DIPTFORD C OF E PRIMARY SCHOOL

SCHOOL COMMITTEE MEETING MINUTES

FOR 06 February 2018

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| **Present** | Denise Hawkins (DH), David Palframan (DP), Roger Knight (RK), Louise Lethbridge (LouL), Lizzie Lethbridge (LizL), Tim Jordan (TJ), Claire Moorman (CM) and Laura Bell (LB) |  |
| **Apologies** | Tony Callcut (TC) |  |
| **Matters arising from last meeting** | Preschool opening hours – difference in timings between school and preschool, will be picked up in opening hours consultation.  Matt Matthews – idea to invite him along, understand more about what the Academy is doing. DH to invite Matt Matthews along to a school committee meeting to see how Diptford and Academy can work together, inc update on corporate sponsorship.  Deep clean in Parish Hall – need to feedback to the Parish Hall Committee when this will happen. | **Action: DH to invite Matt Matthews to committee meeting.**  **Action: LizL to check with Devon Norse about deep clean.** |
| **Head of School report** | See end of these minutes for the full report. |  |
| **Class representative updates**  Opportunities to raise successes and challenges and to put forward questions | Little Dippers and Dippers: Children are enjoying themselves, very positive, Mrs Syddons doing great; concerns about preschool opening hours.  Kingfishers: There are concerns about communication of changes, specifically gate opening times. The background to this a near-miss where a child had come on to the school site and gone back out into the road. The child was on-site after 8.30am (when children could then be on-site with a parent) but before 8.40am (when staff take on supervision of the children). The gate is now closed until 8.40am as this a safeguarding issue, this is the short-term response and LizL is looking at options to keep gate secure and children on-site. Feedback is that advance notice would have been helpful to parents. It was discussed that the gate being closed until 8.40am is exacerbating the difficult parking situation at the school by compressing drop-off time. Later start for preschool does help to spread out the morning traffic. Limited parking spaces near the school is an ongoing issue; as is dangerous parking on the double yellow lines forcing other drivers to pull out on a blind bend. The feeling was that an option for earlier drop-offs would help.  Hawks:   * Sporting ops after school - see sports update in Head’s report above. * New newsletter – lots of parents are opening on their phone and its tricky to read, question whether we need attendance every week. It’s a standard format that has been agreed across the Academy. * Forest school – Hawks will start after half-term. * Children are very happy with Mrs French in post and a big thank to her to from parents for organising the residential trip. | **Action: LizL to explore parking and early drop-offs and feedback.** |
| **Items for review with Governors and Academy** | Discussion asking how we are maintaining the individuality of Diptford as a small village school? Suggestion that there is a uniqueness to Diptford to be talked about. LizL says no intention to replicate Harbertonford but looking out for synergies where they will strengthen both schools and ways to create a consistent and settled environment. Need to consider Diptford individuality.  Raising attainment at Diptford in KS1 is a priority; frequent changes of staff has been recognised as having had a negative impact on potential attainment at Diptford but this is being addressed. | **Action: DP and TJ to raise these issues via Governors meetings.**  **Also, that we don’t want attendance figures every week in the Newsletter.** |
| **Community update** Opportunity to raise community news, success and challenges from the perspective of the local community and any Parish Hall matters | None – Parish Hall meeting yet to happen, Helen Price is our rep so we’ll keep in touch.  We don’t currently have a community rep or church rep on the committee. | **Action: DP to ask someone to join as church rep.** |
| **Receive update from FODS**  Funding events in the pipeline, requests from school for support | FODS continue to push on the 100 Club (as needs more members) and TheGivingMachine. We’re exploring direct debit to make it easier to join the 100 Club and will be sending reminders about using TheGivingMachine, we’ve only got four active givers but this is potentially a good stream of funding and other PTFAs make it work!  FODS are revisiting fundraising plans for Easter term at a mini meeting on Fri 9 Feb. We opted to reschedule our Diptford Arms Curry Night (New date is tbc) after finding out that the Academy Bike Ride event falls close to the date. FODS were asked and have agreed to provide a (paid) BBQ at the end of the Bike Ride.  These are our preliminary figures for 2016-17:  Total receipts = £9421 (includes approx. £3k grants)    Total payments = £16175 of which distributions to school totalled £13728, the rest being 100 club, prizes, event expenses, licences and insurance etc.  Our payments (those over £100) were:    Contribution to learning space- 8000  24 laptop computers - 2821  Books for library - 1000 (Calor grant)  Sport kits - 515  Contribution to composting toilet - 500  Christmas crafts expenses - 246  Christmas books for all children - 127  Playground speaker -157  Year 6 yearbook - 137  Assorted IT eqpt – 1994 (Diptford Community Fund grant)    FODS current available balance is approx. £5K. | **Action: LB and LizL to discuss fundraising priorities.** |
| **Receive update from Parent Governor and Academy News** | None |  |
| **Christian ethos and Church Feedback** | None |  |
| **Health and Safety**  Opportunity to raise any concerns and sign accident book by a Governor | Security at the gate is currently the biggest issue. |  |
| **Discuss school improvement projects** e.g. volunteering days, ideas for new initiatives and reports on actions so far. | Improvements are being explored around the new classroom and preschool playground. Some funding left in the old preschool organisation, former preschool committee are exploring how to use or transfer this (spend it or can they transfer to FODS or school?). |  |
| **AOB** | Potato-growing competition (we have pots!). | **Action: LizL to ask teachers if they want to re-run this. If yes CM will help.** |
| **Date and time of next meeting** | Tbc, Tuesdays are the best in terms of committee member’s availability. |  |

**Head teacher report – Lizzie Lethbridge**

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| **Pupil Numbers per year group**  **Autumn 2017** | |  |  | | --- | --- | |  | Spring Term 2018 | | Pre-school | 8 | | Reception | 9 | | Year 1 | 13 | | Year 2 | 9 | | Year 3 | 8 | | Year 4 | 10 | | Year 5 | 12 | | Year 6 | 12 | | Total: | 73 + 8 preschool = 81 | |
| **Predicted pupil numbers for 2018/2019** | |  |  | | --- | --- | |  | 2018/2019 | | Pre-school | 12 | | Reception | 10 | | Year 1 | 9 | | Year 2 | 13 | | Year 3 | 9 | | Year 4 | 8 | | Year 5 | 10 | | Year 6 | 12 | | Total: | 71 + 12 preschool = 83 | |
| **Staffing Update** | Head Teacher  It is Mrs Neil’s last day. She is moving on to a new post as Equine Education Manager. Mrs Lethbridge has taken up post. Mrs French remains in Hawks, Monday - Thursday. Miss Anna Foley is joining the Diptford team to cover Mrs Neil’s teaching commitment in Hawks; she currently works Mon-Wed at Stoke Gabriel.  We are still trying to recruit an MTA. |
| **Class Structures** | Class structures:  Little Dippers – Pre-School and Reception  Dippers - Year 1 and Year 2  Kingfishers – Year 3 and Year 4  Hawks – Years 5 and 6 |
| **Events** | * Open the book assemblies and Roots and Fruits Y5/6 * Parents evening after half term * Kingfishers - badminton * Hawks – athletics * Little Dippers – Bascombe Court Nursing Home. * Wizard of Oz – KEVICC * Fire safety talks – Y1/2 & 5/6. * PIPS - Reception children have attended PIPS at the church led by Angela Wild. |
| **School Values and Church Schools Vision** | The values have now reached conclusion following the process of decision making.  What are school values and why do we need them? Values inform our thoughts, behaviours and actions. When we use our values to make decision, we make a deliberate choice to focus on what is important to us.  In partnership with all the Diptford stakeholders, we have finally agreed our new school values. Over the next few months the children will be learning all about each value.  At Diptford School:  We value respect  We value kindness  We value curiosity  We value self-belief  We value community  We value joy  All stakeholders have been involved in the process including parents, staff, children and church. |
| **PE** | We have continued to participate in PE events this term organized in co-operation with South Dartmoor School Sports Partnership.  There is still a decline in the number of children signing up to attend events, particularly after school.  Miss Setter is beginning to take the lead as PE coordinator, including through linking with the PE hub.  Sports Grant is being allocated, with support from the central PE hub led by TC. In summary:  £4000 to central costs for staff training and collaborative events  £4000 to South Dartmoor Sports Partnership for multi school events  £8000 to school for equipment, events, travel, CPD and sustainable improvement and engagement. |
| **Attendance** | Attendance continues to be a priority for our school; Our expected attendance target is 96%. Attendance is currently 95.96.  Attendance will be reviewed again in the coming weeks and the parents of children whose attendance has fallen below 95% will be sent out letters according to our attendance policy.  Attendance will continue to be closely monitored and shared with parents via the whole school newsletter and with the children in achievers assembly time. Year groups who have the highest percentage will be shared and celebrated. |
| **After School Club** | After school club provision is as follows:  Monday – Construction club (ceases after half term)  Tuesday – Saints Southwest After School Club  Wednesday – Saints Southwest After School Club  Thursday – CATs Drama club with Sam Groves |