

Newton Poppleford Primary School

Full Governing Body Meeting

Meeting 1 Part I Minutes							
Date & Time		Thursday 24 th March 2022 5:30pm		Location		Newton Poppleford Primary School – via google meet	
Governors Present		Initials		Governors Present		Initials	
Mr S Vaughan	SV	Headteacher		Mr S Ireland	SI	Co-opted Governor	5:50pm
Mrs T Murphy	TM	Parent Governor	Google Meet	Mr J Slade	JS	Co-opted Governor	
Mrs N Dowsing	ND	Parent Governor	Google Meet	Mrs R Layman	RL	Co-opted Governor	
Mr C Trengove	CT	Parent Governor		Mrs M Raffell	MR	Staff Governor	
Mr G Oldroyd	GO	Parent Governor	Google Meet				

Apologies	Initials	Reason for Absence (Category of Governor)
Mr N Macleod	NM	Illness

Absent without Apology	Initials	Category of Governor

In Attendance	Initials	Capacity
Mrs N Mann	NLM	Clerk
Mr K Singfield	KS	Subject Lead
Mr J Morrison	JM	Deputy Headteacher

Minutes to
All Governors

Ref	Action or Decision	Action Owner & Deadline
1	<p>Subject lead feedback – English and Behaviour update</p> <p><u>English lead feedback from Kirsty Singfield</u></p> <p>KS detailed to governors the impact of action plan.</p> <p>Reading is a strength and Accelerated Reader has been positive, this is supported by Donna Habbishaw. Books have been relocated to the KS2 corridor and are more accessible to all. We are tracking through quizzes, Marvellous Me and Word Millionaires. Whole school word targets have been set, class competitions and reader of the week all take place. There is colour book band reading for the younger years. Master book list has been produced and book shed has started. Our aim is for children to have more access to their reading and offer more choice. SV will be circulating questionnaire to parents for their feedback. We ensure children have access to a new reading book daily. Moving forward encouraging parents to support their children with reading and ask for reading volunteers.</p> <p>Phonics results have been good and staff have worked hard to support this. 2021: 86% 2022: 88%. We are using phonics play and this is proving to be a success, therefore no need to purchase into a scheme. Rolling programme for Key Stage 1 for staff to observe each other in phonics for support and to gain experience. <i>ND asked is phonics play an online resource?</i> Yes with online games. <i>GO asked do we ask parents to attend a session to support parents understand phonics to help support their child at home?</i> Yes MR communicates with parents at the beginning of reception. <i>TM asked do parents get invited to this if they have children in year 1 or 2?</i> Not a present but this could be offered. <i>RL asked are there plans for parents to come in for reading?</i> Yes, this is something we need to encourage and adapt the Volunteers' policy to support parents to come and read with any of the classes. Spelling, punctuation and grammar, we are trialling a new scheme to see if there is improvement to children remembering tricky words.</p>	

Ref	Action or Decision	Action Owner & Deadline
	<p>Writing – following OFSTED report we have focused on writing in topic books and looking for high quality writing in all the books. Yearly deep dive into writing, book scrutiny and talking with children is all taking place. Teachers are attending SWIFT session next term. Brad Murray (external advisor) and Senior Leadership Team (SLT) are ensuring writing curriculum is well laid out. Many resources have been introduced and have all been successful.</p> <p>Writing for Reception – we are focusing on a balance between play and formal learning for Reception. Writing is successful for this year group and drawing club contributes to this success. Expectation is that Reception should start writing within the first few weeks of starting school and build on this over the rest of the year. <i>ND asked do you focus in lesson or topic lesson on the consistency of writing?</i> It can vary to whether writing is completed in the topic lesson or the English lesson. There are cross overs between topic and their writing lesson. <i>GO asked in terms of reading, do you do anything to ensure there is some diversity?</i> last year we purchased many multi-cultural books for children and this was funded by the PTFA. JM added many of the reading books are culturally diverse. Vocabulary is a large focus at the moment and it has been shown that this is extremely important in adult life. KS reported statistics to governors.</p> <p>Children express they like to free write and would like to identify how we could include this in the future. KS left meeting at 5:57pm</p> <p><u>Behaviour Update</u></p> <p>Staff are greeting children at the door and this is working well, it is a great opportunity for staff to make contact in the morning and to assess any concerns.</p> <p>Recognition and achievement boards in the classrooms are working positively, names entered on to the boards are rewarded appropriately. Wonderful Walking has had a positive change overall with 98% of children walking well around the school. All teachers are supporting this. Transitions to lunch are more difficult and we are reviewing this.</p> <p>Hot Chocolate Wednesdays is working well and is an opportunity to chat with the children. Good Manners Cafe has been positive so far. Year 6 were less keen at the beginning however they have warmed to it over time. TM reported feedback from the children is positive for both Good Manners Cafe and Hot Chocolate Wednesdays and they are excited about the opportunity.</p> <p>Buddy benches and outdoor environment is working well. Rota for scooter use has been put in place and rota for football is being set up. Summer term offers so many options with regards to outside space.</p> <p>Celebration assemblies with parents has been disrupted due to COVID but the ones that have taken place have been successful. All staff have a bundle of stickers to award to children and this has been received positively by the children. JM said there is further opportunity to develop more, new event to be set up for the summer term. JM will be consulting staff and governors for ideas and children will be able to vote on and share their own ideas. Google form to be circulated before Easter break and ensure something is in place after Easter.</p> <p><i>TM asked do you still have golden time?</i> There is some positives to golden time and some negatives, we have discussed this as a whole staff board and decided we are not in favour of golden time as there is a punishment element to it and we are trying to move away from this.</p> <p>Teaching Assistant (TA) meetings have been taking place each half term and each focus of these meetings are different, these have been positive and good opportunity for TA's to have a voice. These meetings are to be reflective and opportunity to speak up.</p> <p>Coaching plan in place following SLT attending coaching training, this has been used with subject leaders during the development of the SDP. Specific links to behaviour to support children in classes and to use questions that helps support them to reflect on their behaviour. KS will also be completing this training in September. Coaching training will be disseminated between staff. Year 5 and 6 to train as play leaders in the playground. JM will circulate an email to staff to bring all this together and to thank staff for all the support. MR reflected on the positives with the buddy system for Reception children.</p> <p>JM left the meeting 6:27pm</p>	
2	Notice – Received	
3	Agreement between Part I and Part II – Item 9 will be reviewed in Part II at the end of the meeting.	

Ref	Action or Decision	Action Owner & Deadline
4	Apologies for Absence – apologies received from NM and sanctioned by governors.	
5	Quorum - Quorate	
6	Declaration of Business Interests relating to the agenda – None	
7	Review and agree minutes from previous meetings on 10th February 2022 – The minutes were agreed as a true and accurate record of the previous meetings and signed by JS(Co-Chair).	
8	Matters arising from the meeting on 10th February 2022 – Foundations stage unit research is in progress and Anthony Pope is aware of the conversations and research taking place. Allotment 4-year crop rotation plan is in place and has started. Elliots outstanding invoice for utilities used during school build has now been paid. Electrical cabinet will be slightly cheaper as there is no requirement for Western Power to discount and reconnect. Awaiting quote with final figures.	
9	Review proposed draft budget 2022-23 – to be covered in PART II	
10	HT Report – Attendance data has been affected by the increase in COVID cases since data was circulated. We have been challenged by the reduced numbers of staff due to COVID with 9 members of staff off today. Around 4/5 th of the staff has had COVID since before Christmas. Individual action plans have not all been completed due to the staff absence. Government have confirmed assessments will be going ahead this year.	
11	Questions from Teaching and Learning Committee Minutes Senior Leadership Team were due to meet with Brad Murray, but this has been cancelled due to BM having COVID. RL has met with Debbie Tollerfield and finalised new SEND policy and clarified information query with Babcock. DT is completing final review; this will be reviewed at next T&L meeting before recommending to FGB.	T&L
12	Questions from Resources Committee Meeting <i>CT asked if the meeting with Simon Jupp (SJ) and other local Headteachers was useful? SV said various items were raised, and SJ has advised he would happily report back to DfE if we can supply concrete evidence. SV and other heads are working on this information to return to SJ. SJ wishes to meet with the Headteachers each term.</i>	
13	Vision Brainstorming – Vision will outline what we want our children leaving school being, knowing and having done. This can support the writing of the strategic plan and help the governing board to be organised. Governors discussed ideas and shared examples of visions. ND reflected on meeting with Anthony Pope, he was keen on inspiring our children to aim high, and that we are outward looking. CT shared curriculum intent from local college and how this was created. Respect, adventure and achieve to be used as the starting point. Vision working party will build a vision from the 3 words and bring back to FGB to review. It will focus on the school and the opportunities the school will give the children. <i>CT asked which tense this vision will be written in? future tense may be the most appropriate. SI suggested critical thinking to be included as relevant in the vision.</i> Governors to send any ideas to ND that haven't been discussed at this meeting, working party will review other schools' visions to support vision writing.	FGB
14	Governing board structure – CT has been looking at different models of governing boards and shared information from Babcock with governors. As we have a considerably reduced number of members on the board, other structures may be more suitable, this	

Ref	Action or Decision	Action Owner & Deadline
	<p>could support meetings to be more focused. Evaluation of the current roles on the board, how we get involved and if the roles work should be considered. There are many models to explore and identify an effective way to work should be a priority. Our development as a new board is important and governors agreed discussion in the summer term with regards to governing board structure is a key focus to ensure we move into the autumn term confidently. RL said strategy should be an important part of this evaluation process and ensuring we are strategic going forward.</p> <p>Science feedback to move to T&L committee to offer more opportunity for discussion at next FGB. FGB in July to focus on governing board structure, assessment and HT report.</p>	FGB
15	<p>New governor induction update – SI will communicate with individual who has expressed an interest in becoming governor.</p>	SI
16	<p>Safeguarding – <i>RL asked when is the safeguarding policy is due for review? SV advised this is a standard safeguarding policy which is personalised to the school, this is released in September annually and is reviewed once it has been personalised. SV will send to RL.</i> <i>RL asked have all the governors read KSCIE? Yes in September 2021, and the expectation is governors will read this annually and confirm they have done so.</i></p>	SV
17	<p>Health and Safety Update – Health and safety audit completed and 100% achieved. SV will be completing hand over for health and safety with Anthony Pope. AP will be attending health and safety training in September.</p>	
18	<p>Agree date for Governors awareness day – Wednesday 29th June agreed as next governor day within school.</p>	
19	<p>SEND – <i>RL asked we currently do not have SEND representation on the SLT, should this be reviewed? Debbie Tollerfield, SENDCo, is invited to SLT meetings when SEND is on the agenda and this works positively.</i></p>	
20	<p>Policies for ratifying: Redundancy – reviewed at resources meeting and recommended to FGB. AGREED: SI proposed, JS seconded and all governors voted to ratify redundancy policy.</p>	
21	<p>Items for agenda of next meeting Vision Recruiting new governors</p>	Vision WP ND
	ND and MR left the meeting and PART II entered at 7:24pm	
	Date of next meeting: Thursday 26 th May 2022	

The meeting closed at 7:55pm