DIPTFORD C OF E PRIMARY SCHOOL

SCHOOL COMMITTEE MEETING MINUTES

FOR 12 JUNE 2018

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| **Present** | Denise Hawkins (DH - Chair), David Palframan (DP), Roger Knight (RK), Louise Lethbridge (LouL), Lizzie Lethbridge (LizL), Tim Jordan (TJ) and Laura Bell (LB) |  |
| **Apologies** | Claire Moorman (CM); Tony Callcut (TC) |  |
| **Matters arising from last meeting** | Village hall committee have paid for a one-off deep clean but need to be resolve the question of cleaning going forward.  Completing the preschool building – FODS received a very generous donation with the specific objective of completing the preschool; there are some snagging and some eqpt needs.  Parking - parent consultation letter going out soon for early drop-off (8.30am) or a breakfast club which starts earlier. Lizzie hoping to engage the Parish Council and County Council too to explore longer-term sustainable issues. | **LizL to speak to Steve Hill about ongoing cleaning.**  **LizL to confirm preschool list with Natalie Siddons.** |
| **Head of School report** | See below.  Five-star pledge – while your child is in this school they will experience these five things e.g. to light a fire, to have an enterprise experience, to try a new sport, the five are tbc.  Yr 5-6 camp out suggested when school starts back with new Hawks class teacher to help bond the class.  Statutory Inspection of Anglican and Methodist Schools (SIAMs) is due next year and ties into OfSted framework – LizL and Miss Setter working in a hub supported by another academy school with an ‘outstanding SIAMS inspection.  Not enough uptake for sports activities - Harbertonford have grown uptake of sports activities so Miss Setter working with Miss Jones at Harbertonford and with Tony via PE hub. |  |
| **Class representative updates**  Opportunities to raise successes and challenges and to put forward questions | Denise and Tim are leaving Diptford and leaving the committee. David is moving away and will stand down soon.  This is the committee structure for next year:  Roger Knight – Chair  Louise Lethbridge – Class rep (Hawks)  Claire Moorman – Class rep (Kingfishers)  Laura – FODS representative  Lizzie Lethbridge – Headteacher  Dippers/Little Dippers class rep – to be recruited  Governors rep – tbc  Village and/or church rep – David P for now but new one to be recruited; approach WI.  Little Dippers/Dippers class:  Parent request to do the Daily Mile – Miss Setter has introduced new active sessions before school, one is ‘fun run Friday’.  How does achiever of the week work? Parent feedback that a child had been passed over for it. The teacher tracks on the class list to ensure every child gets it, once every child has had it they work the class list again. One child was unfortunately overlooked. LizL is following up.  Kingfishers class:  Continued appreciation Miss Setter’s positive impact on the class. Continued concerns about friendship issues.  Teachers are aware and are working on class friendships; focus will be taking ownership, conflict resolution and taking responsibility. Teachers also to introduce ‘circle of friends’ (part of THRIVE), more on mental wellbeing and use of talk partners to help better connect children with one another.  Hawks class:  A massive thank you to Mrs French and other staff who helped with the residential; kids loved it!  Why are Yr6 not doing athletics/swimming at Marjon?  Multiple reasons including a numbers issue at Marjon, need for SATs preparation, wasn’t a curriculum need for Yr6; LizL said it wasn’t appropriate for Yr6 to go. |  |
| **Items for review with Governors and Academy** | None |  |
| **Community update** Opportunity to raise community news, success and challenges from the perspective of the local community and any Parish Hall matters | None |  |
| **Receive update from FODS**  Funding events in the pipeline, requests from school for support | Diptford Arms raised approx. £700 (later turned out to be £900); really well attended, feedback very positive. FODS to hold next one later in 2018.  Sports Day BBQ was not as well attended as usual so we had overordered a little but still raised approx. £130.  Diptford Horse Show raised £236.40. We are submitting a match funding application which we hope will double this.  Dad’s team confirmed to race for FODS at the Totnes Raft Race in Sept – it’s not too late for more Dad’s to join the team.  Applied for £2K grant for a Creative Café in school.  It is now peak fundraising season for FODS and we are really struggling to find enough volunteers – please, please can parents look out for events and offer to help, just a couple of hours is a huge help!  It was proposed that every parent is encouraged to volunteer at one event per year as then we’d have everything covered. | **LB to go to new parents meeting on 13 July** |
| **Receive update from Parent Governor and Academy News** | None |  |
| **Christian ethos and Church Feedback** | DP confirmed church and school are working well together, that this is more on track than it has been for sometime. |  |
| **Health and Safety**  Opportunity to raise any concerns and sign accident book by a Governor |  |  |
| **Discuss school improvement projects** e.g. volunteering days, ideas for new initiatives and reports on actions so far. | School steps have been repaired – nailed-down and made safe. LizL to investigate non-slip materials for steps.  School tidy up day – FODS to arrange; second weekend back in Sept? |  |
| **AOB** | Thank you to Denise and Tim who are leaving the committee for all the work they have done for the benefit of the children.  School uniform – FODS to continue paying for uniform stock. Roger happy to place the orders and it was confirmed that Rachael will advise him when new stock is needed.  We normally review SATs results at the end of the year – this will need to be carried forward to Sept 2018. SATs results for Yr 6 coming out to parents with end-of-year reports; with opportunity for appointment with teacher if required.  Hawks residential had not been booked for 2018-19 so LizL is sourcing one but it is very late to do so. PGL Torquay booked for 2019-20.  Some questioning whether the Yr 6 end of SATs party is a set thing – agreed next year to be handled by the Hawks class rep. |  |
| **Date and time of next meeting** |  |  |

**School Committee Meeting – 11.6.18**

**Head teacher report – Lizzie Lethbridge**

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| **Pupil Numbers per year group**  **Summer 18** | |  |  | | --- | --- | |  | Spring Term 2018 | | Nursery | 8 | | Reception | 10 | | Year 1 | 12 | | Year 2 | 9 | | Year 3 | 7 | | Year 4 | 9 | | Year 5 | 12 | | Year 6 | 12 | | Total: | 71+8 Nursery | |
| **Predicted pupil numbers for 2018/2019**  **TBC** | |  |  | | --- | --- | |  | 2018/2019 | | Nursery |  | | Reception |  | | Year 1 |  | | Year 2 |  | | Year 3 |  | | Year 4 |  | | Year 5 |  | | Year 6 |  | | Total: |  | |
| **Staffing Update** | Miss Jodie Churchward has been appointed to teach in Year 1/2 in September. Miss Churchward has started to come into school to meet the children.  Mrs Ginny French has been successful in securing a new teaching position at Marlborough with South Huish Primary School. We are very sad to be losing her. Mrs French is certain that it is the right time for her to seek new experiences as she has been at Diptford since she was an NQT. The Federation Schools are closer to home and fit in well with her current home situation. The recruitment process is very much underway. A letter will be going out this week. |
| **Class swaps** | Class swap day is 12th July where all classes will swap. There will be other transition arrangements ongoing too. |
| **Events, trips, visits** | * Open the book assemblies and Roots and Fruits Y5/6 * Trips – Occombe Farm, * Trip – Paignton Zoo * Warburtons visit * RSPB visit * Sports champion visit * NSPCC * Royal wedding celebration * Sports Day * Y5/6 residential, clip and climb and Discovery surf * Y3/4 residential coming up * Spirit of adventure * School production – 19th July * Y6 Junior Life Skills |
| **Christian Ethos update** | The values have been introduced to children through collective worship and continue be a focus Miss Setter is taking ownership of the Collective Worship timetable.  Ethos group continues to be led by Mrs Siddons.  Mrs Lethbridge, alongside Miss Setter and Mrs Dewar (Harbertonford) are to form an RE and SIAMs hub. We will be working closely with Landscove to ensure good practice. |
| **Road and parking** | I have contacted Devon Highways and the parish council re: the road, traffic and parking situation. I am keen to get children involved in finding solutions. I have sent a preliminary email to Devon Highways to guage |
| **PE** | Miss Setter continues to work with T. Callcutt on developing PE across school with support from the MAT PE hub.  There has been little uptake for KEVICC PE this term. The activities sent out to parents include:  Dartmoor 3-ball (no uptake)  Striking and Fielding  Kwick cricket (no uptake)  Gym tournament  KS1 multi skills  Dynamic Sport Dodgeball  Cycle cross (cancelled by event leaders)  Sports hall athletics  Badminton  Basketball (no uptake)  Netball club (Miss Setter – limited take up)  Central league football (no take up)  Tag rugby Y3/4 – all day event  Cross country (couldn’t attend - clash?)  Swimming/athletics Marjons Y3,4,5 |
| **Breakfast club / ‘Early Doors’ option** | I will be sending out a note to gauge interest in either ‘Early Doors’ – 8.30am start, or breakfast club (time preferences will be on the note).  I have also so far asked for any staff interest to run it. |
| **School committee members** | New recruits?! |