



## Newton Poppleford Primary School Full Governing Body Meeting

Meeting 1: Part I Minutes						
Date & Time	26th September 2023 5:30pm		Location	Newton Poppleford Primary School		
Governors Present	Initials		Governors Present	Initials		
Mr A Pope	AP	Headteacher	-			
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 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
Mr S Ireland	SI	Childcare conflict (Co-opted Governor)	Mr T Warren	TW	Co-opted Governor
Mrs T Murphy	TM	Work Commitments (Parent Governor)	-		

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

Minutes to
All Governors
School website

The meeting opened at 17:40.

Ref	Action or Decision	Action Owner & Deadline
1.	a) CT Welcomed all to the meeting b) <b>Apologies received from TM &amp; SI were sanctioned by governors. TW was absent, this went sanctioned.</b> c) <b>Quorum: the meeting was quorate</b> d) Notice – governors had received the meeting pack in a timely manner	Agreed
2a.	<b>There were no business declarations to declare in relation to this meeting's agenda and governors committed to do so if any became apparent during the meeting.</b>	Agreed

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Signed

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2b.	Having considered the agenda, Governors had not identified any Part IIs.	
3.	<p><b>Minutes</b></p> <p>a) <u>To confirm Part I Minutes of Meeting 11.07.23</u>  <b>The minutes were agreed as a true and accurate record of the previous meeting and were signed by the Chair.</b></p> <p>b) <u>To consider matters arising from the minutes.</u>            Actions were complete unless detailed as below, or covered elsewhere within this meeting's agenda:</p> <ul style="list-style-type: none"> <li>- AP to research "Safe to be" Domestic violence programme and confirm if being used in school. The school now used Fear Free (previously known as SPLITZ).</li> <li>- P&amp;P committee meet prior end Summer Term – not actioned, comm. to meet during Autumn Term instead</li> </ul>	Agreed
4.	<p><b>Business Brought forward by the Chair</b>            n/a</p>	
5.	<p>a) <b>Chair (or Co-Chair) election</b>            Nominations received for the role of Chair: CT. <b>Governors appointed CT as the Chair for a term of one year.</b></p> <p>b) <b>Vice Chair election</b>            Nominations received for the role of Vice-Chair: SI. <b>Governors appointed SI as the Vice-Chair for a term of one year.</b></p>	Agreed  Agreed
6.	<p><b>Vision and Values</b>  <i>See docs:</i></p> <ul style="list-style-type: none"> <li>- 1. September 2023.ppt</li> </ul> <p><b>Governors reflected on the school's Visions and Values, reaffirming them for 23/24, and considered the next steps on the school's journey.</b> Curriculum mapping had been a large body of work for over the previous academic year. This work continues this year in line with the 5-year strategic priorities. Governors reflected on developments the school had made over the last year, see slide 4 of "1. September 2023", and the Development Priorities for the year ahead, see slide 5.</p> <p><b>QUESTION: Did the three priorities identified within the School Development Plan (SDP) align with the results of the Self-Evaluation Form (SEF)?</b> Yes.</p> <p><b>QUESTION: What is Pupil leadership, what does this look like?</b> AP provided the board with an example of giving the children opportunities for their voices to be heard and to empower children by giving them roles in the school.</p> <p><b>QUESTION: Would student leadership be developed in conjunction with The Tribes?</b> Yes, and the WOW project. Governors spoke favourably about developing the buddy system in school, and for children to help one another in their development.</p>	Agreed
7.	<p><b>Headteacher's report</b>  <i>see docs:</i></p> <ul style="list-style-type: none"> <li>- 1. September 2023.ppt</li> <li>- SEF 21072023.pdf</li> <li>- External visitor report June 23.pdf</li> </ul> <p><u>Governor's Awareness Day</u>            Thanks were given to GO who had delivered a thorough finance training session to the Board during the recent Governor's Awareness Day. Other Governor's awareness day outcomes were:</p>	

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	<ul style="list-style-type: none"> <li>- Commitment to increase targeted advertising by engaging with external advertisers and taking marketing advice.</li> <li>- Commitment to host Open days alongside ensuring prospective parents could also visit on request throughout the year.</li> </ul> <p>Whilst the school had committed to the above, AP reminded governors that resources to achieve the outcomes were limited (e.g. staff time), so the board would need to be pragmatic in its expectations. <b>The Board would conduct a more thorough review of the Governor's Awareness Day during October's FGB.</b></p> <p><u>Staffing</u> Recent Teaching Assistant recruitment activities had resulted in positive appointments for the school. Having conducted financial benchmarking against other, similar, schools GO reported a 10% overspend on staffing in comparison. However, when digging deeper into the results, Newton Poppleford's spend on teachers was less than other schools, the high results were as a result of spends on support staff.</p> <p><b>QUESTION: Was AP comfortable with Newton Poppleford's staffing spend when considering the benchmarking results?</b> AP believed there to be a lag in the data that was used for benchmarking. Once the data catches up he believed the real time comparison would be more favourable. Current staffing levels were required to cover the provision in school (including wrap around care).</p> <p>The Clerking vacancy had not yet been filled. The NGA and Devon Education Services were being accessed for support, and the school had contacted local clerks to seek interest in the position. Governors might need to consider recruiting from a Governance Professional Agency which would incur higher costs.</p> <p>AP informed the Board he was currently taking advice from HROne about possible structural changes in the Pre-School.</p> <p><u>Receipt of external report - redacted</u> Governors confirmed receipt of the external report.</p> <p><b>QUESTION: Did AP value the opinions of the advisor?</b> Yes, to give support to AP's vision and drive for the school. Both of the external visits last year had identified areas for development, whilst also recognising the improvements that the school had already made. It was reassuring to have the school's journey documented in this way.</p> <p><b>QUESTION: Had the External Advisor completed visits of this type at Newton Poppleford before?</b> No, AP had requested the visits.</p> <p><b>QUESTION: Was there a concern that the focus of the visit didn't fully capture the whole child or the school's journey, possibly focusing too much on areas not currently a school focus?</b> Newton Poppleford was not trying to emulate the External Advisor's own school but AP valued their opinions. AP was keen that Newton Poppleford retained its own identity and that any improvements made were done so to appeal nuances of its own local community.</p> <p><b>QUESTION: How much of the report had fed into the development of the SEF?</b> The report had informed part of the SEF's development.</p> <p>During their Governor's Awareness Day, governors had witnessed the progression of learning through the school and were complementary of the journey that children go through to develop themselves. CT spoke confidently about the relationship he and AP had developed over the last year. AP had been honest with the Chair over the content of the report and CT could confidently report that the board were very well informed of the school's current position. AP was keen to communicate that teaching and learning (T&amp;L) in the school had already been on a significant improvement journey and the SDP for the year would develop T&amp;L further. Governors reported that they had witnessed a strong start to the year for 23/24, the school had nurtured a calm learning environment for all of the children.</p> <p><u>Self-Evaluation Form (SEF)</u> Governors had received the School's Self Evaluation (SEF), with thanks. A SEF was used by Ofsted to identify where an inspection might focus its attention. AP provided governors with an overview of the SEF which had been used to form the School Development Plan (SDP) for 23/24. This SEF was a forward facing, evaluative, document which identified where</p>	OCT FGB - complete

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	<p>AP thought the school currently was and where it would be in the future. The SEF was a working document with some of its elements currently in implementation. Governors thanked AP for producing the SEF and spoke positively about its uses for governors. It would be key for governors to identify the schools intent, implementation, and impact for monitoring purposes. <b>Governors requested sight of the SEF again at the Spring 1 FGB – clerk to add to the agenda.</b></p> <p><b>The Clerk would make bookings for CT and Go onto DES’ “Ofsted: what to expect” training.</b></p>	<p>Feb FGB – complete SB - complete</p>
8.	<p><b>School Development Plan</b></p> <p>Carry forward</p>	<p>OCT FGB – complete</p>
9.	<p><b>Governor Function</b> See docs:</p> <ul style="list-style-type: none"> <li>- Draft ToRs for agreement</li> <li>- Governor Code of Conduct</li> <li>- KCSiE 23</li> <li>- Self Evaluation tool (DES)</li> <li>- Proposed meeting dates 23/24</li> </ul> <p>a) Governors agreed the Lead &amp; Deputy Governor Terms of Reference (ToR) 23/24  b) Governors agreed the Committee ToRs: Performance &amp; Pay, Admissions, 1<sup>st</sup>, 2<sup>nd</sup>/Appeals  c) Governors agreed the Panel ToR: HT Appraisal panel  d) Governors agreed their Governor Code of Conduct and all present agreed to abide to it.  e) Governors reviewed and signed their Annual Business Interests Declaration (paper copies circulated during the meeting). The clerk sent a blank to AP for LW, TW, TM &amp; SI’s completion.  f) Governors confirmed they had all read Keeping Children Safe in Education 2023.  g) A skills audit analysis could be completed now that most of the skills audit forms had been received from governors.  h) The board currently held three governor vacancies: 1 x Local Authority &amp; 2 x Co-opted  i) A self-evaluation of effectiveness could not be completed due to lack of governors returns. SB would send the board the self-evaluation form and SI would coordinate an analysis.  j) Governors agreed the Full Governing Board meeting dates for 23/24 as: 17<sup>th</sup> Oct, 30<sup>th</sup> Nov, 1<sup>st</sup> Feb, 19<sup>th</sup> March, 23<sup>rd</sup> April, 23<sup>rd</sup> May, 4<sup>th</sup> July.  k) SB would cease clerking for the board as of 11/10/23.  l) Governors agreed the continuation of its NGA membership at £119 per.annum.</p> <p>The HT appraisal panel and AP would need to coordinate the Headteacher’s appraisal with the assistants of the External Advisor.</p> <p>The resulting report, and pay recommendations, would then go to the Performance and Pay panel for consideration and agreement.</p> <p>Governors used “Get information about schools” (GIAS) to identify their terms of governance.</p> <p><b>GO would complete an Equality Audit.</b></p>	<p>Agreed  Agreed  Agreed  Agreed  Agreed  LW/TW/TM/SI  Agreed  SB:complete</p> <p>SB: complete  SI – Oct FGB</p> <p>HT Appraisal and AP</p> <p>HT Appraisal and P&amp;P committee.</p> <p>GO</p>
10.	<p><b>Policies &amp; Procedures</b></p> <p>Policies approved by governors/committees as delegated within their Terms Of Reference:</p> <ul style="list-style-type: none"> <li>- n/a</li> </ul> <p>Policies reviewed and approved by the Full Governing Board</p> <ul style="list-style-type: none"> <li>- Admissions Policy 24/25 in draft format was approved for public consultation with no changes.</li> </ul>	<p>Agreed</p>

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11.	<p><b>Safeguarding</b></p> <p>a) Verbal Update from AP There had not been any Police notifications or operation compass notifications over the summer. The school's number of Children in Need remained unchanged. There had been a change in the number of Children in child protection.</p> <p><b>QUESTION: What was Attendance like so far this year?</b> Attendance, and the monitoring of, was going well. The school's morning times had altered, there was not a half hour registration period. This had increased the number of children registering "late" but decreased the number of absences. There was some disruption to the start of the day when children arrived after 9am and this would be monitored. The Local Authority had changes its attendance support offer to schools with a re-focus on offering support initially to secondaries and large primaries where attendance is less than 50%. Schools were being signposted to the DfE website for model letters that could be used to address attendance issues with families.</p>	
12.	<p><b>What have we done today that has positively impacted our children's education?</b></p> <ul style="list-style-type: none"> <li>- Received a comprehensive introduction to the SEF</li> <li>- Committed that four governors will attend upcoming Ofsted training</li> </ul>	
	<p><b>Any other Business</b></p> <p>Reflecting on the recent Governor's Awareness Day, govoners requested that the next take place in June 2024. Governors were pleased to be having a more active role in the school and that staff were recognising them. Governors were complementary about the day.</p> <p><b>QUESTION: Had there been any anxiousness amongst staff about Governors being on site for the day?</b> AP didn't think so.</p> <p><b>QUESTION: Do staff receive feedback from governors about the day?</b> CT would write to the staff to thank them for their time, and for providing such a strong start to the children of Newton Poppleford.</p>	CT

The meeting closed at 19.42