuss any matters arising from the minutes and not on this agenda		None
LW 37/2122	Urgent business brought forward at the discretion of the Chair		None
LW 38/2122	Staff Lead Presentation	The presentation was provided by Sarah Fraser the Staff History Lead. She used a PowerPoint presentation outlining the School's History curriculum. This included the Aims, Intent and Implementation of the subject. An overview of the work for each year group for the current academic year was provided and a timeline which is used by teachers to enable a reference	

		<p>to the context of each item. The areas that have been developed were:</p> <ul style="list-style-type: none"> • Monitored the curriculum overview and ensuring that each year group now studies both a British history theme and a world history theme. • Developed the timelines and skills progression to ensure that prior learning is referred to and children have a deeper understanding of the context of different studies. Each first lesson in a sequence is a timeline lesson. • Made links with the local museum – curator visits, artefact lending, visits to the museum and opportunity for taking part in a focus group and having ‘history champions’. <p>Areas for development and challenges are:</p> <ul style="list-style-type: none"> • Highlight when key themes are addressed in studies to make it clear for the children and give them a deeper understanding of concepts. • Designing knowledge organisers • Designing an assessment framework • Supporting teachers with planning for differentiation to ensure key knowledge is not missed • Developing ‘artefacts of interest’ <p>A Governor asked how much time Sarah had to share this curriculum with staff and she replied not too much at present. A Governor also commented that it is essential for children to differentiate between history and geography. It is key to identifying the difference but there will always be linked between the two. Governors expressed their thanks for the presentation.</p> <p>The presentation is in the papers for the meeting</p>	
LW 39/2122	Safeguarding	A report had been provided by Heather Poustie which includes the following areas	

		<ul style="list-style-type: none"> • Training • Vulnerable Pupils • Attendance and exclusions Whole school attendance – 98% PPG – 92% • Important updates <ol style="list-style-type: none"> a. 10.12.21 Safeguarding Audit meeting with Safeguarding governors prior to submission b. IT (Acceptable User Policy) resent to all staff alongside Staff Notes c. Further Level 2 Refresher Training delivered d. Safeguarding updates added to Staff Notes for ALL staff. e. CP, CIN and TAF meetings attended by HP or VS. f. We have engaged the support of Sonia Worthington from Parent Solutions to work with 6 families at Early Help level. • Approval and review dates of relevant policies and procedures • Strengths <ol style="list-style-type: none"> a. Vulnerable Children Meetings mean that the DSL and Deputies are all informed of concerns and children to monitor and allows for a smooth transition if one of the Deputies has to step up. b. CPOMs and established routines allows deputies to cover role in absence of DSL c. Staff are vigilant and quick to report concerns as evidenced by the number and detail in reports d. Strong relationships with external agencies 	
LW 40/2122	School Improvement Plan (SIP) and School Performance Data	<p>SIP to include:</p> <ol style="list-style-type: none"> a. Discuss report from Pupil Premium champion and identify actions/issues; review effectiveness and impact of intervention programmes against pupil premium strategy success criteria b. Evaluate subject leader Self Evaluation Forms and Improvement Plans c. Discuss report from Looked After Children staff member and identify actions/issues 	Deferred due to the unavoidable absence of Heather Poustie

LW 41/2122	Governors	<p>Governor Visits reports on visits completed. The following visit reports were considered:</p> <p>a. Safeguarding Visit (Sandra Cartwright). A report had not been produced however Paula and Sandra sat in during the completion of the Safeguarding Audit. This covered a range of matters including the SCR and Staff training and they were satisfied that safeguarding is in a good state in the school</p> <p>b. SEND Visit (Paul Evemy/Sandra Cartwright). Recommendations from Visit:</p> <ul style="list-style-type: none"> • To continue to monitor the impact of the Covid pandemic on the delivery of EHCPs • To seek the prioritisation of appointing a Family Support Advisor next term. • To support the roll out of training and delivery of targeted interventions. • Monitor the impact of catch up/intervention programmes on the progress of our SEND children. • Once restrictions are lifted to visit the school to review the operation of the Medical Action plan. • Continue to monitor the SENDCo's workload and wellbeing and to provide a 'listening ear' if required. <p>c. Literacy Visit (Sandra Cartwright/Paul Evemy). Recommendations from Visit:</p> <ul style="list-style-type: none"> • Monitor the implementation and effectiveness of the Babcock teaching sequences on Writing standards. • Consider how useful the new assessment tool 'No more Marking' is on raising expectations in Writing and improving our judgements. • Consider how effective the new Guided Reading system and use of AR monitoring is on raising reading comprehension attainment e.g. Reading score data/AR graphing • How are gaps in learning being addressed systematically? i.e. reading, 	a.
------------	-----------	---	----

		<p>writing, spelling</p> <p>d. Maths Visit (Kate Eames).</p> <p>e. Pupil Premium Visit (Simon Barnes).</p> <p>Recommendations for the next visit.</p> <p>Consider what effect our strategy has had on the attendance, attainment, progress and narrowing the gap for disadvantaged children</p> <p>f. Library Visit (Simon Barnes).</p> <p>Conclusions</p> <ul style="list-style-type: none"> • Having a reading support assistant makes a huge improvement to the help available to the children. • We need some more nonfiction books. • I suggest that the Babcock contract is reviewed to ensure that we are getting value for money <p>There was a general discussion comparing all the reports and the common themes emerging. These included the wellbeing of staff and their ability to cope. There was some discussion of the percentage of SEND children and whether this was common across the County. The shortage of non-fiction books is also a problem in the school and was highlighted in reports including the Library Report. Some discussion took place on the funds spent with Babcock for library services and whether this is well spent. Governors also made comment on the changes that have taken place over the last few years and the possible effects on staff.</p> <p>Governors agreed that their concerns should be provided to Heather Poustie and they will send the particular concerns expressed in their reports to Paul for consolidation and presentation to Heather. Additionally, there is to be a request for evidence that the funds to Babcock for library services is well spent.</p>	
LW 42/2122	Wellbeing	Paul advised that the survey questionnaires are still in draft form but this will be completed later in the year.	
LW 43/2122	Collaboration	Deferred to the next meeting	

LW 44/2122	Policies and Other Documents	<p>The following Policies/documents were approved and/or recommended to the FGB for approval:</p> <p>d. SEND Policy – Approved and referred to the FGB for ratification</p> <p>e. SEND Information Report – Approved and referred to the FGB for ratification</p> <p>f. Looked After Children Policy - Approved and referred to the FGB for ratification</p>	Clerk
LW 45/2122	Information provided by the Clerk	<p>The following matters were included in the Spring Checklist:</p> <ul style="list-style-type: none"> • Meeting for maintained school governing board chairs A note for your diary; Dawn Stabb, Devon Head of Education and Learning, will be hosting a further meeting for maintained school chairs on Tuesday 15 March, 4.30-6.30pm. The agenda and invitation to join the meeting will be circulated nearer the event. • External Review of Governance - updated guidance The Department for Education (DfE) has updated their guidance on Reviews of Governance. • Keeping Children Safe in Education consultation on September 2022 statutory guidance • School recovery strategies - research findings January 2022 Schools' priorities for 2021/22 and further support they need • The Governance Consultancy team has developed a new tool to assist boards with self-evaluation. The tool is based on the Department for Education (DfE) Competency Framework for Governance. • New training opportunities All free of charge for subscribing schools • School uniform costs New statutory guidance from the DfE states that schools should publish their Uniform Policy on the school website and also publish details of how and where second-hand uniform is available 	

		<ul style="list-style-type: none"> • Triangulation of Evidence - new tool from the Governance Consultancy • Clerking hours The Governance Consultancy Team is often asked how many hours should be allocated to the clerking, or Governance Professional, role. • Question Cards (Q-cards) • School resource management webinars.' • Devon Association of Governance (DAG) DAG Community Networks Chairs Forum Monday 31 January 2022 at 6 pm The DAG Community Network for Chairs provides a forum each half term giving an opportunity for chairs from across the county to join an interactive hour-long session to discuss the latest issues affecting governance in 2022. • Cutting music from the school day is 'short-sighted and inappropriate' in sport, music, arts, social / leisure activities 	
LW 46/2122	Matters for the next agenda	<p>The following matters were agreed for the next agenda:</p> <p>Learning:</p> <ul style="list-style-type: none"> • Monitor pupil progress against SIP and levels of expected progress from entry • Monitor the arrangements for school visits and residentials and the evidence of the impact on the curriculum • Monitor the curriculum in respect of special needs provision including More Able pupils • Monitor that the delivery of Sex and Relationships education and Religious Education (including collective worship) is in line with board's policies and legal requirements/guidance • Undertake work scrutiny, and/or evaluate evidence from learning walk • To receive an update on Climate Change activities <p>Governors: Preparation for the annual Parent/Pupil/Staff questionnaire(s) (as appropriate)</p>	

		Wellbeing Collaboration Safeguarding Policies a. Outdoor Education, Visits and Off-site Activities Policy b. Collective Worship Policy	
LW 47/2122	Date of next meeting	Monday 7 March 2022 at 1830	

The meeting closed at **1942**

Signed as a true record.

Signed	Date:
--------	-------

Collaboration Project

The primary schools currently involved are:

1. Decoy
2. Denbury
3. Kingskerswell
4. Starcross
5. Canada Hill
6. Bradley Barton
7. Chudleigh
8. Stokeinteignhead
9. Abbotskerswell
10. Highweek