



## Newton Popleford Primary School Full Governing Body Meeting

### Meeting 8: Part I Minutes

Date & Time	Tuesday 15 <sup>th</sup> October 2024 5:30pm	Location	Newton Popleford Primary School			
<b>Governors Present</b>	<b>Initials</b>		<b>Governors Present</b>	<b>Initials</b>		
Mr A Pope	AP	Headteacher	Mr G Oldroyd	GO	Co-opted Governor	
Mr C Trengove (Chair)	CT	Co-opted Governor	Miss Hannah Jones	HJ	LA Governor	
Mrs L Wright	LW	Co-opted Governor	Mrs C Odbert	CO	Co-opted Governor	
Miss R Layman	RL	Co-opted Governor	Mrs M Raffell	MR	Staff Governor	
Mr Nick Rudling	NR	Parent Governor				

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
-			-		
Dr Helen Tubbs	HT	Parent Governor			
Mr S Ireland	SI	Co-opted Governor			
Mrs T Murphy	TM	Parent Governor			

In Attendance	Initials	Capacity
Mrs Penelope Rossetter	PR	Clerk
James Morrison	JM	English Lead Teacher

Minutes to
All Governors
School website

The meeting opened at 5.40pm

Ref	Action or Decision	Action Owner & Deadline
1.	<p><b>English Reading SWOT</b> CT reported the English reading SWOT can be found on the shared drive and asked if there are any questions.</p> <p><i>Governors asked about technology opportunities and audible books?</i> JM said that the school needs to use physical books to be able to track reading. Audible books could be used to encourage reading for pleasure at home.</p> <p><i>Governors asked about monitoring reading interventions?</i> The reading assessment programme targets de-coding ability and uses a RAP assessment of reading fluency. Data is used along with accelerated reading data in the MY plans assessment to show progress. Can be a fun way for learning. Children in Lightening Squad do not have My plans but use RAP only.</p> <p><i>Governors asked about lightning squad?</i> JM said this is year 1 and year 2 as a catch up.</p> <p><i>Governor asked about the 30-session programme and do the children still have to do the normal KS1 reading schedule?</i> JM said the LS is in addition for rapid improvement and still do shared reading with the class. Those children should have closed the gap once they have finished the 30 sessions but not all do.</p>	

Full Governing Body Minutes dated 10.12.24

Signed .....

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	<p><b>Governors asked about the shared library service costs?</b> JM said it is in the region of £3000.</p> <p><b>Governor asked about new books and provision through the PTFA initiative?</b> JM said these have been useful. The library service has up to date and diverse books available and this is important to the range we want the children to read. For the money spent on the service the school would have the range of titles needed for the school.</p> <p>CT suggested the school should ask the PTFA help with specific titles.</p> <p><b>Governors asked about the move away from accelerated reader and how happy JM is with this?</b> JM said for what it does for our school it's a good thing. And would link to the greater range of books.</p> <p>JM said he wanted to say he is thankful for the support from the PTFA. Generally, he feels the school is in a really good place. It would be useful in future to discuss the strengths from the SWOT and discuss the results and figures. It was agreed this is a good idea. CT did point out that results are discussed at all meetings.</p> <p>CT thanked JM for his time and JM left the meeting.</p> <p><b>SWOT Future</b></p> <p>CT said that there should have been two other SWOTS at this meeting. However, he reported he had been discussing the future of SWOTS with AP and has come up with a proposal. He suggested we maintain SWOTS for English reading, writing and Maths at governor level. But all other subjects would go on a 2-year rolling programme and that LW as lead governor for Learning Standards meet with the subject leads at their visits and then lead on questions on the SWOTS at meetings through the learning standards reports. Governor questions can be taken back through the Learning standards governor. Possibly match policy reviews with these. This would take away the need for staff to attend governor meetings and allow us to focus on English and maths. This also mirrors the changes to Ofsted focus. Caveat could be that if an issue is found that the LS lead could bring back the Governors earlier.</p>	
2.	<p><b>Agreement between Part I and Part II</b></p> <p>One item has been identified as Part II and a short meeting in relation to the Pay Committee</p>	Agreed
3.	<p><b>Apologies for Absence</b> – apologies received from Dr Helen Tubbs, Mr S Ireland, Mrs T Murphy were sanctioned by governors. It was noted that the new prospective parent governor was invited to observe this meeting. But she was unable to attend.</p> <p>CT reported that Helen Tubbs has decided not to continue as a Governor due to family time commitments.</p> <p>CT reported that the agreed part 2 Parent Governor application process has begun. Closing date for applications is Friday 18<sup>th</sup> October. It is expected that appointed governors will be in position for the December meeting.</p>	Agreed
4.	<p><b>Notice</b> – Received. It was pointed out that the Headteacher report was to be a verbal report.</p>	
5.	<p><b>Quorum</b> – The meeting was quorate.</p>	Agreed
6.	<p><b>Declaration of Business Interests relating to the agenda</b> – None</p>	
7.	<p><b>Minutes</b></p> <p>(a) <u>To confirm Part I Minutes of Meeting/AGM 24.9.24</u> The minutes were agreed as a true and accurate record of the previous meeting and were signed by the Chair.</p> <p>(b) <u>To consider matters arising from the minutes.</u> Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda:</p> <ul style="list-style-type: none"> <li>• CT confirmed that RL was appointed as Vice-Chair and there is to be a further discussion about the terms of reference</li> <li>• PR confirmed the Skills Audit report was now on the Governors drive.</li> <li>• CT reported we still have some gaps with lead and deputy governor roles to fill</li> <li>• Governor training still to be discussed with RL</li> <li>• Governors to do reading and make confirmations in the compliance section on Governor Hub</li> </ul>	<p>Agreed</p> <p>CT</p> <p>CT/RL ALL</p>
8.	<p><b>Business brought forward by the Chair</b></p>	

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	Skills audit now in the drive – need to keep any eye on a few sections, considering the new governors. Anyone needing training should let PR know.	
9	<p><b>Policies &amp; Procedures</b></p> <p><b>Policies approved by governors/committees as delegated within their Terms Of Reference:</b></p> <ul style="list-style-type: none"> <li>• Admissions Policy 2026/27 DRAFT CONSULTATION – AP said we should note about changes to PAN in future to consider.</li> <li>• Medical Policy – No changes</li> <li>• Behaviour – No changes</li> <li>• SEND to Carry forward as still in review. We continue with the current policy.</li> <li>• Equality and Diversity and Objectives – New version from DCC AP said that there is a section for reference that needs to be taken out. The objectives are set by us. These were agreed at the last meeting and are now in the policy.</li> <li>• Collective Worship – No changes</li> </ul> <p><b>Proposed CO</b>  <b>Seconded RL</b>  <b>All Agreed</b></p>	<p>AP PR  Agreed</p>
10.	<p><b>Safeguarding</b></p> <p>Headteachers Report  AP gave an update from the summer. He highlighted that the CME process was followed when a child moved and has been followed up. No children in care. The parent support advisor has been coming in regularly on site. The Care Café starting again after half term. 1 strategy meeting for one child. 3 pupil protection notice. 1 incident of bullying. 2 incidents of violence to staff.  Governors asked about the definition of bullying? AP gave an outline  Governors asked if data is cumulative? AP agreed.  Governors asked about the violence against staff? AP said these were 2 incidents 2 separate pupils. Staff have received appropriate support.  Governors asked about seeing last years data? AP said the safeguarding report will have that.</p> <p>Lead Governor report.  NR confirmed that he has agreed to take on the Safeguarding Lead Governor role from November. TM and NR had prepared a report.  CT said the safeguarding report and audit were on the drive. RL said the report was robust. The folder includes a sheet of questions when visiting the school in relation to safeguarding.  PR is to email TM about the Q card for reception.  NR has been sent information from TM as a handover, further training needed for NR. TM could be asked to attend meetings as an advisor if required.</p> <p>No further questions from Governors.</p>	<p>PR PR/NR</p>
11.	<p><b>SEND</b></p> <p>RL said nothing to report this meeting. Moving forward her reports will be in the second half of term. PR to note.</p>	<p>PR</p>
12.	<p><b>Reports from Lead Governors</b></p> <p><u>Communication and wellbeing</u>  Governors noted the report from MR  Governors asked if the transitions have been solid? MR said yes. Visits easier in September.  Governors asked about staggered staff? This has worked well this year.</p>	

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	<p><u>Governors asked about reception to year 1?</u> AP said that year 1 teachers are naturally pre-disposed to early years practice. There needs to be a big step up to year 1. But provision is set to ensure they get what they need. Some changes. Phonics was a challenge. Solutions were found. Interventions would be put in place when needed.</p> <p>No further questions. Governors thanked MR for her work done in buddying scheme and evening meetings and how this has made the transition smoother.</p> <p><u>Finance Lead</u> GO reported our income has gone up but are overspending on some areas but these cannot be pared back. We are in deficit, but we are where we need to be. Going forward with positive news. Our school roll is looking healthier than we thought.</p> <p>There was a discussion about where pupil come from, numbers and areas. Marketing was also discussed. AP said the branding needs more work done for the school. CT mentioned there is a parent that is interested in applying to be a Governor with marketing knowledge. AP has met him and he gave some good suggestions. AP said a video is being compiled.</p> <p>There was further discussion around ideas to increase the use of the school. AP did point out this must be profitable and staffing must be considered. There is a need to be mindful what other providers are doing. The reputation of the school is increasing. We need to publicise what spaces we have in what years.</p> <p>GO reported the Benchmarking Data is useful to look at. Appraisal dip test done.</p> <p>CT said RL suggested that if we are having less time to SWOTs that a training section could be added to the agenda. The next meeting will be from GO to give a session on interpreting finance. Going forward this could be a different area. PR to add to future Agendas.</p> <p><u>Learning standards lead</u> No report. Will now follow the new SWOTs system.</p> <p><u>Personnel Lead</u> No Report.</p> <p><u>Premises, Safety and Security</u> To carry forward.</p> <p>RL requested asked that a jargon buster be provided for Governors. One had been set up for SEND. PR will action.</p> <p><u>Attendance and Behaviour</u> CT presented a report on how governors can go forward with this and outlined his ideas. There was a discussion on how this information can be presented. It was decided to not use a health check.</p> <p>Generally, we need to produce reports that fit with the school. We need to present consistent information and pertinent to each lead role. CT felt there was a chance to move things forward now on how we report but still keeping the school to account. We need to ask the questions that relate to the existing school systems. It needs to be clear what school data is available so Governors can ask the right questions. Agreed we have come a long way from 2 years ago.</p> <p>Attendance is above national at 96.6%. CT and AP are in discussion about data on behaviour.</p>	<p>PR</p> <p>CO</p> <p>PR</p> <p>AP/CT</p>
13.	<p><b>Headteacher's report</b> No written report this meeting. AP gave a verbal report with a presentation. IDSR is important in relation to Ofsted. Gives basic lines of enquiry. ESS and SIMs our management software. The school is tied to a contract to Sims. Scomis will no longer able to support Sims. This is Devon wide. Will probably be moving to a Bromcom. Changes to Ofsted now in effect. In future we will hear on a Monday if we are to be inspected during that week. We are in top 5<sup>th</sup> of the country in relation to attendance and inclusion. 1 fixed term suspension this term. AP reported about the roof and the drain. We cannot access safely at the moment. Going back to the DfE to discuss. Not DCC responsibility.</p>	

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	<p>A health and safety audit is due. Some significant repairs being undertaken at the moment. This will have an effect on finance. We have to use specific providers. This is running costs.</p> <p>Communication – being proactive with dates in advance for events.</p> <p>Staffing is an issue at lunchtime in particular for wraparound cover. This has a knock-on effect. Ongoing recruitment drive.</p>	
14.	<p><b>School Development Plan</b></p> <p>AP reported that the SDP was discussed at the AGM. All the points discussed at the AGM are being followed up. Governors had time to read through the document. AP outlined the points. AP said the SDP is a rolling document.</p> <p>Governors asked about the enrichment calendar? AP said this will be presented at the next Governors meeting. PR to add to the agenda.</p> <p>Governors asked about what Governors would be required to do on an OFSTED inspection? Governors would be invited to come in to meet inspectors. OFSTED understand governors are volunteers and will work round us.</p> <p>Governors asked about OPL? AP said this is a type of play. Crates, wooden beams, guttering. We want to elevate play.</p>	PR
19.	<p><b>Governor training</b></p> <p>New Governors have undertaken their initial training.</p> <p>PR checked that everyone should be undertaking their safeguarding training and this will automatically be recorded on Governor Hub.</p> <p>Moving forward, Governors should register any training on Governor Hub and let PR know. PR sends out a list of courses. Most online courses are free with 60% off others. Governors should let PR know.</p>	
20.	<p><b>Governor Priorities</b></p> <p>CT said this was a follow on from the discussions at the AGM. He outlined the document and the main priorities. He said we had set up a small committee to look at future of the school's financial stability. ST/GO/AP. The group is to meet and discuss further. Report back on timescales at the next meeting to discuss further.</p> <p><b>The meeting then went to Part II section. MR and HJ left the meeting</b></p>	

The meeting closed at 7.30pm