

Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time	Thursday 11 th January 2021 4pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Mr S Vaughan	SV	Headteacher		Mr C Hewitt	CH	Co-opted Governor	
Mrs T Murphy	TM	Parent Governor		Mr J Slade	JS	Co-opted Governor	
Mr G Oldroyd	GO	Parent Governor		Mr S Ireland	SI	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor		Mrs M Gadian	MG	Co-opted Governor	
Mr C Trengove	CT	Parent Governor		Mr J Ridgley	JR	Co-opted Governor	

Apologies	Initials	Reason for Absence (Category of Governor)

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NM	Clerk

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	Meeting chaired by SI. Notice – Received	
2	Agreement between Part I and Part II – No agenda items in part II	
3	Apologies for Absence – None	
4	Quorum – Quorate	
5	Declaration of Business Interests relating to the agenda – None	
6	Review and agree minutes from previous meeting on 3rd December 2020 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by Co-Chair, SI. SI will send signed minutes into school.	
7	Matters arising from the meeting on 3rd December 2021 – NM to chase BM with regards to equality information.	
8	Update on HT performance review – Headteacher performance review has taken place and recommendations have been made to the pay committee who will be meeting following today's FGB meeting.	

Full Governing Body Minutes dated 11.02.21

Signed

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	TM and GO joined the meeting 4:15pm	
9	<p>Review and discuss benchmarking findings – SV shared benchmarking data via screen share with governors. Expenditures and income comparisons are balanced across the schools we have been compared with. SV talked governors through all aspects of the benchmarking. Rates is reflected as high due to having a new rating evaluation with the new school build. Community expenditure is high due to having a preschool. Senior leadership report has now changed from 1 to 2 since the appointment of Deputy Headteacher in September. MG asked what is the difference in auxiliary and teaching assistants? Kitchen and preschool staff are considered to be auxiliary staff. MG asked is there a crossover of hours when teaching assistants support SEND children during lunch and playtime? Yes, and there is a lap over time when these staff take their breaks. Governors are reported the bench marking data to be positive across the board.</p> <p>MG asked have you had to consider furlough? School staff continue to not be eligible for furlough and the process is in hand for preschool staff should we require it. Awaiting further guidance from government on schools return date to identify if we will be using furlough or not for preschool staff. MG asked is there any clarification if the schools may be open for summer, or potentially a longer school term? SV advised there has been no clarification and if these are implemented then teachers' contracts will need to be reviewed. CT asked do we wait for county's advice? Yes, we will, they have considered some permanent change to the structure of the school year to allow continuous ventilation within the school throughout the year, we will wait to find out further information.</p>	
10	<p>SEND Update – MG and Debbie Tollerfield will arrange to meet at the next available opportunity, MG will report back at the next meeting. MG asked how are the SEND children managing at home with broadband access and what percentage are in school? 10 children are attending school and 2 children are at home shielding. SV reported he is working closely with the families at home and teachers are maintaining regular contact. Parents are completing various activities to support child at home to support their learning, some of these tasks are not linked directly to the home learning set. 4G routers have arrived today to help support families at home that are struggling to access Wi-Fi. 13 computing devices have been received from government, and 33 devices have been circulated to families currently. MG asked who will be supplying Free School Meal vouchers during half term? School issue the vouchers during school term and Devon County are responsible for the provision during school holidays and the codes have gone out to the families today for half term. GO asked is there a differentiation of work set for children requiring it or is this done by outcome? SV confirmed it is done through the work that is set and some of the children that are attending school have it differentiated in school.</p>	
11	<p>Admissions Policy Updates – Admissions policies have been circulated to governors following amendments from Devon. SV explained the relevance of the changes that have been made. School telephone number is incorrect, NM to contact admissions to be corrected before policy goes live.</p> <p>AGREED: JS proposed, SI seconded, and all governors ratified amendments to the Admission policies.</p>	NM
12	<p>Questions from Teaching and Learning Committee Minutes – None</p>	
13	<p>Questions from Resources Committee Minutes – CT asked if there would be a surplus of funding from the Universal Free School Meals as school is currently only supplying to a limited number of children? SV advised that the funding is allocated to kitchen and Mealtime staff</p>	

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	and that these costs continue during this period.	
14	<p>Safeguarding – Regular contact is being maintained with the children through google meets (twice weekly) and phone calls are made to those children that do not attend either of these meeting. <i>CT asked what has been the response to Wellbeing Wednesday?</i> SV has received positive email feedback from parents and children are feeding back to teachers directly with what activities they are taking part in during this session. <i>CT asked are preschool taking part in this too?</i> Yes, and children attending school are also. <i>TM asked has the guidance changed with regards to being able add the Wellbeing Wednesday into the school hours we are providing for home schooling?</i> We are considering wellbeing a high priority currently and we consider this to be part of the daily hours of learning we provide. TM congratulated SV on this decision to incorporate this into the home learning. <i>MG asked if Devon Music Education are offering any online learning or support during this time?</i> SV advised they are not; however, they are extremely limited on staff and have limited capacity to support the schools directly. <i>MG asked how many children are attending school?</i> Currently we are at 30% capacity most days. <i>MG asked has the lateral flow testing commenced?</i> Yes, this is voluntary and staff who have opted in are being tested twice a week. Safeguarding and Wellbeing to be a standing agenda item ongoing. <i>MG asked how are the staff and SV?</i> SV is checking in with staff regularly and staff are doing the best they can under the circumstances. SV reported there are times when it can be a struggle within his role. <i>MG asked do the children have a school wellbeing representative?</i> We do not have a wellbeing representative in the school council and this is a consideration to introduce. Staff raffle will commence after half term.</p>	
15	<p>Health and Safety Update – Adrian Ableson has completed Legionella training, COSHH training is being rescheduled due to lack of attendees. SV and Angela Nash have completed Fire Risk Assessment training. SV attended Emergency Planning training, focusing on bomb threats. <i>CT asked if we are to receive snow in the forthcoming weeks, what will be your approach to home learning?</i> Home learning will continue to be available, but it is important to encourage the children to take the opportunity to enjoy the snow where possible. <i>JS asked is there any further developments with the bridge?</i> We are awaiting the recommended product for treating ice to arrive. <i>SI asked are they planning to rectify the current corrosion damage that has been caused?</i> SV is chasing this and awaiting a reply. SV confirmed accidents within school are low under the current circumstances.</p>	
16	<p>RSE Policy – Policy has been circulated to governors prior to meeting. <i>CT asked how much communication is taking place with Devon RSE and lead within school?</i> JM is part of the ongoing network and has completed the training. <i>ND asked is this to be taught by the class teacher or part of the Wellbeing Wednesday?</i> This is yet to agreed.</p> <p>AGREED: CT proposed, MG seconded, and all governors agreed to ratify RSE Policy.</p>	
17	<p>Agree policies previously reviewed at committee meetings Accessibility plan Acceptable behaviour</p> <p>AGREED: MG proposed, GO seconded, and all governors ratified the above policies following committee recommendations.</p>	
18	<p>Items for agenda of next meeting Safeguarding and Well-Being</p>	

Ref	Action or Decision	Action Owner & Deadline
	Reflect on the home learning.	
	Date of next meeting: 18th March 2021	

The meeting closed at 5:21pm

DRAFT until signed