



Newton Popleford Primary School **Full Governing Body Meeting** **Tuesday 11th February 2025 5:30pm**

Meeting : Part I Minutes						
Date & Time	Tuesday 11 th February 2025 5:30pm	Location	Newton Popleford Primary School			
Governors Present	Initials		Governors Present	Initials		
Chris Trengove (Chair)	CT	Co-opted Governor	Mary Raffell	MR	Staff Governor	
Rebecca Layman (Vice-Chair)	RL	Co-opted Governor	Rebecca Burdus	RB	Parent Governor	
Ant Pope	AP	Headteacher	Tom Cardy	TC	Parent Governor	
Linda Wright	LW	Co-opted Governor	Paul Steer	PS	Parent Governor	
Caroline Odbert	CO	Co-opted Governor	Guy Frankland	GF	Co-opted Governor	
Nick Rudling	NR	Parent Governor				
Hannah Jones	HJ	LA Governor				
Gary Oldroyd	GO	Co-opted Governor				

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Penelope Rossetter	PR	Clerk

Minutes to
All Governors
School website
-

The meeting opened at 5.45pm

Ref	Action or Decision	Action Owner & Deadline
1.	Agreement between Part I and Part II – CT confirmed there is no part II for this meeting	Agreed
2.	Apologies for Absence – None received	Agreed
3.	Notice – Received.	
4.	Quorum – The meeting was quorate.	Agreed

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	<p>Explore position of NP as a maintained school CT reported he has not pushed this forward. There needs to be a meeting of the sub-group</p> <p>Monitor the financial stability of the school GO will update later in the meeting.</p> <p>Consider the measure of improvement and reporting by Governors RL suggested we should discuss further about measurable reporting and look at new ideas. WE have the report templates on the drive as to how reports need to be formatted. 00Governorsreport template. Are there points in time in Terms of Reference that have patterns? Should we have written reports spread out. We should get a Lead Governor report per term. Sometimes these do not fit in with times available, plus we have a new HT. It was agreed that Terms of Reference need to be looked at by each lead to look at further.</p>	<p>CT</p> <p>ALL</p>
9.	<p>Policies The following policy reviews and updates were approved by Governors:</p> <p>Nursery Admissions Policy – No changes School Uniform Policy – No Changes HR1 STAFF Capability Policy and Procedure – No Changes HR1 STAFF Disciplinary Policy – New version HR1 STAFF leave & Absence – New version HR1 STAFF Managing Sickness Absence – New Version HR1 STAFF Redundancy Policy – New Version HR1 STAFF Whistleblowing Policy – No changes Data Protection – Minor change Freedom of Information – Minor change Lettings Policy – no change Privacy Notice Visitors – minor change Privacy Notice Workforce – minor change Privacy Notice Job Applicants – minor change</p> <p>Governors asked about definition of Casual Workers as in the Leave and Absence Policy? AP said we do not seem to have any casual workers. CT said it would be someone not an employee but could still be a worker who says when they can work. We cannot change this as it's a HR1 policy. CT clarified that all HR1 policies are given to us by DCC and we must use their model. These are negotiated with the Unions. CT requested PR should share the detailed policies sheets to all Governors. All the above policies that are on the school website to be updated. RL requested that the references on the agenda should be initials rather than Lead area.</p> <p>The Following policies were carried forward to Spring 2 Governors Expenses EYFS Teaching and Learning Assessment First Aid</p>	<p>PR PR PR</p> <p>RL LW LW CO</p>
10.	<p>Focus Areas for Governance and questions</p> <p>Safeguarding NR. NR presented his report. AP said the school chose the pupils this time but random pupils will be chosen next time. Governors asked about Prevent and training? AP said the staff have done online prevent training as a top up. We must always recognise that this could happen here. Our curriculum highlights diversity. Parents were offered an NSPCC workshop last year with not very good take-up. It was suggested about increasing awareness for parents and ideas for that. Using Facebook and the school newsletter. AP reminded that safety at home is the parents' remit. There are some resources around diversity and online safety available from DCC with online virtual sessions in the evenings. Teaching young children about safety online is a high priority. Are planning an online safety survey. A steering group may be a good step. NR CT and AP will discuss further.</p>	<p>NR CT AP</p>

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	<p>Governors thanked NR for his report and the use of links. Everyone should have a login for DCC. Another thing to note is the Prevent Audit was not due until next term but feeds into the discussion about discretion and moving things around in TOR's.</p> <p>SEND RL RL said she has not done a written report this meeting but will do one for the next meeting. However, RL wanted to mention about a parent with a child undiagnosed with SEN needs who had been highly recommended to NP for its SEND support.</p> <p>Communication and Well-being MR Nothing to report.</p> <p>Finance with Budget Update GO Finance Nugget – GO said this is to give Governors a basic overview of finance and funding. He explained who funds the school and how, the formula and how it is spent. He highlighted that pupil numbers are key. Some additional payments for pupil premium and for PE and sport. We can generate additional income from things like lettings. This is minimal. Staff costs are the highest element of cost. Income has remained static but pay costs have gone up. Some alleviation this year with additional funds being released by the Government. All other costs are going up too such as premises, energy and IT. We make a charge to the preschool for overheads. Our role as Governors to set up school budget April to March. We monitor the budget via a DCC software system which is imposed on us to use and is not easy to follow. There are also coding quirks which make it difficult to follow. GO gave some examples from the current budget and how coding errors can have an effect. Every October we do financial benchmarking to other schools. GO said we are confident we are operating in a prudent manner, and have been very diligent with DCC. We have attended support meetings when offered. CT explained about the pre-school not being part of the school at the moment and we run as a separate part. The preschool income is a recharge and is not in the income section of the budget. GO said to school has no control of the income received or the costs of staff salaries.</p> <p>Exclusion levy – DCC were planning to oblige schools to pay a premium if they exclude pupils. The consultation was held and there was a strong response against this from schools.</p> <p>The next FGB – CT said we may need to move the next meetings around as it will be difficult to get the budget ready for the next meeting.</p> <p>Learning Standards LW Nothing to report.</p> <p>Personnel. Carried forward</p> <p>Premises, Safety and Security CO CO had presented a written report. Governors asked about our list of assets? CO said she will be adding a completed section for the next meeting. Governors asked about fire risk assessments? AP said this is included in the health and safety audit and will incur a cost to the school in future. This has been queried. GDPR to be moved to summer 1</p> <p>Behaviour and Attendance. CT No written report. CT said our attendance is strong at the moment. AP shared his screen to show our current attendance and our persistent absentees' data. AP said this has gone up recently. This due to some pupil medical issues such as chickenpox etc. Behaviour – There has been an increase of behaviour incidents and a couple of suspensions put in place and AP and CT have discussed and are looking at interventions required and support in place. AP reported some staff have undergone Passive Intervention and Prevention strategy training and would like all staff to undertake in future.</p>	CT AP

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	Equality and Inclusion The equality audit needs to have everyone relevant involved in the conversation.	
11.	Headteacher Report AP AP did not have a written report, this is due at the second half of the term. He had some points he wished to share. <ul style="list-style-type: none"> Reception intake – something to be proud of this year. ICT – Have launched with BROMCOM which is the management database – all staff are being trained. AP needs the Governors to approve to enter into the agreement with SCOMIS who are the host and BROMCOM. AP gave a quick outline of the agreement and said we do not have any option other than agree the contract. Proposed – CT Seconded – RL All agreed <ul style="list-style-type: none"> AP said governors will find written reports and information the governors need to be aware of a week in advance of FGB meetings in the headteacher reports and Stats file wherever he can. For example, the scomis contract was available here for this meeting. Debt write- off for last academic year of £2946 – AP listed these and gave a bit of background. There was a discussion about the swimming transport costs. The additional PE income cannot be used. Proposed – CO Seconded – CT Agreed <ul style="list-style-type: none"> Recruitment update – currently advertising for a teaching assistant and a pre-school assistant - interviews tomorrow. Absence – one teacher on long term absence which may finish after half term Health and safety report – Angela has worked hard on this, in particular the work done on being compliant around legionella. New screen in year 2 from capital expenditure (additional to general Budget). One more to be done in new financial year. Currently in Yr 6, reception and Year 1 and 2. Capital funds can only be spent on capital or IT. There was a discussion about the leaks in the building from the roof. Issue more likely hoppers rather than the roof and AP is in discussion with builders to assess and move forward. 	
12.	Monitor School Development Plan AP provided the updated SDP to Governors and this overlaps with previous reports. He circulated an up-to-date rag rated sheet and gave a broad outline. He identified the following points. <ul style="list-style-type: none"> Coaching – Oracy, positive impact, increased and with good progression. Enrichment – Buddies simple microbit “Crumble kits” being used. Which children really enjoy. <p>Governors asked about AI being used. AP said probably staff rather than children is probable. However, it was agreed that AI will be huge in the future. Using AI in education e.g., planning lessons etc. However, we are not actively using at the moment but are open to it.</p> <p>Governors asked about parent engagement in rock up and read? AP said we want to increase parent engagement, Rock up and read is very inviting to parents. It's a way to bridge the gap. AP needs to follow up the communication with parents from teachers.</p>	AP
13.	OFSTED Question CT asked the following: <p>What are the schools' priorities this year?</p> Governors identified where these are and how these are monitored and the evidence, such as Head Teacher Report, the Self Evaluation Report., the School Development Plan. Governors challenge these. <p>How do we know we meet the Equalities Act of 2010?</p> Governors identified we have a policy and evidence of the equality impact assessment, the equality objectives on the website and the policy. <p>How is the pupil premium funding being spent, what is the impact and how do we know?</p>	

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	We monitor the statutory document and we challenge AP reports. There was a discussion about the OFSTED process and AP explained what Governors would be expected to do and what to attend.	
14	Knowledge Nugget See Above under Finance.	
15.	Reports on Training Undertaken None reported.	
16.	Delegation of new Governors Mentors All agree that new governors should contact RL as vice-chair with any questions about lead roles and interests or PR about training or meetings.	

The meeting closed at 8 pm