

**LGB Minutes of Hemyock School held on 01.06.15**

Date & Time	1 June 2015, 18:00	Location		Hemyock School
Attendees		Attendees		
David Shannon	Parent Governor (Health & Safety)	Ella Rice	Staff Governor	
Jonathan Hillman	Community Governor	Patrick Redwood	Community Governor	
Leanne Arrowsmith	HOS			

Apologies		Absent Without Apology	
Richard Whiteside	Unavailable		

In Attendance		Minutes to	
Helen Nicholls	EHT	Admin	
Lucy Poole	Clerk	Kate Hamilton	

Minutes							
<b>14/2015</b>	<p><b>Welcome</b> PR welcomed everyone to the meeting and pointed out that Hemyock is now aiming for outstanding in all areas at the next Ofsted inspection. PR thanked Governors for submissions of their reports.</p>						
<b>15/2015</b>	<p><b>Apologies</b> Richard Whiteside – unavailable.</p>						
<b>16/2015</b>	<p><b>Declaration of Business interests</b> None declared – annual declarations signed and returned to clerk.</p>						
<b>17/2015</b>	<p><b>Minutes of the Previous Meeting</b> Approved as true and correct.</p>						
<b>18/2015</b>	<p><b>Matters Arising</b> 7/2015 - Disqualification by Association – LP has not received clarification on this and will chase again. There is some debate about whether or not these might be relaxed in the future.</p> <table border="1" data-bbox="288 1827 1528 1865"> <tr> <td><b>Action</b></td> <td><b>LP</b></td> <td><b>ASAP</b></td> </tr> </table> <p>12/2015 – Governors to arrange visits to school. JH has arranged a visit to monitor the effectiveness of SEN support in the school. DS still to do along with PR.</p> <table border="1" data-bbox="288 2000 1528 2038"> <tr> <td><b>Action</b></td> <td><b>DS/PR</b></td> <td><b>In due course</b></td> </tr> </table>	<b>Action</b>	<b>LP</b>	<b>ASAP</b>	<b>Action</b>	<b>DS/PR</b>	<b>In due course</b>
<b>Action</b>	<b>LP</b>	<b>ASAP</b>					
<b>Action</b>	<b>DS/PR</b>	<b>In due course</b>					

<p><b>19/2015</b></p>	<p><b>Feedback from Directors</b></p> <p>The Director's meeting was held on 20 May. Feedback will be emailed to LP for circulation to Governors as soon as it is ready. Visions and Values of the PAT were discussed in more detail with the belief that values are driving behaviours which in the long term drive cultures. This will be shared widely when it is completely finalised and in a tangible format once work has been done around how this connects to the individual schools.</p> <p>With regard to the premises strategy, CIF bids were discussed along with developments within the central team. Bids for Hemyock were not won. There was an appeal window which HN took advantage of on Hemyock's behalf but results of that are not yet due. Next term, more work will be done to give a clearer picture of how the estate looks and what needs to be given priority.</p> <p>Orchard Vale Pre-school has received an outstanding Ofsted report. The Duchy has been inspected but no result has been published yet. HN suggested that Governors pay attention to this report when it becomes public. Woodwater was judged good at it's Ofsted inspection with many outstanding features. This was an exceptionally good result considering the journey this school has been on since it was in measures.</p> <p>There has been some work done across the PAT with staff around Ofsted inspections and sharing best practice. HN suggested there might be further work done around this in the future.</p> <p>There is a Chairs meeting to be held on 2 June with a full Directors meeting in July.</p> <p>PR asked for Governors gratitude to HN to be minuted with regard to her work done for the school on premises.</p>			
<p><b>20/2015</b></p>	<p><b>Health &amp; Safety and Premises</b></p> <p>No questions were submitted relating to this report.</p> <p>DS said there were a few new things pointed out on the outside of the building. John Handforth, the new caretaker, was involved in this inspection and it was useful to have a new perspective on the building. There has been significant deterioration of wooden benches which could put children at risk without investment. Some remedial work to steps etc could be useful. The Fire Inspection was very useful with some input from Vanessa, premises lead. The heater in the boy's toilets is a fire risk along with some other heater placement – LA asked if this might affect future bids. HN said that there needs to be better prep for such bids where this information might be useful. It needs to be ascertained how and when the fire risk items will be dealt with. JH is obtaining quotes for such work for LA where the work will be done if within budget, or taken to HN for PAT approval if not.</p> <p>DS asked about the risks to children from WiFi which has been a report in the media recently. Research is as yet unsubstantiated, however DS felt that it should be highlighted. DS to send document link to LP.</p> <table border="1" data-bbox="284 1845 1528 1883"> <tr> <td data-bbox="284 1845 699 1883"><b>Action</b></td> <td data-bbox="699 1845 1114 1883"><b>DS</b></td> <td data-bbox="1114 1845 1528 1883"><b>In due course</b></td> </tr> </table>	<b>Action</b>	<b>DS</b>	<b>In due course</b>
<b>Action</b>	<b>DS</b>	<b>In due course</b>		
<p><b>21/2015</b></p>	<p><b>Safeguarding Report</b></p> <p>No questions were submitted relating to this report.</p> <p>HN expressed her opinion that these reports are improving with each round of meetings. LA</p>			

	<p>said that the level of challenge from RW was high during this inspection. He is clearly gaining a better understanding of the systems and his role as Safeguarding Governor. The college are no longer providing DBS checks for student teachers on placement which is a concern. SCR – there is some discussion about where this is best held. LA pointed out how quickly actions are taking place on the back of these reports.</p>
22/2015	<p><b>Head of School report</b></p> <ol style="list-style-type: none"> <li>a. <b>Pupil Premium monitoring</b> – as a result of children in Year 1 and Reception not making expected progress towards their targets further actions have been added to the Pupil Premium Action Plan. Also parents of children who are in receipt of PP money have been invited into school to talk to them about how the PP money is used and to gain their ideas on how it might be best spent. Parents requested workshops for parents so that they can more effectively assist their children and so far these have worked extremely well. More work will be done on this next year. PR asked if all parents were invited in all together or separately. LA said that they all came in together and workshops would be joint.</li> <li>b. <b>Sports funding monitoring</b> – this was missed from HOS report. Frisbee club has been introduced and has been quite successful. There is going to be an inter-PAT school Frisbee tournament. A lot of money is still spent on swimming, particularly with Year 2 children, the philosophy being that introducing a life skill to younger children yields better results. DS asked why children are taken to Tiverton and not somewhere closer, perhaps Wellington. LA said that there was a lot of research into this previously around time, expense and expertise available at Honiton, Wellington and Tiverton and Tiverton was found to be most cost effective and met the children’s needs better. PR pointed out that PP and SP funding details are on the school website.</li> <li>c. <b>Update to the SEF</b> – judgements have been changed to outstanding in every area. It was felt that this is the most secure judgement at the current time. LA said that the staff are working exceptionally hard to make this a reality. DS asked what the motivators and awards are for the staff. ER said that pride in the school is the answer and all staff are self-motivated and want the school to be the best that it can be. There is a deep rooted belief in how children should learn and be taught and seeing the results of that in the data and in comparisons to other schools motivates the staff even further. PR said that the journey the school has made is clear to see but the changes are more subtle and progressive simply because there is no longer major work to be done. DS asked about recruitment and the turnover of teaching staff. LA said that Year 1 teacher has left but has been replaced with an exceptional NQT who unfortunately cannot continue to work here due to her current location. Another teacher is going on maternity leave. Therefore the turnover isn’t high due to pressure and staff work smart and do have a good work life balance. LA observed seven potential new teachers in their classrooms but felt that none of them reached the standard of the current staff and therefore were not recruited. PR pointed out that there is also great opportunity amongst HOS that someone might be interviewed by another HOS who might actually be right for this school. Along with this the opportunity for movement of staff within the PAT. HN suggested that PAT may have to pay some attention to methods of recruitment moving forward. HN said that Governors who might have experience and knowledge of recruitment in different sectors could contact her with their views and ideas and these would be very gratefully received.</li> <li>d. <b>Monitor the SIP</b> – questions answered separately – see <b>Appendix 1</b>.</li> <li>e. <b>Outcome of CIF bids</b> – covered at item 19/2015</li> <li>f. <b>Current work on British values</b> – LA has started a program of assemblies on this subject. Although children have a wealth of knowledge around such things as the recent general election, they do not have a deeper understanding of the language around this. This is an ongoing topic currently and pushes through into lots of areas of the curriculum as well as being used to challenge Gifted &amp; Talented children. LA said that this is currently a focus of Ofsted inspections and it needs to be shown that it is part of the daily, weekly, yearly curriculum offering.</li> <li>g. <b>Review parental surveys</b> – all very positive with the odd exception with no pattern.</li> </ol>

	<p>Individual concerns have been dealt with.</p> <p><b>h. Invite to school events</b> – refer to website.</p> <p><b>i. Website compliance</b> – school website is compliant and well accessible. Next step is to look at the more desirable aspects of it – how attractive and easy to navigate it is and how well it ‘sells’ the school. DS asked if the PAT schools websites were all the same. PR said that although they all contain similar information they have maintained their individuality. LA pointed out that prospective new parents regularly demonstrate that they have found information about the school from the website so clearly it works in some ways. LA said that she feels this school is very good at keeping dates, newsletters, staff changes etc up to date. <b>DS suggested that PAT should be able to come up with a formulation for a reusable design.</b> PR said that Governors aren’t mentioned on the Hemyock website – other PAT schools do have these but they are out of date.</p> <p>HN informed Governors of the work that Hemyock has been doing to support Orchard Vale with their school improvement in maths which is one of their areas for development. Hemyock staff have attended the school on a number of visits to look at their provision and suggested proven ways forward. LA said that she is very proud that Hemyock also hosted a morning Maths showcase for Orchard Vale staff here to see the level at which they taught and demonstrated their skills in this area. Feedback from colleagues reported that the visit and standards of maths in the school was exceptional. <b>Governors expressed their gratitude of the work that has been done in this area with staff going above and beyond to give support to another school within the PAT.</b> HN said that this partnership could be extended to give some help and support to Sidbury School, given that this school consistently outperforms other PAT schools.</p>
23/2015	<p><b>Monitor the Head of School budget</b></p> <p>Central team are doing work around budgets at the moment which has prevented LA from running a budget report for Governors. However, everything will be ready for a budget report in September.</p> <p>Approximately £12k is left in the budget. £4k of this is dedicated to staff overtime and training costs. £7k is allocated to each of the curriculum areas. This is dedicated to the work HN is doing around improving the environment before September, to include furniture that is needed in some of the classrooms. PTFA is keen to raise funds to make the THRIVE area compliant. Money can also be spent on filling the swimming pool space and having drawings done to ensure that whatever is done will enable building work to be done on this space. Surveyor will also be used to ensure sensible sequencing of work around the site to ensure that a piece of work isn’t done which then has to be ripped up in order to do something else. LA said that PTFA have done great work in writing to community members about raising money for work such as this.</p>
24/2015	<p><b>Local items of business</b></p> <p>LA said that the PAT is very privileged to be working with Mick Waters and thinking about the curriculum being delivered to our children. Residential meeting next week where he will be spending two days with HOS and Executive Team. Current focus is ‘101 things children should do before they are 11 and three quarters’ encouraging staff and Governors to think about the things that we feel it is important that children should do and which real experiences can be built into the curriculum. LA asked Governors to offer their views on items which could be included. <b>JH asked if these things should be individual to the school. He felt that our local children have a real lack of awareness of diversity and that perhaps this could be broadened by way of these suggestions.</b> DS asked about the inclusion of languages within this. HN explained to Governors that the ideology is that there is a minimum offering within the curriculum as well as a core philosophy but with very different passions from school to school. How would a child know that they are in a PAT School – what is the provision? And what principles or philosophies underpin this? Local context shouldn’t be lost but should there be some sort of sign off arrangement to the curriculum? HN asked for any ideas to be emailed to her or LA after the meeting.</p>

	<table border="1"> <tr> <td>Action</td> <td>All Governors</td> <td>ASAP</td> </tr> </table>	Action	All Governors	ASAP
Action	All Governors	ASAP		
25/2015 Decision	<p><b>Annual Calendar of LGB business</b></p> <p>a. TORs - approved</p> <p>b. <b>School Security arrangements</b> – DS said that he had previously asked, 'How do you know whether a visitor on site is an approved visitor or not?' LA said that all visitors should have a badge and all staff and children know to ask someone who hasn't, who they are. LA said that this subject is regularly covered in staff meetings. There is an awareness of the importance of security. HN suggested that there should be emergency planning for bringing children inside the building and locking down as well as evacuating them if necessary. HN asked Governors if they have any worries in this area but none other were forthcoming.</p> <p>c. <b>Ground Maintenance Staff/Contract</b></p> <p><b>MEETING MOVED TO PART 2</b>  <b>MEETING CAME OUT OF PART 2</b></p> <p>Governors recommended that the remaining tenders need to return to what the specification for the site is so that they can all re-tender for the same thing. As well as this, Governors recommend that the field is widened for potential tenders. PR asked to take this to Chairs meeting to be held on 2 June.</p> <table border="1"> <tr> <td>Action</td> <td>PR</td> <td>02.06.15</td> </tr> </table>	Action	PR	02.06.15
Action	PR	02.06.15		
26/2015 Decision	<p><b>Policies &amp; statements as per the Annual Cycle</b></p> <p>a. <b>Admissions Policy</b> – questions answered separately – <b>see Appendix 1</b>. There are also issues around giving priority to Pre-School children or maybe children of staff. Policy approved pending alterations detailed in Appendix 1.</p> <p>b. <b>Exclusions Policy</b> – a local appeal panel is required in the event that the parents appeal the decision, this panel to consist of three Governors (not staff). HN suggested that all Governors agreed to do it and then three available Governors attend. PR asked if Governors from other PAT schools could be pulled in if necessary. HN said that the next natural development might be to cross-pollinate the Governors for exactly this purpose. Governors all agreed to be named in the panel. LP to contact RW for his agreement.</p> <table border="1"> <tr> <td>Action</td> <td>LP</td> <td>ASAP</td> </tr> </table>	Action	LP	ASAP
Action	LP	ASAP		
Decision Decision	<p>Policy approved.</p> <p>c. <b>Home School Agreements</b> – approved.</p>			
27/2015	<p><b>Issues for Directors &amp; Innovative Practices</b></p> <p>20/2015 – potential risk to children's health from exposure to WiFi</p> <p>21/2015 – college are no longer providing DBS certificates for students on placement at schools</p> <p>25/2015 (c) - Grounds Maintenance Contract tender recommendations</p> <p>26/2015 (a) – Admissions Policy – priority status for pre-school children and children of staff.</p>			
28/2015	<p><b>Date and Time of Next Meeting</b></p> <p>To be arranged separately.</p>			

	<p><b>SUMMARY OF DECISIONS</b></p> <ul style="list-style-type: none"> <li>• 25/2015 (a) – Terms of Reference approved</li> <li>• 26/2015 (a) – Admissions Policy approved subject to alterations</li> <li>• 26/2015 (b) – Exclusions Policy approved subject to Governor panel being confirmed</li> <li>• 26/2015 (c) – Home School Agreements approved</li> </ul> <p><b>SUMMARY OF ACTIONS</b></p> <ul style="list-style-type: none"> <li>• 18/2015 – LP to chase clarification of Disqualification by Association rule being applicable to Governors</li> <li>• 18/2015 – DS &amp; PR to arrange school visits</li> <li>• 20/2015 – DS to send link to LP to report on health concerns of exposing children to WiFi</li> <li>• 24/2015 – Governors to send their ideas for ‘101 things’ to LA or HN</li> <li>• 25/2015 – PR to take Grounds Maintenance Contract tender to Chair’s meeting on 2 June</li> </ul>
	<p>The minutes below are approved as a true and accurate record of the meeting</p> <p>Signed _____ Date _____</p> <p>Printed _____</p>