



## Newton Popleford Primary School Full Governing Body Meeting

### Meeting 8: Part I Minutes

|                          |   |                   |                                 |                 |                   |  |
|--------------------------|---|-------------------|---------------------------------|-----------------|-------------------|--|
| Date & Time              | Thursday 4 <sup>th</sup> July<br>2024<br>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       | -                               |                 |                   |  |
| Mrs T Murphy (arr 17:46) | 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 |  |
| Miss R Layman            | RL  | Co-opted Governor | Mrs M Raffell                   | MR              | Staff Governor    |  |

| Apologies | Initials | Reason for Absence (Category of Governor) | Absent without Apology | Initials | Category of Governor |
|-----------|----------|---|------------------------|----------|----------------------|
| -         |          |   | -                      |          |                      |

| In Attendance             | Initials | Capacity  |
|---------------------------|----------|-----------|
| Mrs P Rossetter (virtual) | PR       | Clerk     |
| Helen Tubbs               | HT       | Observing |
| Nick Rudling              | NR       | Observing |
| Hannah Jones              | HJ       | Observing |

| Minutes to     |
|----------------|
| All Governors  |
| School website |
| -              |

The meeting opened at 5.40pm

| Ref | Action or Decision  | Action Owner & Deadline |
|-----|---|-------------------------|
| 1.  | <p><b>Subject SWOTs (see documents)</b></p> <p><u>History</u><br/> <a href="https://docs.google.com/document/d/1kBmkj4g3phXpfuBsOggKB8UegyzhxWsx?rtpof=true&amp;usp=drive_fs">https://docs.google.com/document/d/1kBmkj4g3phXpfuBsOggKB8UegyzhxWsx?rtpof=true&amp;usp=drive_fs</a></p> <p>Governors asked about different subjects and if it can be defined which subject the children are learning during visits? AP said it depends on the child. This was brought up in SEND review. The child needs to be asked a question in an appropriate way to that child to answer. Generally, the child should be able to know the difference between History and Geography.</p> <p>Governors asked what happens if a child is asked an inappropriate question by an outside visitor? AP said that would be a discussion in that scenario. There is a need to develop confidence so we are on the front foot to be aware of what is going on in the classroom.</p> |                         |

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|     | <p>Governors asked if there are any financial restraints on class trips? AP reported that there is an enrichment map and this will be presented at the next meeting. (PR to add to agenda). Broadly speaking this should be balanced.<br/>Plan is to have A/B years. (alternate years)</p> <p>Governors asked about schemes of work? AP said that this changed to Key Stage History and the history costs are relatively low.</p> <p>French<br/><a href="https://docs.google.com/document/d/10Fv-D2BvD6Ptsex8fjiWb0gxVzsRZqoQ?rtpof=true&amp;usp=drive_fs">https://docs.google.com/document/d/10Fv-D2BvD6Ptsex8fjiWb0gxVzsRZqoQ?rtpof=true&amp;usp=drive_fs</a></p> <p>Governors asked about the impact of Els moving into her SEND role? AP said there is a need for a succession plan for French. Will invest in a new scheme. Els will continue to teach at least one-hour pe week.</p> <p>Governors asked why the suggestion from Governors to have French dining days not actioned? AP said this will be done for example Bastille day as an enrichment day.</p> <p>Governors asked about the elections at school? AP said there have been two assemblies on elections which have remained politically neutral.</p> <p>Governors asked if there will be any changes to subject leads next year? AP said there will be some and will report at the next meeting.</p> <p>The Chair aske PR to ensure there is a section on the AGM relating to subject leads.</p> | <p>PR</p> <p>AP</p> <p>PR</p>            |
| 2.  | <b>Agreement between Part I and Part II</b> – Part II to be discussed at the end of the meeting.   | <b>Agreed</b>                            |
| 3.  | <b>Apologies for Absence</b> – No apologies received<br>The Chair introduced the 3 observers at the meeting. The Governors introduced themselves.  | <b>Agreed</b>                            |
| 4.  | <b>Notice</b> – Received   |  |
| 5.  | <b>Quorum</b> – The meeting was quorate.   | <b>Agreed</b>                            |
| 6.  | <b>Declaration of Business Interests relating to the agenda</b> – None   |  |
| 7.  | <p><b>Minutes</b></p> <p>(a) <u>To confirm Part I Minutes of Meeting 23<sup>rd</sup> May 2024</u><br/><a href="https://docs.google.com/document/d/1F-GCxLMQ8xQNqzID0ljk0j9szaPZs8ae?rtpof=true&amp;usp=drive_fs">https://docs.google.com/document/d/1F-GCxLMQ8xQNqzID0ljk0j9szaPZs8ae?rtpof=true&amp;usp=drive_fs</a></p> <p>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><br/>Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda:</p> <ul style="list-style-type: none"> <li>• Nutritional Menu – Sally is now on training. This is free. Looking to go for pro-veg award. September we are due to look at the cost of school meals.</li> <li>• Attendance benchmarking – The ranking is like for like</li> <li>• Accident book – Raw data has been provided. No major issues</li> <li>• Term dates need to be approved by governors. There was a short discussion about inset days.<br/><b>AGREED and will be published to website.</b> The colour coding is to be made clearer.</li> <li>• Governor Recruitment – The Chair reported he and PR had met to discuss and action taken.</li> <li>• Skills Audit – PR to send out skills audit for Governors to complete to have results ready for AGM</li> </ul>   | <p><b>Agreed</b></p> <p>AP</p> <p>PR</p> |
| 8.  | <p><b>Business brought forward by the Chair</b></p> <p><b>Parent Governors</b><br/>The Chair reported that there has been recruitment process of 2 Parent Governor positions. Two applications were received. There was no ballot required. Therefore, Helen Tubbs and Nick Rudling were appointed as the two new parent governors.</p> <p><b>PROPOSED - CO</b><br/><b>SECONDED – SI</b></p>   | <b>PR</b>                                |

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|     | <p><b>ALL AGREED subject to DBS and forms required. Training, induction and Mentor to be organised</b></p> <p><b>Co-Options</b><br/>The Chair reported that his term of office is due to expire on 11<sup>th</sup> August 2024. The Vice-Chair (SI) took the Chair and CT left the room. SI proposed that CT be co-opted to the Governors.<br/><b>PROPOSED – TM</b><br/><b>SECONDED – MR</b><br/><b>ALL AGREED</b><br/>CT was asked to re-join the meeting and informed.</p> <p>The governor roles will be agreed at the AGM. It was agreed that CT continue as Chair for the rest of the current meeting.</p> <p>The Chair also introduced Hannah Jones who is also interested to be co-opted. This was agreed in principle as she still needs to make her formal application. HJ said a few words about herself.<br/><b>PROPOSED - GO</b><br/><b>SECONDED - SI</b><br/><b>ALL AGREED</b></p> <p>The Vice-Chair SI term of office is due to expire 16<sup>th</sup> September 2024, he is willing to continue. SI left the room.<br/><b>PROPOSED - GO</b><br/><b>SECONDED - LW</b><br/><b>ALL AGREED</b><br/>SI was asked to re-join the meeting.</p> |                         |
| 9.  | <p><b>Safeguarding</b></p> <p><u>Safeguarding update from AP</u><br/>A positive year for safeguarding. No children in care for next year.<br/><u>Bullying threshold gone down has that had an impact?</u> AP relevant in terms of heightened awareness for the staff. Instances have been low. One incident was under the threshold and AP referred to TM to dip-test is required.</p> <p><u>Lead Governor report</u><br/><a href="https://drive.google.com/open?id=19v_cUI4GvBB4XEucKypjAmOyv3iG09K3&amp;usp=drive_fs">https://drive.google.com/open?id=19v_cUI4GvBB4XEucKypjAmOyv3iG09K3&amp;usp=drive_fs</a></p> <p><u>Governors asked how the random CPAC studies were chosen?</u> TM said these were examples of the policies and procedures. Governor asked about training and when this is due? TM said this can be done as soon as we wish. By end of September. TM will send out the KEY KCSiE link for Governors.</p> <p>Governors noted receipt of the governor report, there were no further questions.</p>   | TM/PR                   |
| 10. | <p><b>SEND.</b><br/><a href="https://drive.google.com/open?id=1Fd4cTMEpv6gHI7zEFjNjQXqQmhc2hME&amp;usp=drive_fs">https://drive.google.com/open?id=1Fd4cTMEpv6gHI7zEFjNjQXqQmhc2hME&amp;usp=drive_fs</a><br/><a href="https://drive.google.com/open?id=19sO47k0yLCHE106rwOoG-w8MI4Ctb48&amp;usp=drive_fs">https://drive.google.com/open?id=19sO47k0yLCHE106rwOoG-w8MI4Ctb48&amp;usp=drive_fs</a></p> <p><b>Lead Governor Report</b><br/>RL reported that she had been spending time with Els, she is very confident and has lots of ideas and feels she has achievable targets now. Having good conversations with the children to get them more engaged. Some more time to embed some more things.</p> <p>Els went to the SEND conference and wants to make the policy more generic to the school. Bring to Autumn 1 October.<br/><u>Governors asked that Els come to a future Governors meeting.</u> Report to Spring 1.</p> <p>AP said we are compliant with our statutory obligations and we have robust procedures. Els has the capacity to make it better.</p>   | RL                      |

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|     | <p>TM asked if RL is happy to report on Equalities objectives? RL said yes. TM said the Terms of Reference need to be looked at. CT said this may sit in the new TOR role of Behaviour and Attendance.</p> <p><b>Annual Review of Equality Objectives</b><br/>AP these need to be agreed as fit for purpose. No changes made.<br/><b>PROPOSED - GO</b><br/><b>SECONDED - RL</b><br/><b>All Agreed</b></p> <p><b>SEND policy</b><br/>See above</p>  |  |
| 11. | <p><b>Performance and Pay Committees</b><br/>CT said governors normally do a dip-test this time of year. CT outlined why the committees meet. GO agreed to come in to do this.<br/>The Chair asked for an Agenda item to agree the Pay Committee and the date the appraisals have to be done by. The committee must meet by end of October. A date of 15<sup>th</sup> October for the meeting has been suggested. The Pay Policy and Appraisal Policies to be reviewed by the committee.</p> <p>A governor needs to invite Brad to come in.</p>  | <p><b>GO</b><br/><b>PR</b><br/><b>AP/CT/GO</b></p> |
| 12. | <p><b>Analyse impact of additional funding (PP, Sports, SEN)</b></p> <p>AP said that PP should be moved to December Autumn 1 Governors meeting Agenda</p> <p>SEND should be in Spring 1 or 2 Agenda</p> <p><b>Sport</b><br/>AP reported that the main way getting the information is from the PE impact statement. LW has looked at this. We now have this.<br/><a href="https://drive.google.com/open?id=1Fa1A8d2anDYOA4sGHixG6CEKYD0m3Rq7&amp;usp=drive_fs">https://drive.google.com/open?id=1Fa1A8d2anDYOA4sGHixG6CEKYD0m3Rq7&amp;usp=drive_fs</a><br/>Year 3 moderation. Year 2 lower than other years. This needs looking at. AP explained how the system works and how the impact on the children and compare. These results can be tracked for next year with Blippit Boards. This gives the Governors a better idea of where the funding is spent. Swimming is managed separately through impact assessment reports.<br/>CT said it looks very thorough and a real development from what we had had before. AP said it is more holistic.<br/><a href="#">Governors asked is there confidence there is enough time to meet these?</a> AP said yes. On aggregate there is not a drop in hours. We meet the requirements.</p> <p>AP said a SEND annual report would be beneficial for governors. 2 templates have been suggested. These will be amalgamated to give good overall information in relation to SEND. Governors were grateful for the information.<br/><a href="#">Governors asked about if this information is shared with parents?</a> AP said it is a public document.</p> | <p><b>PR</b><br/><b>PR</b></p>                     |
| 13. | <p><b>Headteacher's report</b><br/><a href="https://drive.google.com/open?id=19P5hNjwquubrAxar6vk3FGAnf3qsTKa2&amp;usp=drive_fs">https://drive.google.com/open?id=19P5hNjwquubrAxar6vk3FGAnf3qsTKa2&amp;usp=drive_fs</a></p> <p>AP highlighted the following:</p> <p>The heads report is not on assessment yet, the results of KS2 are not yet available. This is the confirmed data so far.<br/>Phonics slightly lower than prediction, but is unavoidable.<br/>Multiplication test at national average.<br/>Year 2 – not statutory but no longer a statutory bench mark. Our own results show we are at national.<br/>We should be prepared for KS2 to be lower due to the type of cohort.<br/>Attendance is positive at 95.3% in particular SEND pupils.<br/>Persistence absence is better.</p>   |  |

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|     | <p><a href="#">Governors asked about new attendance policy with parents?</a> AP said this will be going out very soon. The fining aspect is more stringent. This has become mandatory. From the school's perspective we will have better clarity.</p> <p>Pupil comments – the fire alarm makes pupils anxious. All children other than reception take part. Comments only KS2 and is done online. KS1 done in class with AP. AP might change some of the phrasing next year. These are done termly.</p>  |                         |
| 14. | <p><b>Monitor School Development Plan (SDP) for current year</b></p> <p><a href="#">Governors asked about "scaffolding" for new learners?</a> AP said he would refer back to SEND and using visuals. Needs to be consistent in all classes. Time is an issue to facilitate sharing practice and can be limited. Scaffolding is used to prop up support the children to learn with visuals for example. Mainly used to embed learning for lower, middle attaining children. Generally, writing is an area for improvement and is identified in the assessment processes when moving from one year to the next. There are transition meetings held.</p> <p><a href="#">Governors asked about relating this to parents?</a> AP said this is part of the reporting at parents' evenings in discussions with class teacher.</p> <p><a href="#">Governors asked are parents aware of the age-related expectations at those meetings?</a> AP said they are given information on a slip in relation to assessment at parent evening meetings. AP said it is not for the school to tell parents what they should be doing at home. A pro-active parent would be asking what they can do at home. Teachers are helping parents with the tools to support.</p>  |                         |
| 15. | <p><b>Reports from Lead Governors</b></p> <p><u>Communication and wellbeing MR</u><br/> <a href="https://drive.google.com/open?id=19q70LTiG5A3RbfReAryKBWRvrMMoS1fS&amp;usp=drive_fs">https://drive.google.com/open?id=19q70LTiG5A3RbfReAryKBWRvrMMoS1fS&amp;usp=drive_fs</a><br/> MR said the parent survey went out exactly the same questions. Similar results. Lots of positive comments. Not sent to pre-school parents. AP said national benchmarks are important. Governors said it would be good to get some more details.</p> <p><u>Finance Lead GO</u><br/> <a href="https://drive.google.com/open?id=19r-J4CZgfiNFFWbp00f8GPunY6_rY9Aa&amp;usp=drive_fs">https://drive.google.com/open?id=19r-J4CZgfiNFFWbp00f8GPunY6_rY9Aa&amp;usp=drive_fs</a><br/> GO said quite new into the budget with a reasonable carry forward.</p> <p><a href="#">Governors asked about declining birth rates and how that affects our finance?</a> GO said our funding is based on number of pupils. With the birth rate falling we are down on numbers but our expenditure is not. This has been looked into and this is a national issue, east Devon is particularly badly hit with less building being done and higher retired people moving to the area. Advertising is being done to promote the school. Adjustments have been made. Forecasts for the 5 years are not good.</p> <p>GO's monitoring report was noted by governors.</p> <p><u>Learning standards lead LW</u><br/> <a href="https://docs.google.com/document/d/1BFVUyzuWu63MaEmqu08mTNIIUUDkfWc?rtpof=true&amp;usp=drive_fs">https://docs.google.com/document/d/1BFVUyzuWu63MaEmqu08mTNIIUUDkfWc?rtpof=true&amp;usp=drive_fs</a><br/> LW's monitoring report was noted by governors.</p> <p><u>Personnel Lead SI</u><br/> SI requested agreement to re-appoint Brad as external advisor. Gives constructive and objective and has been involved with the school for a long time and knows the school very well. There was some discussion around a fresh pair of eyes and look at the provision needed. But it was felt he is the best choice for us for the time being.<br/> The employment of Luke is an operational decision who is trained to delivering the framework.<br/> Governors agreed – all in favour.</p> <p>Hannah left the meeting.</p> <p><u>Premises, Safety and Security CO</u><br/> <a href="https://docs.google.com/document/d/1wP-FKJe3ik0qM0UKROVsxs_IDKBCUgk9?rtpof=true&amp;usp=drive_fs">https://docs.google.com/document/d/1wP-FKJe3ik0qM0UKROVsxs_IDKBCUgk9?rtpof=true&amp;usp=drive_fs</a><br/> CO just confirmed we have the nutritionist has been agreed.<br/> CO reported the accessibility plan has been reviewed.<br/> Can Approve the write off of irrecoverable debt to Autumn 1 in the Terms of Reference. Agreed</p> <p>CO's monitoring report was noted by governors.</p> |                         |

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| 16. | <p><b>Review the progress the school has made during the year – recognise and celebrate.</b><br/>           CT said the SDP helped us with the understanding. It was felt that the AGM is a good place to discuss further. Everyone was asked to bring something to the AGM.<br/>           Governors did say that the Forest school is a really good USP.</p>  |                         |
| 17. | <p><b>School Communication</b><br/>           CT said he had sent out some information to help with discussion. Generally, schools are criticised for their communication. We need to understand the importance of good communication and the quality. There was a discussion around the way we communicate from the school and how we monitor and improve. This has been done through social media, surveys, newsletters. It is recognised we could be more timely. Dates are set early in year for events but things do get changed. Are we as a board satisfied that the school communication is as it should be or should there be any strategic changes to make in line with the “tone”? We also need to be aware of information overload and staff workload. Responses to emails was discussed.<br/>           It was agreed the school will monitor communication on an operational level.</p> |                         |
| 18. | <p><b>Reflection on the Governing Board’s structure and its impact</b><br/>           Referred to AGM</p>   |                         |
| 19. | <p><b>Governor training</b><br/>           No training undertaken. PR requested that if Governors undertake training they fill in the template form and return to her. Also PR has sent out the new list of available training from DCC for Governors, anyone interested should contact her. It was discussed that there is a training budget available.</p>  |                         |
| 20. | <p><b>Policies &amp; Procedures</b></p> <p><b>Policies approved by ToR holders, committees, individuals, in line with delegations</b></p> <ul style="list-style-type: none"> <li>- Complaints – No Changes</li> <li>- Equality Policy - Carried forward</li> <li>- Health and Safety policy from OSHENS – NEW version To be approved</li> <li>- Volunteers in Schools – Some small changes</li> <li>- Collective Worship - To carry forward</li> <li>- Send Policy (BF from May Meeting) To Autumn 1</li> <li>- Lettings Policy (BF from May Meeting)</li> </ul> <p><b>New Policies for FGB approval</b><br/> <b>NONE</b></p>   | <b>Agreed</b>           |

The meeting closed at 19.30