

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes

Date & Time	Thursday 15 th July 2021 5:30pm	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					

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

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

Ref	Action or Decision	Action Owner & Deadline
1	<p>Meeting chaired by JS</p> <p>Behaviour report from James Morrison –</p> <p>New behaviour policy written and shared with governors, this is based on feedback from staff on how they perceive and wish to manage behaviour moving forward. Consistency has been a focus throughout the development of the policy. Books called 'When the adults change everyone changes' were purchased for staff to read. Staff have feedback following this with the following suggestions they would like to see included as part of the behaviour policy: recognition boards, consistency, hot chocolate Fridays, restorative conversations and appropriate sanctions. A friendly inclusive behaviour policy has been developed following consistent input from staff. SLT agreed to implement recognition boards, meet and greet for first term (subject to review) Marvellous Me app to celebrate children's work, rules for movement around the school, noise scale for the classrooms, restorative conversations to aid reflection on behaviour, hot chocolate Wednesdays, whole school communication, clear sanctions, good manners café, whole school awards, stickers for over and above behaviours that can be given by all school staff (including admin, kitchen and caretaking staff). Possibility of school pets has been discussed for the future. Behaviour policy will be followed by all staff to ensure consistency. As part of this we have simplified the school's ethos, 'Respect Adventure and Achieve' which are also now part of the behaviour policy. <i>GO asked will this policy be shared with parents?</i> Yes, along with ethos. We would like the whole school community to be able to have a part in this. <i>GO reflected on how the policy promotes good behaviour which is positive. JS asked does this have to be displayed on the website?</i> SV advised that he hopes he will be able have a meeting with the parents in September once restrictions have eased, and then publish on the website. <i>CT asked are you considering how to deliver this to the staff and children the same?</i> Delivery of the policy will be adapted across the year groups to ensure all the children have a full understanding and consistency.</p> <p>Governors thanked JM for his time and feedback on behaviour and new policy. JM left the meeting 5:52pm</p>	

Ref	Action or Decision	Action Owner & Deadline
2	Notice – Received.	
3	Agreement between Part I and Part II – Agenda item 22	
4	Apologies for Absence – JR apologies were sanctioned by governors.	
5	Quorum – Quorate	
6	Declaration of Business Interests relating to the agenda – None	
7	Agree Minutes of last meeting on 27th May 2021 – The minutes were agreed to be a true and accurate record of the previous meeting and signed by Co-Chair, JS. JS will send signed minutes into school.	JS
8	Matters arising from the meeting on 27th May 2021 – SV is chasing details bat house license at present. No response from the school adverts for governor vacancies, however MG and CT have potential governors and will pass on their details to NM/SI/JS.	SV
9	Monitor School Development Plan – Brad Murray's training has taken place along with staff meeting for CLP. Long term writing plans are ongoing, structure for setting out in writing is under discussion. AR work is taking place. Maths vocabulary has been discussed at staff meeting, journaling training has been postponed to autumn term, one TIG meeting has taken place. All expectations have been completed expect the CPD element as this has been postponed to autumn term. Foundation subjects are being focused on in autumn term. Deep dives have been completed. Instruments were purchased in March and these have been used this term. Link with Sidmouth College for languages has been happening. Daily mile will be across the whole school in September. Sporty stars has taken place. No new sports kit required as old kit has been located. CPD for staff is planned for autumn term. Well week postponed to next year. Consultation has not taken place for parents' meetings but will take place soon. Outdoor environment will be developed over the summer break. Changes have been made to the HLTA's roles and new wellbeing group set up, resources for the nook to be purchased. NESSY subscription is in place. Greg Botrill training has taken place, allotment to be revisited, early years and outdoor environment plans are being updated regularly. White board replacement in the classrooms will be sourced during autumn term.	
10	COVID-19 Guidance from DfE – Step 4 COVID guidance has been released, current procedures will remain in place till end of term. Bubbles and staggered COVID start will be removed from September. Returning to a buddy system. However, this may change should we receive any further guidance during the school holiday. Some procedures we have put in place that are working well will remain. Information will be circulated to parents before the beginning of the autumn term. We will ensure we have contingency plans in case we have children testing positive/isolating or a local lockdown. <i>ND asked how will the play project be focused on in September?</i> SV advised staff are keen to continue with the project and it has been discussed at recent staff meeting. <i>TM asked have parents received communication with regards to staff list and transition?</i> SV advised this will be circulated to parents tomorrow and children will have their transition opportunities next week.	
11	Headteacher's report - Circulated to governors before meeting. <i>CT asked do we have an RQT at present and is there opportunity for staff to move up through the framework with CPD opportunities?</i> We will be offering the opportunities to existing staff, we do not have RQT currently.	

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	SV reported back on the recent Devon school's leadership briefing he attended: Clear intention for schools to be collaborating or working as a group of trusts, however Dawn Stabb gave a clear view that maintain schools should remain as they are where possible. 52% of schools in Devon are academies of which 48% are primary schools. <i>CT asked could the local authority become its own trust?</i> SV is not sure they can. <i>MG asked any indication of a timescale?</i> No, and it is unclear what size they expect these trusts to be. <i>CT asked is it advantageous to stay as a Devon maintained school for budgeting?</i> SV advised not sure there is any difference in how we would receive the money, it would determine more how the funding is spent.	
12	Questions from Teaching and Learning Committee Minutes – Minutes shared with governors prior to meeting, no questions asked.	
13	Questions from Resources Committee Meeting – Minutes shared with governors prior to meeting, CCTV policy, privacy notices for COVID and NHS Track & Trace have been approved with chairs action since committee meeting took place.	
14	Agree term dates for 2022-23 – SV shared term dates with governors. Inset days, occasional days and additional day holiday for the queens jubilee have been confirmed. AGREED: JS proposed, CT seconded and all governors voted in agreement with the term dates for 2022-23.	
15	Safeguarding & Wellbeing – Staff have appreciated the staff raffle. A wellbeing event will take place in the autumn term, with the use of the funding from Devon.	
16	Agree governor awareness date for 2021-22 – Governors discussed which term would be appropriate as this has been missed this year. Governor awareness day to take place in the autumn term, date to be discussed at FGB in September.	FGB
17	Review progress the school has made during the year – recognise, Celebrate Maintaining morale throughout this time has been important to help staff through the changes and difficulties they have faced with delivering teaching to all the children during the pandemic. Maintaining contact with the school as a governing board to let staff know we have been with them throughout this time, SV reflected this has been much appreciated by all staff. Greg Botrill work has been amazing and how this has led to some very exciting developments for the school with adventure island and play projects. <i>MG asked are we robust or not robust as a governing board?</i> SV reported he felt the governors have the right balance and to continue to ask the right questions.	
18	DAG report and questions – DAG report from MG circulated to governors. PE grant is received annually at present, holiday activities are not run by the school however we do signpost and we have been offered spaces for eligible free school meal pupils. We received 16 laptops in total from the government for disadvantaged children. Staff have been using the practical materials for wellbeing. We have plans to circulate a questionnaire to the children to measure the impact of what we have put in place over the past year. We are not running summer clubs as this is funding is only available for secondary schools. We have received an exceedingly small amount of funding for the music hub, which in the past we have used to get together as learning community and perform a joint event. Parents pay for music lessons that take place within school.	
19	Policies reviewed by committees to be ratified: Business Travel Policy AGREED: JS proposed, CT seconded and all governors in favour	

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20	<p>Agree dates, times, format and structure to governor meetings for 2021-22</p> <p>Governors discussed considering a blended approach to meetings moving forward and for Septembers FGB to be attended in person where possible. This will be an opportunity to discuss which meetings may be appropriate to take place virtually or face to face. <i>MG asked could more of my role as governor be present in school?</i> normally governors use our governor awareness day as opportunity to be in school, however there are many other events that governors can attend, and once the restrictions have eased it would be nice for governing board to be more visible in and around the school.</p>	
21	<p>Items for agenda of next meeting</p> <p>Chair and Vice Chair.</p> <p><i>SI asked if the school play has been planned for indoors, what is the view from the governors with regards to this going ahead with current increase in cases and increasing risk?</i> Full ventilation has been planned, and parents are requested to wear masks when moving around. We are not able to space out all the chair with 2m gaps however we are requesting families from the same household to sit together. Staff have been limited to reduce risk. <i>MG asked are there complications to having it outside?</i> Logistically there are concerns about how we can perform the play outside, and therefore it has been relocated to inside following the new guidelines for COVID.</p> <p><i>MG asked if governors were happy with the draft year 6 letter?</i> Governors agreed it is a lovely idea and for it to be handed out to the Y6 children at the end of term.</p> <p>JS as chair expressed thanks from the governors to CH for his time on the governing board and for the years dedicated to the role of governor, SV sent thanks from himself and the staff who appreciate the support CH has given over the years.</p>	
	Meeting moved into part II at 7:07pm	
	Date of next meeting: 23rd September 2021 at 5:30pm	

The meeting closed at pm