

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes

Date & Time	Thursday 27 th May 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)
Mr J Ridgley	JR	Other Commitments

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. Vice Chair election – Co-chair model discussed, and governors agreed to return to previous model of chair and vice chair. SI to remaining in role of chair and JS proposed to move to role as vice chair for the remainder of the school year. Governors voted in agreement and NM to send form H to governor services.	NM
2	Notice – Received	
3	Agreement between Part I and Part II – No agenda items in part II	
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 18th March 2021 – 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.	
8	Matters arising from the meeting on 18th March 2021 – Card of thanks sent to PTA and ND family. <i>MG asked have the teaching assistant vacancies been filled? Yes</i>	

Full Governing Body Minutes dated 27.05.21

Signed

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	<p><i>MG asked following the change to funding for PP children and this being delayed to summer 2021, will this have a negative effect on the school income? As this funding is now based on the October census instead of the January census, this is likely to impact on some school budgets however we only have one child falling within this funding and will have minimal impact on our budget.</i></p> <p><i>MG asked do we have employee insurance for long term sickness? We have this for teachers but not support staff.</i></p> <p><i>MG asked has there been any update to the possibility of extending the school term? This is being discussed in the news currently and talks about extending the school day but there is no definite confirmation of this. Awaiting government document to be published before the end of July about catch up. It is unclear as to whether this will be mandatory for schools to comply with.</i></p> <p><i>MG asked have plans been made for the year 6 children transition to secondary school? Sidmouth college are planning to do the same transition as in previous years where children will attend for 3 days. Colyton have not released any information yet, and Kings school will be completing transition in September.</i></p>	
9	<p>Agree Budget 2021-22 –</p> <p>Budget reviewed at Resources committee on 13/05/2021. <i>MG asked what is the reason for the pupil numbers reducing over the 5 years? Numbers are based on average intake of 24, and we do not anticipate any additional pupils joining in other years, although we know from experience this is likely to occur. Currently this term we have 4 children join us and a further 2 starting with us in September. We will be focusing on marketing from September to continue to help promote our school to new perspective parents. MG asked how many children transition from our nursery into our school? On most occasions it tends to be all the children that move up into the school. JS asked did the preschool recharge get rectified in the CRF report? This error is still showing on the CFR report, SV has confirmed with Devon County that the CRF report should be ratified making note that we are aware of the error and this is to be rectified by Devon County.</i></p> <p>AGREED: JS proposed, SI seconded, and all governors agreed to ratify the CRF report, noting that there is an error of £26,261.60 that will be corrected by Devon County Council.</p> <p>AGREED: SI proposed, JS seconded, and all governors voted in agreement to approve budget 2021-2022.</p>	DCC
10	<p>Questions from Teaching and Learning Committee Minutes –</p> <p><i>CT asked has the SEN reported been uploaded to website? Yes</i></p> <p><i>CT shared equality objective statement as discussed at teaching and learning committee, Governors reviewed and agreed. Statement to be added to the website.</i></p> <p><i>GO asked is it unique to our school or across the county that more children are suffering wellbeing issues following the second lockdown? SV has spoken with local heads and they are having a similar number of children to us.</i></p> <p><i>TM confirmed the PTA are planning for a fete to take place in early July.</i></p> <p><i>MG and Debbie Tollerfield recently met for a SEN update and MG reported the following to committee:</i></p> <p><i>MY Plan system is in place for additional support including the 12 children with an EHCPs and the 20 pupils on the SEN register. Not all children who have My Plans are on the SEN register. The level of support depends on the identified need and ultimately DT decides who goes on the SEN register following agreed guidelines. “My Plan” sets the overarching targets for the child to attain over a year, or termly if requested. It also ensures the voice of the child is heard in their learning plans. In addition, DT organises “Team around the Child” meetings (to support any families who are struggling) As SENCo DT completes the necessary admin to set up all relevant meetings for appropriate staff and parents. MG commented that these numbers seem a larger than usual cohort of EHC/SEN/Monitored SEN pupils; given the one form entry size of our school. MG and DT spoke of the adverse impact of COVID on the children's wellbeing and meeting the challenges to successfully complete the assessments to ensure each individual child's needs are met, whilst aware that legally monies deployed are both targeted appropriately and well spent. Online triage systems discussed. The Mental Health triage has only just restarted; DT is re-examining the triage offer: (The online triage is advice/suggestions for intervention which staff</i></p>	ADMIN

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	use to plan and run the intervention programme for each child with ongoing adjustments made and supported by DT.) This requires planning and co-ordination of staff involved by both SV and DT as they continue to provide appropriately targeted value for money. The use of the Graduated Response Tool for staff was discussed and is a preferred option by Devon. Clearly the responsibilities of the SENCo are wide ranging and DT accomplishes this well; despite the constraints (experienced nationally of the weakened SEN finances, coupled with rising numbers of SEN children across the age ranges). An enormous thank you to DT for giving up her valuable time to meet with MG and Governors thanked DT for her hard work and dedication to the role of SENCo.	
11	Questions from Resources Committee Minutes – <i>MG asked can staff other than the SLT complete staff appraisals? SV confirmed it is a requirement that appraisals are completed by a member of the Senior leadership team under the Devon model policy.</i>	
12	Health and Safety Update – The kitchen Environmental health visit took place on 18th May (last visit 21/1/19), we have kept our 5 rating. These visits should be approximately every 18 months, this visit delayed due to COVID, we can expect another visit about November 2022. One of the Elm trees that needed felling has fallen, this occurred during the Easter break and Adrian Ableson has disposed of it. The remaining two Elms are due to be felled in half-term <i>JS asked is there any danger to the pupils before the elm trees are felled in half term?</i> No risk and children are not visiting this area at present. <i>SI asked will nesting bird check will be completed before the trees are felled?</i> Yes. <i>TM asked how long does the bat house have to remain in place if bat choose not to reside there?</i> SV understands there is a covenant of 10years on the building and after this period if bats have not residing inside, we may have some more flexibility on the use of the building. <i>SI asked is there a licence on the building?</i> SV advised this will be held with the DFE if there is, SV will ask for a copy of this to ensure we are meeting the requirements of the bat licence. NPS checks that have taken place: 5 year electrical and mechanical check, 6-month fire alarm and emergency lighting check, 6-month legionella checks and annual intruder alarm check. Some of the emergency lighting has failed, external lighting will be replaced by Adrian Ableson, however the lighting in the hall will be replaced once the remaining strip bulbs are gone, as the cost to replace these bulbs is high due to the requirement of tower scaffolding for access.	SV
13	Safeguarding and Well-Being – Wellbeing is high on the agenda at this present time with additional staff resources being added to this area. Dance teacher will be working with the children to help support children's wellbeing. CT offered to write an email of thanks to staff on behalf of the governing board, NM to circulate. CT and SV to work together on personalised letters of thanks to staff from the governors. TM informed the governors that the PTA have been working with the outdoor environment committee on plans for the sensory garden. Plans and budget have been agreed this week. Work will commence during the next half term and will be complete for next year. Governors thanked the PTA for all the hard work they have already completed toward this.	CT/NM CT/SV
14	Agree Equality Objectives – As detailed in Item 10.	
15	Governor Vacancies – Governor Vacancies: Staff governor, LA governor, 2 co-opted governors and further co-opted vacancy at the end of this school year. SV asks staff regularly at meetings if they wish to fill the staff vacancy. NM to add vacancies to recruitment pages and email vacancies to Allan Ginman to add to the website and school matters. Email to be circulated to previous governors to see if there is any interest in re-joining. Potential to advertise with local shops and community centres. TM reported there is no teacher representation on the PTA.	NM

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16	<p>DAG update and questions –</p> <p><i>MG asked are KS2 children having formal assessments?</i> No but as a school we will be completing our assessments.</p> <p><i>MG asked has safeguarding training been taking place?</i> Yes, in September, and ongoing throughout the year, a refresher will be completed again in September for all staff.</p> <p><i>MG asked are we taking part in the Summer School lost learning recovery?</i> No as this only applies to secondary schools and year 6 children will have this incorporated in their transition.</p> <p><i>JS asked will there be an impact on us with two local schools lowering their age for intake?</i> No as these schools are just changing the format of their preschools. SV advised Apple Tree nursery in Sidmouth are closing and we are picking up some children from there.</p>	
17	<p>Policies reviewed by committees to be ratified:</p> <p>Redundancy – reviewed at Resources committee on 13/05/2021 and recommended to FGB.</p> <p>AGREED: SI proposed, JS seconded, and all governors agreed to ratify redundancy policy.</p>	
18	<p>Items for agenda of next meeting</p> <p>James Morrison report back on behaviour</p> <p>Governor meeting dates</p> <p>Meeting formats</p> <p>Governors awareness on Thursday 8th July feedback</p> <p>PART II agenda item</p>	
	Date of next meeting: 15th July 2021	

The meeting closed at 6:39pm