

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes

Date & Time	Thursday 18 th March 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	Meeting chaired by JS. Notice – Received	
2	Agreement between Part I and Part II – No agenda items in part II	
3	Apologies for Absence – JR apologies were sanctioned by governors.	
4	Quorum – Quorate	
5	Declaration of Business Interests relating to the agenda – None	
6	Agree Minutes of last meeting on 11th February 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.	
7	Matters arising from the meeting on 11th February 2021 – None	
8	Reflect on the home learning – Well-being week was received well and positive comments from parents. OFSTED complaint referred to the level of home learning set, lack of opportunity for children to interact and no phone calls had been made home to parents. However, we have responded with evidence this has all been completed to a satisfactory level as required in the guidance. Diversity with all households is so vast and this can	

Full Governing Body Minutes dated 18.03.21

Signed

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	<p>make it difficult to be able to meet the expectation of all parents and various schools were completing their remote learning differently allowing for the opportunity for parents to compare and criticise. As a school we wanted to give flexibility for parents to complete the work set at convenient times that fits in with their schedules. Governors reflected that receiving one complaint during this period is a positive as this has been an open opportunity for parents to complain. SI reflected some parents had grumbled about the input of facetime calls during this period, however it was a balance of managing screen time that is important. Governors reflected on the positivity of the staff and how well they have worked together and the brilliance in the work that was set. Governors recognised the hard work of both the staff and SV. Whenever this situation may arise again in the future, we will continue to develop on what we have already done. GO stated that our school children face additional issues with access to broadband in such a rural location and when we have been delivering remote learning this has had to be considered. <i>CT asked how we are going to measure any gaps in the children learning and move forward?</i> SV confirmed this is the priority of the next 3 weeks to help identify which children may require extra support. Staff meeting this week has focused on English and next week will focus on Maths and how we can meet the expectations. <i>CT asked strategically do we have any documentation that states the recovery curriculum we have in place?</i> SV confirmed this is what the staff are currently working on, this will be circulated to governors once completed. <i>ND asked what is the focus for well-being across the school?</i> Staff are noticing little things for lots of children in different ways, Staff are looking at ways in which we can incorporate Adventure Island, more breaks where necessary, diary meetings every week, and communicating with parents too. SV will add information for parents to the next newsletter on the communication channels that are open for them to use with the school. We will be focusing on well-being activities we can set up from September is also a priority. <i>ND asked would an extension to lunch time play help with well-being?</i> SV advised it is difficult as we are shorter of staffed at lunch times at present but these areas will be looked at.</p>	
9	<p>Review and approve SDP – <i>MG asked are we members of the Association of Science and Education?</i> Yes. PTA have donated money for sensory garden, MG offered to write a card to PTA of thanks and ND Dad for their support. TM advised there is lots of adult allotment equipment for the school in the PTA store that can be used.</p> <p>AGREED: MG proposed, JS seconded, and governors approved School Development Plan 2021-22</p>	MG
10	<p>Review proposed Draft budget 2021-22 – Budget calculated on the pupil numbers of 191 instead of 198 for financial year 2022-23, concern over the use of the carry forward leaving the budget breaking even. SV advised there is continuous movement in pupils joining the school, there has been many new starters over the last few weeks. This will continue to have a positive impact on budget moving forward. When reviewing the budget in 2022, staffing may need to be considered at this point. At Resources meeting it was approved that the preschool recharge would go ahead, DCC have advised they will be making payments to preschool to support the loss of income and however this funding would be clawed back should the preschools make a profit at the end of year. SV advised the increase of £12,000 from £10,000 for the preschool recharge will ensure that the claw back does not take place. SV advised that the recharge of £12,000 is still only a proportion of the expenditure that preschool has through the main school budget. <i>SI asked what will happen if preschool is short funds in the next year?</i> SV advised we can adjust the recharge in 2022 if required.</p> <p>AGREED: Governors agreed for the £2,000 increase recharge for preschool.</p>	
11	<p>HT Report – Circulated to governors prior to meeting. Online learning has increased as more opportunities have arisen. SV updated governors on staffing, MTA has resigned from the lunch time role, TA has resigned as started university course. Recruitment will need to be consider for these posts. Awaiting confirmation of when the baseline assessment will recommence. One member of staff is suffering with long COVID. <i>GO asked what is the return process for this member of staff?</i> Staff member has been off for 2 weeks and has returned on reduced hours, HR have advised us that we build in a phased return and if there is now improvement after Easter the staff</p>	

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	member should to return to their doctor. <i>GO asked are you planning to do more outdoor teaching once the weather improves?</i> Yes, once the weather improves teachers will consider more outside lessons. <i>JS asked why has there been more referrals from operation encompass in the summer term?</i> Possibly due to lock down and potential increase in domestic violence.	
12	Questions from Teaching and Learning Committee Minutes – Staff appreciated the email of thanks from the governors and the regular donations to school from MG. <i>GO asked how is teacher moral?</i> Teachers are enjoying having the children back in school and feeling positive. However, there is some uncertainty around the school term and extensions. SV confirmed Donna Habbishaw has previously offered to transfer data on accelerated reader but the college did not want it.	
13	Questions from Resources Committee Meeting include SFVS approval – SFVS was reviewed and recommended to FGB, this has been circulated to governors prior to meeting. AGREED: JS proposed, SI seconded, and all governors approved SFVS to be submitted to county.	
14	Safeguarding and Well-Being – SV confirmed the dance teacher that may be attending to support PE has already completed DBS.	
15	Health and Safety Update – Nothing to report.	
16	School Build Update – SV referred to the current leak that continues in the hall, platform has been placed below in case the ceiling tiles are to drop down. Elliotts and their roofing contractor will be attending on Thursday to look at this. <i>TM asked is there a warranty on new school building?</i> Yes, there is a snagging period and if the issues are raised in that time you can continue to raise the issues while the snags have not been rectified.	
17	SEND – <i>MG asked do the learning plans for children, have input from both the parents and the children?</i> Plans are started with child's input, developed by class teacher and Debbie Tollerfield and then send to parents for their feedback and input. <i>MG asked what does quality first teaching refer too?</i> This refers to the ensuring the teaching the children receive is the best it can be. <i>MG asked will extra funding from government be available in the next term to support catch up for these children?</i> Catch up funding has been agreed and this has partially been received, HLTA and forest school for intervention work has been purchased. <i>MG asked will the after school clubs be resuming?</i> Yes, we hope to start some in the summer term, but there are issues around how we maintain bubbles, we will be reviewing as SLT how these can commence. <i>MG asked will we be continuing to pay towards the support of PS from Sidmouth College?</i> We did not have to contribute in the spring term due to closure and this will be discussed at learning community meeting tomorrow. The hope is that some of the sessions will be able to resume.	
18	DAG update and questions – MG sent a summary of latest DAG communications to governors. <i>MG asked has the return to school been successful?</i> Yes only 2 pupils have not returned due to their family's personal choice and this is currently being recorded as unauthorised absence. <i>MG asked are these parents likely to be fined during this period?</i> SV ultimately makes this decision and the EWO will become involved at some point. There has been no details of the expectation for primary schools to provide summer school provision. <i>MG asked if there has been any expectation for children in primary to be tested?</i> There is no expectation at present, however families can obtain lateral flow tests if they have children at school and can complete these twice a week if they wish too. <i>MG asked are the staff happy with the bubble that have been put in place?</i> Its manageable but not ideal. Lunchtime starts at 11:45am and finished at 2pm due to space available for the	

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	<p>bubbles to have lunch and individual breaks. Until the guidance is reviewed and changed, we will continue with this format. CT asked are parents maintain social distance in the playground at pick and drop off times? SV advised it has improved and more signs have gone up to advise and remind parents of the importance in maintain their distance. <i>ND asked if the guidelines offer the opportunity for preschool and reception to join as one bubble?</i> It is a possibility, but we do have to balance the large number of children that would have to isolate if we were to have a positive case in a bubble of that size. We are continually reviewing this.</p> <p>John is attending the DAG chairs forum.</p>	
19	<p>Agree policies previously reviewed at committee meetings Intimate Care SEND</p> <p>Both above policies have been received at Teaching and Learning committee and recommended to FGB for ratification</p> <p>AGREED: CT proposed, JS seconded, and all governors ratified above policies.</p>	
20	<p>Items for agenda of next meeting – Equality Objectives Vice chair Governor Awareness Day</p>	
	Date of next meeting: Thursday 27 th May 2021	

The meeting closed at 6:42pm