

# Minutes

## Pathfield School Governing Body Discussion Meeting

Thursday 6<sup>th</sup> October 2022, 10am-12pm



Present	Rosemary Mitchell – Chair (RM) <i>present at meeting from 10:50am as supported KS3 Swimming Lesson</i> , Gareth Chapman – Vice Chair (GC), Stuart Allman (SA), Penny Bacon (PB), Katie Pettman (KP), Beth Priscott (BP), Philippa Bayley – Clerk (CLK).	<b>ACTIONS</b>
Apologies	Claire Holland Edwards ( <i>resigned</i> ), Sharon Harris, Charlotte Hutton, Vicki Russell.	
Signatures	Signatures of Attendance / Confirmation of reading documents.	
Dec. Conflicts	Declaration of Conflict of Interest: None.	
	<b>New Actions Summary (Today's Meeting)</b>	Owner
	Ofsted, Premises and H&S to be ongoing Discussion Meeting Agenda items.	SA/RM/CLK
	Academisation to be an ongoing Full Governing Body Meeting Agenda item.	SA/RM/CLK
	Contact Barnstaple Mayor re. joining the board.	SA
	Governors to take turns attending the termly DES Governor Briefing sessions.	ALL GOVS
	<i>Questions and Points of Challenge from Governors recorded in BLUE. Actions to be taken highlighted in YELLOW.</i>	
10:00am Welcome	The Board welcomed new governors BP and KP to the Discussion Meeting.	
10:05am EfL and School to Parent Communication	<p><b><u>Parental Communication Systems</u></b> <b><u>Evidence for Learning (EfL)</u></b></p> <p>SA explained that EfL is an online recording system for Individual Education Plans (IEPs) and Personal Learning Goals (PLGs). Education Health and Care Plan (EHCP) targets can be broken down into annual and termly targets and these targets are then broken down into smaller steps. EfL aims to capture how targets are being met through evidence such as pieces of work, photos and video clips – anything that shows progress. Pathways pupils can show progress through books and work sheets. Through accessing EfL, parents can see evidence of what their children are learning, they can also upload evidence, such as sharing photos of a great family experience. EfL as a platform is not as easy to navigate as other packages such as ClassDoJo, but its use has grown out of the SENTient schools' alliance and it is something that Pathfield is willing to invest time into as a method of gathering evidence of pupil progress for the school assessment process, as well as forming a channel for school-parent communication.</p> <p><b>Governor question: Are platforms such as ClassDojo stronger in terms of communication with parents?</b> SA explained that EfL has not yet been rolled out to parents and as school is already operating a number of digital systems such as CPOMS (Child Protection Online Management System), SIMS (School Information Management System) and Behaviour Watch,</p>	

	<p>Pathfield is not going to introduce another system. Efl will be embedded first and monitored to its effectiveness. AJ and AM will be managing the system in school as they both manage the school targets. <b>Staff Governor comment:</b> Efl is a good platform for monitoring targets within school. <b>Governor comment:</b> The strengths of Efl may be in terms of school use, but not so strong from the perspective of home use as parents must access the website - there are no push notifications for example. <b>Governor question:</b> Will this be a barrier to some parents? SA agreed that it could be challenging for some parents to access Efl, but this can be said of any digital platform. The school will be moving forward with Efl as a mode of evidence gathering and assessment. <b>Governor question:</b> Is gathering evidence a statutory requirement? SA said that no, there is no requirement to gather evidence. <b>Governor question:</b> Is this then an added demand on teacher time? <b>Staff Governor:</b> it can be managed well within class, especially if the TAs are trained in, and are knowledgeable on what needs to be recorded. SA said that the decision was made in school last year that the paper-based system of recording progress needed to be improved on and the move to the digital platform Efl was made. Any work on improving and embedding the system that takes place now would be the same for any newly adopted system.</p>	
<p>10:30am Swimming</p>	<p><b><u>Resumption of Swimming Lessons</u></b></p> <p>Swimming has just restarted again since the start of the COVID pandemic. SA explained that swimming had taken place in the school pool, but obviously the priority for the school pool is for hydrotherapy use. Today is only the second session at the new pool in Barnstaple and the school have started with KS3 pupils with support from Petroc Health and Social Care students. <b>Governor question:</b> Is swimming something that Pathways pupils can take part in? <b>Parent Governor response:</b> Yes, some pupils would be keen to go, but there might be some resistance from others. SA said that tennis at the Leisure Centre was also being looked at as an option and it is up to Pathways to manage their own budget and balance what they spend for sports options and experiences. <b>Governor question:</b> Is swimming subsidised? SA said the school do have to pay for the Lifeguard and the Swimming Instructor and Pathfield has asked for a parental contribution towards the swimming lessons. The primary based Sports Premium Grant can be used for KS2 pupils. <b>Staff Governor question:</b> Can this be extended to KS1 pupils? Although providing enough staff for this particular activity is tricky. SA said that school need to look at whether a Mealtime Assistant can be paid to help cover swimming lessons. Discussions then moved to how important it is that throughout a pupil's time in school <i>progress</i> is shown to take place in activities such as swimming. For example, from experiencing water, to going swimming at the pool and gaining confidence in water, on to going to the beach and experiencing being in the sea, and through building on water confidence even moving on to water activities such as surfing. Pathfield has successfully used organisations like the Surf School at Westward Ho! to achieve these progression goals.</p>	
<p>10:45am Rising Costs</p>	<p><b><u>Energy Prices</u></b></p> <p>SA explained that there had been a 40% increase added into the area of energy costs in the school budget this year to meet rising prices. This combined with the carry forward from last year should mean that school is able to meet energy bill costs for the next two years. <b>Governor question:</b> Is</p>	

	<p><a href="#">the school still looking into installing solar panels?</a> SA said that the Premises Manager is looking into this, but currently there is no funding support from the local authority and it is a case of waiting to see what the government puts in place as part of upcoming energy strategy reviews. The school has made some changes already such as moving to an electric boiler from gas.</p> <p><b><u>Food Prices</u></b></p> <p>The school is currently on track with the cost of food, but if prices continue to rise then the lunch menu options may need to be changed, or cost increases subsidised from the budget. <a href="#">Governor question: Do you have COVID Catch-Up Funding?</a> SA - yes, the school had received additional funds. Often these funds come in specific 'pots' for specific spending.</p>	
<p>10:55am School Council</p> <p>Champions for Change</p>	<p><b><u>School Council</u></b></p> <p>School Council pupils were due to join the start of today's meeting to talk with governors, but this has been postponed as a large number of the pupil group are taking part in the second (since the pandemic) swimming trip today! SA explained how important and invaluable the School Council is as a pupil group as they take part in the interview process for new staff and feed-back to staff. <a href="#">Governor question: What happens if pupil and staff perceptions of an interviewee don't match up?</a> SA said that this hasn't ever been an issue yet, and the pupils always provide insightful feedback on applicants. Staff can observe how the interviewees interact with the pupils and the feedback from staff and pupils often aligns. Staff always make sure to thank pupils for taking part, letting them know how valued their input is.</p> <p><b><u>Champions for Change</u></b></p> <p>SA told governors that the school is also part of Champions for Change, Devon's participation group for children and young people with special educational needs and disabilities. Being involved in Champions for Change allows Pathfield pupils to connect with other agencies and SEND pupils across the county. Meetings are often centralised in Exeter, but Pathfield pupils who are involved, attend as many events as possible.</p>	
<p>11:10am Governor Roles</p>	<p><b><u>Link Governor Roles</u></b></p> <p>Governors discussed the Link Governor roles in school which are in place to focus the lead input of each governor between the school and the board and direct the purpose of the governor visits to school and the resulting governor reports back to the whole board.</p> <p>Governor responsibilities:</p> <ul style="list-style-type: none"> <li>• GC agreed to take the role of Link Governor for Data Protection as well as IT as the two areas have a great deal of crossover in school.</li> <li>• BP will take the role of Reading and Phonics Link Governor.</li> <li>• KP will take the role of Pupil Premium Link Governor.</li> <li>• PB will remain as PSHE Link Governor.</li> <li>• CH will remain as EYFS Link Governor.</li> <li>• VR will remain as Safeguarding and Behaviour Link Governor.</li> <li>• RM will remain as Finance / HR and Single Central Register Link Governor.</li> <li>• SA will cover Equality and Wellbeing (temporarily until a new governor can take this over).</li> <li>• SH – to be confirmed.</li> </ul>	

<p>Visit Reports</p> <p>Governor recruitment</p>	<ul style="list-style-type: none"> <li>• Maths – this area to be taken by a new governor.</li> <li>• The areas of Ofsted and Health &amp; Safety / Premises will be Discussion Meeting agenda items until such time new governors are elected to the board to be able to take on these link area roles.</li> </ul> <p>Please see the attached updated <b>Pathfield School Governor Roles</b> document.</p> <p><b><u>Governor Visit Report</u></b></p> <p>Governors discussed the format of the Governor Visit Report. The decision was made to move to the SWOT Report format for all governor visit reports, but removing the suggested ‘guide questions’ at the start of each section as these can be too prescriptive and limiting. <b>Governor comment:</b> <a href="#">The final question on the original Governor Monitoring Visit Report Form is useful in terms of pulling the governor visit and report findings together</a>, therefore this question will be added to the Governor Visit SWOT Report template in its own section: <b>What conclusions did I draw which help me to have a better strategic overview of the school?</b></p> <p><b><u>Governor Vacancies</u></b></p> <p>Governors discussed the vacancies on the board. The governing body needs someone with experience in finances and HR.</p> <p>The previous discussion around inviting the Barnstaple Mayor to potentially join the board was revisited. The national mourning period in September meant that the opening event for this year’s Barnstaple Fair at which SA was due to speak (and talk to the Mayor with regard to joining the board) did not take place as planned. SA agreed to contact Barnstaple Mayor.</p>	<p><b>Action:</b> Ofsted and H&amp;S ongoing Disc. Meeting Agenda items.</p> <p><b>Action:</b> SA to write to the Mayor re. joining the board.</p>
<p>11:50am Upcoming Discussion Meeting Agenda Items</p>	<p><b><u>Next Discussion Meeting</u></b></p> <p><b><u>Academisation</u></b></p> <p>RM said that she would invite <a href="#">Andy Cotton from Tarka Learning Partnership</a> to attend an upcoming Discussion Meeting to discuss the process and experience of academisation with the board. Academisation will be an ongoing agenda item at Full Governing Body Meetings.</p> <p><b><u>Governor Visit to Petroc</u></b></p> <p>Governors discussed the recent governor visit to the Petroc site and the potential of integrating more cognitively able Pathfield pupils into Petroc in the future to progress them to the next steps of gaining more independence. RM suggested that governors visit the Pathfield Sixth Form Department to gain an updated understanding of what work is done there. Governors discussed how options for Pathfield pupils (and parents) could be introduced and integrated into school-parent discussions from an earlier stage (at least by Year 9) so that longer term progression plans for individual pupils can be considered and investigated. <b>Governor Comment:</b> <a href="#">Pathways needs to be included in this ‘Next Steps’ model as the progression for some pupils to be able to sit exams is an aspiration to work towards.</a></p>	<p><b>Action:</b> Academisation an ongoing FGB Agenda item.</p>

12:10pm Governor Training	<u>Governor Training</u>  Devon Education Services (DES) - <i>previously Babcock</i> - lead a termly Governance Briefing session at the start of each term. No governors were able to attend this session this time, but the board agreed to have a rota to take it in turns in future, and the attending governors to report the updates back to the whole board.	<b>Action:</b> Govs to take turns attending termly DES Gov Briefing sessions.
12:15pm Meeting Close	<u>Meeting Close</u>	
Dates of Next Meetings	<u>Dates of Upcoming Governor Meetings</u>  Next Meeting: FGB Meeting - <b>Thursday 20<sup>th</sup> October</b> , 10am – 1pm (approx.)  <b><u>New TUESDAY Governor Meeting Dates for your diary:</u></b> Tuesday 8 <sup>th</sup> November – Discussion Meeting Tuesday 29 <sup>th</sup> November – FGB Meeting Tuesday 10 <sup>th</sup> January – Discussion Meeting Tuesday 31 <sup>st</sup> January – FGB Meeting Tuesday 28 <sup>th</sup> February – Discussion Meeting Tuesday 21 <sup>st</sup> March – FGB Meeting Tuesday 18 <sup>th</sup> April – Budget Approval Meeting Tuesday 25 <sup>th</sup> April – Discussion Meeting Tuesday 16 <sup>th</sup> May – FGB Meeting Tuesday 20 <sup>th</sup> June (Away Day - all day meeting) Tuesday 11 <sup>th</sup> July – FGB Meeting	