

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	Thursday 5 th December 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mrs J Bramble	JB	LA Governor		Mr C Hewitt	CH	Co-opted Governor	
Mr S Vaughan	SV	Headteacher		Mrs B Bradley	BB	Staff Governor	
Mr B McGowan	BM	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr R Tubbs	RT	Parent Governor		Mrs M Pinney	MP	Co-opted Governor	
Mr S Finch	SF	Parent Governor		Mr S Ireland	SI	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
Mr J Ridgley	JR				

In Attendance	Initials	Capacity	Minutes to
Mrs N Mann	NM	Clerk	All Governors

Ref	Action or Decision	Action Owner & Deadline
1	Notice - Received	
2	Agreement between Part I and Part II – Agreed there is no part II items within this agenda	
3	Apologies for Absence – JR apologises were sanctioned by the governors	
4	Quorum - Quorate	
5	Declaration of Business Interests relating to the agenda - None	
6	<p>Elect Chair – NM as clerk took the chair and invited governors to nominate for chair, JB sent information to governors prior to meeting about the role of the chair and the duties it includes. JB also highlighted she would be willing to remain as chair until the summer term when her child will be leaving, at this point JB will step down. BB suggested that governors need to consider a cross over and training and to take this opportunity now rather than leaving it till July.</p> <p>BM suggested advertising through external avenue such as linked in. Governors agreed this is an option to help with recruitment of governors.</p> <p>ACTION: Governors to use their social networks to actively help appoint governors, this can be done through an advert that governors will work on a draft together to be released.</p> <p>Following 2 attempts of reaching out to parents which have been unsuccessful, trailing an advert is a new option to help support the recruitment of governors</p> <p>BT added it is a valuable role for parents to do, to have more of an understanding of the school and how it works. BT suggested considering the preschool parents too maybe via a poster or leaflet in book bags.</p> <p>BM will find out if the herald would be prepared to advertise for us.</p> <p>JB will put together a poster/leaflet, governors to send their thoughts and ideas to JB. Poster/Leaflet to be sent out to parent body before Christmas. Governors agreed they are happy to answer questions if parents have any to raise. This can be circulated to the wider community, and towns once the parent body have had opportunity to</p>	<p>ACTION</p> <p>BM</p>

Ref	Action or Decision	Action Owner & Deadline
	respond.	
7	<p>Governors role expiration – NM asked governors with expiring roles if they would like to nominate themselves to be re-elected for a further term. Terms of office end: BT 02/03, JB 03/02, BM 26/01 BM nominated himself to continue as parent governor until the summer term and JB nominated herself to transfer to co-opted governor until end of the summer term.</p> <p>AGREED: JS proposed, JB seconded, all governors agreed for BM to renew term of office as parent governor till end of the summer term and for JB to re-elect as co-opted governor until the end of the summer term</p> <p>BT would like to hand in his resignation and does not wish to nominate himself for another term at present, BT terms of office will end on 02/03/2020.</p>	
8	Review and agree minutes from previous meeting on 12th September 2019 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by JB.	
9	<p>Matters arising from minutes on 12th September 2019 – SV and MP have checked staff files, all governors confirmed they have read Parts 1 and 2 of KCSIE.</p> <p>The school was opened last Saturday for the community for our digital session and this was a successful outcome, 6 members of the community came and enjoyed their session, next one will be advertised in the herald as additional marketing. BM will send a paragraph to the local parish magazine on the success of the first session.</p>	BM
10	<p>Governor Vacancies – Currently vacancies consist of: 1 Parent Governor, 2 Co-opted Governor. As discussed in item 6 these vacancies will increase in March and at the end of the summer term 2020. Recruitment strategy as discussed in item 6.</p>	
11	<p>Head teacher's report – SV circulated HT report and various appendixes to governors prior to meeting. Governors felt the geographical information on the children very useful. BT reflected the number of courses staff have attended is positive. Heidi has been accepted for ill health retirement and will retire at the end of this month. There has been a temporary appointment made for additional support in year 3 for spring term. Draft document for intent and implementation has been circulated for governors and has been collated by staff. Character education has been sent to governors and SV felt this is a useful document for governors to refer to on governors' awareness day. Governors were impressed by the children's involvement with cultural capital. SV reported one FTE has happened this week and incidents on staff have increased to 2 this week. <i>JB asked are all new staff signing to say they have read all the documents required and following practices and procedures in these circumstances? BM asked is there anything we need to do to support with incidents or is any further training required?</i> SV advised staff have been on relevant training and this situation is being monitored and processes and practices are being put in place. SV updated governors on recent learning community meeting and how the schools are working together, and targets that have been set to be met.</p>	
12	<p>Questions from Teaching and Learning Committee Minutes – T&L minutes were circulated to governors prior to meeting. 83% response to the communication survey have requested to continue with the current method of communication between school and parents. We had some suggestions with new ideas which we will take on board as a school. BM suggested publishing the results of the survey on school matters. Governors suggested using this as way to ask about if they wish to help as a governor. BM recognised this has a great response to show our parental engagement is high.</p>	SV

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13	<p>SEN report – BM circulated notes from recent SEN meeting prior to FGB. <i>JB asked are the Teaching Assistants included in a regular meeting?</i> SV advised they are working on a strategy to have the Teaching Assistants meet regularly to help with training, information sharing and being able to meet as a whole group of Teaching Assistants. Teri Murphy is having a baby, she does a lot of fundraising towards sensory support for the school, Teri is looking for someone to help support her following the arrival of her baby. 5 additional NESSY licences have been purchased. OFSTED will now require SENCOS' to be confident to talk about Pupil Premium, Sen Funding and how it is spent across the school on interventions and support. SV is having regular discussions with Harriet Coogan and Debbie Tollerfield. SENCOS' will require training on the new FFT Aspire pupil tracker system to ensure they have adequate training to fulfil the role. Governors agreed this report from BM is helpful, BM suggested if any governors wish to accompany him at next meeting, and discuss the role as SEN governor, BM is open to help.</p>	
14	<p>Mental Health Strategy – Further discussion to take place at next Teaching and Learning meeting. Documentation is now uploaded to the website. <i>BT asked is the dog therapy visits are happening?</i> SV reported they were but sadly the dog has now passed away.</p>	
15	<p>Questions from Resources Committee Minutes – Resources minutes were circulated to governors prior to meeting, no questions raised.</p>	
16	<p>Pay Policy – Pay policy reviewed and agreed at Resources meeting. Circulated to FGB prior to this meeting. SF reviewed policy following JS initial review. AGREED: SI proposed, BT seconded, and governors agreed Pay Policy 2019/20</p>	
17	<p>Safeguarding – Safeguarding Audit and action plan circulated to governors prior to FGB, safeguarding audit has taken place and staff files have been looked at by MP and SV. MP as safeguarding governor has looked at single central record prior to this meeting.</p>	
18	<p>Health and Safety – Outstanding items have been done on the lift other than the phone line connection, the advice is to not use the lift when lone working. SV awaiting a date for line to be connected. <i>SF asked if there will be compensation from this error?</i> SV will be following up once the lift is full fixed. Lightening protection system: SV has received email asking for Thunderbolt to revisit to retest, this is the company who previously passed the lightening protection even though it was faulty, <i>SV asked if governors are happy for Thunderbolt to retest?</i> All governors agreed they were not happy for this company to retest, and for a different company to be brought in to carry out the retest.</p>	
19	<p>Governors Strategic Role – <i>JB asked governors to give back feedback on how we feel our role is strategic?</i> Governors used to contribute towards the school development plan through curriculum meetings, however this currently being written by the school and fed back, rather than governors having input in the development. MP revisited a previous discussion with regards to having regular reminders about our focuses and how we can keep this up. Could this be created in a statement and working document within the school? <i>BT asked can governors have a role within the SDP?</i> SV advised this year the SDP will look different due to changes in the OFSTED framework, and meetings will take place next term for governors to have their input. The focus this</p>	

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	<p>term has been on the staff developing the SDP around the huge changes within the OFSTED framework and this is something staff wanted to contribute to, to feel confident in understanding the intent and implementation. <i>JB asked is the intent replacing the vision of the school?</i> Currently it isn't but we are working towards this being the focus of our school. BB explained that currently the intent document is very new and staff are becoming familiar with this, staff are having to work hard to meet the scope of this, and when it is an appropriate time the governors' input will be required. BM suggested this could be at the staff meeting after governors' awareness day as an agenda item, governors can ask staff what we can do strategically to support them. BT is happy for the staff to continue development of the SDP.</p> <p>Governors reflected they are aware that the school have an increase in input into the new OFSTED framework and governors are taking a different strategic approach at this present time and feel confident the school staff are developing a strategic approach. SV advised the staff have looked at intent and implementation, next term 5 deep dives will be taking place, this can be reported back to governors for discussion. Our target is for all staff to be confident by May half term.</p> <p>Governors agreed to maintain this as an agenda item going forward.</p> <p>Governors can ask and monitor on governors' awareness day about what has been put in place and this will lead to strategic focus going forward. <i>BT asked is it practical for the governors' to have guidance on what we are looking for and evidence for governors' awareness day?</i> SV has considered this and governors have had information to help support them in monitoring and will feeding back to staff at the meeting after.</p>	
20	<p>Policies reviewed by committees to be ratified:</p> <p>Online Safety Policy - <i>CH asked will parents be requested to sign the appendix?</i> SV confirmed yes. Suggestion to explore the options of parents to E-sign.</p> <p>Late Collection Policy – accepted following review at resources meeting</p> <p>Acceptable behaviour – accepted following review at resources meeting</p> <p>AGREED: SI proposed, SF seconded and governors all in favour for above policies to be ratified.</p>	
21	Items for agenda of next meeting: SLT feedback	
	Date of next meeting: 13th February 2019	

The meeting closed at 7:39pm