



Newton Poppleford Primary School Full Governing Body Meeting Thursday 15th 2025 5:30pm

Meeting : Part I Minutes

Date & Time	Tuesday 15 th July 2025 5:30pm		Location	Newton Poppleford Primary School			
Governors Present	Initials			Governors Present	Initials		
Chris Trengove (Chair)	CT	Co-opted Governor		Tom Cardy	TC	Parent Governor	
Rebecca Layman (Vice-Chair)	RL	Co-opted Governor		Paul Steer	PS	Parent Governor	
Ant Pope	AP	Headteacher		Guy Frankland	GF	Co-opted Governor	
Linda Wright	LW	Co-opted Governor		Mary Raffell	MR	Staff Governor	
Caroline Odbert	CO	Co-opted Governor		Hannah Jones	HJ	LA Governor	
Nick Rudling	NR	Parent Governor					
Rebecca Burdus	RB	Parent Governor					

Apologies	Initials	Reason for Absence (Category of Governor)	Absent without Apology	Initials	Category of Governor
Gary Oldroyd	GO	Co-opted Governor			

In Attendance	Initials	Capacity	Minutes to
Penelope Rossetter	PR	Clerk	All Governors
James Morison	JM	English Lead	School website

The meeting opened at 5.30pm

Ref	Action or Decision	Action Owner & Deadline
	<p>SWOT Analysis – English Writing - James Morison The SWOT can be found on the shared drive and Governors were asked if there are any questions.</p> <p>Governors asked about in the opportunities and the AI App? JM reported outlined the practical application of the App and how it gives feedback. AP feels teachers will benefit with a learning pathway with a suggested lesson plan. The child gets individualised feedback. This is a trial at the moment. There will be different ways that this will impact in the future. In particular with the new writing framework.</p> <p>Governors asked if the app is GDPR compliant? AP said we are completing due diligence to ensure before we use it – the company assures the compliance goes further than normal and ensures AI compliance. There is national guidance.</p> <p>Governors asked if there was enough support? JM said he did. There was a range of positive support being used.</p> <p>Governors noted they wished to celebrate the work done and the team. JM then left the meeting.</p>	

Full Governing Body Minutes dated 15th July 2025

Signed

Ref	Action or Decision	Action Owner & Deadline
1.	Agreement between Part I and Part II – CT confirmed there will not be a part II for this meeting	Agreed
2.	Apologies for Absence Gary Oldroyd GO Co-opted Governor	Agreed
3.	Notice – Received.	
4.	Quorum – The meeting was quorate.	Agreed
5.	Declaration of Business Interests relating to the agenda None	
6.	Minutes (a) To confirm Part I Minutes of Meeting 3 rd June 2025 The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair. <u>To consider matters arising from the minutes.</u> Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda: <ul style="list-style-type: none"> • Key priorities – these are on the agenda • Terms of reference review everyone to look at their TOR for discussion at the next meeting • Year 6 leavers information – see report in Headteachers report • TC and CT to meet – TC reported to carry forward to after the summer holidays • Costing of kitchen and school meals. AP said this is to be carried forward to next term • Checking Bromcom ledger – AP said this is based on 24/25 financial year. • Documents to sign – Done • Governor Skills Audit – RL reported she is analysing the data received and the training done • Dates of meetings – see below. • Governors' awareness day confirmed as Friday 3rd October. 	Agreed
7.	Business brought forward by the Chair None	
8.	Governors Key Priorities Make Newton Poppleford the school of choice AP reported 30 children for reception plus 3 in other year groups. Two further families shown round today. Others families have been shown round recently. RL said it seems we are increasing our market share. She and CT are meeting in the summer holidays to discuss. GF added that over the summer he is going to review the website content, structure and format and will bring back to the October meeting for further discussion. CT added going forward we need to be clever with our marketing. RB said we should all be sharing the school social media. Explore position of NP as a maintained school CT shared the Future Assessment Tool table that he had prepared. This considers the variants of the different independent and autonomous criteria in relation to academisation, federating or staying independent. This is factual information for Governors to be informed. RL suggested Governors look this over during the summer break. It was also suggested to do a SWOT analysis. Governors agreed it is important we are investigating the options and have all the relevant information to make informed decisions if we need to. It was agreed that the next step would be for a few Governors to look at the document further and bring back to a FGB to discuss further at a future meeting at a workshop. It was noted if a decision needs to be made in the future there would be a full consultation. Monitor the financial stability of the school RL said this can be done at future meeting. Consider the measure of improvement and reporting by Governors RL reported this is ongoing.	

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9.	<p>Policies The following policy reviews and updates were approved by Governors:</p> <table border="1"> <tr> <td>SEN</td><td>CiC Children in Care Policy</td><td>No Changes</td></tr> <tr> <td>Chair</td><td>Complaints Procedure and Policy</td><td>CF to Autumn 1</td></tr> <tr> <td>EI</td><td>Equality Objectives review</td><td>PS reported one minor change to wording</td></tr> <tr> <td>PSS</td><td>Health, Safety and Wellbeing Policy</td><td>Update of staff names.</td></tr> <tr> <td>S</td><td>Safeguarding and Child Protection</td><td>Updated by DCC and the new KCSIE will possibly mean more changes later in the year</td></tr> <tr> <td>S</td><td>Volunteers in School</td><td>CF to Autumn 1</td></tr> <tr> <td>PSS</td><td>First Aid</td><td>Amendments made</td></tr> <tr> <td>CO</td><td>School Emergency Plan</td><td>Amendments made. Governor contact numbers need adding. This is not public information.</td></tr> </table> <p>Governors expressed that there is a need to ensure all policies have listed the version they are based on.</p>	SEN	CiC Children in Care Policy	No Changes	Chair	Complaints Procedure and Policy	CF to Autumn 1	EI	Equality Objectives review	PS reported one minor change to wording	PSS	Health, Safety and Wellbeing Policy	Update of staff names.	S	Safeguarding and Child Protection	Updated by DCC and the new KCSIE will possibly mean more changes later in the year	S	Volunteers in School	CF to Autumn 1	PSS	First Aid	Amendments made	CO	School Emergency Plan	Amendments made. Governor contact numbers need adding. This is not public information.	<p>CT</p> <p>NR</p> <p>All</p> <p>PR</p>
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10.	<p>Focus Areas for Governance and questions</p> <p>Safeguarding NR NR identified the following points from his report: Monitoring visit case study was positive and was pleased with the visit. There is a summary in his report. The last term has shown a continued reduction of instances of violence towards staff. One alert of an incident of online safety. Was pleased that it showed the school process worked and the appropriate alert was actioned. Action plan has some ongoing points. Governors thanked NR for his report.</p> <p>SEND RL RL shared her screen with Governors. She had met with Elys where they looked at the impact of OFSTED. RL shared her overview of her targets. She was looking at 2022/23 current year 2 and those pupils that did not pass their phonics in year 1. There was a discussion about the interventions in place for those pupils and the capacity and staffing the school has. RL asked about targets generally and are these smart enough? AP said that all training is being done where needed and based on the provision the children are being given, we should expect a higher level of attainment this year. AP feels the school is working towards this going forward. Governors thanked RL for her report.</p> <p>Communication and Well-being MR Governors thanked MR for her report.</p> <p>Finance with Budget Update GO No report.</p> <p>Learning Standards LW LW and JC shared an update. And information page has been put on the Website. Governors thanked LW and JC for their report.</p> <p>Personnel TC No report.</p>																									

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	<p>Premises, Safety and Security CO CO said we had GDPR audit last week. Some actions to undertake.</p> <ul style="list-style-type: none"> All staff and Governors to complete cyber security training and Data Protection training. Also, a GDPR briefing will need to be done. A presentation is being produced. Angela is setting up an account for all Governors to access for training. Governors should discuss GDPR at least once a year. Policies all staff and Governors should all have read all relevant GDPR policies. The new KCSIE in particular. CT said this is normally done at the AGM. PR suggested she could add this to the Governor Hub for Governors to agree to. PR and CO to discuss. Information Security Policy- this will be sourced from Scomis by Angela. Records Management Policy to be added to CO TOR in place for December this year. Data Protection Policy needs a section on GDPR and Job descriptions as an appendix and CO will action Need to check if the Privacy notices on the website are the current versions CO will review Policies need a shared location. Angela and Ant have actioned already. To let PR know. The school needs to purchase a records guide. Angela is actioning. GDPR needs a regular meeting and reported to Governors. CO will put posters around the school to remind staff of GDPR responsibilities. <p>Governors thanked CO for her report</p> <p>Behaviour and Attendance. CT Nothing to report</p> <p>Equality and Inclusion PS PS reported on the following: Under resourced children – draft report to be published after the summer break as is currently looking at the detailed data. So will come to the Autumn 1 meeting. Draft Report will go to CT and RL over the next few days. Will be difficult to identify trends as only have two years data. Governors thanked PS for his report.</p>	<p>CO/PR</p> <p>CO</p> <p>CO</p> <p>CO</p> <p>AP</p> <p>CO</p> <p>PS</p>
11.	<p>Headteacher Report AP AP highlighted the following from his report. He wanted to celebrate the positives and improvements. Results are strong and are broadly in line with national. GDS was noted as Greater Depth Standard. Attendance is good this year compared with Devon and National. This is mainly due to the culture of the school. Writing results are improved. In Autumn 1 there will a full assessment report. This will recognise all attainment fluctuations. Early identification of attainment of GLD is key to plan interventions and we have to target resources. This is quite challenging in some cohorts. Governors asked about the data and will it be broken down into different sub groups as Governors were asked about this from OFSTED? AP showed the Governors last year's data and how it is broken down. AP also noted the rise in pupil numbers is positive. Oracy is to be celebrated.</p>	

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	<p>Staffing budget has allowed for increasing staffing capacity.</p> <p>Governors asked about pre-school numbers? AP said this is broadly in line with national.</p>	
12.	<p>Monitor School Development Plan</p> <p>AP circulated the updated plan. However, not much has changed from the previous plan. However, he said that he has already started planning for next year and is put in a format based on what is known about the new inspection framework. He listed the key points and priorities and development points. There was a discussion on how the SDP priorities will be planned out and the 4 main areas of focus.</p> <p>CT said that OFSTED recommended the school Behaviour Policy needs to be reviewed for compliance.</p> <p>Governors asked about the grant for the Garden? AP said when the work is done the funding will be given. This is planned for the summer.</p> <p>Governors asked about the sensory garden? This is being funded by PTFA as well as the funds for the books.</p> <p>AP explained there was nothing to be done at this meeting but wanted to ensure the Governors had an early view of the new SDP format and areas of development.</p>	
13.	<p>Reports on Training Undertaken</p> <p>RL reported on the Governors skills audit and listed the current strengths and weaknesses. RL identified there is a need to look at the equality and inclusion of the board. Are we representative of all the local community?</p>	

The meeting closed at 8.15 pm