



Newton Popleford Primary School Full Governing Body Meeting

Meeting 5 Part I Minutes							
Date & Time	Thursday 30 th March 2023 5:30pm		Location	Newton Popleford Primary School			
Governors Present	Initials	Role	Governors Present	Initials	Role		
Mr A Pope	AP	Headteacher	Mr J Slade	JS	Co-opted Governor		
Mrs T Murphy	TM	Parent Governor	Miss R Layman	RL	Co-opted Governor		
Mr C Trengove (Chair)	CT	Parent Governor	Mr G Oldroyd	GO	Parent Governor		
Mrs N Dowsing	ND	Parent Governor	-				
Mrs L Wright	LW	Co-opted Governor	-				
Mrs M Raffell	MR	Staff Governor	-				

Apologies	Initials	Reason for Absence (Category of Governor)
Mrs C Odbert	CO	Personal
Mr T Warren	TW	Work
Mr S Ireland	SI	Personal
Mr N Macleod	NM	Co-opted Governor

Absent without Apology	Initials	Category of Governor
-		
-		
-		
-		

In Attendance	Initials	Capacity
Mrs S Brown (virtual)	SB	Clerk

Minutes to
All Governors
School website

The meeting opened at 1735.

Ref	Action or Decision	Action Owner & Deadline
1.	<p>Questions on Subject Feedback SWOTs Due to staff member's attendance at Parents' Evenings, AP represented the teachers when answering questions to do with SWOTs.</p> <p>a) <u>Science (B.Bradley)</u></p> <p>The Science subject SWOT was noted.</p> <p>Question: Was the school happy with the new scheme, was the scheme intent fit for purpose? Yes, the scheme had all the elements that the school required, and it was possible to adapt the scheme further to suit. Feedback from teachers was positive.</p>	

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	<p>Question: how was the teacher’s subject knowledge developed? Training was in place for B.Bradley, and one other staff member, which attracted additional funding for the school. Development for the wider staff community was diarised for the Summer Term.</p> <p>Question: Did the school intend to develop its Outdoor Education provision? AP reported that there was an intention for Outdoor Education to be developed in the Summer Term, not only for the Science Curriculum but to me mapped across the full curriculum.</p> <p>Question: Could the parent community be invited into school to provide experiment demonstrations as had happened pre-COVID? Yes, this could be developed for next year’s National Science Week.</p> <p>Question: Did the new scheme require the provision of new/alternative resources? The school had limited storage facilities which AP was aiming to increase with the procurement of external, dry, storage areas. There was a Bat House on the school grounds that CO was investigating, with Wild England, future possible uses for. The school’s Capital Budget could be used to develop/procure further storage for the school. Governors noted future development of the Bat House and/or development of internal areas of the school for future strategic discussions.</p> <p>b) <u>Geography (B.Turner)</u></p> <p>The Geography SWOT was noted.</p> <p>Question: Previously, it had been the school’s intention that Geography would be a particular area of focus, across all years, had this been achieved with the intended impact? Yes, the curriculum mapping was much more coherent.</p> <p>Question: Map work skills had been identified as a weakness during the last two SWOTs – what was the school doing to address this? The curriculum had been remapped and teachers were now teaching the new units. Their knowledge and skills in these units was developing and the school now needed to develop its provision of off-site trips and identify opportunities for developing children’s map work skills.</p> <p>Question: within the SWOT it had been identified that time and budget restraints were affecting further curriculum development – what was needed to address this? AP reported that significant budget restraints were indicative across the Education sector at this time, as was a lack of time. Whilst release time was in place to develop the Geography curriculum, the school had a phased approach in developing all of its curriculums with Science currently receiving the most focus. It was not possible to focus on all of the curriculum areas with the same intensity, therefore a strategic focus was in place.</p> <p>Question: When would the curriculums all be in place? By the end of the academic year. The intent would be in place and the implementation embedded, and curriculums would be evolved and adapted further to suit over time.</p> <p>c) <u>PSHE (M.Pulling)</u></p> <p>The PSHE subject SWOT was noted.</p> <p>Question: Was sufficient time in place to develop PSHE? Yes, it was a focus in the School’s Development Plan for Summer 1 & 2.</p> <p>Question: Identifying that upcoming RSE lessons had been communicated to parents, was there any feedback? AP was not aware that any parents had communicated any concerns. Governors concurred that the school communicated effectively with parents about its planned RSE delivery.</p> <p>Question: What were the school’s plans to develop teacher’s teaching PSHE rather than the Higher Level Teaching Assistants (HLTA)? The ambition was that more teachers would teach PSHE.</p> <p>Question: How was the teaching of PSHE across all classes being quality assured? Through learning walks and the wider monitoring cycle. This was an area that AP could look to develop further.</p>	
2.	Agreement between Part I and Part II – Agreed.	

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3.	Apologies for Absence – apologies received from CO, TW, SI and NM were sanctioned by governors.	Agreed
4.	Notice – Received	
5.	Quorum – The meeting was quorate.	Agreed
6.	<p>Declaration of Business Interests relating to the agenda – None</p> <p>The school was receiving a Financial Audit during the Summer Term, the following documents would need to be signed and submitted to the Clerk (electronically to the Clerk's email account):</p> <ul style="list-style-type: none"> - Declaration of Business Interests: TW - Declaration of Eligibility: AP, LW, NM, RL 	By w/c 17/04/23 TW AP/LW/NM/RL
7.	<p>Minutes</p> <p>(a) <u>To confirm Part I Minutes of Meeting 08.02.23</u> The minutes were agreed as a true and accurate record of the previous meetings and signed by CT.</p> <p>(b) <u>To consider matters arising from the minutes.</u> Actions updates as below unless covered elsewhere within the meeting's agenda:</p> <ul style="list-style-type: none"> - The date of the next FGB meeting of 27/04 was confirmed. Proposed future dates were: 23/05, 11/07. - The S175 had been submitted. - All governors confirmed that they had completed safeguarding training – SB to check for certificate location on shared drive. <i>*post meeting note: certificates received to date are on the Governors Shared Drive – CPD Governor Training – Certificates.</i> - Preschool staff member KD did not have SENDCo training, however support was in place for KD via termly meetings with DT, the school's SENDCo. RL would meet with KD to monitor SEN arrangements within the Preschool. - ND had drafted the strategic priority letter and send it to AP and CT for approval prior sending out. AP/CT to respond. - Personnel Lead report from FGB 080223 – SI was absent from the meeting. It was unclear if his report from 080223 had been accessed (there had been technical issues), item carried forward. - Red bridge letters had been written by the children and would be shared with the Campaign Group in Harpford. - Policies carried forward would be addressed in agenda item #17 	Agreed SB RL AP/CT SI & carryforward AP
8.	<p>Business brought forward by the Chair</p> <p>a) <u>N/A</u></p>	
9.	<p>Safeguarding</p> <p>(a) <u>Safeguarding Update</u> The Safeguarding 175 Audit, as submitted to the County, was noted by governors. AP provided governors with an overview of the actions identified within the resulting Action Plan, which had also been reported within the HT report. Many actions had been completed and/or were in progress, actions to note:</p> <ul style="list-style-type: none"> - AP to ensure staff members have read relevant policies (e.g. Code of conduct etc.) - AP to attend Devon Safeguarding refresher - complete <p>One child was on the Child Protection Register.</p> <p>(b) <u>Lead governor report</u> The Safeguarding Governors Report and Prevent Duty Audit were noted by governors.</p> <p>There were no further questions from governors.</p>	AP
10.	<p>SEND</p> <p>(a) <u>Lead Governor report – carry forward for next time.</u></p>	

Full Governing Body Minutes dated 30.03.23

Signed

Page 3 of 8

Dated.....

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	<p>Nothing to report on this occasion. The next report was due in May 2023.</p> <p>(b) <u>Update on SEND Self Audit</u> The SEND Self Audit had been completed, as suggested by the consultant, with no actions identified.</p>	
11.	<p>Updates</p> <p>(a) <u>Development of Vision and Values</u> AP advised that the school's previous vision and values weren't fully embedded and suggested that Governors should consider updating the three-word vision and monitor for its future embedment and enactment within the school. School visions should permeate through the school with a strong focus on ethos and resilience. It was likely that AP would be requesting additional resources, during the Summer Term, to support the development and embedment of a revised vision.</p> <p>(b) <u>Development of the strategic plan</u> AP suggested that governors use the Summer Term's Governors Awareness Day to review their Strategic Plan, to self-critique it, and to consider a revision of it. Ideas for the development of a Governors Awareness Day were proposed: <ul style="list-style-type: none"> - Break out into small groups to consider different aspects of the school's strategy and/or governor working model - Meet with key people (staff/children/parents) - Conduct school walkabouts - Conduct skills Audits to create governor development action plans (training, delegation of ToRs etc.) with the possibility of a mini-appraisal/1-1 being held with the CoG to identify governor training and development needs. <p>AP would attempt to release staff to meet governors during the day but there would naturally be challenging times during which cover might be an issue. SB would create a doodle poll to find a date during w/c 3rd July that most governors could attend.</p> <p>(c) <u>Agree term dates for 2024/25</u> The proposed 2024/25 term dates were noted and agreed by governors. Twilight days were being used to reduce the longer 2nd half of the Summer Term which was 8 weeks.</p> <p>(d) <u>Update on Breakfast and Twilight clubs</u>: Discussion postponed to the end of the meeting to be held under Part 2.</p> </p>	<p>SB/Clerk</p> <p>Agreed</p>
12. 1839	<p>Headteachers written report The Headteacher's report, March 2023, was noted with thanks by Governors.</p> <p>Question: Noting that there were 20 incidents of violence towards staff, what was the school doing to address this? The figure was a cumulative total and AP had noticed a significant drop in violence towards staff, since the last HT report to governors, due to the positive impact from increased support and targeted provision for a child.</p> <p>Persistent absentee monitoring systems were now in place and figures were broadly in line with national. AP was developing a whole class rewards programme which would be based on "best endeavours" and account for known absentees' issues.</p> <p>A revised Accident Book was now in place – there had been an increase in reported occurrences of accidents during the Autumn Term due to new starters using the school scooters for the first time. As the children's scooting skills had improved, accidents had reduced. It was anticipated that this would be a repeated data trend each Autumn Term.</p> <p>Question: Reflecting on the school opening hours, now that the School Day Consultation was over what were the next steps?</p> <ul style="list-style-type: none"> - AP identified that altering the school day would create a pinch point with parking issues (children all arriving and departing at the same time). AP had consulted with Devon County Council and would be conducting best endeavours to mitigate risk wherever possible (e.g. educating children in road safety). There had been no possible suggested changes during Devon C.C's last monitor. It was recognised that the zig-zag road markings had been placed in the wrong location. Whilst various suggestions were put forward by governors, none were thought to be effective in the long term. AP would contact the local councillor for support. - AP would be consulting with staff members. 	<p>AP by May FGB.</p>

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	<p>Question: What progress had been made towards reviewing flexi-schooling provision? Requests in place were complex, AP had requested guidance from the Inclusion Team and was awaiting response. AP was keen that a clear rationale was identified for the approval of flexi-school requests. Governors were aware that appeals/complaints might come to the board were families dissatisfied with a flexi-schooling decision. AP had consulted Devon's Flexi-schooling guidance. Appropriate notice of a change in the school's position would be communicated once a decision had been made. AP would provide governors with an update on the school's position at its May FGB.</p> <p>Question: clarification was sought on the school's current Staff recruitment position. Due to budget constraints, replacing leaving staff members would be challenging and the school did not anticipate replacing departing non-mandatory staff.</p> <p>Question: had AP considered communicating with staff around budget constraints and the resulting recruitment challenges? AP had written to staff earlier in the week to relieve worries around staffing. The school was re-allocating staff members where appropriate to ensure compliance. The school was not currently considering a staff structural change. Budget constraints at Newton Popleford Primary School were indicative of school budgets across the country.</p> <p>Governors reflected on the Devon picture, noting the county's SEN provision challenges were significant and budget implications would further negatively impact provision for SEN children across the County. The County was looking to increase its alternative provision capacity.</p> <p>Governors congratulated AP on the school's effective use of Facebook. AP would be increasing the content upload further across Facebook and Instagram.</p> <p>AP had set out a phased upgrade process for the replacement of classroom touch screen boards, shared desktop computers in the staff room, and furniture to turn some corridors into learning/intervention spaces. Budget implications would be considered at April's Budgeting FGB. Temporarily, AP would organise a re-shuffle of corridor spaces to trial their use for reading interventions.</p> <p>Governors reflected on the Ofsted cycle and inspection process. Curriculum intent, implementation and impact remained key for Newton Popleford School and AP was working towards ensuring the curriculum was fully embedded. AP was considering organising a mock-Ofsted visit once more progress had been made. AP was in the process of writing a revised School Self-Evaluation (SEF). AP would consider creating a "mini-SEF" for governor reflection too. Within the SEF the school's strengths and areas for development were identified. Where areas for development had been identified, action plans had been put in place.</p> <p>Predicted pupil numbers for September 2023 reflected birth rates across the county. Rather than holding school open days for potential new families, the school welcomed families to visit by appointment with AP. It was suggested that a Nursery Open Day might be beneficial, AP would organise an Open Day for the EYFS during the Summer Term.</p> <p>AP was consulting with school staff about changing the school's Phonics scheme to a DfE recognised scheme. A potential new scheme had been identified with annual costs of approx. £1000, which included the assessment scheme and tutoring for staff, with an ongoing annual subscription. AP provided governors with example books from the scheme which took children from Nursery through to Year 6. Governors commented positively about adopting a scheme that provided physical books, rather than just electronic, enabling all children to access reading equitably.</p> <p>Question: Did the proposed scheme match the school's current delivery cycle of graphemes and phonemes? Yes.</p> <p>Question: Had thought been given to the diversity of the scheme's literature? AP advised that the school's reading spine was being developed to ensure that equality and diversity permeated throughout the school's curriculum delivery. AP would investigate the proposed phonics scheme's offer for diverse literature and gain further understanding about what the scheme's annual subscription paid for. Approval for the spend could be sought from GO, in due course, as the Finance Lead Governor.</p> <p>Question: was there opportunity for the school to share resources across years 6 and 7? Possibly.</p> <p>1935: meeting broke. 1940: meeting restarted.</p>	<p>AP</p> <p>AP</p> <p>AP</p> <p>AP</p>

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13.	<p>Update on pre-school from Pre-school working party</p> <p>The working party hadn't met since the last FGB, AP would diarise a date.</p> <p>The Preschool budget was currently healthy and costings, for the coming year, were presented to governors. AP would be revisiting, with County, staff:child ratios to ensure compliance, particularly during the lunchtime period.</p> <p>Question: Had recent government announcements in The Budget been included within the school's budgeting forecast and ongoing Nursery planning? Not yet as local guidance hadn't been published around how the additional funding would be allocated to schools. AP was aware that future ratios might also change, but awaited further confirmation.</p>	<p>AP</p> <p>AP</p>
14.	<p>Monitor School Development Plan (SDP) for current academic year.</p> <p>AP shared the updated SDP with Governors, which had been linked back to the "Plan on a page", and signposted governors to the shared file for individual curriculum plans.</p> <ul style="list-style-type: none"> - The development of a core set of teaching and learning principles had begun as planned. - Various curriculum development plans were now in place and were available on the shared drive for governor viewing. The school had held a Curriculum Development Day to support staff delivery of the plans. <p>Question: what was the general staff feedback from the Curriculum Development Day? Positive. Staff were generally feeling quite good about the progress and developments being made.</p>	
15.	<p>Questions on reports from Lead Governors</p> <p>1. <u>Communication and Well-being lead</u></p> <p>Whilst a staff wellbeing survey had been recently conducted, governors discussed the survey's regulatory and considered increasing this to termly. It was noted that the survey hadn't been conducted since October of the current academic year. DES advice had been sought who had advised that regular monitoring of staff wellbeing was a school level activity for the SLT, but that governors needed to seek assurance that staff wellbeing was being monitored effectively. Governors remained mindful of placing further time demands on staff if monitoring was conducted too regularly. After a full discussion, it was generally agreed that the survey from governors should be conducted annually with governors monitoring wellbeing throughout the year (triangulating) by also tapping in to:</p> <ul style="list-style-type: none"> - Feedback from general monitoring visits, - The HT's report (Staffing section), - Governor's Day with staff in attendance, - SWOTs when staff are invited to attend Governor meetings. <p>For future consideration, governors wanted to ensure:</p> <ul style="list-style-type: none"> - Survey results, identified actions and outcomes, were communicated to staff. - That questions remained consistent to enable trend spotting over time. - That staff response rates were monitored, if possible. - That an optional question was added about the respondent's role in school (teacher, support staff etc.) <p>Question: How often does the SLT monitor staff wellbeing? So far, once during AP's headship. AP had not received any negative feedback, via the survey or personally, about staff wellbeing. AP had had some challenging conversations with staff around making improvements, but these had been had in a transparent manner to positive final effect.</p> <p>Governors agreed to conduct an annual staff survey which focussed on the school's vision and strategic direction.</p> <p>Governors requested AP explore options for the SLT to conduct staff wellbeing survey's in the future, and for feeding back results/outcomes to Governors.</p> <p>SB would signpost governors to relevant information about the effective governance of Staff Wellbeing.</p> <p>2. <u>Finance lead</u></p> <p>i) <u>Receive budget monitor report</u></p>	<p>Agreed</p> <p>AP by May FGB</p> <p>SB By May FGB</p>

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	<p>GO's report was noted by governors, as were the budget monitors:</p> <ul style="list-style-type: none"> ● CAPSH 20.03.22 ● G120 20.03.22 ● G122 20.03.22 <p>ii) <u>Draft budget update</u> Governors noted receipt of the draft budgets:</p> <ul style="list-style-type: none"> ● Draft budget dashboard ● Draft Income Expenditure report <p>The Budget plans were ready for full consideration at April's Budgeting FGB, minus some staff changes which were currently being firmed up by the school.</p> <p>iii) <u>Schools Financial Value Standard (SFVS)</u> The SFVS was noted by governors with a deadline submission, to County, of 31.03.23. AP, GO and JS had worked together to complete the SFVS with GO providing an overview of it to the Full Governing Board. Confirmation was sought, and received, that the Asset Register was complete. Governors agreed the SFVS, CT signed it during the meeting.</p> <p>iv) <u>Spending decisions made by GO, in line with delegations within Finance Policy and the Finance Lead ToR</u></p> <ul style="list-style-type: none"> ● Pond safety improvements: £2390 ● Adventure Island improvements: £1963 ● Library fencing: £1380 <p>3. <u>Learning Standards lead</u> CT's Learning and Standards report was noted by governors. CT reported positively about his recent monitoring visits to school.</p> <p>4. <u>Personnel lead</u> Governors noted receipt of a staff member's training request. Costings were £2650 for the 22/23 intake, or £2700 for 23/24. Governors agreed to fund 50% of the training costs and, if payment of the remaining 50% was a barrier towards the staff member's enrolment, the staff member would be encouraged to discuss further possibilities with AP.</p> <p>5. <u>Premises, Safety and Security</u> CO's Premises, safety and security report was noted by governors.</p>	<p>Agreed</p> <p>Agreed</p>
16.	<p>Reports on Training undertaken by Governing Board to include 3 key feedback points:</p> <ul style="list-style-type: none"> ● <u>Induction for new governors</u> – TW had confirmed to the Clerk his attendance. ● <u>Induction for new governors</u> – LW had attended. <p>Training needs: Governors were signposted to the Governance Today Magazine Spring 2023, noting the Summer Term Training dates on pages 12 & 13. Requests for training should go to the Clerk to arrange bookings.</p> <ul style="list-style-type: none"> ● RL's "Finance for maintained schools" training had been arranged for 4th May ● CO was unavailable for the 4th May Finance training – the Clerk would continue to monitor upcoming training dates, likely for the Autumn Term. ● ND was booked on to "Ofsted: What the board should expect and how to prepare" for 20th April. 	Clerk
17.	<p>Policies reviewed as delegated within individual Terms of Reference:</p> <ul style="list-style-type: none"> - CCTV Policy by CO <p>Governors approved the following policies:</p> <ul style="list-style-type: none"> - Finance Policy (unchanged). Governors might, in future, consider increasing the delegated spending limits for the Headteacher and the Lead Finance Governor. 	Agreed

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	<ul style="list-style-type: none"> - Staff Capability (unchanged) - Whistleblowing (unchanged) - No Smoking Policy (with inclusion of vaping, electronic smoking and request to leave site if smoking) - Staff Redundancy (unchanged) - CCTV (unchanged) - DBS (unchanged) - Intimate Care (references to IEP changed to MyPlan) - First Aid (new, replacement, policy) - Governor expenses (unchanged) - Staff Disciplinary (delegation altered to AP in the first instance) - Employee Code of Conduct (reference to Child Protection Policy now in place) - Managing sickness Absence (Oshens still relevant) - Recruitment Selection (unchanged) - Assessment Policy (altered to suit) - EYFS (altered to suit) - Nursery Admissions (Devon Model policy) <p>Governors archived the following policy:</p> <ul style="list-style-type: none"> - Staff Secondment – A model policy remained available from HROne if required in the future. <p>Policies to be carried over to the next meeting:</p> <ul style="list-style-type: none"> - New Governor Induction (SI) - School Emergency Plan / Business Continuity Plan (CO) - Menstrual wellbeing and Menopause (MR) - Privacy Notices (CO/A.Nash) 	Agreed
18.	<p>Review of the Governing Board Structure</p> <p>CT clarified with governors the correct routes for the school communities to communicate their concerns:</p> <ul style="list-style-type: none"> - Parents/families should be signposted to the school in the first instance. - Staff should be signposted to their line manager, then Head teacher, then the Clerk or Chair of Governors. - The Whistleblowing policy was available on the school website and staff shared drive. <p>Approval of Terms of Reference (ToR)</p> <p>Governors considered and approved the following ToRs:</p> <ul style="list-style-type: none"> - 1st Committee - 2nd(Appeals) Committee - Admissions Committee - Pay and Performance Committee - HT Appraisal Panel 	Agreed
19.	<p>Review of Meeting</p> <p>-</p>	
Meeting went into Part II		
18.	2047: MR and ND left the meeting which moved into Part 2.	

The meeting closed at 20:54.