



Newton Popleford Primary School Full Governing Body Meeting

Meeting 7: Part I Minutes						
Date & Time	Thursday 23 rd May 2024 5:30pm	Location	Newton Popleford Primary School			
Governors Present	Initials			Governors Present	Initials	
Mr A Pope	AP	Headteacher		-		
Mrs T Murphy	TM	Parent Governor		Mr S Ireland	SI	Co-opted Governor
Mr C Trengove (Chair)	CT	Parent Governor		Mr G Oldroyd	GO	Parent Governor
Mrs L Wright	LW	Co-opted Governor		Mrs C Odbert	CO	Co-opted Governor
				Mrs M Raffell	MR	Staff Governor

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
Miss R Layman	RL	Co-opted Governor	-		

In Attendance	Initials	Capacity
Mrs P Rossetter (virtual)	PR	Clerk
Kirsty Singfield	KS	Music

Minutes to
All Governors
School website

The meeting opened at 5.35pm

Ref	Action or Decision	Action Owner & Deadline
1.	<p>Subject SWOTs See docs:</p> <p>https://drive.google.com/open?id=19fvC0prq6qDqgyIR8zpTo14Vwl8RJi47&usp=drive_fs</p> <p>MUSIC Kirsty Singfield updated the Governors. The focus has been to give the children as many musical experiences as possible. Has been building links with Budleigh music festival who has come in to do some training and will come in again the Autumn. Tickets to take the children to the festival too. Have also had the brass band singalong at Christmas, coming again to attend assembly in the Autumn. Royal Opera House create and sing. A concert happening in the summer term for the Choir with the college. There has been a big uptake for the Choir. Has been working with the East Devon Music lead. Has ordered some more equipment. Strong links with the college to encourage music. Governors congratulated KS on the work done.</p> <p>Governors asked now Megan is no longer here who is teaching music? KS said each class teacher is teaching who are getting support from DCC via training.</p>	

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	<p>Governors asked about the dual role that KS has? KS said there are pressures as in most schools. Assessments are being done with the children.</p> <p>Governors asked about the music development plan from September and did KS need any more support? KS said she was in the process of this and there is a draft. It was agreed this should be approved at a FGB meeting.</p> <p>KS requested a link governor for music. This is to be discussed further but CT said he would take on the role for now.</p> <p>DESIGN AND TECHNOLOGY</p> <p>Governors asked what we do to combat the marginalisation of some subjects? AP said it is a common theme. The one way of dealing with it is to look at across the curriculum. Combining some aspects of subjects.</p> <p>Governors asked about accessing equipment and musical instruments? AP said there are applications in at present and other suggestions were made. Tesco for instance.</p> <p>Governors asked about the library and could this be a possible space for DT? AP said we need to make some decisions for the library, perhaps a multi-use space.</p>	
2.	Agreement between Part I and Part II - none	Agreed
3.	Apologies for Absence – apologies received from R. Layman were sanctioned by governors.	Agreed
4.	Notice – Received	
5.	Quorum – The meeting was quorate.	Agreed
6.	Declaration of Business Interests relating to the agenda – None	
7.	<p>Minutes</p> <p>(a) To confirm Part I Minutes of Meeting 23.04.24 https://drive.google.com/open?id=1GusQIkPMmLTRk2Qeiy-8e9DHwVXsQsOZ&usp=drive_fs The minutes were agreed as a true and accurate record of the previous meeting and were signed by the Chair.</p> <p>(b) To consider matters arising from the minutes. Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda:</p> <p>Governor vacancies CT and PR have met to discuss moving forward on the vacancies of positions for governors. CT said we need to consider his position as a parent governor and TM. We have 2 parent vacancies at the moment and 2 co-options available. We have some people interested in becoming parent governors. PR has run a successful virtual parent governor election before. It was suggested to stagger the parent governor positions 2 now and 2 later. It was felt it was easier to co-opt CT at the next meeting. PR to go ahead recruitment for 2 parent governors now. CT and PR to get the process done by the next meeting. The two current people interested are both parents and can apply through the parent governor election process. CT said that he AP and PR will discuss options for future meetings. PR will survey governors for their options. CT asked for ideas from governors.</p>	<p>Agreed</p> <p>CT/PR</p> <p>PR</p>
8.	<p>Business brought forward by the Chair</p> <p>AP reported about the position in relation to a nutritionist. He has had some discussions and will bring to the next meeting.</p>	AP
9.	<p>Safeguarding</p> <p>Safeguarding update from AP https://drive.google.com/open?id=1nKASKjZiPI8Ikj8ml1WQPSkPp-la9vIm&usp=drive_fs AP reported this is the summer 1 numbers. Have had a CP conference. Another referral from Compass. One allegation against a staff member. This has been dealt with and is now closed. He pointed out the number of bullying incidents. Threshold has been raised as agreed. There was a discussion about the logistics of incidents are recorded. No suspensions this term. AP explained how funds are set.</p>	

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	<p>Governors asked about numbers? AP said these are all cumulative.</p> <p><u>Lead Governor report</u> No report but TM said there would be one prepared for the next meeting</p>	TM
10.	<p>Headteacher's report https://drive.google.com/open?id=19ejoEBdjhTm8FvliC-0fAo-2KqPF8IS&usp=drive_fs</p> <p>Attendance - AP reported there is a new system on DFE to rank ourselves against other similar primary schools. It was not sure if these are in the area or similar numbers. AP will check on the benchmarks used. There was a discussion about our higher than average absence figures. AP confirmed there are robust systems in place to manage. There are to be some new statutory levels put in place. There is a new attendance improvement officer and AP is to meet them. AP shared the figures from his report on screen.</p> <p>Visit from Brad, school improvement was cancelled and no replacement visit has been organised. Staff are going to Manor Court for best practice in English. The whole staff are attending writing moderation on 19th June.</p> <p>Recruitment – Saying goodbye to Mr Venables, Mrs Pollard returning from maternity. 2 fixed term positions advertised, one for pre-school and one teaching assistant. AP reported he will be undertaking more teaching next year due to budget restrictions, averaging 1 day pw.</p> <p>Finance – New pro-books have been purchased. Thank you to AI for fixing the charging tray. New monitors for the office for wellbeing. Finance and Future is a priority and AP has started some discussions with admissions and maintained support schools.</p> <p>Send – see report</p> <p>Pupil progress – is completed and appraisals done. Some year groups doing better than others. Full report to next meeting. Staff have made the necessary changes they need and AP outlined a few examples. AP said that in the summer term we are shifting to a coaching model with AP and James to begin with but developing a peer coaching model and AP outlined the approach. All will be recorded.</p> <p>The promo video has been done for the website. AP will create a shorter one that can be shared. CT said that some schools have a social media plan. AP said we have to be realistic about capacity. There was discussion about how visual the link is on the website. The governors thanked AP for this work.</p> <p>Blippit Boards – have been introduced as a new way to track difficult to track subjects such as PE and Art. Looks at the lesson sequence to look at the impact for evidence. This an educational tool and is user friendly. Can have additional things added.</p> <p>Governors had no further questions.</p>	AP
11.	<p>School Development Plan https://drive.google.com/open?id=1o-cizSPR26Rq4PU7ucf958_gTNbROpdM&usp=drive_fs</p> <p>AP presented the report and asked for questions. CT said that the report feeds in very well with the SWOTs in particular. AP feels the visits we have had have sharpened the focus.</p> <p>Governors asked about the points system? AP said its similar to a house point system and is a recognition system. Governors asked about the Mental Health training? AP said all are undertaking this. Governors asked about the targeted realignment in maths and English? AP said this was spoken about earlier. No further questions from Governors.</p>	
12.	<p>Reports from Lead Governors</p> <p><u>Communication and wellbeing</u> https://docs.google.com/document/d/10LlbRcLuH328W73a2C4QJZsaw1N09ALOrzXjBfIPs-Y?usp=drive_fs No questions from Governors. MR will be doing the parent survey this month and will use the same questions.</p> <p><u>Finance Lead</u> https://docs.google.com/document/d/1GektjDtIUa0ccOMYs25RxeYU-IlxKwn?rtopf=true&usp=drive_fs GO said there was nothing else to add other than DCC offering advice session to discuss. He will be taking up the option to attend this. There is to be a meeting with himself, CT, RL and PR to discuss options for the future. The group will report back to the full board.</p> <p><u>Learning standards lead</u></p>	

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	Nothing to report. <u>Personnel Lead</u> Nothing to report. <u>Premises, Safety and Security</u> Nothing to report <u>Pupil Premium</u> Nothing to report	
13.	Finance CFR report for end of Financial Year 2023/24 This is the closing report for the budget. This is what is sent back to DCC. With a minor correction on a coding this put forward for approval. Proposed – GO Seconded – CT All agreed	
14.	Governor training None undertaken. PR said the next autumn term training programme from the DCC is due out and she will forward to everyone when she receives it. Ofsted training has been undertaken by several Governors. CT asked PR to look at the training spreadsheet. It was suggested to look at training gaps when the next skills audit is done. CT pointed out that there is a responsibility of the Vice-Chair Terms of Reference.	PR
15.	Policies & Procedures a) Policies approved by ToR holders, committees, individuals, in line with delegations <ul style="list-style-type: none"> ● Maternity Adoption Support Policy HR1 New Version ● Maternity Policy HR1 New Version ● Pay Policy HR1 Revised ● Flexible Working Policy HR1 New Version ● Governors Expenses Policy Revised ● Sex & relationships Education Policy GOV Revised ● Charging and Remissions Policy Revised ● SEND Policy Revised – RL – Carried forward to July meeting ● CiC Children in Care Policy – Revised RL ● School Uniform Policy Revised ● Lettings Policy – CO – CF to next meeting ● Assessment Policy – AP ● Business Continuity and Emergency plan AP ● Nursery Admissions AP Governors were all in favour of the above policy reviews to be approved. Non - statutory policies no longer used – approval to archive <ul style="list-style-type: none"> ● Budget Monitoring ● Procurement ● Play Governors are happy for these to be archived.	Agreed

The meeting closed at 7.30pm